



A Program to Help You Succeed in College

# Coaches & Mentors Newsletter

## Helping You Keep Track... Dates You Need to Know

<b>April</b>	3-14	Advising period for pre-registration
	10	Last day to drop an academic course
	10	Summer session registration begins
	17	Patriots' Day observance
	18-24	Returning students preregister for Fall 2006 semester
<b>May</b>	10	Classes end
	11-17	Final exam period
	19	Final grades due to Registrar
	25	Commencement

**Summer Session 2006  
June 19-August 3, 2006**

## **Unsure of Your Career Path? See Career Specialist for Help!**

**Theresa Bowse**, Career Specialist said the following: Most people have some idea about what they might like to do for a career, but typically fantasize without following a simple plan of action that could transform their dreams into a reality. I can assist you in formulating a career plan by following the three steps below to develop a more targeted, focused career path.

### **Step One.....Self Exploration and Discovery**

Career interest inventories and self assessment exercises can assist you in understanding exactly how your background, values and interests can strongly affect your career preferences. The results provide you with interesting and fun feedback that work as a springboard for individual career counseling appointments with me. Career counseling helps you to become more aware of the many options available to you and how your unique talents and skills might fit into a specific career path.

### **Step Two.....Learning about the World of Work**

I can also assist you in discovering the many resources available to you for learning more about specific job duties, required job training as well as the *all important salary information*. State and regional job availability predictions are also valuable information to have when planning your short term career goal.



*Theresa Bowse, on right, giving advice to a student.*

### **Step Three....Preparation for the Job Search**

The preparation of a high quality resume is your top priority when you begin your job search. A resume is a reflection of you, your strengths and accomplishments. Think of it as your own personal marketing campaign. Individual appointments are always available with me to assist you in the production of a professional resume. I also offer workshops once per semester.

In addition, appointments are available with me to brush up on your interviewing skills. Practicing common interviewing questions and answers is a great way to relax during a real interview that is sure to produce positive results....a job offer!

While you are your best job search agent, be sure to ask me about referrals to part-time or full-time job opportunities as I have many contacts with area employers.

### **Remember**

Successful lifestyles and careers don't just happen; you have to make them happen! Start now! Contact Theresa Bowse for an appointment at 508-362-2131 ext.4374 or by email at [tbowse@capecod.edu](mailto:tbowse@capecod.edu). You'll be glad you did!

*"Choose a job you love, and you will never have to work a day in your life"  
- Confucius*



## Occupational Profile

Bookkeeping and Accounting Clerks

**Job Description:** Compute, classify, and record numerical data to keep financial records complete. Perform a combination of regular calculating, posting and verifying duties to obtain primary figures for use in maintaining accounting records. May also check the accuracy of figures, and postings pertaining to business transactions recorded by other workers.

Must possess the following skills and abilities:

- Strong mathematical aptitude
- Ability to gather data and information
- Accurately process data and information
- Utilize accounting specific computer software
- Organize, plan and prioritize work
- Establish and maintain positive interpersonal relationships with clients and customers

Median hourly salary in the United States is \$13.96 per hour. The median salary in Massachusetts is \$16.34 per hour. *Source: America's Career InfoNet*

Students seeking part-time job opportunities should also visit the Student Employment Office located in the South Building, Room 215. Their jobs are posted on the first floor of the South Building and in the Commons Building inside the cafeteria by the bookstore.

## DEALING WITH FEAR OF PUBLIC SPEAKING



- 1) You can never prepare too much.
- 2) Be totally familiar with your introduction.
- 3) Practice out loud and often.
- 4) Practice mentally.
- 5) Record your speech.
- 6) Concentrate on your message, not on yourself.
- 7) Know that to be nervous is to be human.
- 8) Breathe deeply.
- 9) Channel your adrenaline into positive energy.
- 10) Know that you appear more confident than you feel.

The **CCCC Career Fair** is being held on Thursday,  
**April 6<sup>th</sup> from 3:30 - 8:30 pm** at  
**CCCC Hyannis Center, 540 Main Street.**  
 Meet employers, Link to Resources and  
 Expand your Opportunities!

*If you want more information call 508-778-2221.*



## NOW YOU CAN MAKE YOUR TUTORING APPOINTMENTS ON LINE!

All you have to do to make your tutoring appointments on line is go to [www.capecod.edu](http://www.capecod.edu) and click on **Student/Staff link** and **Coaches & Mentors Appt.** Then enter the Coaches & Mentors appointment request (up to three weeks). User name is your first and last name with no space. Capitalize the first letter of each name (example: John Smith). Password is your student ID. Sign in and make your appointments. You may sign up for a Tutoring Center appointment the same way except you click on "make tutoring appointment" instead of clicking Coaches & Mentors.

**IMPORTANT:** Do you realize that in South 111 there are many tutors available in addition to our Coaches & Mentors staff? For example, if you are working with one of our tutors on a regular basis and then need some help on a day when he or she is not here, you may go to the desk and request an appointment.

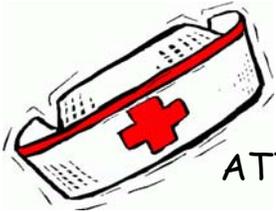
## PLANNING TO TAKE THE MATH ASSESSMENT TEST? FREE MATH REFRESHER WORKSHOPS!

Alison Frisbie, Academic Advisor, notes that these sessions will be offered in **April and May:**



Monday, April 24, Lecture Hall A, 4 - 7 pm  
 Monday, May 1, Lecture Hall A, 4 - 7 pm  
 Thursday, May 18, Lecture Hall A, 4 - 7 pm  
 Wednesday, May 31, Lecture Hall C, 5 - 8 pm

To reserve a seat, call 508-362-2131 ext. 4357. You'll be able to review sample questions, tune up your skills, and score your best on the test so you'll be placed in the correct level math course at the College. Study packets (at no cost to you) are available in the Tutoring Center.



## INTERESTED IN NURSING? ATTEND INFO SESSION!

Are you interested in a nursing career? Attend the Nursing Information Sessions scheduled for **April 18** and **May 9**. Sessions begin at **1:00 pm** in the **Admissions Office, Nickerson Administration Building, ground floor**. To select a session go to [www.capecod.edu](http://www.capecod.edu), select Admissions on left side of homepage, and click "Schedule a Campus Visit." The Director of Admissions and the Nursing Program Coordinator will be at each session to share information about the LPN and RN programs and to answer questions.

### TANYA HUDSON

Tanya is a work/study student in the Tutoring Center where she functions as a **Staff Support Assistant**. She also spends time helping Patty Scialdone with projects for Coaches & Mentors.



Tanya is working toward her Associate in Science degree in Information Technology-Medical Office Technology. She has already received the Associate in Arts degree in Liberal Arts.

Her work/study experience will help her to develop her computer and office skills. She is familiar with a variety of computer software programs and keeps adding to her knowledge base.

In the Tutoring Center, Tanya handles inquiries about appointments, designs mailings and flyers for workshops, and works on other computer projects assigned by the center staff.

As she applies what she is learning in the classroom, her work/study experience enhances her resume. This will give her an edge in the job market.



## PREPARE YOUR FALL FINANCIAL AID APPLICATION NOW!

**NOW? YES! FILE EARLY...EVEN IF YOU ARE ONLY  
TAKING ONE COURSE!**

The staff at the **Financial Aid Office** is very "user friendly." So go there! It's in room **G-10** in **Nickerson Administration Building**. There are so many opportunities to gain some financial help. The aid is there for the taking and all that is required is to apply. Call **1-508-362-2131 ext. 4393**. Note: Please read the important Finances section starting on page 21 in your Student Handbook. Also, note that the form is available in the Financial Aid Office and at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## PREPARE FOR FALL 2006

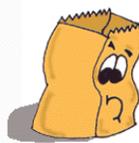
### Get ready to choose courses

Now is the time to think about next fall, and if you haven't already, see your **advisor** about planning your **Fall 2006 course schedule**. Advising begins **April 3** and continues through **Pre-registration dates April 18 - 24**. The Fall course schedule is available for you to review prior to making a wise decision. Your advisor will have all the information you need to prepare for your visit to the **Registration Office** in the **Administration Building** where you will **register** for your Fall 2006 courses.



### THINGS TO REMEMBER WHEN CHOOSING COURSES

1. Spread out your schedule. Why overload yourself during one part of the week?
2. Schedule more difficult classes early in the day when your energy is better.
3. Plan breaks between classes and schedule a load you can handle.
4. Be prepared to change your schedule based on the demands of life.



### SPRING 2006 LEARNING WITH LUNCH WORKSHOPS!

Bring your lunch, we supply the cookies!  
**See flyers on bulletin boards to confirm dates, times.**

### Interview/Job Search Strategies

Learn interviewing do's and don'ts and how to get the job you really want! Monday, April 3, 12-1pm, N103, Facilitator: Theresa Bowse

### Financial Aid Questions

Get the answers to all of your financial aid questions and concerns. Monday, April 10, 12-1pm, N103. Facilitator: Mary Jenkins

*Note: Individuals requiring auxiliary aids or services to access any of our events may contact Joyce Chasson at the O'Neill Center for Disability Services (362-2131, ext. 4337).*



## SCHOLARSHIPS AVAILABLE

Excellent scholarships are available at CCCC. Graduating students, returning students, and incoming students are eligible. The awards range from \$250 to \$4,000. For a list of available awards, check with the Financial Aid Office and the Educational Foundation (3<sup>rd</sup> floor of Library), or see Carol Dubay in S234. Complete the application, have your transcript sent to CCCC Educational Foundation, and file. Applications are due **April 25**, please don't delay!

Non-Profit Org.  
US POSTAGE  
PAID  
Permit No. 40  
S. Yarmouth, MA  
02664

Coaches & Mentors #9116  
Cape Cod Community College  
2240 Iyanough Road  
West Barnstable, MA 02668-1599



## MID-TERMS & FINALS!

### DON'T IGNORE MIDTERM WARNINGS!

#### Be careful when "DROPPING" classes

If you received any midterm warnings, discuss them with your professors, tutors, and Carol Dubay so you can develop strategies to improve your performance. As for **dropping a course**, please discuss it with your advisor as well as checking with FINANCIAL AID.

### FINAL EXAM RESPONSIBILITIES

Final exams must be taken at the scheduled hours during the exam week of May 11-17. Any exception must have the approval of the instructor and the Vice President of Academic and Student Affairs. If you **miss a final** you get a "0" unless you can prove to your instructor, within 24 hours of the exam, that the absence was due to an emergency or religious beliefs. Decisions on this situation rest with the instructor, with the approval of the Associate Deans. **A word to the wise: show up!**

**Final Exams** can be overwhelming; here are some "presents" to give yourself, Give yourself a compliment; Look at the stars; Walk to the nearest park; List 10 things you do well; Do something hard to do; Visit a lonely person; Start a new project; Let someone do you a favor; Allow yourself to make a mistake; Lie on the grass; Talk to a pet!

## TAXES FILED YET?

### FREE HELP AVAILABLE!

Professor **Juanita Sweet** announces that trained volunteers are available to help you with your tax preparation. Available on Tuesday and Thursday from 10 am - 1:30 pm and 5:30 - 7:30 pm.

Free of charge preparation available for Form 1040 and Schedules 1,2,3 and EIC. Form 1040 with Schedule A, B, EIC, R, 2441, 8863, 8812.

In most cases your return can be e-filed. Contact Juanita at **ext. 4398** or email her at [jsweet@capecod.edu](mailto:jsweet@capecod.edu) for an appointment.

### HELP FOR STUDENTS WITH DISABILITIES

Students with disabilities should utilize the excellent **resources** available through CCCC's **O'Neill Center for Disability Services**. Contact **Joyce Chasson** at ext. 4337, Room South 222.

Also, you should check in with **Dr. Richard Sommers**, CCCC Learning Disabilities Specialist, at ext. 4317, Room North 241. Ask about taping and reading services, talking computers, alternative testing sites, support groups, and reasonable accommodations to help you reach your academic goals.