WELCOME TO SUMMER TERM 2013

We are very excited to start a new academic semester. For those who are ready to complete their academic programs, AU is excited to host a graduation ceremony on June 28th, 2013.

MEMORIAL DAY

ATLANTIS University would like to recognize and thank our military men and woman who have served our country honorably on this day. We are proud to continuously serve our US Veterans.

In this issue:
- Welcome Summer Term 2013
- Getting to know our students
- Faculty Blog: Desktop Computer Basics
- Faculty Blog: The Role of HR Today
- Career Services Blog
GETTING TO KNOW OUR STUDENTS

AU CELEBRATES STUDENT ACHIEVEMENT

We congratulate the students that have maintained perfect attendance as well as a 4.0 GPA during Winter semester 2013.

Keep up the good work!

STUDENT TESTIMONIES

Joseph Davenport
Computer Network Professional Program

I have attended Atlantis University for several months and I have faced a few challenges while attending Atlantis University; however, with the assistance of the administrative staff I have successfully overcome all my challenges. I am a veteran with no previous IT experience and I have worked hard and remained consistent to obtain my certifications and Computer Network Professional Diploma.

When I interact with the professors, students, and staff, I realized that I have individuals around me that are dedicated to teaching me what I am here to learn and students that are motivated to achieve their academic goals. This atmosphere has inspired me to not give up and to stay focused on what matters to me which is to obtain certifications.

Albert Ghazaleh
Bachelor in Management Information Systems

I am a current IT student that has over 5+ years of IT experience. I recently received my A.S. Degree in the IT field. As an IT professional I became consumed with obtaining my degree I failed to foresee the importance of obtaining my IT certifications.

I made the decision to continue my education with Atlantis University to simply achieve the set goal of receiving my IT certifications. Once I began IT classes I began see the bigger picture that what I was learning was only a small portion of what I could learn. I decided to pursue my Bachelor Degree from the University. Now that I have committed myself to achieving my certificates and Bachelor degree, I feel empowered.

DESKTOP COMPUTER BASICS

Most people around the World are excited to get familiar with and use the multiple new electronic gadgets of the 21st Century. However, desktop personal computers (PCs) do not motivate a great deal of electronic gadget enthusiasm. Many do not realize how important it is to learn how to type correctly and swiftly.

Others stay away from office software applications, which help create nice looking documents to convey powerful messages. A great deal of office members of staff do not know how to type, quite a few less know how to find them in their machines when they need to retrieve them later. Windows or Mac operating systems (OS) do not get too much attention from those who come in contact with desktop computers. But these and all OS are the middlemen between computer hardware and its users. Knowing how to use OS well, is as important as knowing how to type.

Using a desktop computer is simple when those in contact with them know the basics and can type 40 or more words per minute (wpm), without looking at the keyboard, from straight copy. Unfortunately, countless individuals rely on two or even one finger typing when entering data in a microcomputer, which makes it a grueling, time consuming task. Pupils can learn to type 40 wpm from straight copy in less than a month. This will enable them to learn and benefit from office applications like Word, Excel, and PowerPoint, to just name a few.

A myriad of learners do not realize that those common office applications mentioned above can get them a good-paying job very rapidly. Writing a good, grammatically correct Word document or PowerPoint report is a valuable asset in the work environment in general.

Microsoft Office Word, powerful word processing software, comes with automatic spelling and grammar check. Although one must know English, Word can help writers create documents that are almost perfect with the automatic spell and write research papers, proper referencing is mandatory in order to avoid plagiarism.

Proper work citation to documents, books, journals, etc. can be inserted in papers as they are written or referenced; Word creates works cited pages, in MLA’s format case, at the same time. Microsoft Word allows users to switch to their language of preference at the click of a button. Its Auto-correct feature speeds up spelling check and document review as papers are created. Word is a must know of computer application software. Also, knowing how to save, backup, or retrieve documents, photos, music, or videos from a personal computer is very important as well.

Microcomputers mimic a real office environment. They are electronic file cabinets, which have memory as desktop. Hardware provides space and processing capabilities while OS acts as translators from machine language, binary, into any spoken language. Windows OS children software applications. But these OS is like to simple to copy, paste, save, backup, retrieve, create folders, etc., in an user-friendly, Graphical User Interface (GUI). The Control Panel grants access to update and troubleshoot, etc. computers’ hardware and OS in a safe and straightforward form.

The Start button opens the door to All Programs, Printers and Faxes, Control Panel, Music, Documents, and Pictures amongst other valuable applications and locations. Windows OS translates machine language into any major language in the World of personal choice.

Students who can type at ease and at high-speed have a quick path to microcomputer learning. Computer application programs like Word, assist authors write professional papers in no time, while saving costs. The Windows Explorer, which make it simple to copy, paste, save, backup, retrieve, create folders, etc., in an user-friendly, Graphical User Interface (GUI). The Control Panel grants access to update and troubleshoot, etc. computers’ hardware and OS in a safe and straightforward form.

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THE ROLE OF HR TODAY

Ms Donna Kolman: Professor, Business Department

The role of HR is different today, and can be a large part of an organization’s success. Human Resource management is designing management systems to ensure that human talent is well used to reach organizational goals.

Strategic HR Management is concerned with maintaining organizational competitiveness by achieving HR effectiveness through the use of HR measurement and HR technology. Through HR planning, managers anticipate the future supply and demand of employees. HR related coursework will cover all of the below topics and more.

Equal Employment Opportunity (EEO) laws and regulations require compliance that affects all other HR activities. The diversity of a multicultural and global workforce is creating more challenges. For instance, a company must have sufficient diversity to meet affirmative action requirements.

Staffing emphasizes the need to provide an adequate supply of qualified individuals to fill the jobs in an organization. Job analysis serves as the foundation for achieving the goal of adequate staffing. Recruiting applicants and selection are required to procure a workforce. Talent management and development encompasses orientation of new employees, training. HR development of all employees and managers to meet future challenges. "Career planning, and performance management which focuses on how employees perform their jobs. Total Rewards is compensation in the form of pay, incentives, and benefits rewards people for performing organizational work. Employers must develop and refine compensation systems and may use variable pay programs.

For decades employers have had to meet legal requirements with regard to risk management and worker protection. These legal requirements have written with concerns for workplace health and safety in mind. Also, workplace security has grown in importance along with disaster and recovery planning. Employee and labor relations must be handled effectively if both the employees and the organization is to prosper together. Important aspects to be considered are employee rights and privacy issues, development and training, discipline and grievance procedures, and union-employer relations. Productivity can be increased through employee involvement, because when the costs to produce goods and services are lower, lower prices can be charged.

Strategic HR management efforts are designed to enhance organizational productivity. Such efforts include organizational restructuring; changing reporting relationships and cutting layers of management and staff through downsizing, layoffs, and early retirement programs. Redesigning work may involve fewer employees working longer hours at multiple tasks. It may also mean replacing workers with capital equipment or making them more efficient through technology or new processes.

Aligning HR activities means making HR activities consistent with organizational efforts to improve productivity. This includes ensuring that HR efforts do not work against productivity. Customer Service and quality is also linked to HR. Employee focus on customers contributes to organizational goals and competitive advantage. In turn, customer satisfaction can influence employee job satisfaction. Unfortunately, customer satisfaction with sales quality has declined in the United States and other countries.

Global Competition has forced U.S. firms to close facilities, use international outsourcing, improve productivity, and take other steps to remain competitive. Responding to organizational cost pressures and restructurings, as well as other HR challenges, have transformed HR management. Economic and technological changes have altered U.S. occupational and employment patterns. The globalization of business has shifted from trade and investment to the integration of global operations, management, and strategic alliances.

As part of that movement, many U.S. and European firms are moving jobs to lower-wage countries. Avenues for getting into such positions include participating in the process of establishing the organization as a Multi-National Corporation (MNC). Given the complexities of managing across cultures, leadership development is especially important in MNCs. Specific issues for entering markets include obtaining the local distribution of a business or operation from one country to another and/or global staffing (combining the expertise of local employees with organization-specific knowledge of home-country employees).

AU E-NEWSLETTER

Volume III 2013
Career Services Advisor “Word of Wisdom”
“Creating Employment Opportunities”

There are many ways a job seeker can create employment opportunities for themselves when utilizing effective networking skills. When a job seeker is interacting with individuals during meetings, social events, and business associations can be someone that has the ability to hire or knows someone that is hiring.

Networking is when individuals meet a new contact or revisit an established contact. An active job seeker should always keep in mind that everyone they meet could be a lead to a job opening. Each time he or she connects with a contact this will increase their chances of obtaining information regarding employment opportunities.

When a job seeker is direct through verbal and written communication with their contacts this will increase their job lead productivity while meeting great professionals. While creating employment opportunities a job seeker must always remember have a purpose for your networking, keep all interaction professional, and properly follow up with all contacts. Obtaining a career can be one of the most rewarding accomplishments and it does not have to be accomplished alone.

What do Employers Look For During an Interview?

As they gather information about a candidate, employers rely heavily on interviews to answer three key questions.

1. Does this candidate have the skills and abilities needed to do the job effectively?

Convincing employer that you possess these skills and abilities requires that you have more than just a superficial understanding of the job. You will need a clear understanding of the position, the employer’s expectations, and a working knowledge of the industry.

Always review any available organizational recruiting literature as well as the Occupational Outlook Handbook, relevant trade journals, and other materials in the Career Resource Room. Informational interviews with current professionals are an outstanding source of firsthand information about position responsibilities and specific employers. Once you have an understanding of a job’s requirements, review your resume and identify specific activities, work experiences, or classes that have allowed you to develop and demonstrate the skills, abilities, or specialized knowledge being sought.

2. Does this candidate possess the enthusiasm and work ethic needed to do what will be expected?

In answering this question, employers are focusing not so much on your skills and abilities, but on your personal qualities and your character. Doing the research suggested above will allow you to demonstrate your knowledge of the position, the particular field or industry, and your investment in the interview process.

Highlighting courses, activities, or experiences that were especially challenging and that required a great deal of perseverance will provide the employer with examples of your high energy level, diligence, and ability to commit to a goal.


3. Will this candidate be a cooperative team player and fit in well with our organization?

In some direct or not-so-direct way, you will be asked, “Why are you interested in this position? Why are you interested in this organization?” Your task is to develop a strong response with solid reasoning backed by examples. “I want to work with people” is not a sufficient response.

Demonstrate your knowledge of and your interest in the activities, philosophies, people, and goals of the organization.

Create a connection between what you have learned about your own leadership or interpersonal style (through activities or experiences) and the leadership or interpersonal styles you see in the career and in the organization.