

# Academic Development

## *Alternate Documentation*

### Workplace Relations

1. A Bachelor's degree or higher degree from an accredited college.  
**OR**
2. Receiving a grade of B or better in one or more of the following courses is acceptable as a replacement.
  - *Weber State University*: COMM 2110 or COMM 1050; Interpersonal & Small Group Communication.
  - *Davis School District*: Critical Workplace Skills
  - *Salt Lake Community College*: COMM 1010, 1080, 2110 or 2120; Elements of Eff. Comm., Conflict Mgmt. & Divers., Interpersonal Comm., Small Group Comm.
  - *University of Utah*: COMM 1010; Elements of Speech Communication
  - *Military*: Any leadership training coursework (No time limit)

### Job Seeking Skills

- Usually determined on a case by case basis.
  - Be prepared to submit the following: Resume Packet, Mock Employment Form, Research that identifies wage range within your program/field of interest & a list of five employers who are hiring within your field of interest. Complete a mock interview and submit a resume review from the DATC Job Placement Specialist.
- Workshops are not accepted due to a general lack of graded evaluation. Related transcribed courses from a college or university will be evaluated.

### Math I & Program Math Courses

Math I is required for certain programs, however it may be waived based on program approval and/or if the student has one or more of the following:

1. Proof of math class taken in the **last two years** with a C average or better. Accepted examples of qualifying math classes include:

Secondary math II or III	College Prep Math
Calculus AB or BC	Math 950, 990, 1010, 1050 (or comparable course)
2. An accredited college degree
3. Score a 600 or better on both parts of the TABE (Students have two tries to pass the test)

### **For other program math courses (Automotive, Welding, Machining, Culinary, or Pharmacy Math):**

These courses have information not covered in any other math class, there is a competency demonstration option for program specific math courses. Please confer with your Program Instructor and the Math Instructor(s) for procedure and recommendations.

## Skills Development

- *Student services determines based on TABE and other entrance exam scores*

## Competency Demonstration (Test Out)

### Workplace Relations

1. \$35 fee paid at student services.
2. Develop the following:
  - a. One 5-10 minute in-class oral presentation on a randomly assigned topic.
  - b. 2-page essay on one of four professionalism-related topics. (See instructor for rubric in advance of presentation or essay).

### Job Seeking Skills

- Competency demonstration allowed, on case by case basis.
- Be prepared to submit the following: Current Resume Packet (Resume, Cover Letter, and References), Mock Employment Form, Research that identifies wage range within your program/field of interest & a list of five employers who are hiring within your field of interest. A resume review from the DATC Job Placement Specialist.
- Consult directly with Instructor and then schedule an appointment with the DATC Job Placement Specialist.

### Math I & Program Math Courses

1. Purchase a \$35 Competency Demonstration through Student Services.
2. Take and pass the final. Practice tests are available for each final so a proficient math student could buy the competency demonstration, spend a couple of days in the math classroom learning the program specific material and then test out.