



# WEST BEND CAREER CENTER - Course Schedule

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Academic Planning Class
Career Assessment Class
Employability Skills Class
Job Seeking Sessions
Open Career Center (self-paced, no appointment necessary)

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

## AUGUST 2017

MON	TUES	WED	THURS	FRI
	1	2	3	4
7	<div style="background-color: #90EE90; padding: 5px; display: inline-block;">8 Career Assessment 10a-2p</div> <div style="background-color: #FFB6C1; padding: 5px; display: inline-block;">Walk-In Career Center 3p-7p</div>	<div style="background-color: #90EE90; padding: 5px; display: inline-block;">9 Career Assessment 8a-12p</div>	<div style="background-color: #800080; padding: 5px; display: inline-block;">10 Employability 9a-1p</div>	11
<div style="background-color: #ADD8E6; padding: 5px; display: inline-block;">14 Academic Planning 10a-2p</div>	<div style="background-color: #90EE90; padding: 5px; display: inline-block;">15 GED Career Awareness 5p-8:30p</div>	<div style="background-color: #FFB6C1; padding: 5px; display: inline-block;">16 Walk-In Career Center 9a-1p</div>	<div style="background-color: #90EE90; padding: 5px; display: inline-block;">17 Career Assessment 9a-1p</div>	18
21 Inservice	22 Inservice	23 Inservice	24 Inservice	25
28	<div style="background-color: #800080; padding: 5px; display: inline-block;">29 Employability 12-4 pm</div>	<div style="background-color: #ADD8E6; padding: 5px; display: inline-block;">30 CNC Soft Skills</div> <div style="background-color: #FFB6C1; padding: 5px; display: inline-block;">Walk-In Career Center 10a-12p</div>	<div style="background-color: #FFB6C1; padding: 5px; display: inline-block;">31 Walk-In Career Center 9a-11a</div> <div style="background-color: #ADD8E6; padding: 5px; display: inline-block;">CNC Soft Skills</div>	

Please visit [www.morainepark.edu/careers](http://www.morainepark.edu/careers) to view all Career Center schedules.

# West Bend Career Center

## 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.

### **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. Work time will be available to create a resume and cover letter and receive feedback from a career instructor. Provides interview tips such as preparing responses to interview questions, types of interview questions, professional attire, and follow up after the interview.

### **JOB SEEKING SESSIONS**

#### **Résumés and Cover Letters (2 hours)**

Reviews résumé and cover letter basics (format/design, organization and basic writing rules). Provides tips for designing professional resumes and cover letters. Work time will be available to create a resume and cover letter and receive feedback from a career instructor.

#### **Interviewing Tips and Practice (2 hours)**

Provides interview tips such as preparing responses to interview questions, types of interview questions, professional attire, and follow up after the interview. Participants will participate in mock interviews.

#### **Résumé Review Workshop (4 hours)**

Provides tips for designing professional resumes. Work time will be available to create a resume and receive feedback from a career instructor. Leave with a polished copy of your résumé for use in your job search.

### **OPEN CAREER CENTER**

Open / 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.