



Beaver Dam Career Center – August 2017 Course Schedule

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Academic Planning Class

Career Assessment Class

Employability Skills Class

Walk-In Career Center (self-paced; does not require an appointment)

AUGUST

MON	TUES	WED	THURS	FRI
	¹ Walk-in Career Center 12p-4p	² Career Assessment Class 5p-9p	³ Walk-in Career Center 1p-5p	⁴ Employability Skills Class 10a-2p
⁷ Walk-in Career Center 10a-3p	⁸ Academic Planning Class 9a-1p	⁹ Walk-in Career Center 10a-1p	¹⁰	¹¹
¹⁴	¹⁵	¹⁶	¹⁷	¹⁸
²¹	²²	²³	²⁴	²⁵
²⁸ Career Assessment Class 12p-4p Walk-in Career Center 5p-9p	²⁹	³⁰ Career Awareness (GED) 9a-12:30p	³¹ Employability Skills Class 10a-2p	¹

Course Descriptions

ACADEMIC PLANNING CLASS (4 HOURS)

Examines your current career choice through the use of career assessments. Students develop academic and personal success strategies and discuss ways to successfully complete their educational goals, including the creation of a formal academic plan.

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.