

Oakton Community College

ALLIANCE FOR LIFELONG LEARNING

EDU-A65

ICAPS* SUPPORT COURSE

COURSE DESCRIPTION:

In this course students will strengthen the skills they need to attain their High School Equivalency credential as well as reinforce content learned in the pathway-specific courses (e.g. IT, TDL, Healthcare) they are dual-enrolled in. Emphasis pursuing a clear pathway of courses or the course that can lead to a certificate, licensure, or certification. Students will also learn how to receive free academic support, including personalized one-on-one advising and how to leverage a dedicated student support specialist who provides general support and job support assistance.

COURSE OBJECTIVES:

Upon completion of this course, students will be able to articulate the services and resources available to them while they matriculate through a career training program and attain academic and professional credentials.

Outline of Topics (Variable: 0.5 to 6.0 credit hours):

The following topics are contextualized to serve the pathway-specific content area of the ICCB-approved ICAPS program (e.g. IT, TDL, Healthcare).

- Academic Success
 - Time Management
 - Digital
 - Written
 - Note Taking
 - Digital
 - Written
 - Organization Skills
 - Digital
 - Physical
 - Communication Skills
 - Zoom Classroom Etiquette
 - Google Platform
 - Oakton Email
 - D2L
 - Technology Proficiency
 - LMS
 - Google Platform
 - Zoom Classroom Logistics
 - Submission of Assignments
- Career Development
 - Job Exploration
 - Job Search Skills
 - Job Applications
 - Credible Job Site Platforms
 - North Cook County Online Job Exploration Workshops

- Resume & Cover Letter Writing
 - Free Microsoft Word Templates
 - Free Canva Templates
 - North Suburban Cook County Online Resume Workshops
- Professional Social Media
 - LinkedIn
 - Indeed
 - CareerBuilder
 - Glassdoor
- Employability Skills
 - Hard Skill Development
 - Soft Skills Development
 - Mock Interviews
- High School Equivalency Completion
 - Test Taking Strategies
 - Develop short- and long-term plans
 - Interpret practice test results
- English Language Mastery
 - Fluency
 - Grammar, Usage, and Mechanics
 - Civics

INSTRUCTIONAL METHODS: Online; Hybrid; In-Person

METHOD OF EVALUATION: Observation, quizzes, exams, online discussions, and projects.

* *ICAPS: Integrated Career & Academic Preparation System*