

INDEPENDENCE AND CAREER READINESS

Program Description

The Tools for Transition & Work (TTW) program is an intensive, cohort-based, year-long program providing over 40 units of instruction for neurodivergent students. The courses included in the Certificate of Achievement in Independence and Career Readiness focus on academic and career skills, digital literacy and technology, personal development and independence, community engagement, and physical health and wellness. Students build executive functioning, self-advocacy, and workplace readiness to prepare for independent career or academic paths and competitive employment. This comprehensive program equips students with the tools needed for long-term success in professional and personal life.

Learn more about the program on the [Tools for Transition & Work website](#).

Program Learning Outcomes

- Upon completion of the program, the student will have developed the executive functioning and technical skills necessary to secure and maintain competitive employment.
- Upon completion of the program, the student will be able to apply critical thinking, problem-solving, and communication skills to navigate workplace environments and foster professional growth.

Career Opportunities

The TTW program prepares students for employment, further education, and greater independence in adult life. Some students will move directly into entry-level employment, while others will use the skills gained in the program as a foundation for further training, college coursework, or more advanced career pathways. Career opportunities vary based on each student's goals and strengths, but those not seeking further training will be prepared for entry-level roles in customer service, office and clerical support, retail, food service, campus and community-based employment, and other positions that value communication, digital literacy, self-advocacy, reliability, and workplace readiness.

Award Type(s)

- CA = Certificate of Achievement

Units Required

- Certificate(s): 42.5

Certificate Requirements

Certificate of Achievement in Independence and Career Readiness

- Units: 42.5

Code	Title	Units
Core Courses		
ALTW 105	ENGLISH THAT WORKS: WRITING FOR CAREER & COLLEGE	2
ALTW 108	COMMUNICATION FOR COLLEGE & CAREER	2
ALTW 112	INTRODUCTION TO WORD PROCESSING	3

ALTW 113	CAMPUS WORK EXPERIENCE FOR NEURODIVERGENT STUDENTS	1.5
ALTW 122	WORK ATTITUDES & BEHAVIORS ON THE JOB	2
ALTW 123	JOB SEARCH SKILLS	2
ALTW 126	INTRODUCTION TO SPREADSHEETS	3
ALTW 137	DISABILITY & THE LAW	3
ALTW 138	APPLIED COMPUTER APPLICATIONS	3
ALTW 143	PRACTICAL FINANCIAL SKILLS FOR INDEPENDENT LIVING	4
ALTW 146	RESPONSIBLE CITIZENSHIP IN A DIGITAL WORLD	2
Support Courses		
ALTW 203	LEARNING STYLES & STRATEGIES	2
ALTW 209	SOCIAL SKILLS	2
ALTW 218A	CURRENT EVENTS	2
ALTW 218B	INTERMEDIATE CURRENT EVENTS	2
ALTW 229	HEALTHY RELATIONSHIPS	3
PHDA 15A	MODIFIED TOTAL FITNESS	1
PHDA 16	MODIFIED GENERAL CONDITIONING	1
PHDA 17	MODIFIED RESISTIVE EXERCISE	1
PHDA 18	INDIVIDUALIZED EXERCISE FOR SPECIAL POPULATIONS	1
Total Units		42.5