

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 for them.
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.

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POSTSECONDARY EDUCATION EXPLORATION

Discover training programs, college options, and supports.

Course	Objectives
Compare and Explore Post Secondary Institutions	Student will take time to compare and explore different post-secondary institutions using Pathful- for students who haven't chosen a college yet
Non-College Pathways	Students will explore alternate career paths – geared towards non- college bound youth
College Prep	Students will learn about all the things they may need to know before going to college
Preparing for the FAFSA	Students will learn the important parts, and documentation needed to complete the student side of the FAFSA

WORK-BASED LEARNING EXPERIENCES

Learn from professionals about different careers and workplaces.

Course	Objectives
Informational Interviews	Students will be shown how to prepare questions for an informational interview and learn how to look up other virtual informational interviews of interest.
Introductory Work Activities	Students will learn about job shadows, information interviews, and workplace tours
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 soft skills including workplace communication and hygiene.
Employment Application	Students will complete a sample employment application that can be used to help them apply for jobs, and tracking forms

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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.
Financial Literacy- Banking and Finance	Students will learn financial literacy basics including navigating banking and finance concepts for students!
Drivers Permit Written Test Prep	Students will learn about ways to prepare for the written exam!
Drivers Ed- Behind the Wheel Prep	Students will learn about ways to prepare for the behind the wheel exam!
Job Search Process	Students will learn the components of the job search process, from looking for a job to accepting an offer!
Job Interview Process	Learn the process of a job interview, so you know what's coming.
Job Interview Practice	Students will take time to review common interview questions, and practice answering them
You're Hired!- Now What?	Students will find out how to prepare for their first day of work, once a job offer is accepted!

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.
Becoming a Strong Self Advocate	Students will learn what self- advocacy means, its importance, and how to start advocating for themselves.
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.