Term length: **4 months**

This Finish Fast Checklist is designed to help you stay on track, focused, and committed to your goals. Below are all the required steps you need to take to complete this certificate in the recommended timeline. To keep yourself motivated, post it someplace where you'll see it daily. Approaching the work in chunks and pacing yourself can help with getting overwhelmed as you move through your courses.

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**ORIENTATION**

Complete Ready for Success course

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**GROUP COACHING**

Here is an opportunity to connect with your peers. You're invited to join group coaching sessions, led by our Student Success Coaches. Sessions cover many topics that will support your progress and help you stay focused on your goals. **We encourage you to attend!** You'll receive information via email regarding group coaching information.

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**CAREER SERVICES**

Ready for the next step in your career? Take advantage of our on-demand career service available from your dashboard. Helpful information can be found in your **Success Resources Guide**.

- Interview Prep
- Job Search and Application Help
- Resume Help
Fundamentals for Success in Business
Organizational Behavior
Values-Based Leadership

Term length: 4 months

D100A
FUNDAMENTALS FOR SUCCESS IN BUSINESS

Complete course material
Submit:
Final Exam

D196A
ORGANIZATIONAL BEHAVIOR

Complete course material
Submit:
Final Exam

D076A
VALUES-BASED LEADERSHIP

Complete course material
Submit:
Strengths Reflection
Video Reflection