






Course Catalog

 300+ Topics  100+ Lessons  50+ Hours

School Success

Financial Wellness

Job Search & Readiness

Asynchronous, interactive and engaging curriculum designed to bridge the education-to-employment skills gap, supporting learners in completing their academic programs on time, finding gainful employment, and building durable economic mobility.



Videos



Interactive Tools



Micro-lessons



Downloadable Resources

School Success Content

Bite-sized, easy to understand resources for busy students, designed to build essential habits and skills for academic success and transitioning into job search.

How to Set Up for Success

- Strong Academic Start Preparation
- Time Management & Prioritization
- Building an Academic Support Network
- Decision-Making Strategies

How to Thrive in School

- Academic Planning
- Test Prep Methods
- Maintaining Motivation

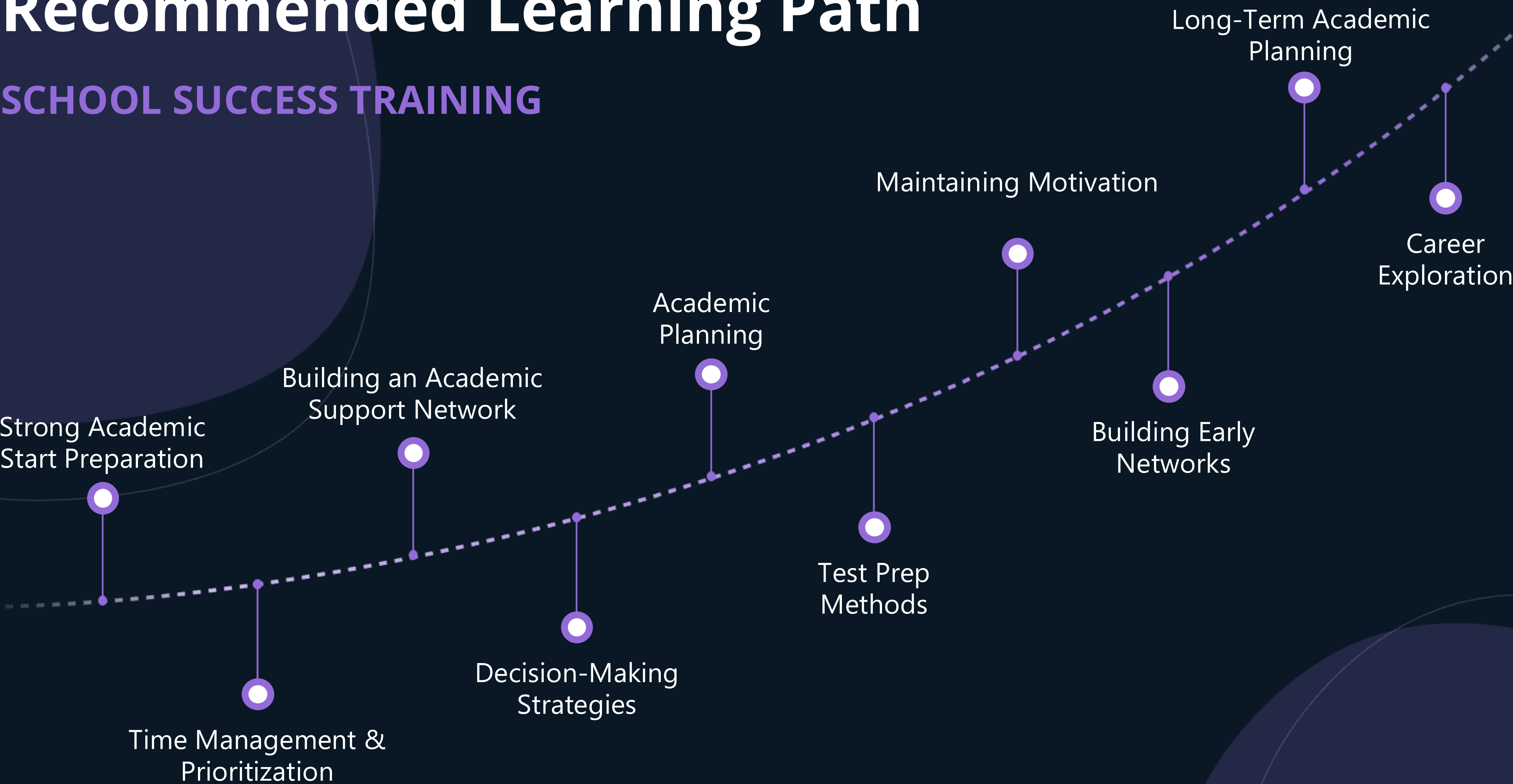
How to Plan for Long-term Success

- Building Early Networks
- Long-Term Academic Planning
- Career Exploration

As learners progress in their program, we also begin to introduce our full suite of career content to ensure they have the resources needed to learn How to Get a Job and How to Excel in a Job.

Recommended Learning Path

SCHOOL SUCCESS TRAINING



How To Set Up For Success

Strong Start Preparation

- Understanding Your Syllabi
- Setting SMART Goals
- Growth Mindset
- Understanding Program Requirements

Time Management & Prioritization

- Effective Calendar Use
- Prioritization Techniques
- Self-care & Managing Burnout

Building a Support Network

- Identifying Key Resources
- Engaging with Peer Groups
- Establishing Connections with Instructors

Decision Making Strategies

- Understanding Decision-Making Models
- Evaluating Academic & Career Choices
- Seeking Guidance from Mentors

How To Thrive In School

Academic Planning

- Staying on Track with Deadlines
- Reviewing & Adjusting Plans to Meet Your Goals
- Utilizing Academic Resources

Test Prep Methods

- Effective Reading and Note-Taking Skills
- Study Strategies
- Creating Study Guides
- Managing Test Anxiety & Stress

Maintaining Motivation

- Setting Milestones & Rewards
- Overcoming Procrastination
- Building Resilience & Persistence

How To Plan For Long-term Success

Building Early Networks

- Importance of Jobs & Internships
- Attending Academic & Professional Events
- Networking with Classmates & Alumni
- Asking for Letters of Recommendation

Long-Term Academic Planning

- Preparing for Capstone Projects
- Exploring Graduate School Options
- Understanding Program Completion Requirements

Career Exploration

- Career Exploration Cycle
- Comparing Roles Based on Professional Values
- Getting Started on LinkedIn
- Identifying Your Strengths & Interests
- Knowing Your Career Non-Negotiables
- Writing Better Resume Bullets



Videos



Interactive Tools



Micro-lessons



Downloadable Resources

Financial Wellness Content

Educational assets designed to build durable economic mobility by educating and influencing smarter financial choices throughout every phase of a learner's journey.

Pre-loan Education

- Ultimate Guide to Paying for College
- Understanding Loans: College & Beyond

In-School Financial Education

- Foundational Financial Skills
- Effective Loan Repayment Strategies

Long-term Financial Wellness

- Job Offers & Negotiation
- Understanding Workplace Benefits & Financial Planning

Recommended Learning Path

FINANCIAL WELLNESS TRAINING

Ultimate Guide to
Paying for College

Understanding
Loans: College &
Beyond

Foundational
Financial Skills

Effective Loan
Repayment
Strategies

Job Offers &
Negotiation

Understanding
Workplace Benefits
& Financial Planning

Ultimate Guide To Paying For College

Choosing a school

- Sticker price vs. Actual cost
- Cost of attendance
- Evaluating ROI

Resources to pay for school

- Federal financial aid (FAFSA)
- Scholarships
- Work study & jobs

Understanding private student loans

- Interest, Fees, & APR
- Repayment Options
- Perks Offered

Understanding Loans: College & Beyond

Loan Process

- Certification
- Covering Costs

Interest Rates, Fees, & APR

- Fixed vs. Variable
- Origination Fees
- Comparing Loans

Loan Terms

- Cost of a loan
- Monthly payments
- Capitalized Interest
- Repayment Term
- Forbearance
- Deferment
- Delinquency
- Default

Managing Repayment

- Grace periods
- Automatic Payments (ACH)
- Non-sufficient Funds & Overdraft fees
- Payment Reminders

Foundational Financial Skills

Budgeting

- Understanding income & expenses
- Creating a personal budget
- Identifying and prioritizing non-essential spending
- Strategies to track spending habits

Saving

- Importance of building an emergency fund
- Setting and achieving short- and long-term savings goals
- Compound interest and its benefits

Building Credit Scores

- Explanation of credit scores and how they are calculated
- Impact of credit history on financial opportunities
- Strategies for improving credit
- Understanding and monitoring credit
- Avoiding common credit mistakes that can damage credit scores

Job Offers & Negotiation

Evaluating Offers

- How to Evaluate Offers
- Financial Considerations
- Cost of Living & Relocations
- In-Person vs Remote vs Hybrid
- Benefits Packages
- Vacation Policies
- Pay Structures & Bonuses
- Career Advancement
- Culture & People

Negotiation

- When to Negotiate
- How to Discuss Salary
- Evaluating Your Value
- Negotiation Conversation Guide

Understanding Workplace Benefits & Financial Planning

Types of Employment & Benefits

- Key Insights on Benefits
- Employment Types (Part Time, Full Time, Contract)
- Taxes

Choosing & Maximizing Workplace Benefits

- Types of Insurance Plans
- Key Insurance Terms & Concepts
- Choosing Your Plan
- Dental & Vision
- Other Insurance Types (Auto, Renter's, Pet, Life)

Retirement & Supplemental Compensation

- Retirement Planning & Investing
- Compound Interest
- Types of Retirement Plans
- Types of Investments
- Understanding
- Employee Stock Options

Personal Financial Health & Planning

- Your Financial Health
- In-Depth with a Financial Advisor
- Building Your Credit Score
- Financial Frauds, Scams, & Crimes
- Budgeting Fundamentals

Effective Loan Repayment Strategies

Customized Exit Courses for Loan Repayment Success

We provide customized exit courses designed to equip learners for successful loan repayment. These courses are specifically aligned with Ascent loan products, offering focused education on repayment options, strategies for managing financial hardships, and direct access to our support team but can be customized for other lending solutions.

Key Benefits:

- ➔ **Personalized Content:** Courses tailored to specific loan terms and financial situation.
- ➔ **Interactive Tools:** Practical resources to guide learners step-by-step through the repayment process.
- ➔ **Enhanced Outcomes:** Increased repayment success, supporting long-term financial stability for Ascent borrowers.

Ascent Loan Exit Courses

- **Strategies for making timely payments**
- **The impact of extra payments on reducing interest and shorting loan terms**
- **Managing repayment during financial hardship (deferralment & forbearance)**
- **Understanding the consequences of late or missed payments**
- **Who to contact for support**

 278 Topics  70 Lessons  10+ Hours

Career Readiness Content

A wholistic curriculum for getting, keeping, and excelling in the job, featuring accessible and actionable training content, supported by coaches, mentorship and accountability.

Job Search Training

- Career Exploration & Job Searching
- Personal Brand & Networking
- Resumes & Beyond
- Goal Setting & Mindset
- Interview & Hiring Process

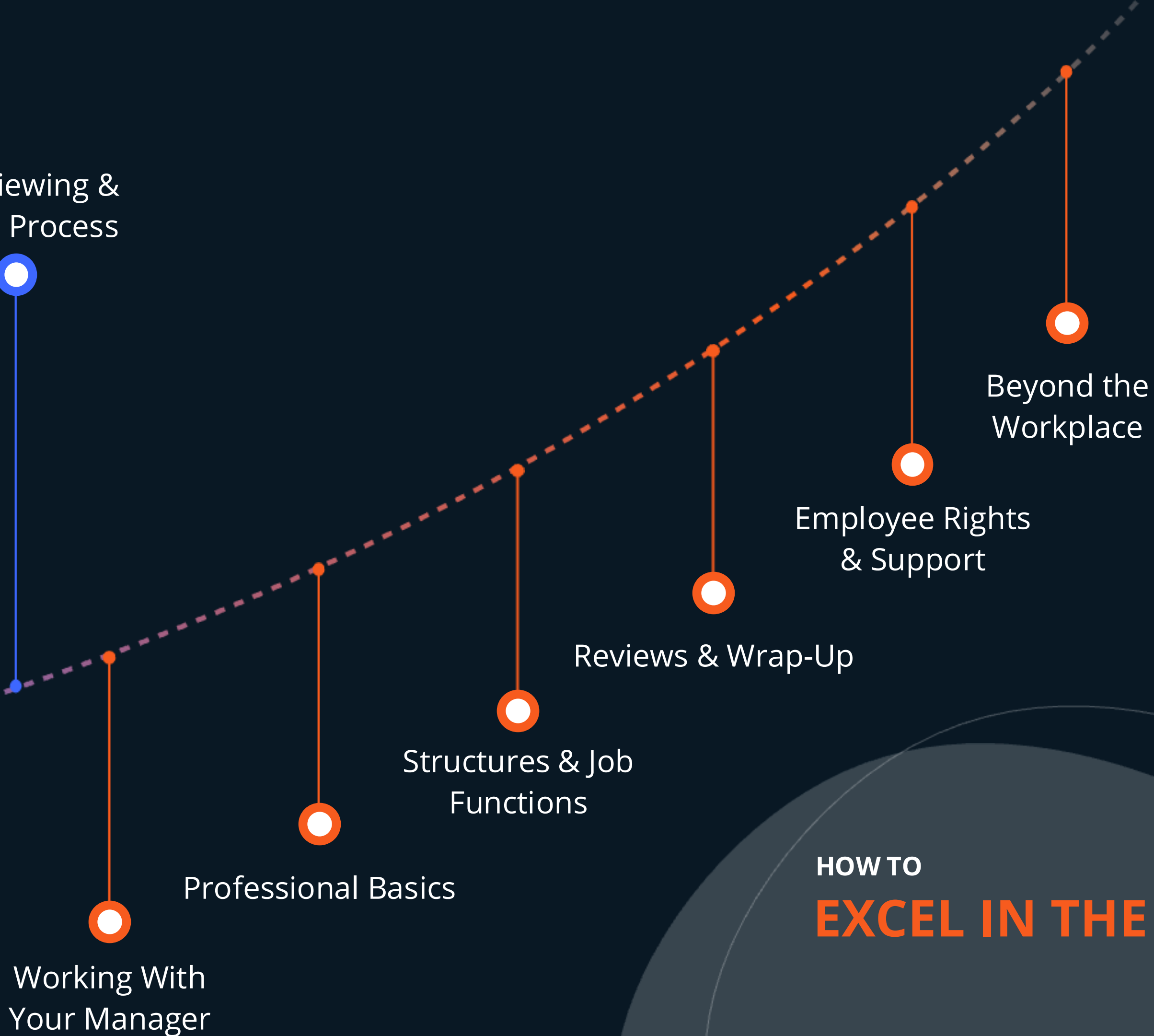
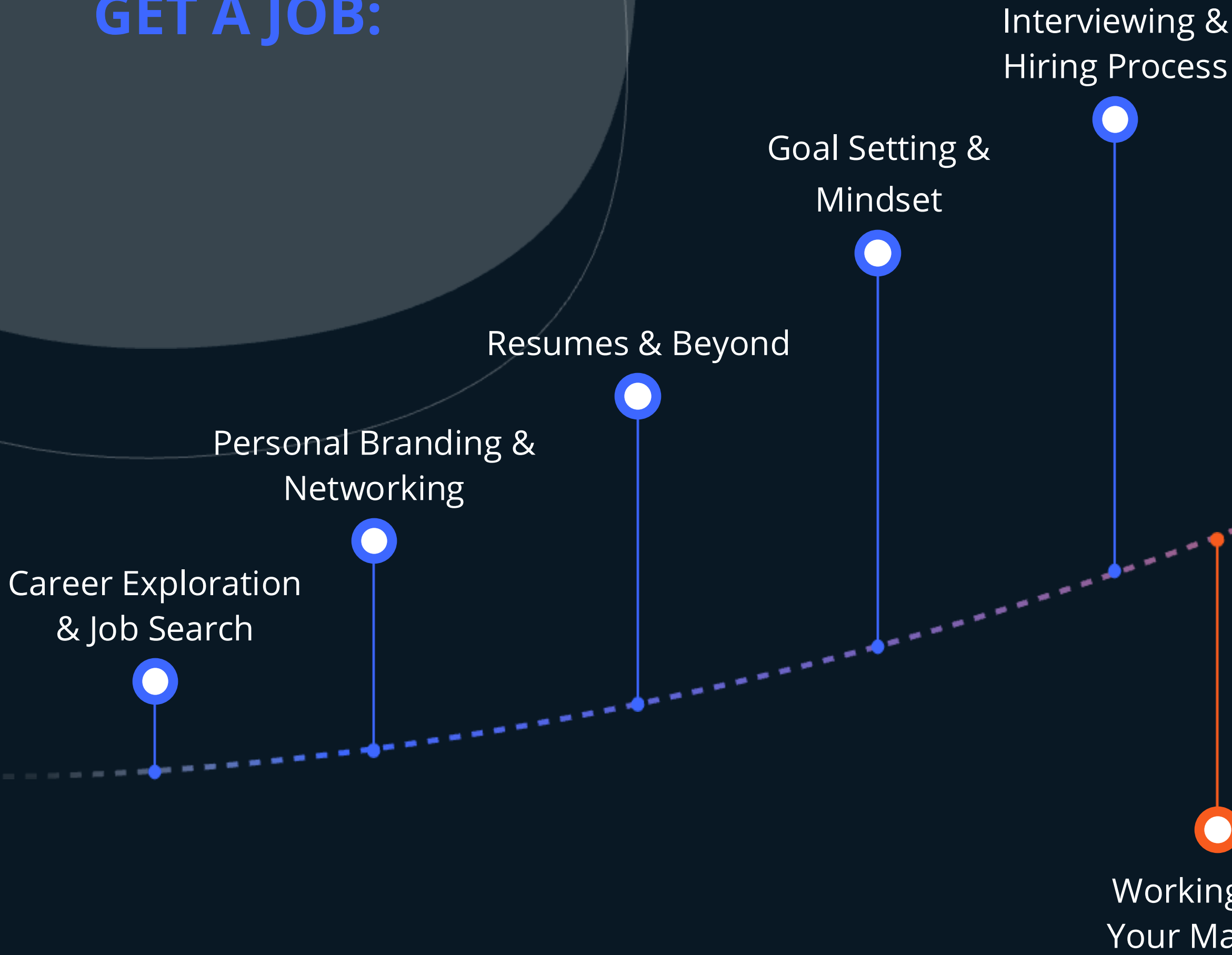
Job Readiness Training

- Working With Your Manager & Team
- Professional Basics
- Structures & Job Functions
- Reviews & Wrap-Up
- Employee Rights & Support
- Beyond the Workplace

Recommended Learning Path

AscentUP Certification!

HOW TO
GET A JOB:



HOW TO
EXCEL IN THE JOB

Career Exploration & Job Search



33 minutes

Intro to Career Exploration

- Career Exploration & Brainstorming

Job Search Strategies

- Job Search Strategies
- Leveraging Job Descriptions
- Filtering Your Job Search via LinkedIn
- Expanding Your Network via LinkedIn
- Using the LinkedIn Alumni Features
- Managing Job Search Burnout

Informational Interviewing

- What's an Informational Interview?
- Who to Ask for an Informational Interview
- How to Set Up an Informational Interview
- What Questions to Ask in an Informational Interview
- Following Up After an Informational Interview
- Outreach Templates

Additional Resources

- Utilizing Personality Assessments
- Informational Interview Question Guide

Personal Branding & Networking



47 minutes

Intro to Personal Branding & Networking

- What is Personal Branding?

What's a Brand?

- Inside Company Branding
- Anatomy of a Brand

Building Your Brand

- Leveraging Your Brand (Company, Pitch, Network, Bio, LinkedIn)
- Figuring Out What Problem You Solve
- Measuring Your Impact Through Quantitative Data
- Utilizing Industry Keywords & Research
- Building Your Brand Brainstorming Questions

Brand Statements, Pitches, & Taglines

- Building a Brand Statement
- Brand Statement Samples
- How to Pitch
- Tailoring Your Audience
- Pitch Samples
- Writing Taglines
- Sample Taglines
- Building Brand Assets Exercises

Networking & Outreach

- Purpose of Networking
- Passive vs Active Networking
- Networking with Your Personal Brand
- How Successful Professionals Network
- Network Building Exercises
- How to Start the Conversation
- Dos & Don'ts of Pitching
- Representing Employers While Networking

LinkedIn

- How to Increase Connections
- How to Reach out to Connections on LinkedIn
- Writing a Connection Request
- Posting & Engaging on LinkedIn
- Representing Your Employer on LinkedIn
- LinkedIn for Employees - Profile Guide

Resumes & Beyond



53 minutes

Resumes

- Tailoring to Your Audience
- Making a Good Impression Fast
- Utilizing Keywords
- Resume Samples Across Industries
- Writing Strong Resume Bullet Points
- Applicant Tracking Software
- How to Get Down to One Page
- Resume Revision Checklist

Cover Letters

- Intro to Cover Letters
- Cover Letter Standard Structure
- Cover Letter Samples Across Industries
- Tailoring Cover Letters
- Cover Letter FAQs
- Building a Brand Statement
- Cover Letter Writing Exercise

LinkedIn Profiles

- LinkedIn at a Glance
- Building Your Profile
- Profile Picture & Banner Dos & Don'ts
- LinkedIn Summary Samples
- LinkedIn Profile Checklist

Portfolios

- What to Include in a Portfolio
- Digital vs Physical Portfolios
- Digital Mediums
- Portfolio Samples Across Industries
- Tips from a Professional Designer
- How to Fill a Portfolio (Without Prior Experience)

Reference Checks

- What is a Reference Check?
- Who & How to Ask
- Reference Checks vs Letters of Recommendation
- LinkedIn Recommendations
- Reference Request Templates

Goal Setting & Mindset



47 minutes

Mindset

- What is Mindset?
- Fixed vs. Growth Mindset
- Mindset in Practice

Imposter Syndrome

- What is Imposter Syndrome?
- Dealing with Imposter Syndrome
- Proactively Avoiding Imposter Syndrome
- Perfectionism
- Dealing with Mistakes & Failure

Goal Setting

- The Importance of Goal Setting
- Professional vs Performance vs Personal Goals
- Aligning the Personal & Professional
- Professional Goal Setting
- What are SMART Goals?
- SMART Goal Samples
- Goal-Tracker Spreadsheet
- Feedback & Accountability Partners
- Rewards & Motivation

Interviewing & Hiring Process



49 minutes

Hiring Process

- Inside the Hiring Process
- Behavioral Interviews
- Case & Technical Interviews
- Interview Prep Checklist

Interview Questions to Strategy

- Common Behavioral Questions
- Common Work Style Questions
- Other Common Questions
- How to Answer Questions About Weaknesses & Failure
- Discussing Your Experience with a STAR Method
- Interview Outlining Exercise
- Interview Answer Practice

Wrap-Up & Follow-Up

- Questions to Ask Employers
- When & How to Follow-Up
- Post-Interview Follow-Up Template

Evaluating Offers

- How to Evaluate Offers
- Financial Considerations
- Cost of Living & Relocations
- In-Person vs Remote vs Hybrid
- Benefits Packages
- Vacation Policies
- Pay Structures & Bonuses
- Career Advancement
- Culture & People

Negotiation

- When to Negotiate
- How to Discuss Salary
- Evaluating Your Value
- Negotiation Conversation Guide

Additional Resources

- Behavioral Interview Question Guide

Working With Your Manager & Team



78 minutes

Getting to Know Your Manager & Team

- Pre Day-One Checklist
- Starting Off Right
- Introducing Yourself
- Getting Started

Learning Stages in Your New Role

- Learning Stages in Your New Role
- Teaching, Coaching, Delegating
- Managing Trust

Clarifying Expectations

- How to Ask for Clarification on a Project
- How to Decide If You Need Clarification
- Asking Questions with Confidence
- Clarifying Expectations vs. Needing Help
- Steps to Follow When You Need Help
- Seeking Clarification on a Project
- Requesting Help & Feedback

Work Schedules & Time Off

- Setting Up a Working Schedule with Your Manager
- Reasons to Request Time Off
- How to Request Time Off
- Setting Your Team Up for Success
- What to Do If You Suddenly Need to Take Time Off Work
- Requesting Vacation
- Last Minute Time Off Request
- Out of Office Plan

Feedback

- Feedback & Career Success
- Reasons for Receiving Feedback
- How to Take Feedback
- How to Give Feedback
- The Impact of Positive Feedback
- Supporting Teammates

Micromanagement & Management Perspective

- Understanding Your Manager
- Dealing with Micromanagement
- What Motivates Managers

Conflict in the Workplace

- The Importance of Conflict
- Types of Workplace Conflict
- Styles of Conflict Management
- What Happens When You Don't Deal with Conflict
- How to Handle Challenges in the Workplace

Professional Basics



90 minutes

Email & Calendar Management

- Email & Calendar Clients
- Email Management
- Setting Up Your Email Signature
- Setting an Out of Office Reply
- Company vs Personal Email
- Calendar Invites
- Time Blocking
- Calendar Etiquette

Professional Writing

- Email vs. IM
- How to Write an Email
- Writing Tips Across Platforms
- When a Written Response Isn't the Best Approach

Presence & Professionalism

- Professional Dress Dos & Don'ts
- In-Person Meeting Etiquette
- Video Meeting Etiquette
- Video Calling Platforms
- Screen Sharing
- Recording Meetings
- Phone Calls
- Work Events
- Representing Your Company
- Tracking Expenses & Travel

Presentations

- Presentation Platforms
- Presentation Basics
- Design Pointers
- Company Branding & Brand Kits
- Sample Slides
- Consultants on Presentations
- Preparing & Practicing for Presentations

Data Organization & Spreadsheets

- Spreadsheet Platforms
- Basic Spreadsheet Functions
- Essential Shortcuts
- Excel Practice Sheet
- Using Spreadsheets for Personal Goals

Research

- Competitive Analysis
- Customer Experience
- Net Promoter Scores

Confidential Information

- What is Confidential Information?
- Determining Public vs Private Information
- Shared Drive Platforms

Structures & Job Functions



35 minutes

Cross-Functional Collaboration

- Cross-Functional Collaboration

Organizational Structure

- Centralized vs Decentralized
- Other Company Structures
- Functions & Hierarchy
- Profit Structures

Job Functions: In-Depth

- Learning from Job Descriptions
- Human Resources
- Working with HR
- Marketing
- Working with Marketing
- Accounting & Finance
- Working with Accounting & Finance
- Sales
- Working with Sales
- Technology
- Working with Technology

Reviews & Wrap-up



48 minutes

Intro to Performance Reviews

- What's a Performance Review?
- Performance Review Timing & Process
- Types of Reviews

Self-Assessment & Leadership

- Preparing for a Review
- Confidentiality
- Articulating Your Needs
- Self-Assessments
- Sample Self-Assessment
- STAR Method for Performance Reviews
- Sample STAR Responses
- Self-Leadership
- What to Do When There's No Review Process
- Successful Performance Review Mindset

Manager Reviews

- Purpose of Manager Reviews
- Sample Manager Review
- Sample Feedback
- Manager Accountability & Mindset
- How to Review Your Manager

Career Advancement

- Factors Affecting Promotions & Raises
- Pay Advancement vs Career Advancement

Concluding a Role

- Ending on a Good Note
- Transition Plans
- Transition Plan Template
- Exit Interviews
- Maintaining Your Professional Relationships
- Wrap-Up Templates

Employee Rights & Support



38 minutes

Employee Rights

- Discrimination Laws
- Wage Laws
- Privacy Laws
- Safety Laws
- Leave Laws
- Self-Assessments

Mental Health in the Workplace

- State of Mental Health in America
- Factors Affecting Mental Health
- Burnout & Prevention
- Managing Mental Health on the Job
- Discussing Mental Health with Employers

Bias in the Workplace

- What's the Unconscious Bias?
- Types of Bias
- What are Microaggressions?
- Deal with Bias in the Workplace

Accommodation in the Workplace

- Asking Employers for Workplace Accommodation

Harassment in the Workplace

- What Defines Harassment
- Types of Harassment
- Dealing with Harassment in the Workplace

Beyond The Workplace



77 minutes

Types of Employment & Benefits

- Key Insights on Benefits
- Employment Types (Part Time, Full Time, Contract)
- Taxes

Mental Health in the Workplace

- Health Insurance Basics
- Types of Insurance Plans
- Key Insurance Terms & Concepts
- Choosing Your Plan
- Dental & Vision
- Other Insurance Types (Auto, Renter's, Pet, Life)

Retirement & Supplemental Compensation

- Retirement Planning & Investing
- Compound Interest
- Types of Retirement Plans
- Types of Investments
- Understanding
- Employee Stock Options

Accommodation in the Workplace

- Your Financial Health
- In-Depth with a Financial Advisor
- Building Your Credit Score
- Financial Frauds, Scams, & Crimes
- Budgeting Fundamentals & Exercise

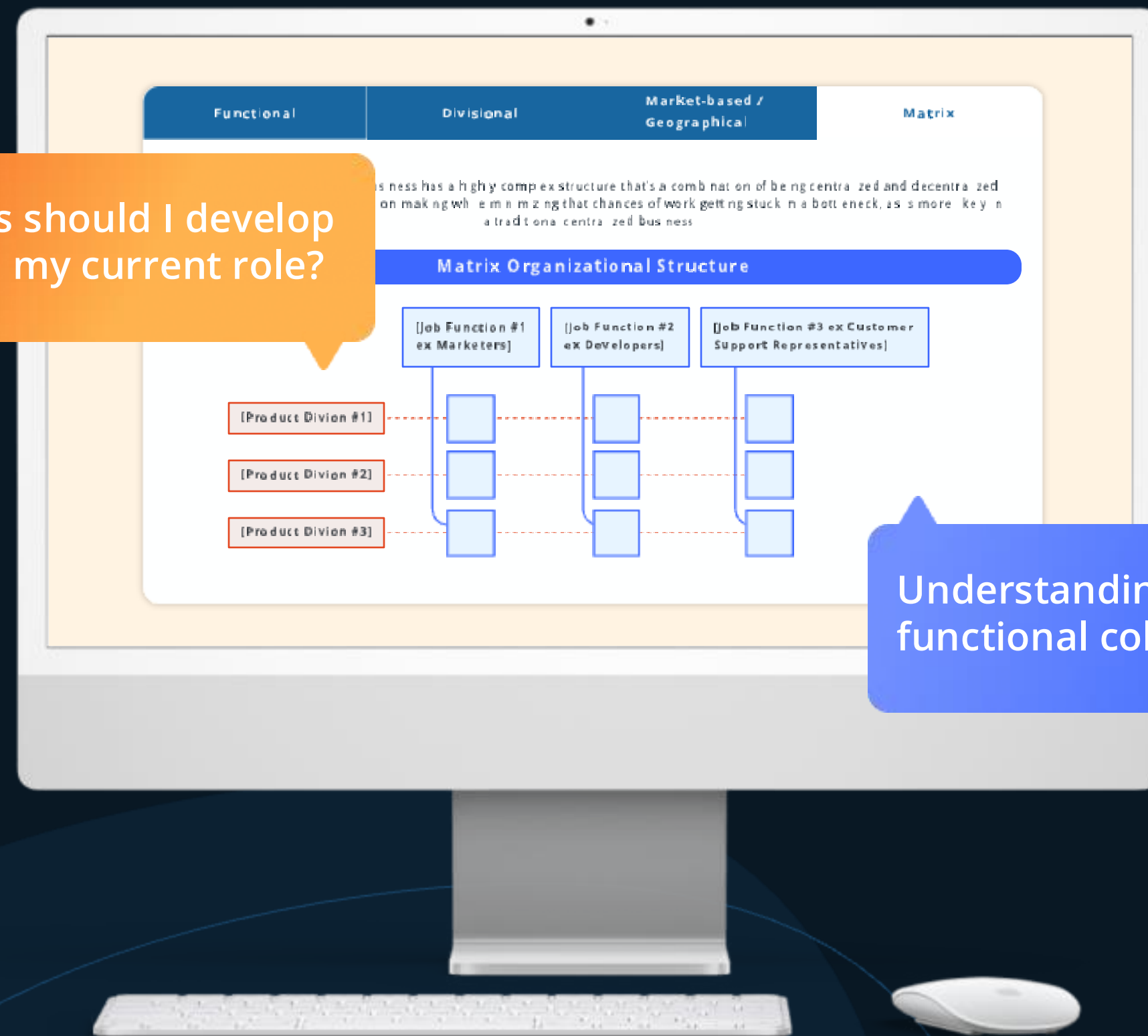
Advice from the Pros

- Practical Advice Successful Professionals Wish They Knew on Day One

Professional Development - Standard Courses

Foundational courses designed to build essential knowledge across various industries.

What skills should I develop to excel in my current role?



Understanding cross-functional collaboration.

How to Get a Job

- Career Exploration & Job Search
- Personal Branding & Networking
- Resumes & Beyond
- Goal Setting & Mindset
- Interviewing & Hiring Process

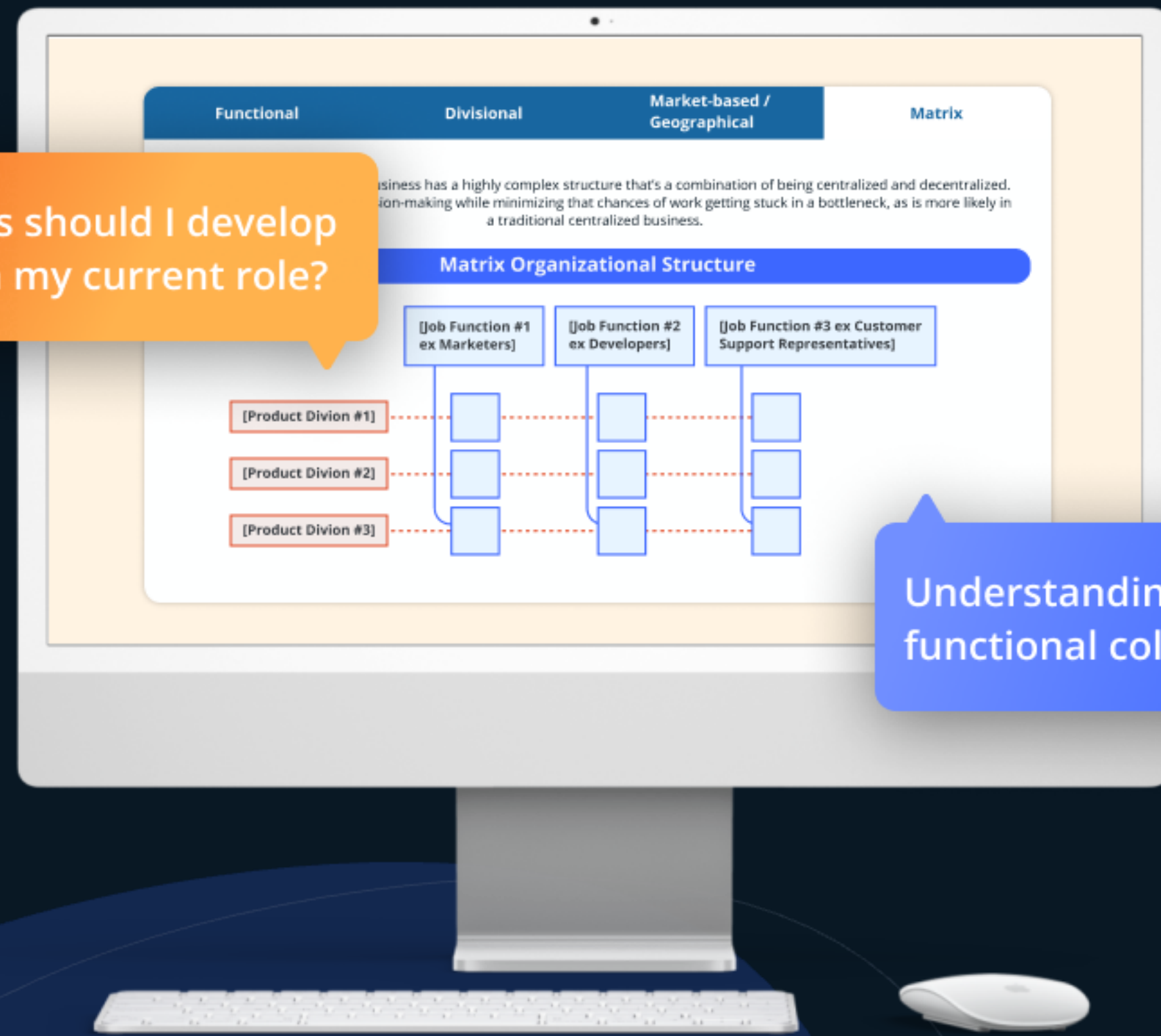
How to Excel In a Job

- Working with your Manager & Team
- Professional Basics
- Structures & Job Functions
- Reviews & Wrap-Up
- Employee Rights & Support
- Beyond the Workplace

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New Hire Training - Structured Learning

Foundational courses designed to build essential knowledge across various industries.

Clarity is key

Writing a Professional Email

- ✓ Contains a clear subject line
- ✓ Starts with a greeting
- ✓ Is well formatted, making it clear and easy to read
- ✓ Ensures any hyperlinks and/or attachments are working and/or added
- ✓ Ends with a sign off

Subject: Project progress

Hi there **[Name]**,

I hope you had a great holiday! I'm reaching out to touch base with you about our project from last week. Are you available to meet up and review progress & feedback this week? If so, I'll find a time that works for both of us on your calendar.

I've attached the project for easy access **here**.

Best,
[Name]

Keep people focused on what you have to say, not how you said it.

Includes

- Working with your Manager & Team
- Professional Basics
- Goal Setting & Mindset
- Structures & Job Functions
- Personal Branding & Networking
- Reviews & Wrap-Up
- Employee Rights & Support
- Beyond the Workplace

Career Micro Courses

These Career micro-courses offer key elements from larger courses and can be standalone or part of structured paths.



-  **Career Focused**
-  **Stand Alone**
-  **Part of the Structured Paths**

How to Get a Job

- Goal Setting
- Networking & Outreach
- Career Exploration
- Cover Letters
- Hiring Process & Offer Evaluation
- Informational Interviews
- Interviewing
- LinkedIn Overview
- Resumes

How to Excel In a Job

- Cross-functional Collaboration
- Clarifying Expectations
- Getting to Know Your Team & Manager
- Giving & Receiving Feedback
- LinkedIn as a Professional Presence & Professionalism
- Professional Writing & Organization
- Requesting Time Off
- Presentations