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# December 2023

Bucks County Community College  
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A proud partner of the AmericanJobCenter network

Monday	Tuesday	Wednesday	Thursday	Friday
				
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
10:00-11:00 Virtual General Orientation 10:00-12:00-Virtual Word I 1:00-2:00- On-Site-Trevoese/Virtual Dealing with Stress-Stress Management 3:00-4:00- On-Site-Trevoese/Virtual Overcoming the Age Barrier	10:00-11:00 On-site General Orientation 10:30-12:00 Assessments 1:30-2:30-On-Site-Trevoese/Virtual Computer Basics I & II 2:00 ITA Research Workshop 3:00-4:00- On-Site-Trevoese/Virtual Assessment & Personality Tests	10:00-12:00 Virtual Resume Revival 1:00-2:00 On-site General Orientation 1:30-3:00 Assessments	9:00-9:30-Virtual Navigating an ATS 10:00-12:00-Virtual Word II 3:00-4:00-On-Site-Trevoese/Virtual Resume Development	10:00-11:00-On-Site Trevoese/Virtual LinkedIn for Beginners
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
10:00-11:00 Virtual General Orientation 10:00-12:00-Virtual Excel I 1:00-2:00- On-Site-Trevoese/Virtual Financial Self Care-Make a Budget 3:00-4:00- On-Site-Trevoese/Virtual Cut Your Job Search by 50%	10:00-11:00 On-site General Orientation 10:30-12:00 Assessments 1:30-2:30 On-Site-Trevoese/Virtual Writing a Cover Letter 2:00 ITA Research Workshop 3:00-4:00-On-Site-Trevoese/Virtual Career/Job Fair Strategies	10:00-12:00 Virtual Resume Revival 1:00-2:00 On-site General Orientation 1:30-3:00 Assessments <b>2:00-4:00 George Dillman Speaker - "Popular Scams and How to Avoid Them"</b>	9:00-9:30- Navigating Virtual an ATS 10:00-12:00-Virtual Excel II 3:00-4:00-On-Site-Trevoese/Virtual Resume Development	10:00-11:00-On-Site-Trevoese/Virtual Modern Interviewing & Video Interviewing
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
10:00-11:00 Virtual General Orientation 10:00-12:00-Virtual Excel III 1:00-2:00- -On-Site-Trevoese/Virtual Communication 3:00-4:00- On-Site-Trevoese/Virtual Marketing Yourself	10:00-11:00 On-site General Orientation <b>10:00-12:00 ESS Recruitment Event Job#19573011</b> 10:30-12:00 Assessments 1:30-2:30- On-Site-Trevoese/Virtual Ace the Interview & Video Interview 2:00 ITA Research Workshop 3:00-4:00-On-Site-Trevoese/Virtual Finding your Fit	10:00-12:00 Virtual Resume Revival 1:00-2:00 On-site General Orientation 1:30-3:00 Assessments	9:00-9:30- Navigating Virtual an ATS 10:00-12:00-Virtual Power Point I & II 3:00-4:00-On-Site-Trevoese/Virtual Resume Development	
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>Offices closed for Holiday</b> 	10:00-11:00 On-site General Orientation 10:30-12:00 Assessments 2:00 ITA Research Workshop	10:00-12:00 Virtual Resume Revival 1:00-2:00 On-site General Orientation 1:30-3:00 Assessments	9:00-9:30-Virtual Navigating an ATS 1:30-2:30-On-Site-Trevoese/Virtual Preparing for your Job Search 2023-New Beginnings 3:00-4:00-On-Site-Trevoese/Virtual Resume Development	10:00-11:00-On-Site-Trevoese/Virtual Overcoming the Age Barrier

## All workshops are provided at no cost.

Online registration required - Sign up from the events page on the PA CareerLink® Website [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) or call 267-580-3501/TTY 711

Bristol Hours: Monday – Friday 8:30 – 4:00

Perkasie Hours: Monday-Friday 8:30-4:00

### Computer/Career Preparation Workshops

**Computers Basics I:** Teaches basic computer skills, including copy, cut, paste and Windows PC navigation. Includes basics of uploading a resume virtually. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Computer Basics II:** In this workshop learn about identifying the operating system running a computer, what an IP address is and how to identify it, what a network is, more on using the internet, the cloud, internet safety, finding downloads on a computer, and identifying the devices connected to a computer. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Excel I:** Learn the best practices and the foundation for Excel including cursor positions and editing cells; how to create spreadsheets; perform basic data entry; execute spreadsheet operations, copy and fill series, inserting, deleting and adjusting columns and rows; formatting, saving, basic formulas, creating borders, formatting dates and conditional formatting. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Excel II: Must have taken Excel 1.** Learn and perform commonly used formulas; continue copy and fill series; inserting and modifying comments; filtering and sorting; database essentials; perform subtotals; create and modify charts. Excel 2016. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Excel III:** Learn how to create a PivotTable and a pivot chart, perform lookups, use data validation (control inputs from a list), link cells, IF and Countif functions, using text to columns function and arranging the view of various spreadsheets. **Must have taken Excel I & Excel II and have a strong working knowledge of Excel.** Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**PowerPoint I:** Learn how to use the program to create a presentation using slides, adding text, images, sounds, animation, and slide transitions. PowerPoint 2016. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Word I:** Participants become familiar with the software and cursor essentials; learn word processing terms and applications; how to select text; font formatting; paragraph alignment, margins, page setup, saving and spell check. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Word II: Must have taken Word I.** Learn how to: copy, cut, paste, format painter, format paragraphs and pages. Bullet lists and columns, insert headers and footers, page numbers, tabs, tab stops and symbols, find and replace tables. Word 2016. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

### Job Search Assistance Workshops

**Application Tracking System ATS:** Develop an understanding of how to navigate today's application process. The workshop includes simulation of Application Tracking System. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Assessments and Personality Tests:** Strategies on how to approach pre-employment testing. Learn the practical tips and techniques of employment testing to help you feel confident! Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) **Overcoming the Age Barrier:** Receive guidance on job search issues specific to the mature worker (Over 50). Learn strategies on how to identify jobs if you are in this market. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Communication (Virtual) Workshop:** Advantages of effective communication and tips to improve. Communication skills. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Cut Your Job Search by 50%:** Make your job search efficient and effective as possible. Learn tips on being organized, using social media effectively and how networking is critical for the job search. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Finding Your Fit:** Do you have a well-developed plan for marketing your career? This workshop will highlight how to tackle those challenges through career research and guide you through assessments. "Finding your fit is a journey of self-discovery. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**General Orientation:** Provides overview of resources and services offered through the CareerLink partners. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Preparing for Your 2023 Job Search-New Beginnings:** Career Tips for 2022 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Dealing with Stress-Stress Management (Virtual) Workshop:** The importance of managing stress. Effective stress management helps you break the hold stress has on your life, so you can be happier, Healthier, and more productive. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Financial Self Care-Make a Budget (Virtual) Workshop:** Financial self-care is taking the time to Look inward and understanding what habits work for you and which ones may need adjusting. Learn how to make a monthly budget and a variety of financial self-care tips to use in your lives. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**LinkedIn for Beginners:** Learn how to complete your LinkedIn profile. Develop your professional recommendations, including endorsements. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Market Yourself.** Create your own personal brand. Learn how to network and ways to market yourself effectively. Please register at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Modern Interviewing/Video Interviewing.** Learn modern interviewing techniques that focus on behavioral questions. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Preparing for Your 2023 Job Search-New Beginnings:** Career Tips for 2022 and moving forward. Jump start your job search. Learn how to transition into a career and have a plan. Resources for job search. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Resume Revival:** Assistance in updating and formatting your resume during this workshop. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Resume Revival Mini Workshop:** This 15-minute workshop will provide information in a summarized approach to meet the demands of busy participants. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Time Management Can-Do Attitude (Virtual) Workshop:** Do you have a time management plan? Do you run your day, or does your day run you? Improving your time management. Maintain a Can-Do Attitude. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Writing a Cover Letter:** Resumes do not tell your full story to an employer. This workshop will lead you through writing an effective cover letter to provide a better snapshot of you as an employee and highlight the value you bring. Can create a cover letter during the workshop. Please register [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

**Recruitment Event: 10:00-12:00 December 19<sup>th</sup> ESS Recruitment Event Job #19573011**

**Networking Now: 2:00-4:00 December 13<sup>th</sup> George Dillman Speaker - "Popular Scams and How to Avoid Them"**

## PA CAREERLINK® BUCKS COUNTY PARTNER PROGRAMS

**-PA OFFICE OF VOCATIONAL REHABILITATION (OVR):** The Office of Vocational Rehabilitation offers services to qualified individuals with disabilities, in order to assist them to prepare for, enter, or retain employment. 1-800-221-1042 or [www.dli.state.pa.us](http://www.dli.state.pa.us) Keyword: OVR

**-VETERAN SERVICES:** Veteran services are available to assist veterans in securing employment and training. Please contact [@pa.gov](mailto:Jtlucas@pa.gov)

**VITA EDUCATION SERVICES:** Vita offers *free* basic education programs tailored to the individual needs of the adult learner. They include Basic Literacy, Pre-GED and GED classes, English as a Second Language, Family Literacy and Decisions for Living. Please contact directly: 215-345-8322, or visit their website [www.vitaeducation.org](http://www.vitaeducation.org)

**FREE GED Preparation, Job Readiness/Career Exploration, Job Placement for Young Adults** Bucks County Out of School Youth (OSY) Program provides a variety of transitional programs for young Adults aged 16-24 for GED instruction and completion, year-round paid internships, apprenticeships, on-the-job training, job readiness, assistance with job searching and connecting participants to employment opportunities. The Bucks County OSY Program also provides summer internship opportunities for recent high school graduates, college preparation for those see king secondary education, local college, and business/industry tours, as well as assistance in applying for financial aid. For additional information visit <https://www.bucks.edu/businesscareer/pro-dev/adultliteracyhseged/> or call/text 267-225-2851

