



# SUMMER AT THE

**BUSINESS &  
CAREER CENTER**  
@ Fredricksen

## OPEN CLASSROOM

MONDAYS, 10 AM - 12 PM

JUNE 17, ONLINE SECURITY PRACTICES

JULY 15, MICROSOFT WORD

JULY 29, MICROSOFT EXCEL

Have you taken some of our workshops and need additional help? Our Open Classrooms will allow you to come in and get assistance!

## GUIDANCE SESSIONS

Choose this one-on-one session to receive feedback that encourages action to define & refine your goals. In addition, we can also conduct any available (current or past) BCC workshop in a Guidance Session appointment; just choose a time to suit your schedule and let us know what workshop you are interested in. Register at [bcc.fredricksenlibrary.org](http://bcc.fredricksenlibrary.org).

## CAREER WORKSHOPS

### MOCK INTERVIEWS

2ND & 4TH MONDAYS, 10 AND 11 AM

This session will consist of a simulated interview and an evaluation offering strategies for improvement. Registration required.

### RESUME WRITING

TUESDAY, JUNE 18, 10AM

Learn the best styles and techniques to display your skill set and experience to potential employers. Please have a digital or hard copy of your resume available for up-to-date and targeted industry standards.

### GET THAT JOB!

TUESDAY, JUNE 25, 10AM

Portray your best self to potential employers through your resume, cover letter, interviews, social media, proper dress and communication. Please have access to your digital resume and cover letter!

### CREATING A LINKEDIN PROFILE

TUESDAY, JULY 2, 10AM

Join us for this introductory workshop and learn how to set up a new profile or reboot your existing profile and experience the best professional results.

## FINANCIAL LITERACY WORKSHOPS

### CYBERSECURITY - STAYING SAFE ONLINE

THURSDAY, JUNE 13, 6 PM

This presentation covers key topics like using secure websites, creating strong passwords, being aware of what you put on social media, and even tips for shopping online safely.

### AVOIDING IDENTITY THEFT

THURSDAY, JULY 25, 6 PM

This presentation takes a look at ways people's identities are stolen or compromised, what you can do if you find you have had your identity stolen, and how to stop theft from occurring.

### POPULAR SCAMS & HOW TO AVOID THEM

THURSDAY, AUGUST 15, 6 PM

This presentation introduces us to commonly used tactics, what to look for and how to avoid them.

**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!**

## TECH WORKSHOPS

### DEVICE ADVICE

THURSDAYS 5PM - 6PM

Join us for in-person assistance. Bring your personal tablet, laptop, smartphone, or e-reader with you. Registration is required.

### COMPUTER BASICS

JUNE 29, JULY 27, AUG 24, 2-3PM

In this session, we will introduce the parts of the computer, identify, and use essential keys on the keyboard, and mouse skills.

### WORD BASICS WORKSHOP

TUESDAY, JULY 9, 10 AM

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

### EXCEL BASICS WORKSHOP

TUESDAY, JULY 16, 10 AM

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

### POWERPOINT BASICS WORKSHOP

TUESDAY, JULY 23, 10 AM

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

### INTERMEDIATE EXCEL

TUESDAY, JULY 30, 10 AM

The follow up to our Excel for Beginners Workshop! Join us and learn next level Excel functions in this hands-on workshop. You'll also learn crucial text-related features like splitting and joining text, removing duplicates and data validation.

### INTRODUCTION TO GOOGLE SUITE

TUESDAY, AUGUST 27, 10 AM

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.

### CLOUD STORAGE

TUESDAY, AUGUST 13, 10 AM

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."

## PERSONAL & PROFESSIONAL VIRTUAL WORKSHOPS

### MANAGING STRESS DURING TIMES OF CHANGE

FRIDAY, JULY 12, 10AM

Learn how basic breathing techniques, becoming mindful, reducing technology and getting enough sleep bring balance to each new day. Learn how to make your stress POSITIVE and use it to keep you moving forward. You will receive a Zoom link invitation through which you will be automatically directed to the workshop.

### KEEP IT TO YOURSELF:

### CONTROLLING YOUR SOCIAL MEDIA

FRIDAY, AUGUST 2, 10AM

We'll discuss privacy settings and appropriate posts, and outline various platforms. We'll focus on Facebook to find the right privacy settings for you to keep your information available to only the people you choose. You will receive a Zoom link invitation through which you will be automatically directed to the workshop.

### ATTITUDE IS EVERYTHING:

### STAYING POSITIVE DURING TIMES OF CHANGE

FRIDAY, AUGUST 16, 10AM

Learn how to frame your daily interactions, at work and home, with a positive outlook that will serve as a bridge to personal and professional success. You will receive a Zoom link invitation through which you will be automatically directed to the workshop.

**Get details and register for free programs & workshops at [bcc.fredricksenlibrary.org](http://bcc.fredricksenlibrary.org)**