**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.

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**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.

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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.

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**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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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.

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**2013 FALL SEMESTER**

Visit morainepark.edu/careers
Campus Career Centers 2013 Course Schedule

**BEAVER DAM**

**JOB SEEKING/EMPLOYABILITY SKILLS CLASS**

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

**WALK-IN/OPEN CAREER CENTER**

- Self-paced, no appointment necessary.

- **MON**: 5 - 9 pm
  - Oct 28
  - Nov 5
  - Nov 13
  - Dec 4
  - Dec 12
- **TUE**: 8 am - 12 noon
  - Nov 6
  - Nov 13
  - Nov 17
  - Dec 4
- **THU**: 10 am - 2 pm
  - Dec 2

**Contact**

Kim Braatz – Careers Instructor
Room: J-112
Phone: 920-887-4437
E-mail: kbraatz1@morainepark.edu

**FOND DU LAC**

**JOB SEEKING/EMPLOYABILITY SKILLS CLASS**

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

**WALK-IN/OPEN CAREER CENTER**

- Self-paced, no appointment necessary.

- **MON**: 5 - 9 pm
  - Aug 12
  - Aug 15
  - Sep 5
  - Sep 18
  - Oct 7
  - Oct 23
  - Nov 11
  - Nov 26
  - Dec 9
  - Dec 17
  - Dec 19
- **TUE**: 11:30 am - 3:30 pm
  - Sep 5
  - Sep 18
  - Oct 21
  - Nov 3, 10, 17, 31
  - Nov 7, 14
  - Dec 12
- **THU**: 11:30 am
  - Aug 5
  - Sep 1
  - Sep 18
  - Oct 2, 23
  - Nov 6, 20
  - Dec 4

**Contact**

Rhonda Bird-Roehrig – Careers Instructor
Room: A-219
Phone: 920-924-3244
E-mail: rbirdroehrig@morainepark.edu

**WEST BEND**

**JOB SEEKING/EMPLOYABILITY SKILLS CLASS**

- **MON**: 9 am - 1 pm
  - Sep 3
  - Oct 1, 29
  - Nov 22
  - Dec 26
  - 5 - 9 pm
  - Nov 14
  - Dec 4
- **TUE**: 12 - 4 pm
  - Sep 17
  - Oct 23
  - Nov 6
  - Dec 4
  - 5 - 9 pm
  - Sep 11
  - Dec 12
- **WED**: 9 am - 1 pm
  - Aug 14
  - Sep 15
  - Oct 17
  - Nov 7
  - 5 - 9 pm
  - Nov 14
  - Dec 11
- **THU**: 9 am - 1 pm
  - Sep 3
  - Oct 17
  - Nov 7

**WALK-IN/OPEN CAREER CENTER**

- Self-paced, no appointment necessary.

- **TUE**: 12 - 4 pm
  - Sep 17
  - Oct 3
  - Sep 19
  - Oct 8
  - 5 - 9 pm
  - Dec 10
- **WED**: 9 am - 1 pm
  - Aug 14
  - Sep 18
  - Oct 17
  - Nov 7
  - 5 - 9 pm
  - Nov 14
  - Dec 11
- **THU**: 9 am - 1 pm
  - Sep 26
  - Oct 17
  - Nov 14, 21
  - Dec 12

**Contact**

Lisa Ferguson – Careers Instructor
Room: W-141
Phone: 262-335-5773
E-mail: lferguson@morainepark.edu