



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.

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

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, including how to use networking as a job search strategy to help you land a job. Review résumé and cover letter basics (format/design, organization and basic writing rules). Work time will be available to create a résumé and cover letter and receive feedback from a career instructor. 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.

ACADEMIC PLANNING CLASS (4 HOURS)

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