

CAREER PREPAREDNESS - CERTIFICATE OF COMPETENCY

The Student Accessibility Services (SAS) Career Preparedness Certificate of Competency will prepare students with skills needed for career exploration, employment search, and job readiness. Students will work to develop the necessary skills for success in life.

This SAS Career Preparedness Certificate of Competency will be issued by the SAS Department and will not appear on the transcripts.

Upon successful completion of this program, students will be able to:

- Identify and differentiate between appropriate and inappropriate behavior, oral communication, attitudes, and attire in the workplace with 75% accuracy.
- Construct a resume and cover letter using Microsoft Word, receiving a 3/4 on a rubric or 75%.
- Evaluate personal preferences in relation to career options by applying to at least five (5) jobs of their choosing.

certificate Requirements

Course	Title	Credits
DSPS 519	Orientation to College for Students With Limitations	0
DSPS 520	Self-Development & Career Exploration	0
DSPS 515	Computer Assisted Instruction	0
DSPS 550	Adaptive Technology and Microsoft Office	0
DSPS 551	Computerized Job Readiness Skills	0
Choose One of the Following:		
DSPS 504	Writing Skills for Everyday Life	0
DSPS 508	Math Skills for Everyday Life	0
Total Units		0