



WEST BEND CAREER CENTER - Course Schedule

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Career Assessment Class

Employability Skills Class

Open Career Center

June 2017

MON	TUES	WED	THURS	FRI
			1	2
5 Open Career Center 5p-9p	6 Career Assessment 10a-2p	7 Employability 9a-1p	8 GED Career Awareness 9a-12:30p	9
12	13	14	15	16
19 GED Career Awareness 5-8:30p	20 Open Career Center 10a-2p	21 Career Assessment 9a-1p	22 Open Career Center 9a-1p	23
26	27	28	29	30

July 2017

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

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

Please visit www.morainepark.edu/careers to view all Career Center Schedules.

West Bend Career Center Course Descriptions

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.

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.