



**BUSINESS &
CAREER CENTER**
@ Fredricksen



**SCAN ME
IF YOU WANT MORE
INFORMATION ON THE BCC**



Spring at the BCC

Looking for help with your resume or job search, need support with technology, investment resources or small business concerns? The Business & Career Center @ Fredricksen (BCC) offers workshops and sessions to help you succeed and meet your goals. Your future starts here!

GUIDANCE SESSIONS

VARIOUS TIMES, REGISTRATION REQUIRED

Meet with Business & Career Center (BCC) staff for one-on-one assistance to create or update your resume, share career resources, as well as conduct any BCC workshop upon request. This is an in-person session, choose the time when you REGISTER.

SMALL BUSINESS DEVELOPMENT WORKSHOPS

SOLOPRENEUR ROUNDTABLE

MARCH 27, 12-2PM: STRATEGIC TOPIC DEEP DIVE
APRIL 24, 12-2PM: LEVEL UP ROUNDTABLE
MAY 29, 12-2PM: STRATEGIC TOPIC DEEP DIVE

Join our monthly roundtable discussion with other small, local business owners (of less than 5 employees) to share valuable support and insight, considering the unique challenges that solopreneurs face! This roundtable meets the last Friday of the month in The Business & Career Center HUB, with a theme for each session. Please sign up for each session separately.

PA BUSINESS ONE-STOP SHOP (BOSS) OVERVIEW

FRIDAY, MARCH 20, 12PM
FRIDAY, MAY 15, 12PM

Join us at this workshop and Q&A session with The PA Department of Community and Economic Development (DCED) and their innovative PA Business One-Stop Shop (BOSS). Whether you are an aspiring entrepreneur or existing business, BOSS provides complete, customer focused service. They help connect entrepreneurs and business owners with specific opportunities and partner networks for one-on-one counseling, training, and business assistance and work closely with colleagues across state government and economic development networks to gather the best resources to guide you through all stages of business development.

CAREER WORKSHOPS

MOCK INTERVIEWS

2ND AND 4TH MONDAYS; 10 & 11AM

Practice your interview skills with an HR professional! This session will consist of a simulated interview for a position you are interested in and an evaluation offering strategies for improvement. Registration required.

CAREER EXPLORATION

TUESDAY, MARCH 3, 10AM
THURSDAY, MARCH 5, 6PM

Identify your skills and interests to move forward to find the right career, upgrade through education and training, or change careers—we can help, no matter your current employment situation. Employment guidance is available through our vast array of career resources!

RESUME WRITING

TUESDAY, MARCH 10, 10AM
THURSDAY, MARCH 12, 6PM

Learn the best styles and techniques to display your skill set and experience to potential employers. Learn about Applicant Tracking System (ATS) software that "reads" your resume and may be preventing you from hearing back from an employer. Please have a digital or hard copy of your resume available for up-to-date and targeted industry standards.

GET THAT JOB!

TUESDAY, MARCH 17, 10AM
THURSDAY, MARCH 19, 6PM

Get the most current information about how to portray your best self to potential employers through your resume, cover letter, interviews, social media, proper dress and communication. We can help you upgrade your career!

PA STATE JOBS - TIPS ON THE PROCESS OF APPLYING FOR CIVIL SERVICE JOBS

TUESDAY, MAY 26, 10AM
THURSDAY, MAY 28, 6PM

Here you'll learn all the insider tips on how to successfully apply for civil service jobs with the State of Pennsylvania. Whether you're a seasoned job seeker or just starting out, this event will provide you with valuable insights and strategies to help you navigate the application process.

Get details and register for free programs & workshops at bcc.fredricksenlibrary.org

TECH WORKSHOPS

MICROSOFT OFFICE—WORD BASICS WORKSHOP

TUESDAY, APRIL 7, 10AM
THURSDAY, APRIL 9, 6PM

Learn beginner-level skills or update your older version skills in Microsoft 2019 (using BCC laptops).

MICROSOFT OFFICE—POWERPOINT BASICS WORKSHOP

TUESDAY, APRIL 14, 10AM
THURSDAY, APRIL 16, 6 PM

Learn beginner-level skills or update your older version skills in Microsoft 2019 (using BCC laptops).

MICROSOFT OFFICE—EXCEL BASICS WORKSHOP

TUESDAY, APRIL 21, 10AM
THURSDAY, APRIL 23, 6PM

Learn beginner-level skills or update your older version skills in Microsoft 2019 (using BCC laptops).

INTERMEDIATE EXCEL

TUESDAY, APRIL 28, 10AM
THURSDAY, APRIL 30, 6PM

The follow up to our Excel for Beginners Workshop! Join us and learn next level Excel functions including formulas, database functions, and pivot tables in this hands-on workshop.

INTRODUCTION TO GOOGLE SUITE

TUESDAY, MAY 5, 10AM
THURSDAY, MAY 7, 6PM

Google has its own set of productivity and creation tools, and they're free – all you need is a Gmail account. Bring your own device and learn more about this versatile platform.

INTRO TO DIGITAL PHOTOGRAPHY

MONDAYS, APRIL 13-MAY 18, 6-7:30PM

Do you have a DSLR or mirrorless camera and aren't sure how to use it? Are you still taking photos using only the AUTOMATIC mode? If you answered yes, then this is the perfect class for you! Join Michael Yatsko, instructor & photographer for 6 informative sessions, exploring different features of your DSLR camera each week with hands-on application. To participate, registrants need to have a DSLR or mirrorless camera. Ages 13+; Seating is limited and will be held in the Business & Career Center Classroom. Registration is required: \$150 fee covers all six classes.



**SCAN ME
IF YOU WANT MORE
INFORMATION ON THE BCC**

CLOUD STORAGE

TUESDAY, MAY 12, 10AM
THURSDAY, MAY 14, 6PM

Google Drive, OneDrive, Dropbox, and many other platforms allow you to store documents and photos remotely to free up space on your devices. Learn about advantages and drawbacks of and how to harness the utility of "the cloud."

AI 101—SKILLS TO BOOST YOUR RESUME (AND KNOWLEDGE)!

TUESDAY, MAY 19, 10AM
THURSDAY, MAY 21, 6PM

Over 60% of employers are looking to hire jobseekers with AI experience! Join us to gain useful AI techniques to add to your resume or just increase your current level of AI knowledge in this expansive, rapidly evolving world of Artificial Intelligence platforms.

DEVICE ADVICE

SELECT THURSDAYS AND FRIDAYS AT 10AM AND 5PM

Need hands-on help with your smartphone, tablet, laptop or e-reader? Trying to download an app or program and getting stuck? Want to use free library media resources like eBooks and audiobooks from Libby? Sign up for a thirty-minute Device Advice session for in person assistance. Bring your personal tablet, laptop, smartphone, or e-reader with you. Make sure you have all passwords you might need during the session. Registration is required.

GENEALOGY CLUB

SUNDAY, MARCH 22, 2PM
SUNDAY, APRIL 19, 2PM
SUNDAY, MAY 17, 2PM

Just starting your genealogy research and aren't sure where to begin? Have you hit a roadblock in your research and need help? Or do you just want to learn about different genealogical resources? Then Genealogy Club is for you! During each session, we will spend time working on our individual research and have the opportunity to bounce our family history questions off of other club members. Occasionally, there will be themed meetings where we will discuss and try out different genealogical resources. You will need to bring your own laptop for each session to work on your research and to access the different resources. Registration is required.

IPHONE BASICS SERIES

TUESDAYS, APRIL 7, 14, 21, 28 AND MAY 5, 6-7:30PM

Apple released their new operating system, iOS 26 recently and there are MANY changes. In this six-session class taught by James Gates, we'll explore the iPhone's settings, learn tips and tricks for contacts and text messages, and become more proficient in using the keyboard. There are changes to the camera, the photos app, and even the Messages and Mail apps. Classes are 90 minutes, please plan to attend all six classes. Space is limited—registration is required.

TEENS TEACHING TECH

THURSDAYS; 4-5PM, NO REGISTRATION REQUIRED

Local high school students will be on hand to provide friendly, supportive one-on-one assistance with smartphones, tablets, laptops, cloud tools, apps, and everyday digital tasks.