

BASIC WORKFORCE READINESS FOR DEVELOPMENTALLY DISABLED ADULTS – CERTIFICATE OF COMPLETION

TOP Code:

4930.30

The Basic Workforce Readiness for Developmentally Disabled Adults program prepares students for job search opportunities and transition to other noncredit functional skills courses or credit certificate programs. Students gain knowledge in the job application process, employee rights, interviewing techniques, time management, importance of teamwork, workplace diversity, fundamental social skills, maintaining good workplace habits and basic workplace expectations. It is recommended but not required to have a working knowledge of basic reading, writing, and math skills.

A Certificate of Completion is awarded upon completion of all required courses.

Program Outcomes

- Listen actively, respectfully, and critically; correctly interpret verbal instructions.
- Identify, understand, and discuss workplace problems/situations and possible solutions.
- Locate, discuss, and evaluate print and online resources related to workplace issues.
- Analyze external and internal motivating factors of successful employees.

Required Courses

Code	Title	Units
DSPS 2201		0
DSPS 2202		0
DSPS 2203		0
DSPS 2204		0