



FOND DU LAC CAREER CENTER - June/July 2017 Course Schedule

Rhonda Roehrig, Careers Instructor

Room: C005 ♦ Phone: 920-924-3244 ♦ Email: rroehrig2@morainepark.edu

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

JUNE				
MON	TUES	WED	THURS	FRI
			1 Career Assessment 9a-1p Walk-in Career Center 1:30-4p	2 Walk-in Career Center 8a-12p
5 Walk-in Career Center 1:30-4:30p 5-7:30p	6 Walk-in Career Center 9:30a-12p Career Assessment 12:30-4:30p	7	8 Employability Skills 9a-1p	9 School Closed
12 Walk-in Career Center 1:30-4p Career Assessment 5-9p	13 Walk-in Career Center 1:30-4p Career Awareness GED 5-8:30p	14	15 Walk-in Career Center 9-11a 12-2p	16 School Closed
19 Walk-in Career Center 1:30-4p 5-7:30p	20	21	22 Walk-in Career Center 9-11:30a Career Assessment 12-4p	23 School Closed
26 Walk-in Career Center 1:30-4p 5-7:30p	27 Career Awareness GED 9a-12:30p Walk-in Career Center 1-3:30p	28	29 Career Assessment 9a-1p	30 School Closed

JULY				
MON	TUES	WED	THURS	FRI
3	4	5	6	7 School Closed
10	11	12	13	14 School Closed
17 Walk-in Career Center 1:30-4p Career Awareness GED 5-8:30p	18 Walk-in Career Center 9a-11:30p	19	20	21 School Closed
24 Career Awareness GED 9a-12:30p	25 Walk-in Career Center 8:30-11a 12-2p	26	27 Employability Skills 9a-1p	28 School Closed
31 Walk-in Career Center 9-11a 12-2p				

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

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). Provide tips for designing professional résumés and cover letters. 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.

www.morainepark.edu/careers

Everybody is a genius.

But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid.

-Albert Einstein

Discover your *genius* at the MPTC Career Center.