

Career Planning Training Catalog

Auto Insurance 101

Every state has minimum car insurance requirements, so it's important that you understand the basics of car insurance if you're going to drive. If you're unfamiliar with what exactly auto insurance is and the various categories of car insurance, then this class is for you! We'll define what auto insurance is, go over the different types of coverage, and tips to help you determine the right type of coverage for you. SCORM | Updated 10.2025

Do You Need a Cover Letter?

Do you really need a cover letter? Yes. Yes, you do. You need a good one. A cover letter is a great opportunity to sell yourself to a prospective employer, in addition to what is already listed on your resume. It's your chance to tell them why they should hire you instead of all the other candidates. In this course, we'll talk about why cover letters are useful. We'll go over what to include in a cover letter and where to look for ideas. We'll also discuss what to do before you submit it. SCORM | Updated 10.2025

Filling out an Application

Filling out an application is an essential part of the hiring process. This gives your employer a record of your personal and employment history that is verified and signed by you. It also gives them the data they need from all applicants in a uniform format. In this course, we'll talk about specific things you should do on an application to ensure that it's filtered correctly and is effective on your behalf. We'll go over what you need to have prepared as you fill out an application. We'll discuss how to make yourself stand out among the applicants. Lastly, we'll cover important

things to do, and not do, as you complete this important document.

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Health Insurance 101

If you're new to the workforce, if you've always had insurance through your spouse, or if you just need a refresher, this course is designed to give you the basics on health insurance. We'll talk about the various kinds of health insurance plans, what they cover, and choosing the plan that's right for you. We'll discuss in-network versus out-of-network and define co-pays, coinsurance, deductibles, and out-of-pocket maximums. SCORM | Updated 10.2025

How to Create a Professional Profile

If you're looking for a new job, a polished online presence is essential. On a site like LinkedIn, you can show off your skills and experience. You're able to share your interests, hobbies, and what makes you a unique candidate. Your professional profiles can help connect you with potential companies and prospective employers. In this program, we'll talk about creating an effective, professional profile. We'll go over developing your elevator speech, linking to different interests or bodies of work, and building a network of professionals. SCORM | Updated 10.2025

How to File Your Taxes

It's always a fun surprise when filing your federal income taxes, isn't it? "Do I owe THEM money, or do they owe ME money?" In this course, we'll talk about the basics of filing your taxes. We'll go over standard/itemized deductions, the deadline to file, and late-payment penalties. We'll also go over the documents and data you'll need to compile in

order to begin filing your taxes.
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Looking for a Job in Your Field

The job market for recent graduates can be very competitive. Openings in your field can be hard to come by, stiff competition can make it hard to stand out, and there's that one tiny issue of having no work experience. Fret not, because with some hard work and creative thinking, you can find a great job that fits into your career goals. In this course, we'll help you with exactly that. We'll talk about determining your goals, making the best of your limited previous experience, and selling yourself and your skillset through your resume and cover letter. We'll also go over polishing your online presence, networking, and interviewing.

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Renter's Insurance

Most people who own their homes know that they are required by mortgage companies to carry homeowner's insurance to protect their property, their possessions, and any injury incurred by visitors. But what about people who are renting or leasing their living space? Renter's insurance is usually not REQUIRED, but is it a good idea? That's what we'll discuss here. We'll talk about what exactly is covered, what happens when damage occurs to your property and it's someone else's fault, and who's covered in roommate situations.

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Taxes and Your Pay Stub

Paycheck stubs contain a lot of information. This includes not only the actual payment information, but also deductions for federal and state taxes, Social Security, and Medicare. In this course, we'll go over each of the taxes that you may see deducted from your checks. We'll take a deeper

look at Social Security - what it is, how much money is deducted, and the benefits it provides. We'll also go over Medicare and what percentage of pay all workers contribute.

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The Virtual Interview: Preparing For Your Virtual Interview

Interviews are hard enough, but these days you may come up against another wrinkle: having to interview virtually. That is, interviewing via video call on your computer. Essentially, all the etiquette and advice that applies to normal interviews applies here, but there are lots of other factors you need to consider when interviewing virtually. In this course, we'll discuss preparation tips, including testing your technology, finding an appropriate interview space, and doing a practice run. Let's talk about how to best prepare for your upcoming virtual interview.

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Understanding Your Hidden Paycheck

You get paid your hourly wage or salary. You know that number. It's the one you use to pay bills, put food on the table, and go out on the weekends. You see that number on a regular basis by way of a pay stub or check. But that number is just part of the investment your employer is making in you. Understanding a more complete picture of how much your employer is paying you can help you understand how much the company values its employees. This complete picture is often called a "hidden paycheck." It might also be called your total compensation or total rewards. This course will help you determine your "hidden paycheck."

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What's a Background Check?

Congrats! You got the job! Now your new employer wants to submit you for a background

check. Do you know what shows up on a background check? Do you know what your employer is looking for? Do you know what things could keep you from getting hired? That's what we'll be discussing in this course. We'll go over how far back a background check typically goes. We'll talk about what is usually included in a background check. We'll also discuss your rights where these are concerned and the benefits of running your own background check.

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What to Expect in an Interview

Interviews can go many different ways. They can be informal, chatting with one person over coffee. They can be intense, where you're getting barraged with situational questions by a panel of company managers. Whichever way it goes, it doesn't have to be an intimidating experience. Interviews are an opportunity for both you and the employer to decide whether or not you're a good

fit. In this program, we'll over the basic interview process. We'll talk about what you can expect, how to prepare, what the proper etiquette is, and how to follow up after an interview.

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Writing a Thank You Letter

Writing a thank you letter? Come on. Are we sending it to Grandma? Should I use my typewriter? Believe it or not, this is not an antiquated notion. Many hiring managers say that receiving, or not receiving, a thank you letter can influence their to decision to hire a candidate. In this program, we'll talk about what a solid, impactful thank you letter should look like so you leave a great impression. We'll discuss who you should send them to and in what format you should send them.

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