

## How to enroll in the Job Seeking/ Employability Skills Class:

**Open this flap to see the schedule!** Choose a course and call 1-800-472-4554 to register. We strongly encourage you to enroll in the class.

## What are "OPEN"/ Walk-In Career Center hours?

**Simply** WALK IN to one of the Campus Career Centers during the OPEN/Walk-In times listed for each location.

OPEN/Walk-In time may be used . . .

- To follow-up on a career class already taken.
- To complete any career class in multiple sessions.
- To explore career resources.
- When your schedule prevents you from enrolling during scheduled class times.

**We suggest that you bring additional materials to work on.**

## Uncertain which format is best for you? Have questions?

**Call a Career Instructor!** Contact information is listed at the bottom of the schedule. You may also visit our website at [morainepark.edu/careers](http://morainepark.edu/careers).

## WE are YOUR Career Center.

If your academic path is undecided or you are looking for employment, we can help with:

- Career Exploration
- Academic Planning
- Job Seeking/Job Keeping
- Interview Coaching
- Skills/Interest Assessment
- Résumé Guidance
- Switching Careers



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## NEED A JOB?



Take the **Job Seeking/  
Employability Skills Class**  
at the Career Center.

- Complete a job application process.
- Submit a job-ready résumé and cover letter.
- Participate in a mock interview.
- Identify job retention/promotion strategies.
- This **FREE** class requires no prerequisites. Familiarity with the Internet and ability to type are helpful.
- Will fulfill the Employability Skills requirement for GED/HSED.

**2013 FALL SEMESTER**

Visit  
[morainepark.edu/careers](http://morainepark.edu/careers)

# Campus Career Centers 2013 Course Schedule

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## WEST BEND

### JOB SEEKING/EMPLOYABILITY SKILLS CLASS

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MON	TUE	WED	THU
<b>5 - 9 pm</b> Sep 16 Oct 7 Nov 11 Dec 9	<b>9 am - 1 pm</b> Oct 15 Nov 26 Dec 17	<b>8 am - 12 noon</b> Sep 18 Oct 2, 23 Nov 6, 20 Dec 4 <b>1 - 5 pm</b> Sep 4 Dec 11	<b>10 am - 2 pm</b> Sep 26 Oct 17, 31 Nov 14

MON	TUE	WED	THU
<b>11:30 am-3:30 pm</b> Aug 12 <b>12:30-4:30 pm</b> Sep 9, 30 Oct 14 Dec 9 <b>4-8 pm</b> Aug 26 <b>5-9 pm</b> Oct 7 Dec 2	<b>10 am-2 pm</b> Aug 6 Sep 17 Oct 22, 29 Nov 19 Dec 17	<b>12:30-4:30 pm</b> Nov 13 <b>8 am-12 pm</b> Dec 11 <b>10 am-2 pm</b> Dec 4	<b>10 am-2 pm</b> Sep 26 Oct 10 <b>Dec 5 "Tips &amp; Tricks to Finding a Job!"</b> <b>12:30-4:30 pm</b> Sep 5 Dec 19

MON	TUE	WED	THU
<b>9 am - 1 pm</b> <b>Dec 2</b> <b>"Special Session Making Your Résumé POP Workshop"</b>	<b>12 - 4 pm</b> Sep 3 Oct 1, 29 <b>5 - 9 pm</b> Oct 22 Nov 26	<b>9 am - 1 pm</b> Aug 14 Sep 18 Oct 23 Nov 6 Dec 4 <b>12 - 4 pm</b> Oct 9 <b>5 - 9 pm</b> Sep 11	<b>9 am - 1 pm</b> Sep 26 Oct 17 Nov 14, 21 Dec 12

### WALK-IN/OPEN CAREER CENTER

(Self-paced, no appointment necessary.)

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MON	TUE	WED	THU
<b>5 - 9 pm</b> Oct 28	<b>9 am - 1 pm</b> Nov 5	<b>8 am - 12 noon</b> Oct 9 Dec 18 <b>1 - 5 pm</b> Oct 16, 23 Nov 13 Dec 4	<b>10 am - 3 pm</b> Sep 5, 19 Oct 24 Nov 21 Dec 5, 19 <b>2 - 3 pm</b> Sep 12, 26 Oct 3, 10, 17, 31 Nov 7, 14 Dec 12

MON	TUE	THU
<b>11:30 am - 3:30 pm</b> Aug 5 <b>12:30 - 4:30 pm</b> Nov 18 <b>5 - 9 pm</b> Sep 23 Dec 16	<b>10 am - 2 pm</b> Nov 12, 26 Dec 3, 10 <b>2:30 - 3:30 pm</b> Dec 17 <b>2:30 - 4:30 pm</b> Sep 3 Oct 22, 29	<b>9:30 - 11:30 am</b> Sep 5 Oct 31 <b>10 am - 3 pm</b> Aug 29 Sep 19 Oct 3 <b>2:30 - 3:30 pm</b> Sep 12, 26 Oct 10, 17 Nov 14, 21 Dec 5, 12

TUE	WED	THU
<b>12 - 4 pm</b> Nov 19 Dec 17 <b>1 - 2 pm</b> Sep 10 Oct 8 <b>5 - 9 pm</b> Dec 10	<b>9 am - 2 pm</b> Oct 30 Dec 18 <b>1 - 2 pm</b> Aug 14 Sep 4, 18, 25 Oct 2, 16, 23 Nov 6, 13, 20 Dec 4, 11	<b>9 am - 1 pm</b> Aug 15, 29 Oct 10 Nov 7

>> **Contact** <<

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