

Student Name _____ Student Number _____

Certificate of Achievement in Workplace Readiness

Requirements for the Certificate of Achievement in Workplace Readiness: Students must complete at least 60 credits hours in the areas listed below in order to earn the Certificate of Achievement in Workplace Readiness.

Core Requirements	Semester Hours	Hours Completed
SCT 111: Supported College Transition I	3	
SCT 112: Supported College Transition II	3	
SCT 113: Supported College Transition III	3	
SCT 114: Supported College Transition IV	3	
READ 120: Reading	3	
ENGL 120: Basic English (with non-disabled peers)	3	
MATH 11a: Pre-Algebra I	2	
COLL 131: New Student Experience	2	
STSK 132: Study Skills	6	
Total	28	

Work Based Training Requirements	Semester Hours	Hours Completed
CDEV 130: Career Development	3	
JOBS 100: Jobs Seeking Skills	1	
COOP 131: Cooperative Education Experience I **	1	
COOP 231: Cooperative Education Experience II **	1	
Total	6	

SCT and General Electives	Semester Hours	Hours Completed
Electives can be taken for credit or audit. Whenever possible, electives should be taken in a fully integrated classroom setting with non-disabled peers. Electives completed:	26	
Total Hours for Certificate	60	

** COOP course internships are at fully integrated, community based settings. Although 1 semester hour (80 internship/clock hours) is required, students can choose to increase their internship hours and earn between 1 and 4 credits each semester with the corresponding range of 80 to 320 clock hours.

Signature of Student _____ Date _____

Signature of Advisor _____ Date _____

Signature of VPAA _____ Date _____