May Edition

The Expression

Bryant & Stratton College

This month’s edition has decided to go a little old school! With the look and colors, to the suggested strategy of the month, this edition is a touch of old school mixed in with new school information!

Welcome back to students and staff!
Happy first day of spring semester classes!

This month’s featured program is Office Information Technology!
Check out pages 3 & 4 for more

What’s Happening On Campus:

Wednesday, May 6th: First day of Classes
Online Session I begins

Tuesday, May 12th: Last day to drop/add classes

Monday, May 25th: No Classes: Memorial Day

Using myBSC!
The virtual world of Bryant & Stratton College!
Go to https://myBSC.bryantstratton.edu
Click on the orange login button
Enter your user name & password:
**Student ID is your B#*
Get access to Banner SSB, Blackboard, Virtual Library, Departmental Resources, and more!

Online Boot Camp Schedule!
Are you new to taking online courses or do you just need help navigating through blackboard? Then come to the online boot camp to learn how use Blackboard and how to make sure you are doing all the steps necessary to be successful in your online classes!

Wednesday, May 6th    Thursday, May 7th
Sessions will be held from 12:00pm–12:40pm & 5:00pm–5:40pm in room 122
For those of you who may be enrolled in or are thinking of enrolling in either our Bachelor’s Degree in Business or Health Services Administration programs, you will have the opportunity to complete a Practicum field experience in your final semester. In the Practicum, you will complete a particular project of at least 40 hours in length at an organization and conduct a presentation for both your supervisor and another one in your Practicum class on campus. The project could consist of researching, analyzing and synthesizing information, as well as presenting.

Hopefully, your bachelor’s degree experience has or will provide you with ideas as well as time to reflect on a certain area you wish to pursue after graduation and the Practicum experience will help you in learning more about a particular industry. Below are some strategies in helping you to secure a site:

- Go to indeed.com to locate 10-15 companies to contact regarding Practicum projects. Going this route could potentially result in employment after graduation. Contact Human Resources to discuss any special projects for a department relevant to your major.
- Research at least 10 company websites to see if it could be worth pursuing for your Practicum.
- Visit the Centerstate CEO website (there is an area for Business Directory on their home page) as well as websites of other local chambers (Liverpool, North Syracuse).
- Google non-profits in Syracuse area as sometimes they seek assistance (i.e. event planning).

As always, stop by Career Services to speak with Chris or Kristine

Are you interested in being a Student Ambassador for the Spring 2015 semester?

The primary goal of the Bryant & Stratton College Student Ambassador program is to be the College’s voice and support system to promote professionalism and positivity throughout the campus with fellow students.

In order to apply to become a Student Ambassador, please complete the following steps:

1) Contact a faculty member or administrator for sponsorship. The “Sponsor” is simply a staff or faculty member who is willing to say “YES, you would be a great ambassador.” They are only required to recommend you for the program and be another part of your support system here at the college if you should need it.

2) Please fill out the attached questionnaire.

3) Turn in your completed questionnaire to Paul Applebee by Thursday, May 14th!

*You can get applications in the Student Services Office, Learning Center, and via email sent by Paul Applebee*

Students that apply will then go through an interview process to determine the best candidates for the program as there are limited spots available.

Students who are accepted into the program will commit to a minimum of 3 activities per semester, participating in events including: orientation and advising events, open houses, assisting at the Career Fair, visiting Internship Prep classes with Career Services to discuss internship opportunities and securing a site. They will also be an added support system for the new incoming students, and any new student late starts.

The benefits of becoming an ambassador include being recognized by the college, adding to your resume, strengthening leadership and communication skills, receiving a certificate for your portfolio, etc.
This month’s featured program is **Office Information Technology**

This month, *The Expression* is taking a look at the Office Information Technology program! Annette Lombard and the Career Service staff have taken time to answer some questions about the program!

**What is the Office Information Technology program all about?**

The Office Information Technology program (also known as OIT) prepares students with the technical, communication, and administrative skills needed to succeed in today’s business world. Students will receive an Associate of Applied Science Degree in Office Management.

**What can students expect to learn in their classes?**

Students will take a series of courses in Microsoft Word, Excel, Access, PowerPoint, Publisher, and Outlook. Students will also learn about 21st Century Office Procedures and Mobile Communications.

OIT helps students to become proficient in the Microsoft Office Suite which prepares them to take the Microsoft Office Specialist (MOS) Certification exam.

**What skills can students expect to develop in this program?**

Students can expect to develop many skills in this program including:

- computer proficiency
- problem solving skills
  
  **Because learning how to use Microsoft Access requires more problem solving skills than most things in life!**
- multi-tasking
- developing interpersonal and intrapersonal skills!
Office Information Technology
Continued

Who are some of the Instructors?

Annette Lombard is a full-time OIT instructor
Barbara Brescia is an evening adjunct instructor

What are some potential career paths for students in this program?

OIT will prepare students in any career path as information technology is transforming the office environment! Some examples include:

- Customer service representative
- Patient care representative
- Administrative assistant
- Purchasing assistant
- Receptionist
- Administrative support
- Office coordinator
- Administrative coordinator
- Price and signage coordinator

No matter which career students pursue, the technical skills are a must to succeed in today's business world!

What types of jobs have recent graduates of Bryant & Stratton received?

Recent graduates have been able to find local employment at places such as Southern Wine and Spirits, Dick’s Sporting Goods, and Davis Sprinkler Company, just to name a few.
GRADUATION DAY
APRIL 18, 2015!!!!

Congratulations to all of the 2015 Bryant & Stratton College graduates!

“Be the change you want to see in the world.”
-Mahatma Gandhi
Students Achieving Success with Online Courses!

The Expression is continuing to introduce you to students who have been successful with their online classes!

Student: Ivan Medina  Course: Microeconomics (ECON 325) & Performance Management (BUSS 410)

Q: What are some positive aspects about taking an online course?
A: Online classes help you develop independence and other skills like time management and organization. It's nice to be able to decide when the best time for you to complete your work is and actually being able to do that! Also, many of the professors that I have had, have been understanding when situations arose and have been willing to work with me in completing assignments.

Q: Could you tell the readers what you enjoyed about taking an online course?
A: I enjoyed having the ability to complete work at my own speed. Another thing I thought was nice was being able to work from wherever I wanted, especially when I wasn't feeling well. I didn't have to struggle to get to campus. I could stay in bed, rest and get some work done.

Q: What do you believe helped you to be successful in the course?
A: I printed everything out! It helped me to keep track of my assignments and helped me to not wait until the last day to complete them. I also was able to keep pace with the class and keep up on my homework by doing a little work every day.

Q: What types of resources did you use that helped you throughout the course?
A: I used the Virtual Library and the Internet. This included accessing websites, online newspapers, and I also worked with other students in the class and on campus.

Q: If you could give some advice to students who are taking or are going to take an online course, what would it be?
A: If you fall behind, start from the current week and work backwards! I also suggest using a flash drive to back up your work! Lastly, ask for help when you need it! There are so many people here to support you!

Student: Darren Finn  Course: Public Speaking (COMM 201)

Q: What are some positive aspects about taking an online course?
A: Taking an online course can be difficult at first, but if you stick with it, you will do just fine. In my Public Speaking class we would record ourselves giving speeches, and then post them to get feedback from all my classmates and teacher on how to improve your speaking skills before the assignment is actually due.

Q: Could you tell the readers what you enjoyed about taking an online course?
A: Online courses are so different from being in the classroom, but it's actually kind of fun. Seeing and communicating with my classmates using Skype and different video cameras was a cool way of learning. I enjoy using computers anyways, so doing all my work online was a lot of fun.

Q: What do you believe helped you to be successful in the course?
A: I believe what helped me to be successful was my persistence. I would log on and do a little something almost every day so I wouldn't have to cram all my work in on the due date. This was a very easy and successful way to excel in my class.

Q: What types of resources did you use that helped you throughout the course?
A: I used the library on campus for help at times. I also used feedback from classmates online a ton. It was very helpful hearing from my other classmates because they were in the same boat that I was. Working with friends in person is always helpful too.

Q: If you could give some advice to students who are taking or are going to take an online course, what would it be?
A: I would tell them to do a little work everyday. This makes it shorter periods of doing work and allows you to not get stuck sitting there for hours to finish something that is due the next day.
Finals and Finales!

Featured in the picture (from the left): Michael Davis, Teia Melchior, Penny Merriam, Russ (card recipient), Michael Patton, Samantha Henderson, Amanda Gilbert, Candi Nystrom, Angela Herbert, Alicia Davis, Daniel O'Connor, and Stephanie Reynolds.

Students in Deb Lum’s ENGL 250 classes spent the semester doing good for others. For 10 weeks, they created cards of encouragement for individuals who could use some cheering up. At the end of the semester, students were able to meet with one of the card recipients!

Medical Student Pinning Ceremony

On Thursday, April 16th, Bryant & Stratton College had the pleasure of hosting a Medical Student Pinning Ceremony. This service is a tradition for medical assistants and medical administrative assistants. It is conducted to honor those students who have completed graduation requirements for their degree. It reflects their commitment to the profession of healthcare and their journey in lifelong care of patients and the community.

From Left to Right: Stephanie Macko, Brenda Geller, Lisa Cummings, Teia Melchior, Ruth Orts, Jacklynn Azure, Yasmen Hassan, and Michelle Parks

From Left to Right: Teia Melchior, Sherry Pearsall, Stephanie Macko, Ruth Orts, Jacklynn Azure, and Yasmen Hassan
**Alpha Beta Gamma International Business Honor Society: Mu Alpha Chapter**

**Alpha Beta Gamma** will hold its meetings for the semester on Wednesdays. Meetings will be held in room 103 at 12:00pm (day students) and 5:00pm (evening students). The first meetings of the semester will be on Wednesday, May 20, 2015. Continuing students with a cumulative grade point average of 3.0 or higher and new students who are interested are encouraged to attend the day or evening meeting. **ABG meetings are usually about 25 minutes in length.**

**Attention Students! The BSC Clothes Closet is still taking place!**

**The BSC Clothes Closet is still accessible to students who are in need of professional clothing for interviews, internships, or jobs after graduation.**

All clothing was generously donated by faculty & staff on campus. If you have a need for professional clothing, simply fill out the attached form & submit it to Career Services or to Alexis Yackel, Assistant to Campus Director. Students will then be outfitted accordingly.
It’s important to make a terrific first impression when you’re interviewing for a new job or internship. Bryant & Stratton College understands dressing for the part is the key to your success! Faculty & staff of the college have generously donated clothing to help you succeed. To participate, please fill out the request form below and return to Career Services or Alexis Yackel.

**Women’s Items:** (please specify size needed)
- Pants: _______________________________
- Shirts: _______________________________

**Men’s Items:** (please specify size needed)
- Pants: _______________________________
- Shirts: _______________________________

**Contact information:**
- Name: _______________________________
- Phone: _______________________________
- Date needed by: _______________________


Elizabeth Barnard:  
Medical Administrative Assistant  
Associate of Applied Science  
Degree Program

Kaitlynn Caldwell:  
Office Information Technology  
Associate of Applied Science  
Degree Program

Leslie Caldwell:  
Business & Office Information Technology  
Associate of Applied Science  
Degree Program

Brenda Geller:  
Medical Administrative Assistant  
Associate of Applied Science  
Degree Program

Harley Hawker:  
Medical Assisting  
Associate of Applied Science  
Degree Program

Alycia Helmer:  
Medical Assisting  
Associate of Applied Science  
Degree Program
Alpha Beta Gamma International Business Honor Society Induction Ceremony

Cindy Hicks: Business Associate of Applied Science Degree Program

Penny Merriam: Paralegal Studies Associate of Applied Science Degree Program

Jason Powell: Network Technology Associate of Applied Science Degree Program

Michelle Powell: Medical Administrative Assistant Associate of Applied Science Degree Program

Robert Syrell III: Human Resources Specialist Associate of Applied Science Degree Program

Rebecca VanCott: Accounting Associate of Applied Science Degree Program
Dear Students,

Welcome to the spring 2015 Semester! The following are important dates and information regarding Financial Aid.

**May 6th:** 1st Day of classes

**May 12th:** Last day of drop/add.

**May 26th-June 4th:** Census: To receive all the financial aid listed on your award letter, you must be participating in an Academic Related Activity (quiz, discussion, etc.) in your current classes the week of census to avoid financial aid repercussions. *Not participating in any of your classes prior to census will result in you not receiving all of your expected aid, thus owing a balance to the college.*

**May 27th:** Federal grants (*Pell, FSEOG*) and student loans for prior loan recipients are scheduled to disburse (*pay to students banner accounts.*)

**May 28th:** Books should be purchased NO later than May 28th!

**June 4th:** First Year First Term Borrowers (FYFTB) Census: New Students who have not previously received any student loans cannot have them disbursed to the college until 30 days after classes start, per federal regulations. You must be participating in your classes to have them disburse at this time.

**June 24th:** Session II starts you must sign in and participate to get aid, including TAP. Aid can be reduced and returned if needed based on failure to attend online classes.

**August 3rd:** Scholarships, Institutional Grants disburse

*Note:* state aid disburse at various dates

*If you are unable to attend any or all of your classes, it is imperative that you speak to your academic and financial aid advisor.*

After your financial aid comes in and your student account is *paid in full,* you will receive any excess loan funds on your Higher One account within 14 days from the date the credit appears. You can check your student account any time in Banner SSB. Remember loans have to be repaid!

**Pre-Clearing for the Fall 2015 term:** This will begin the week of June 29th. Watch for emails in your Bryant & Stratton email account to see what your next steps will be.

**Financial aid is open**

8:00 am to 6:30 pm Monday to Thursday

8:00 am to 3:00 pm on Friday
### North Campus Student Support Calendar

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Additionally, don’t forget that the Library and Learning Center are here to help at alternative times as well!  
North Campus Hours: Monday-Thursday 7:30am-5pm, Friday 8am-5pm, Saturday 10am-1pm  
Learning Center Hours: Monday-Thursday 8:30am-8pm, Friday 9am-3pm  
Library Hours: Monday-Thursday 8:30-9pm, Friday 9-3pm, Saturday 10-1pm
Flashcards still work well!

Flashbacks to flashcards!

It may be old school: but it works!

One method that has proven time and time again to be a successful study tool is the flashcard! Don’t dismiss this study strategy as too old to be useful! So why should you use flashcards to help you study? Well, here are a few reasons:

- They’re customizable! Using different color cards to help organize notes, vocabulary review, note taking for studying or for papers (hint: a good way to do your APA citations too!), and even learning to remember math formulas and equations are all great ways to use them!

- They’re portable! Grab a set of flashcards and a binder ring; punch a hole in one side and you can take these with you anywhere! Study while getting an oil change or while waiting in the lobby for an appointment!

- With today’s technology, you can even make computer-generated flashcards. Using a computer can make them even more customizable for you as you can choose different types, sizes, and colors of font!

- Repetition, repetition, repetition! Using flashcards helps to reinforce concepts so that your brain is better able to recall the information at a later time! The more times you review it, the better your recall will be!

So remember, embrace the new technology, but infuse some old school style to meet your individual needs!

Don’t forget to buy your books from the bookstore!

Go to the bookstore website:
http://bsbooks.bryantstratton.edu/
Login in using your B# and password
Click on get my books and make sure you choose the Spring 2015 semester!
Add them to your cart and check out to have them shipped right to your home!