

2024 - 2025

Preparation for Career

Complete the following program of study (Major Code C.1051.CC).

The Preparation for Career certificate is comprised of four Education Strategies Courses (ESC) offered through the DSP&S program. The certificate has an emphasis on course content for those students on an Academic Accommodation Plan (AAP). Upon completion of the Preparation for Career certificate, students will have demonstrated that they possess the fundamental knowledge to navigate the job-seeking process and have developed work portfolio resources to apply for vocational interests.

Name: _____ **Student ID:** _____ **Date:** _____

Course Overview and Selection

Completion of the following courses:

Course	Course Description	Hours	Completed	In Progress	Planned
ESC 350	Career Assessment and Awareness	38-40			
ESC 351	Career Preparation	38-40			
ESC 352	Career Sustainability	38-40			
ESC 377	Computer Skills for College and Career	38-40			

Notes:

Non-Credit Program offering

Program Learning Outcomes:

A student who successfully completes this certificate of achievement will be able to:

1. Demonstrate the ability to utilize computer skills used in the collegiate and job search process (i.e., learn how to navigate self-service, outlook, Microsoft applications, job search engines, etc).
2. Develop soft skills and learn the importance of civility in the workplace to sustain employment
3. Develop resumes, cover letters, references pages, and an overall resume portfolio to prepare to apply for jobs.
4. Partake in career assessment and inventories to determine vocational aspirations.

Program Goals and Objectives:

- How to assess career interests and increase career awareness which will allow students to determine vocational opportunities for themselves upon completing their certification or educational objectives
- How to prepare for job search and develop the necessary tools to apply for jobs
- How to sustain their vocation once hired and learn how to utilize computer skills necessary to navigate today's college/vocational climate with an emphasis on adaptive computer technology

Comments: