



BARBADOS COMMUNITY COLLEGE

STUDENT **PLANNER**

2012-2013

DETERMINE YOUR **FUTURE**

ABOUT MY BCC STUDENT PLANNER!

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ABOUT ME!

Name:

Address:

Telephone #:(H)(W)

Email Address:

Student ID #:

Division:

Senior Tutor:

Cover Image:
Canadian Scholarship Winners 2012



ABOUT BCC!

Welcome to Barbados Community College!

You are now part of a tradition of excellence in Barbadian education. This tertiary institution is academic home to over 3000 local and international students. In fact, there are more than 20 countries represented here.

At BCC, we aim to prepare you for academic and career challenges by offering a range of programmes, courses, certificates, diplomas and degrees. You will be exposed to various areas of study as you enhance your academic qualifications.

You will also have the opportunity to challenge yourself physically and socially by getting involved in many extracurricular sporting activities, or by becoming a member of service organisations, such as the **Students' Guild, the Political Science Association, Circle K** and **UCCF**.

Culturally, BCC has plenty to offer too! Our **Art Gallery**, located in the Division of Fine Arts, is used throughout the year for art exhibitions, seminars and fashion shows.

As you become familiar with BCC, we hope that you will come to see the student body, faculty and administration as your family and your home away from home.

The LIME ACADEMIC ENHANCEMENT CENTRE (LAEC) provides tutoring to students in select areas of study. This computer lab, a gift from LIME Barbados, is located on the 2nd floor of the Liberal Arts building and offers tutoring in the following subject areas: **Mathematics, Chemistry, Physics, Biology, Electrical Engineering, English, Spanish and French**. Some sessions are tutorial based and others are open sessions where students can have one-on-one assistance.

Please check at the **CPC** or the **LAEC** for tutorial schedules.



ABOUT CPC!

At the Counselling & Placement Centre, it is our mission to help you transition successfully from secondary school, through college and on to the university or career of your choice. With this thought in mind, the idea for the BCC Student Planner was born.

The Counselling & Placement Centre offers:

- Counselling:
 - Academic Advising
 - Admissions Counselling
 - Career Counselling
 - Higher Education Advising
 - Personal Counselling
- Job Placement:
 - Résumé & Cover Letter Assistance
 - Job Search & Interview Techniques
 - Business Etiquette Training
 - Internship Opportunities
- Outreach: Workshops, seminars
- Computer facilities & library/resource centre

THE 5 SELVES

**1. Emotional
2. Intellectual**

**3. Physical
4. Social**

5. Spiritual

WHY AM I HERE?

Congratulations!

You've got those CXC's under your belt, graduated from secondary school, and made it to college. Feel good about yourself – you are among the privileged few that have the ability and the opportunity to pursue higher education. Now take a deep breath, and prepare to be challenged and rewarded in ways you've never experienced before.

So what now?

We imagine that you already know that you'll have to do more reading, and spend more hours studying in the next few years than you've ever done before. You'll have many new experiences, at the end of which you will (hopefully) be more mature academically, emotionally and socially. You'll meet new people (some of whom will become your friends), learn about your own strengths and weaknesses, and, perhaps most importantly, you'll begin a journey that will prepare you for a successful future.

College is the training ground that will help you to get a good job after you graduate. Coincidentally, the universal employment skills (positive attitude, work ethic, commitment to quality, willingness to learn) that employers are looking for, can be gained right here!

Why you're here depends a great deal on who you are, and what you want.

Do you know who you really are? Bet you thought that going to college was only about getting more education. Well, that's a big part of it, but there is more to you than your academic side, right? During your college years you'll gain valuable skills to get you started on a career. This is also an important time for **personal development.**

But first, you've got to be **self-aware.** That means knowing and understanding yourself: your beliefs, interests, values,

skills, preferences and how you perceive the world. It will entail continually improving upon your assets, and challenging yourself to overcome your weaknesses.

Discover more about some of the crucial skills (like setting goals, making decisions, managing time & coping with stress) that you will need to develop now in order to achieve future success. These questions will help you on your way:

1. What are your strengths and weaknesses?
2. What's your personal Learning Style? - Are you a visual learner or do you retain information more easily by hearing it?

Not sure how to go about doing any of this?

Don't be shy about asking for help when you need it. Visit the Counselling & Placement Centre. We'll help you get on track.

AUGUST 2012>>

A wise man will make more opportunities than he finds.
Francis Bacon

SUN	MON	TUE	WED	THU	FRI	SAT
			EMANCIPATION DAY 1	2	3	4
5	KADOOMENT DAY 6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	STAFF MEETING 27	1ST SEMESTER BEGINS FOR 2ND YEAR STUDENTS 28	29	30	31	



TIMETABLE: SEMESTER 1>>

Goals are the fuel in the furnace of achievement.
Brian Tracy, Eat that Frog

	MON	TUE	WED	THU	FRI
8-9 AM					
9-10 AM					
10-11 AM					
11-12 PM					
12-1 PM					
1-2 PM					
2-3 PM					
3-4 PM					
4-5 PM					
5-6 PM					
6-7 PM					
7-8 PM					
8-9 PM					

SELF-SURVEY FOR THE COLLEGE BOUND

Are you really ready for tertiary education? Respond to these statements about your educational attitudes, goals and perspectives. Be honest with yourself. Check only one answer per question. There are no "correct" responses.

	ITEMS	VERY TRUE (9)	SOMETIMES TRUE (6)	NOT SURE (3)	NOT TRUE (0)
1	I am comfortable with my reading speed and comprehension.				
2	I believe that one of the most important reasons to go to college is to get a job.				
3	I usually plan my own social activities.				
4	I feel I know myself pretty well.				
5	Thinking about one of my weaknesses is not uncomfortable for me.				
6	A major reason to go to college is to meet people who will be influential in helping me get a job later in life.				
7	My parents don't have to remind me to study or do homework.				
8	My note-taking skills are good.				
9	Unless I know I can use the material I am learning in class, I tend to lose interest quickly.				
10	Most of the time I feel others understand me.				
11	It is not important to me to look and act like my friends.				
12	I'm usually good at prioritising my time to get my studying done.				

	Basic Academic Skills	Career Orientation	Independence	Self Understanding
	<input type="text"/> 1	<input type="text"/> 2	<input type="text"/> 3	<input type="text"/> 4
	<input type="text"/> 8	<input type="text"/> 6	<input type="text"/> 7	<input type="text"/> 5
	<input type="text"/> 12	<input type="text"/> 9	<input type="text"/> 11	<input type="text"/> 10
Total				

Scoring your answers is easy, just follow these steps:

- Using the numbers under the words VERY TRUE, SOMETIMES TRUE, NOT SURE and NOT TRUE, allocate those values to your checks.
- Each item corresponds to an overall theme relating to you as a person. The categories are listed below. For each of your questions, enter your score in the appropriate blank space.
- Total your score in each category. Each score may range from 0 to 24. You can interpret your score as **HIGH (18 or above)**, **MEDIUM (7 to 17)**, or **LOW (6 or less)**.

SEPTEMBER 2012>>

Orientation: Attending your divisional orientation is not only important, but it is a requirement. The experience introduces you to the campus, faculty, staff, and other aspects of the college environment. In addition, you will meet your Senior Tutor and learn the requirements and regulations of your division.

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	1ST SEMESTER BEGINS FOR 1ST YEAR STUDENTS CONVOCATION PART-TIME STUDENTS ORIENTATION FULL-TIME STUDENTS BEGIN 3	4	5	ORIENTATION FULL-TIME STUDENTS END 6	CONVOCATION FULL-TIME STUDENTS 7	8
9	10	11	12	PARENTS' MEETING (1ST YEAR STUDENTS) 13	14	15
16	17	18	19	20	21	22
30 /						
23	24	25	26	27	28	29

WHERE DO I GO?

Finding My Way Around Campus

BCC's Eyrie campus offers a variety of support services and facilities for the convenience of its students.

Cafeteria:

Need a hot meal? A quick snack? Visit the Cafeteria for a selection of local dishes, cakes & pastries, snacks and beverages.

International Students' Desk:

International students should check here to get assistance in finding accommodations, to request 'student letters' and to get information on student visas.

Student Affairs:

Register here for your electives each semester. Get replacement ID cards. Request GPA records and transcripts. Change the name or address on your official college record. Request a grade review. Request a letter for your U. S. visa application.

Student Health Clinic:

Feeling under the weather? Don't wait until you're really ill, and have to miss classes. Take preventative measures by visiting the clinic. Injured and need first aid? The clinic is open to all students of BCC, full-time or part-time, just take your I. D. card with you.

Counselling & Placement Centre (CPC):

Not getting the results that you expect from all your long hard studying? Does your workload seem overwhelming? Thinking about dropping a class or changing a major? Problems at home distracting you from your schoolwork? Let's find some solutions together. Make the time to drop by and talk with a Counsellor.

CPC also offers a free unlimited placement service to BCC students and graduates. Ask about a part-time job that won't clash with your classes. Gain some work experience during the vacation. Ask about securing a full-time job after graduation. See the Placement Officer about internships, job placements, résumé preparation and interview techniques.

Gymnasium:

The BCC gym offers a wide range of sporting activities and gym equipment: Universal equipment and free weights, basketball, volleyball, badminton, gymnastics, table-tennis, karate, and judo. Get involved on a competitive or recreational basis.

Library:

Once you've registered, be sure to visit the BCC library to fill out a library registration card, and you'll have a world of resources at your fingertips. Looking for a quiet place to study? Doing research? Thousands of volumes, periodicals, and Internet access await you.

The Book Source:

Text books, study aids and stationery are the mainstay of the BCC bookshop, The Book Source. There is also a selection of magazines, snacks and toiletries available for purchase. Ask about their special book ordering service.

Students' Guild:

The Guild looks out for the needs of the general student body by providing student representation on BCC boards and committees. Ask them about active student organisations, or how to go about creating one of your own.

ASSOCIATE DEGREES>> part 1

What is an Associate Degree?

An associate degree is generally the first two years of a four-year bachelor's degree, the completion of which prepares college students for further study or for transitioning to a career. The credits earned at a community college may often be transferred towards a bachelor's degree. Each university has different rules about what credits they will accept from other universities or colleges.

What is a Major?

A set of courses leading to a specialisation in an academic subject area. You may study for an associate degree consisting either of 2 majors or of 3 majors.

What is a Programme?

An applied area of study, often consisting of a variety of subject areas. The courses contained within a programme are considered to be important areas of knowledge for the candidate to be eligible for an entry-level position in that career. You may study for an associate degree consisting of only one programme.

What are Cores?

Compulsory General Education courses identified by the College as essential for the educational development of all students. In order to earn an associate degree, all students must attain passing grades in their cores. There are four cores, each of which lasts for one semester only :-

1. English & Communication
2. Ethics and Citizenship
3. Caribbean Politics & Society
4. Practical Mathematics

What are Electives?

General Education courses that encompass diverse subjects. Electives invite you to explore disciplines outside your majors or specialty area. They enhance the educational and personal development of the student.

Selecting Electives. Ideally, your choice of electives will enhance your profile for your career goal. It is best to consult your academic advisor or the college counsellor before you select your

electives. To ensure that you can choose from a wide selection, try to register for your electives as early as possible.



ASSOCIATE DEGREES>> part 2

At Barbados Community College, students may choose from Associate degrees in Science (AS), Applied Science (AAS), Arts (AA) or Applied Arts (AAA).

The Associate Degree in Applied Arts/ Science

1. The courses in a programme cover areas specific to a professional field of study, e.g., Mass Communication, Business Studies, and Physical Education. Associate degrees in Applied Arts or Science are career-oriented programmes that prepare students for direct entry into the world of work.
2. You must complete college cores and electives.
3. Internships or work attachments are built into the programmes.
4. The programmes are developed in collaboration with professionals in the field.

The Associate Degree in Arts/Science

1. You acquire an in depth knowledge of two or three areas (majors) of study, e.g., Sociology & Geography or Physics, Chemistry & Biology.
2. You must complete college cores and electives.
3. Associate degrees in Arts or Science prepare you for higher education at the bachelor's degree level.

Are Good Grades Important?

1. BCC provides you with a chance to avoid failing, by giving you four weeks at the beginning of each semester during which you can withdraw from a course if you are performing poorly. We understand that there are many valid reasons for low achievement in a course; therefore, no penalty is imposed for withdrawing from a course before the deadline.

2. A grade F is disastrous for your GPA because it has no grade point value and you earn no credits for any course you have failed.
3. To graduate from BCC you must have a minimum cumulative (overall) GPA of 2.0.
4. If your GPA falls below a 2.0 average for the semester you will be placed on academic warning. At this point you must see your Senior Tutor and a Counsellor for academic advising. This process will assist you in identifying any problems that may have affected your performance, and help you to get back on track. It will also help you work on solutions so that your GPA will rise above 2.0 in the following semesters.
5. You can check your progress with a Counsellor at any point throughout your time at college. You should also keep track of your grades by recording them in your BCC Student Planner.

OCTOBER 2012>>

Communicating with Your Tutors: College can be somewhat overwhelming, with its divisions and departments, majors, cores and electives. Therefore, it is very important to establish connections with your class tutors. Even in a large class, every student has the right to access the tutor. Feel confident about approaching your tutor about any comment, question, or problem. If there is an issue you need to discuss, ask if your tutor will schedule an appointment with you.

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	MID-SEMESTER BREAK DAY 1 18	MID-SEMESTER BREAK DAY 2 19	20
21	22	23	24	25	26	27
28	29	30	31			

MY ASSOCIATE DEGREE GUIDE

Associate Degree in:

- Applied Arts
- Arts
- Applied Science
- Science

Programme Title: OR Majors:

..... 1) 2) 3)

Have you completed the information above? **Great!** Now you can move on to the table below.
 Fill in all the correct course codes and titles for **every course** you will need to successfully complete in order to earn your associate degree.

COURSES REQUIRED IN PROGRAMME OR MAJORS:

	MAJOR 1 Course Code & Title	MAJOR 2 Course Code & Title	MAJOR 3 Course Code & Title	CORES Course Code & Title	ELECTIVES Course Code & Title
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

MAJORS
 minors
 cores electives

NOVEMBER 2012>>

Managing Your Money: For some of you, this is the first time that you have responsibility for managing your own money. You'll need to create a budget, spend your money very carefully (books, transportation, lunch), and keep track of all your purchases. If not, you might find yourself short of cash to take care of the essentials. Be especially vigilant around the holidays, as we all tend to overspend during this time.

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	GRADUATION DAY 10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	INDEPENDENCE DAY 30	

CLASSROOM ETIQUETTE IN COLLEGE

Practising the rules of correct behaviour – etiquette – keeps our interactions pleasant. Language and behaviour that is perfectly acceptable in a casual setting among friends, for example, might not be acceptable in other situations such as during a church service. As a new student, you need to become familiar with classroom customs at college. These things are important to us all, both to prevent disturbance to others and to avoid personal embarrassment.

The rules that apply to students in secondary school are very different from those in college. As a college student, you are expected to possess enough maturity to take personal responsibility for your behaviour as well as your academic success.

Outlined below are a few of the commandments that you probably already know:

Thou shall NOT chat with thy neighbour during class.

Most instructors don't mind if you whisper to your neighbour something like "Is this from

Section 2?" When the group is focused on a topic, individual conversations between students, even about that topic, are not only distracting to other students within earshot, but rude!

Thou shall NOT show up late.

If you must disturb the class in this way (stuck in traffic? family emergency?) you should enter silently and take a seat as quickly as possible.

Thou shall NOT walk out halfway through class.

It is disruptive to the class, and gives the impression that you don't respect your tutor or classmates. If you have an appointment, and must leave a little early, mention this to your tutor before class starts.

Thou shall NOT ask thy tutor to revisit material you missed because you skipped a class.

Thou shall NOT let thy cell phone or pager disturb the session.

If you forget to switch it off before class starts, you will be expected to stop it

immediately if it rings, and apologise not only to the tutor, but to your classmates.

Thou shall NOT cut thy tutor off at the end of class.

Although your class may be running a little long, your tutor has the right to finish his/her thought, and conclude the class in an orderly manner, without students packing up and walking out.





A collage of Barbados Community College events which took place in 2011-2012.

STUDY TIPS

If possible, try not to schedule back-to-back classes. You will not only be exhausted, but you might miss out on the best times to study – immediately before and after class.

Begin on the first day of class. Know what's expected of you – take notes from the first day even if it's stuff you think you already know.

Establish a time to study for each class. As a general rule, plan two hours of study time for every hour you spend in class. Studying includes reviewing your notes from class, keeping up on your reading, and practising the types of tasks you'll be asked to perform when being tested (for example, solving problems, giving definitions and examples, or writing essays). Examine your syllabus often to see where you are going and where you have been.

Be sure to do reading assignments. Read ahead whenever possible. Prepare for each class as if there will be a test.

Establish a place to study. You should have a desk, a comfortable chair, good lighting and all the supplies you need. Ensure that your study area is as free of distractions as possible.

Do most of your studying in the daytime. What you might be able to accomplish in one hour during the day, may take you an hour and a half at night. Examine your study patterns to determine what time of the day you are most productive.

Schedule breaks. Take a ten-minute break after every hour of study. If possible, avoid long blocks of time for studying.

Make use of study resources on campus. Use videos, computer programmes, and alternate texts. Get to know your tutors. Ask questions. "I didn't know," or "I didn't understand" is never an excuse.

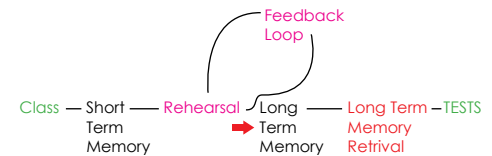
Study with one or two students. Students who study together routinely earn better grades. You will probably be more motivated.

Teaching a concept or new idea to someone else is a sure way to increase your own understanding.

Study the hardest subject first. Work on your most challenging subjects when you feel most alert.

Be good to yourself. Studying on four hours of sleep and an empty stomach, or on a junk food diet, is a waste of time. Get plenty of rest, make healthy food choices and don't forget to write some exercise time into your schedule.

THE STUDY PROCESS



GOALS & DECISIONS

Setting Goals for the Future

Your choices can influence your future, so it is important to make wise decisions today that will serve you well in the future. To do this, you need to identify goals that will help you to set your priorities.

Think about your career goals, and try to identify the subjects that might be most useful for you in the future (ask your Counsellor if you need some help figuring it out). Once you have a goal in mind, and you can see how your current studies will make it easier for you to attain that goal, it should be so much easier to attend classes and to try your best.

People who have clear hopes and goals are able to make better choices than those who have no purpose or plan for the future. Only YOU can make good choices for yourself.

Making Decisions

Making a decision is a challenge; therefore, it is always important to consider the consequences. Believe that you will achieve your goals, and you will make better choices. Take responsibility for yourself and make positive decisions.

It is never a good idea to make important decisions when you are feeling very emotional, for example, very angry or happy. You may realise later that the choices made during this period of intense feeling, were not necessarily in your best interest.

Having personal goals can help you to:

1. Fulfill your desires.
2. Maintain your values.
3. Manage your time.
4. Succeed in your tasks & projects.

If you have no clear idea of your direction, you can easily veer off course.

A Thought to Grow On...

Let's compare school to a job where you earn an hourly wage. If school is your job, then taking exams is like punching your timecard – it's how you get paid. In this case, you get paid in grades. You wouldn't expect to show up to work just one day a month, would you? Or show up everyday, but fulfil none of your assigned tasks/duties? Not only would you not be getting paid very much, but you probably wouldn't even have a job after the 1st day or so. Find out the things you need to do in order to earn a healthy grade slip now that you're in college, and then act as if you want a bonus by going the extra mile with your studies.

Steps In Decision-Making

1. Identify the decision
2. Gather information
3. Develop alternatives
4. Compare alternatives
5. Choose an alternative
6. Take action
7. Evaluate the effects

DECEMBER 2012>>

The Spirit of Giving! Volunteering gives you the opportunity to contribute to your community and to see many different walks of life. Knowing you have made a difference, and perhaps changed a person's future, is an amazing feeling. While it appears that you give rather than receive when you volunteer, there is much to be gained! Learn about yourself, and develop your interpersonal skills, while you empower the less fortunate.

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	READING WEEK BEGINS 3	4	5	6	READING WEEK ENDS 7	8
9	FINAL EXAMINATIONS BEGIN 10	11	12	13	14	15
16	17	18	19	20	FINAL EXAMINATIONS END 21	22
30	31					
23	24	CHRISTMAS DAY 25	BOXING DAY 26	27	28	29

MANAGING TIME

Time management is a skill that will be useful throughout your lifetime.

1. Remember that there are only 24 hours in each day.
2. Some of your time is already structured for you, for example, classes.
3. You have several hours each day to do the activities you choose. How you spend this time is completely up to you.

Some students think that the time spent in classes is enough, and that they shouldn't have to spend additional time studying.

WARNING: Students who choose to do little or no studying outside of classes, will have very little success in college. Many students say that they "don't have time." The time is there, it's just not budgeted well! Now that you are in college, you have greater freedom in your use of time than when you were in school. So, you might want to set up a schedule to help you manage your time. But before

you do, let's use the Daily Guide on the following page to see how you spend your time now.

First, fill in the activities you know you are going to be doing at certain times during the week. For example, classes at college, chores at home, church, athletics practice, lessons, choir practice, etc. Then, in the remaining boxes, fill in an appropriate amount of homework, study time, and time for entertainment such as your favourite TV show, talking on the phone, or socialising. It's important to have some fun, too! By the time you have finished this exercise, you will have established time to spend each day on homework and studying. You will also notice that, if you follow this plan, you will also have plenty of time to do the things that you enjoy. Remember, planning sets you free!

It is very important that you plan to study. No one plans to fail, but many fail to plan!

BUDGETING YOUR STUDY TIME

If you are a full-time student at college you should be spending 35-40 hours a week on your studies. Yes, really! This is equivalent to a workweek out there in the real world. You will probably be scheduled for classes on campus somewhere between 14-20 hours a week, which leaves you with approximately 20 hours of study time that you need to plan.

A simple calculation, depending on whether you like your whole weekend off or just one day, is to divide 20 hours (your study time outside of classes) by 5 days a week (my weekend is mine!). This is the amount of time that you need to spend studying each day, in order to reap success. In this case it is 4 hours a day in addition to your classes.



DAILY HOURS GUIDE>> a.m.

Goal setting doesn't ensure success, but successful people set goals.

	MON	TUE	WED	THU	FRI
12AM					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

DAILY HOURS GUIDE>> p.m.

	MON	TUE	WED	THU	FRI
12PM					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

BCC GRADUATE PROFILES

NAME: Shonelle Hollingsworth

GRADUATION DATE: 2012

DIVISION: Barbados Language Centre

BCC DEGREE: Associate Degree in Arts - Italian for Business and Tourism, Spanish with Themes

CUMULATIVE GPA: 3.97

AWARD: Award of Excellence

UNIVERSITY: The University of West Indies Cave Hill Campus

INTENDED DEGREE/MAJOR: Major-Spanish, Minor-Brazilian Studies

MOTTO: Everyday do your best and God will do the rest.

WORDS OF WISDOM: Never give up on your dreams. Even though things may not go as you have planned, keep working and doing the best that you can with each situation and someday your dreams will be realized.



NAME: Katrina Edwards

GRADUATION DATE: 2012

DIVISION: Commerce

BCC DEGREE: Associate Degree in Arts - Accounts and Economics

CUMULATIVE GPA: 3.94

AWARD: Barbados Exhibition

UNIVERSITY: The University of West Indies Cave Hill Campus

INTENDED DEGREE/MAJOR: Bachelor Degree in Economics & Accounting

MOTTO: Success if it is to be, it is up to me.



BCC GRADUATE PROFILES

NAME: Deimarr Callender

GRADUATION DATE: 2012

DIVISION: Computer Studies

BCC DEGREE: Associate Degree
in Applied Science - Computer Studies

CUMULATIVE GPA: 3.82

AWARD: Barbados Exhibition

UNIVERSITY: The University of West Indies Cave Hill Campus

INTENDED DEGREE/MAJOR: Bachelor of Computer Science,
Computer Science (Double)

MOTTO: Everything I'm not made me everything I am. – Kanye West

WORDS OF WISDOM: Nothing in life comes free. To get results you have to put in the work.



NAME: Asha Oluremi Burrowes

GRADUATION DATE: 2012

DIVISION: Commerce &
The Barbados Language Centre

BCC DEGREE: Accounting, French
for Business & Tourism and Spanish
with Themes

CUMULATIVE GPA: 3.97

AWARD: Barbados Exhibition

UNIVERSITY: University of Leicester

INTENDED DEGREE/MAJOR: Modern Languages with
Management with a year in Europe BA

MOTTO: I can do all things through Christ who strengthens me.

WORDS OF WISDOM: "Never, never, never, never, in nothing great or small, large or petty, never give in except to convictions of honour and good sense. Never yield to force; never yield to the apparently overwhelming might of the enemy." Winston Churchill.

Always do your best and leave the rest to God



BCC GRADUATE PROFILES

The following student received the Award of Excellence:

NAME: Benjamin Knaggs

GRADUATION DATE: 2012

DIVISION: Technology

BCC DEGREE: Associate Degree in Applied
Science – Building & Civil Engineering

CUMULATIVE GPA: 3.97

"Anyone who has never made a mistake has never tried anything new." - Albert Einstein.

"Everything that irritates us about others can lead to an understanding about ourselves." - Carl Jung.

"Believe in yourself and your abilities. With each day that passes, you've gained that much knowledge." - OB-GYN Nurse, Philadelphia, PA.

"One who understands much displays a greater simplicity of character than one who understands little." - Alexander Chase.

"A wise man learns by the mistakes of others, a fool by his own." - Latin Proverb.

"Seek the lofty by reading, hearing and seeing great work at some moment every day." - Thornton Wilder.

You have every right to feel good about a job well done.

NOTE-TAKING

Are your notes difficult to understand later? Format and re-organise them immediately after the lecture while what you've heard is still fresh in your mind. Use the intervals between classes to clarify and review.

Note-taking requires practise.

Think of it as this process:

1. First, you **Observe** (or listen),
2. Then, you **Record** (write down) what you have observed,
3. And finally, you **Review** (read over) what you have recorded.

The quality of your notes depends on the accuracy of your observations, and the effectiveness of your review depends on what you have written down. Therefore, it is essential that your notes are well organised, legible and easy to consult.

Here's how:

1. Keep a separate notebook for each subject.
2. Write only on one side of the page.
3. Staple handouts, etc. on to the adjacent blank page.
4. Date and number each page.

Try this!

1. Listen for key ideas & write them down in your own words. This gives your notes more meaning when you review them later.

2. Clue phrases or words that alert you to important information that follows, e.g., "this is important," "the three principle results are," or "you will be asked this on a test."

3. Do not erase. Put a line through a mistake; it's quicker and you leave information on the page that might be useful later.

4. Format your notes. Emphasise important points by using:
 - a. CAPITALS
 - b. Indenting
 - c. Underlining
 - d. Leaving spaces

5. Review, review, review. It fixes the lecture firmly in your mind, making study for tests & exams much easier. To fix new material firmly in your memory, review your notes within 24 hours of taking them!

6. Think actively about what you are reading. When you've finished, ask yourself questions about what you have read:

- a. What was this about?
- b. What is the important information here?
- c. What might my tutor ask on the next test?

(If you write these questions at the end of your notes, they will serve to organise the reviews you do before tests and exams.)

Taking Notes: A step-by-step guide

1. Complete your reading assignments.
2. Have the correct materials (books, pens, paper, etc.).
3. Preview what you will be learning.
4. Focus your attention.
5. Write legibly.
6. Record the key words & phrases.
7. Review within 24 hours.



MAKING NOTES FOR WRITING ESSAYS

(See also... Note-taking & Preparing for Exams)

1. Don't write down every word of a lecture, or copy out long extracts from books. Make a summary of the originals, and translate the information into your own words.
 - a. Select only key words from the source material. Avoid being descriptive. Think more, and write less.
 - b. Keep the essay question or topic clearly in mind. Take notes only on those issues which are directly relevant to the subject in question.
2. Take notes from many different sources: course materials, set texts, secondary reading, interviews, tutorials and lectures, radio or television broadcasts, or from experiments and research projects. Include your own ideas; your notes provide detailed evidence to support your arguments.
 - a. Include quotations and page references you plan to use in your essay. Produce an outline of the topics you intend to cover.
 - b. Grasp the important points being made. Record the main issues, not the details.
- c. You'll probably take more notes than you'll ever use. This information gathering allows you to digest and refine your ideas.
3. Record notes clearly and neatly. Good layout of the notes will help you to recall and assess the material more readily.
 - a. Before you even start, make a note of your source(s). If this is a book, an article or a journal, write the following information at the head of your notes: Author, title, publisher, publication date, and edition of book.
 - b. Use loose-leaf paper, write on one side, and number the pages. Leave the blank sides free for any details that may be needed later.
 - c. Keep topics separate, and have them clearly titled and labelled to facilitate easy recall.
 - d. Abbreviate and compress notes. Use abbreviations, initials, and shortened forms of commonly used terms.
 - e. Devise a logical and memorable layout. Use lettering, numbering,

and indentation for sections and sub-sections, along with headings, sub-headings, coloured inks and highlighters. A good layout helps you to absorb and recall information.

Building an Essay

INTRODUCTION:

(One paragraph)

1. Introduce your general topic.
2. Define the key terms.
3. State your objectives.

MAIN BODY:

(One paragraph per point)

1. Present a detailed argument.
2. Give supporting evidence or examples.
3. Make each point flow smoothly into the next.

CONCLUSION:

(One paragraph)

1. Explain how you have fulfilled your objectives.
2. Summarise what you have discovered.

JANUARY 2013>>

New Year, New Beginning: You've survived your first semester at college, and your first set of exams. Good for you! Hopefully you've become accustomed to how things are done, and are thriving in your new academic setting. If you feel that you still haven't settled in, please don't wait until this grows into a serious problem. Seek assistance from your college counsellor.

SUN	MON	TUE	WED	THU	FRI	SAT
		NEW YEAR'S DAY 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	ERROL BARROW DAY 21	STAFF MEETING 22	2ND SEMESTER BEGINS 23	24	25	26
27	28	29	30	31		

TIMETABLE: SEMESTER 2>>

	MON	TUE	WED	THU	FRI
8-9 AM					
9-10 AM					
10-11 AM					
11-12 PM					
12-1 PM					
1-2 PM					
2-3 PM					
3-4 PM					
4-5 PM					
5-6 PM					
6-7 PM					
7-8 PM					
8-9 PM					

DEPRESSION

There are times in our life when we feel low in spirit from loss of hope or encouragement and that's O.K. Everyone experiences sadness at some point in time. Feeling sad is as normal as the experience of any other emotion, including anger and happiness. If, however, your sadness goes on for several weeks or months, then you are experiencing a form of depression.

There are many factors that can cause depression. For example, the death of a family member or friend, problems at home, broken relationships, poor grades, loneliness, trauma, disappointment and sickness.

Symptoms of depression:

1. Moodiness, loss of interest in usual activities, an increase or decrease in eating habits.
2. Changes in sleep pattern.
3. Feeling tired most of the time.

4. Difficulty concentrating or making decisions.
5. Experiencing feelings of helplessness and hopelessness about the future.
6. Feeling easily overwhelmed.
7. Crying about insignificant things and/or becoming socially withdrawn.

Dealing with depression:

1. Talk to one of the counsellors at the Counselling and Placement Centre.
2. Take charge of your life.
3. Get involved in activities you enjoy.
4. Socialise with your friends.
5. Eat well and get plenty of rest.



LOOK OUT FOR STRESS!

You will encounter stressful times. Expect them. Plan for them. The workload will seem overwhelming at times, and you'll need sound time management techniques and study skills to get you through. You'll also need to adopt a few great stress-busters. Take up a sport. Work out at the gym. It's great for stress-relief, and a fantastic way to meet new people!

What is stress?

Stress is the kind of tension you feel when faced with a new, unpleasant, or threatening situation. Stress is a part of life and, for some people, it can be a motivator for high productivity, competitiveness, and alertness. Some even seek out stress, loving the adrenaline rush, and performing better when the pressure is on. But too much stress can harm your physical and mental well-being.

How the body responds to stress.

Physical responses to stress include: a faster heartbeat, increased blood pressure, tight muscles and a rush of adrenaline. This reaction, an age-old

survival response, gives the body extra strength needed to fight off danger, or flee from it.

Unless you take steps to relax, tension builds up inside your body. Too much stress, or long periods of stress, can affect your health if it is not coped with effectively. Each person seems to be vulnerable to excessive stress in a particular way. He/she may develop colds, diarrhoea, stomach-aches, headaches, skin problems, tense neck and shoulders, etc. Stress can affect your concentration, sleep patterns, safety, and appetite. It can cause irritability, over-reactions to normal problems, self-blame, tearfulness, anxiety, depression, and panic attacks.

SOME SOURCES OF STRESS

1. Moving to a new school, job or home.
2. Big projects or exams.
3. Athletic or academic competition.
4. Death or illness in the family.
5. Feeling inadequate.
6. Dealing with others' expectations.
7. Procrastination!

Feeling stressed? Learn how to manage stress, so that

Instead of feeling...	You feel...
Nervous	Calm
Hassled	In control
Angry	At peace
Frazzled	Refreshed & renewed
Exhausted	Energised
Burned out	More alive!

To learn some stress management techniques, turn to the next page: Stress Busters!



STRESS BUSTERS!

Prepare yourself to handle any stress that might come your way by learning how to cope before you become stressed. Here are some Relaxation Techniques to try:

Dealing With Thoughts

Yell stop – When you notice that your thoughts are racing, your mind is cluttered with worries and fears, your thoughts are spinning out of control, mentally yell “Stop!”

Daydream – When you fill your mind with pleasant thoughts there is no room left for anxiety.

Visualise success – Rehearse what it will be like when you succeed.

Focus – Calm your mind by occupying it. Concentrate all your attention on the details of a specific object.

Praise yourself – Talk to yourself in a positive way. Give yourself some encouragement.

Consider the worst – Take your fear to the limit of absurdity. The cold facts are hardly ever as bad as our worst fears.

Dealing With Feelings

Breathe – Calm physical sensations within your body by focusing your attention on your breathing.

Scan your body – Sit comfortably and close your eyes. Focus your attention on the muscles in your feet and tell them that they can relax. Move all the way up to your scalp.

Tense and relax – When you find a muscle that feels tense, tense it even more. Then relax.

Use guided imagery – Take a quick fantasy trip to a beautiful, peaceful setting. Use all of your senses to create the scene.

Describe it – Focus on your anxiety. Describe to yourself its size, colour, location, shape, texture, and weight.

Get help! If these techniques don't work, or your anxiety levels seem to increase, see a Counsellor.

Exercise aerobically – Walk, jog, swim, cycle, play basketball or do any activity that elevates your heart rate.

Relaxation: the gift you give yourself.

Can you think of positive ways that you already use to de-stress? So that you'll have a ready reference list available for the next time you're too exhausted to think, use the spaces below to note your favourite things to do.

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FEBRUARY 2013>>

Sexuality: Nature prepares you physically before you are intellectually and emotionally ready for sexual intimacy. Luckily, you can choose how or if to act on sexual feelings. You should consider your personal values and beliefs, and possible costs to your health when deciding on the right time for you to become sexually involved. Remember: reliable information about your options and their consequences are essential components in responsible decision-making.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	VALENTINE'S DAY 14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		



PRE-DEPARTURE ORIENTATION

What is the Pre-departure Orientation?

The Pre-departure Orientation is a seminar designed to assist persons who are making the transition to an institution of higher learning overseas. Sessions are led by the Counselling & Placement staff and cover topics such as culture shock, coping with homesickness, living on a college budget and safety issues.

Breakout group interaction is facilitated between participants and representatives of the Embassy of the United States of America and the British and Canadian High Commissions, who share information on immigration, legal and safety issues. The *Students Say* segment features students who are currently studying overseas. They share their experiences from the more serious to the comical.

The orientation is usually held during the summer break (June/July). If you have been accepted to a University by the end of your final year or your acceptance is pending, keep looking out for notices regarding the orientation date. All information given is invaluable; you wouldn't want to miss out on an opportunity like this!



Pre-departure Orientation 2012.

PREPARING FOR EXAMS

DURING THE SEMESTER

1. Collate all of your notes

- a. Using your notes, texts and course outline, create a checklist of the topics you have covered during the course.

2. Study using past examination papers

- a. Look at past papers to familiarise yourself with the instructions and the marking scheme.
- b. Time yourself.
- c. Correct your paper using your notes and your textbooks.
- d. Take note of the following: clear handwriting, clean presentation, clear lay out, correct spelling, correct grammar (especially tenses and pronouns).

3. Review

- a. Read, recite and review your notes regularly. One of the benefits of early review is that the facts have time to become committed to memory. Your brain has time to create relationships that can show up when you need them – like during a test or exam.

4. Plan a strategy

- a. Create and use a revision schedule.
- b. Know what to do – learn the exam format, topics, and the effect of the exam/test on your final mark.
- c. Do a dry run – one of the most effective ways to prepare for a test/exam is to practise the tasks you will actually do on the test.
- d. Ask the tutor what to expect: - What topics will be emphasised? What type of questions will it contain?

ON THE DAY OF THE EXAM

1. Make sure you know when and where the exam is being held.
2. Check, before you leave home, that you have all the equipment you need (pens, pencils, calculator, ruler, compass, and **student ID card**).
3. Be there on time – panicking about your journey is not the most calming way to begin the day, nor is arriving too early.

In the Exam Room

Listen carefully to examiner's instructions and follow them.

1. Read all written instructions twice while you are waiting for the exam to begin.
2. Look over the entire test before you begin to write. Check how many questions you need to answer.
3. Number the questions that appeal to you in order of preference.
4. Use the marking scheme to help you plan the time to be spent on each question.

Now you are ready to begin!

1. Write legibly using a pen.
2. Answer the easier questions first.
3. Finally, check over all answers carefully if there is time remaining at the end of the exam.



MARCH 2013>>

Developing Healthy Habits: Most college students never seem to get enough sleep. New found freedom, combined with the rigors of academic work, can take a physical toll. However, eating nutritiously and exercising regularly are two simple things you can choose that will increase your quality of life. They will enable your body to handle the stress of this transition. This is a time of great change, challenge, and growth. Your first priority is to take care of yourself – every part of yourself.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	MID-SEMESTER BREAK DAY 1 14	MID-SEMESTER BREAK DAY 2 15	16
17	18	19	20	21	22	23
31 EASTER SUNDAY						
24	25	26	27	28	GOOD FRIDAY 29	30

UNDERSTANDING YOUR GPA

A+ = 4.0 points	B- = 2.75 points
A = 4.0 points	C+ = 2.5 points
A- = 3.75 points	C = 2.0 points
B+ = 3.5 points	D = 1.0 points
B = 3.0 points	F = 0 points

What is a Credit?

1. A credit is a unit of academic work successfully completed at a grade C or above.
2. A credit is equal to approximately 15 contact hours per semester.
3. The credit system helps you to count your steps toward graduation.
4. You must successfully complete all of the courses in your major(s), cores and electives in order to graduate.

What is a GPA?

1. GPA stands for Grade Point Average.
2. It provides an overall picture of your academic achievement.
3. Your GPA is calculated from all of the grades that you have attained for all of the courses you have taken in a given semester.
4. After your second semester of study, you will have a cumulative GPA. This is the total of your grade points earned in the two semesters, divided by the total amount of credits for the courses that you have successfully completed.

Calculating Your GPA	GRADES	GRADES VALUE	#CREDIT PER COURSE	GRADE POINTS (GP)
	Y	Y	Z	GP = Y x Z
English & Communication I	B+	3.5	3	10.5
Differential Equations	D	1	3	3
Computer Awareness	A	4	3	12
Physics I	C+	2.5	3	7.5
			Total (Z) = 12	Total (GP) = 33

$$\text{TOTAL GPA} = \frac{\text{GRADE POINTS TOTAL (TOTAL GP)}}{\text{COURSE CREDITS TOTAL (TOTAL Z)}} = \frac{33}{12} = 2.75$$

Tracking Grades

Throughout the semester, record the grades you earn for each assignment and test. Once you know how these and your final exam will be weighted, you will be able to calculate the score you need to earn on your final exam in order to achieve your desired result. Tracking your grades will give you a

visual representation of your progress in each class. It can also show you when your grades start to slip so that you can seek help immediately!

CONSIDERING AN INTERNSHIP?

It's an Excellent Learning Tool!

What is an internship?

An internship is a structured, work experience in a professional setting. It is usually a short-term work attachment during which you receive training and gain experience in a specific career area. An internship should challenge the student to examine the values of the organisation or agency involved in the experience, and to assess the student's education as it relates to the internship. An internship can be paid or unpaid, and can vary in hours and length.

How can an internship benefit me?

Doing an internship will help you to avoid that common dilemma that many students face after graduation. When companies are looking to hire, you will not be turned away because you do not have practical work experience. In other words, you will have a little more ammunition to run on. In such a competitive market, making sure you are on the top is a priority.

What will be expected of me during the internship period?

You will be encouraged to participate in the daily activities that are typical of the work environment. You will be required to perform your tasks efficiently and effectively with minimum supervision.

How will the internship prepare me for my future career?

This will be your opportunity to gain practical skills that may not be acquired in the classroom. Internships will give you the entry-level experience in your chosen area and prepare you for a higher level of responsibility. The steps you take now, with regards to work experience, will have a direct bearing on the career path you choose later. It is much easier to land that dream job when you already have some experience behind you. This is why doing an internship can truly be a rewarding experience.

The Benefits of Interning

1. Exploring a career field of interest.
2. Identifying an employer for full-time employment after college.
3. Increasing marketability after graduation.
4. Learning effective job-strategy techniques.
5. Learning new skills and gaining practical work experience.
6. Providing a valuable resource to employers.
7. Acquiring and developing transferable skills.
8. Building networks in selected fields of interest.
9. Applying academic knowledge to real-world experiences.
10. Earning credit or financial compensation.
11. Establishing vital career networks and mentors.
12. Exploring and making decisions about future career options.

This list can be extended based on your internship site and employer but, for many students, these benefits are reason enough to explore internship options and participate in experiential learning opportunities.

APRIL 2013>>

Relationships: In healthy relationships, there is the exchange of ideas, and each person appreciates the other for his or her contribution to the relationship. There is mutual respect and interest, a sense of support, acceptance and understanding. In unhealthy relationships, one person may be forced to put aside his or her own needs, or to be someone he or she is not. These relationships are characterised by feelings of resistance and disinterest rather than acceptance and respect.

SUN	MON	TUE	WED	THU	FRI	SAT
	EASTER MONDAY 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
HEROES' DAY 28	HEROES' DAY OBSERVED 29	READING WEEK BEGINS 30				



TRANSFERABLE SKILLS

All students look forward to the day when they will graduate from college. But wait! You just got here! Have you already resolved in your mind to make your college experience a worthwhile one? If so, this will be an excellent training ground for acquiring not only knowledge, but many skills that can be readily transferred to the workplace.

What are transferable skills? Simply put, they are skills you have acquired during any activity in your life - jobs, classes, projects, parenting, hobbies, sports, virtually anything - that are transferable and applicable to what you want to do in your next job. They are non-job specific skills that can be used in different occupations. The more of them you have, the better equipped you will be when competing on the job market. By communicating your transferable skills effectively, you can enhance your marketability and open yourself up to a larger sector of the job market. Potential employers will see you as a good investment, and you will be better able to perform a variety of tasks and fit into any organisation.

Many students feel that they lack the skills and experience sought by employers, but there are several career-related skills that you can acquire right here at college. As you complete assignments, work on class projects, conduct research or make in-class presentations, you will be enhancing the skills needed for your transfer into employment.

COMMUNICATION SKILLS

1. Write clearly & concisely
2. Articulate your views
3. Vary the presentation of your ideas
4. Prepare written correspondence & projects
5. Listen to ideas
6. Talk to individuals & groups

INTERPERSONAL SKILLS

1. Establish networks with faculty & friends
2. Become a team player
3. Develop concern for colleagues
4. Express your opinions tactfully
5. Have tolerance for opposing views
6. Honour your personal commitments

RESEARCH SKILLS

1. Utilise library resources
2. Design questionnaires & experiments
3. Conduct interviews
4. Surf the Internet for global perspectives
5. Analyse & assess data
6. Study & develop a thirst for knowledge

MANAGEMENT SKILLS

1. Budget time, money & resources
2. Assume responsibility, but delegate
3. Adapt to changing situations & needs
4. Organise programmes & plan activities
5. Keep track of important details
6. Establish rules, guidelines & procedures

THE RÉSUMÉ FITNESS TEST!

If you answered NO to any question, you will need to improve your résumé. Complete the Résumé Fitness Test as many times as you wish.

IS YOUR RÉSUMÉ READY FOR THE EMPLOYER?	YES	NO
1. Is there a one-inch margin around the entire page?		
2. Have you used an easy-to-read font (e.g. Times New Roman 12 pt, Arial 10 pt)?		
3. Have you designed a personal letterhead?		
4. Does your letterhead include your name, address & telephone number?		
5. Have you removed the word Résumé or Curriculum Vitae from the top of the page?		
6. Are your dates in reverse chronological order (that is, most recent first)?		
7. Have you included your past and present studies (majors, courses, G.P.A.)?		
8. Have you listed the current and previous places you have been employed?		
9. Did you list your computer skills including languages, software and hardware?		
10. Have you included your achievements (scholarships, academic awards, prizes, honours)?		
11. Have you included experience gained from extra-curricular activities that might be relevant to your desired job?		
12. Did you use active verbs, in the past tense, to communicate your transferable skills?		
13. Is your résumé free of information that may trigger discrimination (e.g. age, sex, religion)?		
14. Are your headings BOLD or Underlined to increase readability?		
15. Is your résumé well-organised and formatted consistently?		
16. Is your résumé printed on 8.5" by 11" white paper?		
17. Does your résumé have an attractive appearance?		
18. Is your résumé a maximum of one page?		
19. Is your résumé free of spelling and grammatical errors?		
20. Have you double-checked that your résumé is ready for employers?		

SAMPLE RÉSUMÉ

GARY BENNETT

15 Shop Close, View Terrace, St. Philip. • Telephone: 412-3456 • Cell: 265 5444
 Email: gbennett@hotmail.com

EDUCATION:

2011 - present

Barbados Community College (BCC)
Associate Degree in Arts (Expected 2013)
Majors: Information Technology & English,
Grade Point Average 3.50

Relevant coursework:

- Computer Networks
- Software Engineering
- Topics in Black Literature
- Shakespeare
- English and Communication
- Communication
- Introduction to Critical Analysis
- File Organisation
- Photography
- Database Systems

2006 – 2011

Garrison Secondary School
Caribbean Examinations Council - General Proficiency

- English Literature
- Spanish
- Mathematics
- Information Technology
- English Language
- Geography
- Home Economics

COMPUTER SKILLS:

Software: Wordperfect, dBase, Lotus 1-2-3

Hardware: IBM PC, Apollo 3000

Languages: Turbo, Cobol, C, SQL

WORK EXPERIENCE:

Easter 2011

Chamamee's Restaurant - Waiter

- Took customer orders and ensured efficient delivery of service.
- Cleared tables and assisted kitchen staff with clean-up.

Summer 2010

Telecom Network - Office Assistant

- Answered customer queries.
- Prepared invoices, typed correspondence and handled mail.

ACHIEVEMENTS:

- Head boy of the Garrison Secondary School.
- Reprinted Barbados in United Nations Youth Conference.
- Vice President of the BCC Students' Guild.
- Volunteer with the AIDS Hotline.

INTERESTS:

- Web-Page Design
- Junior Achievement
- Circle K
- Surfing the Internet

References available on request.

MAY 2013>>

Reading furnishes the mind only with materials of knowledge. It is thinking that makes what we read ours.
John Locke

SUN	MON	TUE	WED	THU	FRI	SAT
			LABOUR DAY 1	2	READING WEEK ENDS 3	4
5	FINAL EXAMINATIONS BEGIN 6	7	8	9	10	11
12	13	14	15	16	FINAL EXAMINATIONS END 17	18
19	20	21	22	23	24	25
26	SUMMER SESSION BEGINS 27	28	29	30	31	



HOW TO WRITE A COVER LETTER

Design A Personal Letterhead
Include your Name & Address
Telephone: #
E-Mail Address

Date

Recipient's Full Name
Recipient's Title/Position
Company Name
Company Address

Dear Mr./Ms. Surname:

In Paragraph 1, explain to the prospective employer why you are writing, specifying the position which you are seeking. Explain how you came to know about the vacancy. The language used should be professional and effective enough to evoke the readers' interest.

Paragraph 2 should be dedicated to highlighting your academic and professional qualifications. Emphasis should be placed on how your studies have prepared you for the job. Mention should be made of any skills gained from vacation jobs or involvement in extra-curricular activities.

Answer the question "Why am I the right person for this job" in Paragraph 3. This is an excellent place to demonstrate your knowledge of the company or industry. It does not take a great deal of research to write a few sentences. The employer will be impressed that you've done your homework.

Your final paragraph should request action, for example, ask for an interview. Inform the employer that you have enclosed your resume for consideration. Remember to include a follow-up statement that informs the prospective employer of your intention to contact him/her in two weeks with reference to your application. It certainly won't hurt to restate your contact information here, in the event that the employer wishes to contact you.

Yours sincerely,

Signature
Full Name Typed

Enc.

JUNE 2013>>

10 Reasons to Volunteer

1. Learn something new
2. Enhance self-confidence
3. Help those in need
4. Meet new people
5. Enhance your résumé
6. Gain great experience
7. Build team-work skills
8. Expand career choices
9. Build character
10. Develop leadership skills

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
30 /	23	24	25	26	27	29
					SUMMER SESSION ENDS	28

FROM COLLEGE GEAR TO CORPORATE WEAR

Personal Hygiene

Pay close attention to your personal hygiene. On some days you will be on campus for long hours. Wear an effective anti-perspirant, and avoid using strong perfumes and colognes.

A winning smile may be your ticket to success, so brush, floss and rinse with mouthwash. Get regular check-ups at your dentist. Hands always attract attention, so keep nails clean and well shaped. Spend time pampering your body.

Hair

Since the majority of your time will be dedicated to your studies, simple, close-cropped hairstyles will be easiest to care for, saving you time and money.

Hair that is neat and tidy gives your face a fresh appearance. Men should avoid excessive facial hair. Being neat and tidy is essential for entry into any workplace.

Make-up

Classrooms are not air-conditioned, so wearing excessive amounts of make-up will clog your pores and give rise to acne and skin irritation.

Choose makeup in subtle shades that enhance your features. Apply it sparingly to achieve a natural look, rather than a MADE-UP look.

Attire

Most college students are not required to wear uniforms. However, students are expected to dress conservatively for the classroom. Jeans and tees are great choices for comfort and style. Midriff tops, shorts and party-gear should be reserved for weekend outings.

A professional image is important for every job seeker. For ladies, a skirt suit (with a knee-length skirt) always gives a business-like appearance. Gentlemen should coordinate shirt and slacks with

an appropriate tie and belt. Even if you can't afford new clothes, being neat and clean will create a positive impression.

Shoes

You will need to travel across campus from one division to another. Let's not forget the stairs you will encounter before you settle down behind your desk. Gym shoes or sandals are your best bet for your comfort. However, when working in a lab, remember to wear sturdy enclosed shoes to protect your feet.

Enclosed leather shoes in black or brown are recommended for work. Be sure that they are comfortable, in good repair and polished. Invest in two pairs of shoes for work so that you can alternate them, and allow the insides to breathe.

JULY 2013>>

The only way of finding the limits of the possible is by going beyond them into the impossible.

Arthur C. Clarke

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



OTHER IMPORTANT STUFF

EMERGENCY/HELP NUMBERS			
			Police 211
			Fire Services 311
			Information (LIME) 411
			Ambulance 511
			AIDS Information Centre 436-2444
			B'dos Family Planning Association 426-2027
			Victims Support 430-7155/74
			Child Care Board 426-2577
			Crisis Centre 435-8222
			National Council on Substance Abuse 429-6272
			Dyslexia Association 435-0387
			Police Hotline 429-8787
			Samaritans 429-9999
			Welfare Department 426-3035

I am currently taking these medications: _____ Blood Type: _____

I am allergic to: _____ I am: Asthmatic Diabetic Epileptic

In case of emergency, please contact: _____ Tel: _____



A collage of Barbados Community College events which took place in 2011-2012.



A collage of Barbados Community College events which took place in 2011-2012.



A collage of Barbados Community College events which took place in 2011-2012.



BARBADOS COMMUNITY COLLEGE

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COUNSELLING AND PLACEMENT CENTRE STAFF

Ms. Cheryl Licorish, B.A., M.A., Cert. Family Life Ed.
Director (Ag.)
Email: clicorish@bcc.edu.bb

Mrs. Racquel Collymore, B.Sc. (Hons), M.A.
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Miss. Faith Callender, B.A. (Hons), M.S.
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Email: fcallender@bcc.edu.bb

Ms. Faylene Nurse, B.Sc. (Hons)
Placement Officer (Ag.)
Email: fnurse@bcc.edu.bb

Ms. Linda Atwell, Library Assistant's Certificate
Clerk Typist

* Please note that it is advisable to make appointments to see the
Counsellors and Placement Officer.

Monday - Thursday: 9:00 a.m. - 4:00 p.m.
Friday: 10:00 a.m. - 4:00 p.m.

Design: 