



Beaver Dam Career Center – June / July 2017 Course Schedule

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Career Assessment Class

Employability Skills Class

Walk-In Career Center

JUNE

MON	TUES	WED	THURS	FRI
5 Career Assessment 10a-2p	6 Walk-in Career Center 4p-8p	7 Career Awareness (GED) 9a-12:30p	8 Walk-in Career Center 11a-3p	9
12	13	14	15	16
19	20 Walk-in Career Center (Taught by Rhonda Roehrig) 9a-1p	21	22	23
26	27	28 Career Awareness (GED) 5p-8:30p	29 Walk-in Career Center 9a-1p	30

JULY

MON	TUES	WED	THURS	FRI
3	4	5	6	7
10	11 Walk-in Career Center 12p-4p	12 Career Awareness (GED) 9a-12:30p	13 Walk-in Career Center 9a-1p	14
17 Walk-in Career Center 5p-9p	18 Employability Skills 11a-3p	19 Walk-in Career Center 12:30p-4:30p	20 Career Assessment 10a-2p	21
24	25	26	27	28

Course Descriptions

CAREER ASSESSMENT CLASS (4 HOURS)

Examines potential career choices through the use of interest, skills, and values career assessments. Students conduct a Labor Market Information study, comparing occupational trends and wages while considering job realities. Students create a formalized career plan that includes a timeline and educational goals.

WALK-IN CAREER CENTER

Walk-in time may be used when your schedule prevents you from enrolling during scheduled class times or to follow-up on a career class already taken, complete any career class in multiple sessions, explore career resources.

EMPLOYABILITY SKILLS CLASS (4 HOURS)

Explores effective tools for your job search, including how to use networking as a job search strategy to help you land a job. Reviews résumé and cover letter basics (format/design, organization and basic writing rules). Provides tips for designing professional resumes and cover letters. Provides interview tips such as preparing responses to interview questions, types of interview questions, professional attire, and follow up after the interview.

Please visit www.morainepark.edu/careers to view all Career Center schedules.