



**Welcome Class of 2014!** We know how excited you must be as you start your journey at Atlantic Business College, and we look forward to helping you make these next ten months as fulfilling and rewarding as possible.

The ellipsis (...) itself is used to indicate an omission. The **Ellipsis Newsletter** however, is here to help you fill in the gaps as to what is going on around the college. The newsletter will be published once each month to keep you updated with events going on at or outside the college; as well as, useful information to guide you through the college year.

Your ideas, suggestions, and contributions to future issues are always welcome. If you would like to contribute to the newsletter, email Ms. McDade at [jmcdade@abc.nb.ca](mailto:jmcdade@abc.nb.ca)

# ZOMBIES

Atlantic Business College would like to form a team to participate in The Running Dead 2013.

**The Running Dead** is the FSACC's (Fredericton Sexual Assault Crisis Centre) annual fundraiser. It is a 5k fun run where participants must complete a 5k course all the while being chased by ZOMBIES!



The run will be held on **Saturday, November 2 at 10am**. The donation to be a runner is \$35. The donation to be a zombie is \$10.

For more information see Ms. McDade or Mrs. Wilson. You can also go to The Running Dead and FSACC links posted on our Facebook page:

[www.facebook.com/AtlanticBusinessCollege](http://www.facebook.com/AtlanticBusinessCollege)

WELCOME TO Atlantic Business College

# BBQ

FREE FOOD

SEPT 5<sup>TH</sup> 12 PM - 1 PM

Throughout the year we will be holding a variety of events and activities to make your time at ABC even more enjoyable. To start off the college year, we will be having a **barbeque on Thursday, September 5<sup>th</sup>** at noon. The barbeque is free of charge to students. All you have to bring is your appetite.

## Atlantic Business College Staff



*Mrs. Devine, Academic Director; Mr. Lockhart, Instructor; Mrs. MacKenzie, Instructor; Ms. McDade, Instructor; Mrs. Wilson, Instructor; Wendy O'Hara, Administrative Assistant; Mrs. Furlotte, Financial Director*

## Suggestions for Taking Notes



**Split Page Method:** Class lectures and your textbook—they're the primary sources of course content and you need to learn both. So combine them with the split page

method of taking notes. Just divide your notebook page in half lengthwise. Draw a line down the middle of the page. Take class notes on one side of the page and outline the text on the other side. When you study you'll have both. Class notes and text together, integrated. Some students find it helpful to add a third column for questions they need to ask.

source: [academictips.org](http://academictips.org)

## Noteworthy Notes



Are your notes worth reviewing? Notes are phrases and abbreviations that we hurriedly jot down while trying to follow a lecture. Later, when we go back to review our notes,

there are times when we can't seem to understand or remember what those key words and phrases meant; sometimes we can't even read our own handwriting. Here is a note-taking study tip that has proven to be effective. After you have finished classes, retype your notes. You need to rewrite those phrases as complete thoughts and sentences; dot your I's, cross your T's and use "cut and paste" to put your notes into some type of a logical sequence.

source: [academictips.org](http://academictips.org)

## Message from an ABC Class of 2013 Graduate

One of the hardest things in life is not knowing what to do with the time you have. The most important decision I have made in mine was to enroll in the Administrative Assistant program at Atlantic Business College. My goal was to become a school administrative assistant and I wasn't going to let anything stand in my way.

When I went to ABC for orientation I was nervous, scared, and unsure of what to expect. With little computer experience, I wasn't sure that I had what it takes to obtain the grades and confidence to complete the program. Little did I know that everything in my life was about to change. I was greeted with open arms into a family that will always be in my heart and that has changed my life forever.

The first day of college arrived and I soon realized that everyone else was more than, or just as, nervous as I was. Within a week we all felt comfortable with each other. Our amazing instructors taught and guided us to master the skills and knowledge needed for each program. Most importantly they taught us how to work in teams, prioritize our work, keep a positive attitude, and to have fun while working.

When graduation day came I was ready for the real world. Finding employment was one of the hardest things to do. I had several interviews but no job offers. Fear started to surface but I quickly ignored it. I remembered what my instructors had told me about keeping a positive attitude, and that's exactly what I did. A month after graduation the University of New Brunswick presented me with a job offer and I said YES!!! I am now the Administrative Assistant for the Student Employment Services department at UNB.

My goals have been met, and this couldn't have happened without attending Atlantic Business College. Not only did I get my dream job, I've made friendships that will last a life time.

My advice to the Class of 2014 is never give up. Set goals for yourself and go from there. Start planning as soon as possible where you would like to work. Don't procrastinate, it all goes by quickly. You are the only one stopping yourself from achieving your dreams. When you feel overwhelmed, take a break and try again. Never be afraid to ask for help (even if you have to ask Ms. McDade for a garbage bag on the first day of school because your books get drenched from rain), and always remember; even if it seems like your progress is slow and you aren't seeing any results from all of your hard work, you will always be ahead of someone who isn't trying.

Jessica Bourque, Administrative Assistant  
UNB Student Employment Services

**ABC CLASS OF 2013**