

KANKAKEE AREA CAREER CENTER

CAREER PLANNING (SENIORS) COURSE SCHEDULE 2017-2018

CLASS DATE AND LOCATION:	TOPICS:	MATERIALS ASSIGNED:	DUE DATE:
September - Short* Computer Lab	Introductions Access Google Classroom Personal Fact Sheet Samples of Work***	Personal Fact Sheet	October 3, 2017
October - Long** Computer Lab	Resume and References	First sample of work Resume 2-3 References	November 1, 2017
November - Long Computer Lab	Cover Letters Intro Letter & Goal Statement	Cover Letter Second Sample of Work First Letter of Recommendation	December 1, 2017
December - Short Computer Lab	Work on Intro Letters/Goals	Introduction Letter	February 1, 2018
February - Long MPR	Interviewing Skills	Third Sample of Work Second Letter of Recommendation	March 1, 2018
March - Long Computer Lab	Thank You Letters	Fourth Sample of Work All components of portfolio due	April 9, 2018
April - Short MPR	Hand out Portfolios		

*Short sessions will last no more than a half hour

** Long sessions will last approximately 1 hour

***A minimum of 4 samples of work are required, but additional samples are encouraged.