



**BUSINESS &
CAREER CENTER**
@ Fredricksen

Summer 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

JUNE 26, 12-2PM: LEVEL UP ROUNDTABLE
JULY 31, 12-2PM: STRATEGIC TOPIC DEEP DIVE
AUGUST 28, 12-2PM: LEVEL UP ROUNDTABLE

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.

CAREER WORKSHOPS

CAREER EXPLORATION

TUESDAY, JUNE 2, 10AM

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, JUNE 9, 10AM
THURSDAY, JUNE 11, 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.

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

TUESDAY, AUGUST 25, 10AM
THURSDAY, AUGUST 27, 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.

FINANCIAL WORKSHOPS

FIRST COMMONWEALTH BANK PRESENTS HOMEBUYING 101

THURSDAY, JUNE 4, 6PM

Join us for this presentation with Getty Wilson, a Mortgage Loan Originator from First Commonwealth Bank. She will discuss the essential steps to financing and buying a home, from pre-approval to closing, and including credit repair.

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

TECH WORKSHOPS

WORD BASICS WORKSHOP

TUESDAY, JUNE 16, 10AM

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

POWERPOINT BASICS WORKSHOP

TUESDAY, JUNE 23, 10AM

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

EXCEL BASICS WORKSHOP

TUESDAY, JUNE 25, 6PM

THURSDAY, JUNE 30, 10AM

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

INTERMEDIATE EXCEL

TUESDAY, JULY 7, 10AM

THURSDAY, JULY 9, 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.

INTERMEDIATE EXCEL 2

TUESDAY, JULY 7, 10AM

THURSDAY, JULY 9, 6PM

Another level of Intermediate Excel skills! Join us and learn even more next level Excel functions including IF Functions, XLOOKUP, Conditional Formatting, Data Validation and more in this hands-on workshop.

CLOUD STORAGE

TUESDAY, JULY 21, 10AM

THURSDAY, JULY 28, 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."

INTRODUCTION TO GOOGLE SUITE

TUESDAY, JULY 28, 10AM

THURSDAY, JULY 30, 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.

AI 101—SKILLS TO BOOST YOUR RESUME

THURSDAY, AUGUST 13, 6PM

TUESDAY, AUGUST 18, 10AM

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, JUNE 14, 2PM

SUNDAY, JULY 12, 2PM

SUNDAY, AUGUST 23, 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, JUNE 2, 9, 16, 23, 30 AND JULY 7, 12; 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.



**SCAN TO REGISTER AND FIND MORE
INFORMATION ON BCC PROGRAMS.**