



January in the BCC

Looking for a career update, help with your resume, investment resources or small business support? The Business & Career Center at Fredricksen offers workshops and sessions to help you succeed and meet your goals. Find out how the BCC can open paths to new opportunities!

FREE CAREER DEVELOPMENT RESOURCES

Career Guidance Sessions

Resume Review, Career Support, Relevant Resources
Choose this one-on-one session to receive feedback that encourages action to define & refine your goals. We can also offer any available (current or past) BCC workshop to be conducted in a Guidance Session appointment, choose the time option to best suit your availability. 30-minute appointments, afternoon & evening times available.

Career Exploration Workshop

TUESDAY, JANUARY 3 AT 10:30 AM
Identify skills & interests to find the right career path, upgrade through education, training, or change careers — no matter your current employment situation.

Resume Writing Workshop

TUESDAY, JANUARY 10 AT 10:30 AM
Learn how the Applicant Tracking System (ATS) software reads your resume to increase your chances to hear back from employers by using industry highlights & keywords!

Google Suite Overview

TUESDAY, JANUARY 17 AT 10:30AM
An introduction to Google's own set of productivity and creation tools. Feel free to bring your own device (or use a BCC laptop) to learn more about this versatile, free platform.

Microsoft Office — Word Basics

TUESDAY, JANUARY 24 AT 10:30 AM
Learn beginner-level skills or update your older version skills in Microsoft Word 2019 (using BCC laptops).

Cloud Storage Basics

TUESDAY, JANUARY 31, AT 10:30 AM
Google Drive, OneDrive, Dropbox, and many other platforms store documents and photos remotely to free up space on your devices. Learn about advantages and drawbacks of "the cloud".

Get That Job! Workshop

Register for a Career Guidance Session to request this workshop! Helpful tips & resources that portray your best self to potential employers through an updated resume, concise cover letter, & targeted interview resources.

"Ace That Interview" Workshop

THURSDAY, JANUARY 26 AT 6:30 PM
An HR professional will cover common questions to prepare for interviews along with best tips and practices that will enhance your interview experience!

Computer Basics

WEDNESDAYS JANUARY 11, 18 AT 11AM - 12:30 PM
Improve your basic computer skills. Use our laptops or bring your own! In the first half of this session, we will introduce the parts of the computer, identify and use essential keys on the keyboard, and work on mouse skills. During the second half, we will practice skills identified by participants in the sign - up survey. Tell us what you're interested in learning, and we'll do our best to address your learning needs!

Device Advice

THURSDAYS, JANUARY 12 OR 19 AT 10 AM - 12 PM
Need hands - on help with your smartphone, tablet, laptop or e-reader? Trying to download an app or program and getting stuck? Interested in using Zoom or Skype but nervous about getting started? Want to use free library media resources like eBooks and audio books 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.

To register for any course, please visit our website at bcc.fredricksenlibrary.org

Look for a future "Job Interview Q & A" Open Session during February in the BCC!