Project Title: Technical Skill Certification

Project Category: Independent Professional Growth

Objective: Choose a technical or digital skill relevant to your interests or future career goals and complete an online certification course. This project helps you build credibility, explore new fields, and prepare for future jobs or college applications.

Step-by-Step Instructions:

Step 1: Choose a Skill - Ask yourself: What do I want to learn that will help me stand out? - Common options: - Microsoft Excel - Google Workspace (Docs, Sheets, Slides) - Canva for Design - Coding Basics (Python, HTML) - Cybersecurity Basics - AI Literacy or Digital Citizenship

Step 2: Choose a Free Certification Platform Use one of these trusted platforms that offer **free certifications:** 1. **Coursera.org** – Search for free beginner-level tech courses (some with certificates) 2. **Google Digital Garage** – https://grow.google - Offers free certifications in digital marketing, productivity, and more 3. **LinkedIn Learning** – Free with a school/library account or free trial 4. **Khan Academy** – Offers learning paths (no certificates but great for foundational learning) 5. **Microsoft Learn** – https://learn.microsoft.com - Certifications in Excel, Teams, and other Microsoft tools 6. **HubSpot Academy** – https://academy.hubspot.com - Free certifications in marketing, sales, and customer service

Step 3: Register and Begin the Course - Create an account using your email - Set a timeline to complete the course (ex: 2 hours/week for 2–4 weeks) - Take notes as you go to track what you're learning

Step 4: Complete the Final Quiz or Assessment - Most certifications end with a short test - Take your time, and use your notes to help - Download or screenshot your certificate upon completion

Step 5: Reflect and Share - Write a short reflection about the experience: - What did you learn? - How can you use this skill at school, in Work Study, or in your career? - Share the certificate with your supervisor or teacher - Add it to your resume or LinkedIn profile

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Deliverables: - Completion Certificate (PDF or screenshot) - 1 Paragraph Reflection - Optional: Resume or LinkedIn update

Estimated Timeline: 2–4 weeks

Skills Practiced: - Self-motivation - Technical skill development - Digital literacy - Goal setting and follow-through