



FOND DU LAC CAREER CENTER - Upcoming Class Offerings

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Career Assessment Class **Employability Skills Class** **Academic Planning Class** **Walk-in Career Center** (self-paced, no appointment necessary)

Walk-In Career Center times may be adjusted, please register to be notified of schedule changes.

SEPTEMBER

MON	TUES	WED	THURS	FRI
				1
4 Holiday	5 Career Assessment 9a-1p	6	7 Employability Skills 9a-1p Walk-in Career Center 2-4p	8 Student Fab 4 session #1 How to find an internship/Pick up Internship Guidebook 9-11a
11 Walk-in Career Center 2-4p Career Awareness GED 5-8:30p	12 Student Fab 4 session #2 Résumé/Registration for Internship Fair/Receive Jump Drive 12-1p	13	14 Career Assessment 10a-2p	15 Academic Planning 8a-12p
18 Walk-in Career Center 2-4p Career Assessment 5-9p	19 Walk-in Career Center 9-11a 12-2p	20	21 Career Assessment 10a-2p	22 Student Fab 4 session #3 Dinning Etiquette/Networking/Receive Career Portfolio 9-11a
25 Walk-in Career Center 2-4p Employability Skills 5-9p	26 Walk-in Career Center 9-11a Student Fab 4 session #4 Dress for Success/Pick out interview outfit/Career Closet 12-1p	27	28 Career Assessment 10a-2p	29 Career Awareness GED 8:30a-12p

Course Descriptions

CAREER ASSESSMENT CLASS (4 HOURS)

Examine potential career choices through interest, skills, and values career assessments. Students conduct research on labor market, compare occupational trends and wages while considering job realities. Students create a formalized career plan that includes a timeline and educational goals.

EMPLOYABILITY SKILLS CLASS (4 HOURS)

Explore effective tools for your job search. Review résumé and cover letter basics. Provide tips for designing professional résumés and cover letters. Provide interview tips such as preparing responses to interview questions, types of interview questions, professional attire, and follow up after the interview.

WALK-IN CAREER CENTER

Walk-in time is used when your schedule prevents you from enrolling during scheduled class times or to follow-up on a career class already taken. Complete career class in multiple sessions and explore career resources. www.morainepark.edu/careers