

Introductory Career Services Class Catalog

Once enrolled in Introductory Career Services (ICS), students have access to any of the free online classes listed in this catalog to learn and explore as needed. All courses are **30 minutes** in length and are held during the school day. ICS staff will provide students and school staff a calendar that includes upcoming class offerings with registration links. Some classes may only be offered periodically. Calendars reflect current offerings.

In some cases, depending on the complexity of the content, we offer classes at two levels. The content for all other classes that don't have a "Basic" or "Advanced" designation are for both basic and advanced learning levels.

- **Basic:** This level is for students who are just starting to learn the key skills they'll need for adult life and entry-level jobs. We teach at a slower, step-by-step pace.
- **Advanced:** This level is for students who are more independent and ready to learn about more complex work-related topics.

PATHFUL 101: THE FIRST COURSE FOR ALL STUDENTS

A starting point for all students entering ICS.

Course	Objectives
Pathful 101	Pathful is an online career exploration platform that all students enrolled in ICS get access to. Students log in to their account and learn the capabilities of Pathful.

JOB EXPLORATION

Identify interests and explore potential career paths.

Course	Objectives
Meaningful Employment	Students will be able to describe what meaningful employment means.
Lifestyle Calculator	Students will learn more about what type of job they will need to support their lifestyle.
What Are My Work Interests (Basic)	Students will complete a pictorial interest inventory resulting in career cluster(s) of interest.
What are My Work Interests (Advanced)	Students will complete a Pathful interest inventory resulting in career cluster(s) of interest.
Explore Careers of Interest	Students will use their interest inventory results to learn how to find more information about specific jobs in career clusters of interest.

Introductory Career Services Class Catalog

POSTSECONDARY EDUCATION EXPLORATION

Discover training programs, college options, and supports.

Course	Objectives
Types of Postsecondary Education and Training	Students will learn about the different types of postsecondary education and training programs.
Postsecondary Education and Training Topics	Students will learn postsecondary education topics: Post secondary options, campus visits, enrollment, financial aid, skills for success and advocacy and support needs.
Higher Education for Students with Intellectual Disabilities (Basic)	Students will learn about Inclusive Higher Education, which provides programming, services, and supports for people with an intellectual disability (ID) to be successful at a college, university, community college, or technical college. *For students and parents
Exploring Colleges	Students will learn how to search and compare post-secondary education schools in their career clusters of interest.

WORK-BASED LEARNING EXPERIENCES

Learn from professionals about different careers and workplaces.

Course	Objectives
Virtual Informational Interviews	Students will be shown a virtual informational interview and learn how to look up other virtual informational interviews of interest.
Preparing for My Informational Interview	Students will be shown how to prepare questions for an informational interview.
Work Observation	Students will learn how to visit a business to learn about a work environment or job.

WORKPLACE READINESS

Gain essential skills to get and keep a job.

Course	Objectives
Soft Skills	Students will learn about workplace communication and hygiene.
Employment Application	Students will complete a sample employment application that can be used to help them apply for jobs.

Introductory Career Services Class Catalog

Interpersonal Skills	Students will learn how to define interpersonal etiquette, explain why interpersonal etiquette is important in the workplace and learn how to improve their own interpersonal etiquette skills.
Build My Resume	Students will learn how to build their resume.

SELF-ADVOCACY

Develop confidence in decision-making and communicating personal needs.

Course	Objectives
What is Self-Advocacy (Basic)	Students will learn what self-advocacy means.
Why is Self-Advocacy Important (Basic)	Students will learn why self-advocacy is important.
What is Self-Advocacy and Why it is Important (Advanced)	Students will learn what self-advocacy means and why self-advocacy is important.
Advocating for Myself at Work	Students will define self-advocacy, understand the importance of self-advocacy and discover how to develop self-advocacy skills in their life.
Disability Disclosure and Requesting Accommodations	Students will learn what disclosing their disability looks like and how disclosure can impact their work life experience. This class will cover the What, When, Why, and How to disclose.