

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor Contact: \_\_\_\_\_

**Major Requirements: 13.5-15 units**

**A grade of "C" or better is required in the following courses**

<b>CERTIFICATE (F.7010.CN)</b>	<b>C-ID</b>	<b>Units</b>	<b>Completed</b>	<b>In Progress</b>	<b>Planned</b>
DEVSER 250, Career Awareness		4			
DEVSER 252B, Communication Skills and Strategies 2		4			
DEVSER 260, Job Search, Employment Portfolio, and Interview Development		3			
<b>ELECTIVES – Select one (1) course</b>					
DEVSER 252A, Communication Skills and Strategies 1		4			
DEVSER 262, Group Interaction		3			
DEVSER 277, Beginning Computer Literacy		4			
DEVSER 278, Basic Word Processing for Work		3			
DEVSER 279, Basic Modified Computer Applications		3			
DEVSER 285, Paragraphs to Essays		2.5			
DEVSER 286, Essay Development and College Writing		2.5			

**Notes:**

1. The Career Readiness Certificate Program is designed to provide students with the opportunity to enhance their education while focusing on an environment which will encourage job awareness. This certificate will prepare students to enter the workforce through career exploration and planning, interview preparation, and communication and workplace skills development. This certificate will enhance employment awareness of each student.
2. The *Certificate* requires completion of the major (13.5-15 units) with a 2.0 or better GPA. Certificates do not appear on transcripts.