

[Fortis College will soon be adding HVAC&R to the programs offered here in Columbus.](#)

HVAC&R is **Heating, Ventilation, Air Conditioning and Refrigeration.**

Graduates of the program will be prepared for entry-level employment as Heating, Air Conditioning & Refrigeration Mechanics and Installers.

Job titles include: HVAC Mechanic, HVAC Technician, HVAC and Refrigeration Technician, and HVAC Installer

Our first class will start on September 23, 2013.



HVAC technicians work in homes, retail establishments, hospitals, office buildings, and factories—anywhere there is climate-control equipment that needs to be installed, repaired or serviced.

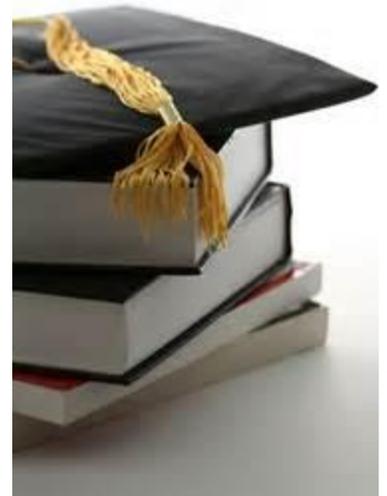
If you have friends or family members who might be interested, please have them call **614-882-2551** to talk with an admissions representative to get more information about a career in Heating, Ventilation, Air Conditioning and Refrigeration.

FINANCIAL AID

– By Deidre Vance, Financial Aid Director

2013-14 FAFSA Renewal

The deadline has passed for all students who are attending Fortis College after July 1, 2013 to complete the 2013-14 FAFSA. If you failed to complete your FAFSA, you received a letter in the mail stating that you must meet with financial aid for repackaging. Your registration will be put on hold if you have not completed your FAFSA.



FAFSA Verification

If your 2013-14 FAFSA was selected for verification by the U.S. Dept of Education, you were notified by email and a noticed was placed on your account through the WEB Portal. Verification must be completed in order for you to receive any federal financial assistance from the 2012-13 FAFSA Award Year. Your registration may be put on hold unless you have found other means to pay for your educational pursuit.

Financial Aid Holds

A student's account will be placed on financial aid hold if a student's financial aid package is incomplete or missing documents that make it impossible for the school to receive aid to pay for the student's education. The financial aid department will make every attempt to contact students prior to a hold placed on the account. If unresolved issues remain, it will affect your ability to register for the next term classes or print transcripts.

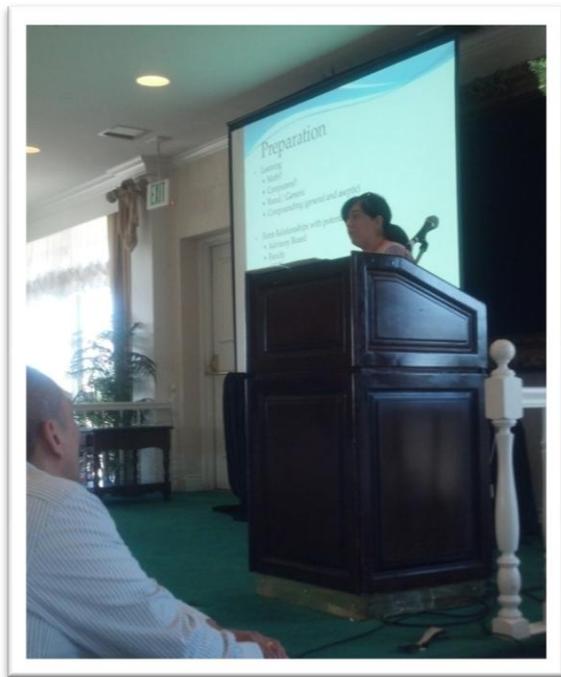
Federal Work Study

Now that we have the 2013-14 FAFSA award year in gear, we are in need of student workers for on-campus and off-campus employment. On campus employment pays \$9 per hour.

Off-campus employment is arranged with the Columbus Metropolitan Libraries (various branches) and the position pays \$15 per hour. Student workers are needed for the Homework Assistance Program assisting school-age children in math, science, reading, etc. If you are interested, you may contact the financial aid office for more details.

PHARMACY TECHNICIAN PROGRAM

-- by Vanessa Mrazek, Pharmacy Technician Program Director



This past July, Vanessa Mrazek, Director of Pharmacy Technology, was asked to present at the Pharmacy Technician Educators Council yearly convention. The group of pharmacy educators

represented 83 pharmacy schools, including five other Fortis campuses. The topic presented covered issues and pitfalls that students encounter during externships or clinical rotations and different ways that the student or clinical coordinator may handle them. The presentation was an interactive session where each topic presented was discussed by each table, covering how they would handle the different situations, and then the tables took turns sharing their input with others. Overall the presentation went extremely well and everyone was able to walk away with new ideas on how to address situations that arise during clinical rotations.

CAREER SERVICES CORNER

-- Marlene Teed, Director of Career Services & Alisa Handmaker, Career Services Advisor

Healthcare Cover Letter Dos and Don'ts

By Megan Malugani, Monster Contributing Writer
(Source: <http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/healthcare-cover-letter-dos-donts/article.aspx>)

First impressions count in the job search, and that's why a dynamite cover letter can mean the difference between success and failure in your healthcare job search. But what makes a dazzling healthcare cover letter? Several career experts share their advice.

Get to the Point

State the purpose of your letter in the first paragraph. Small talk is generally a waste of space. "Most of the cover letters we do for clients are three paragraphs or so and fill less than a page," says Shel Horowitz, director of Accurate Writing & More in Hadley, Massachusetts.

Tailor Your Letter to the Reader

Focus on the needs of the specific healthcare organization, not on your own requirements as a job seeker, says Lorna Lindsey, director of

Spice Up Your Writing

Effective cover letters are a little different from all the others but still straightforward, experts say. For example, the boring, traditional way to start a cover letter is: "I am writing in response to your advertisement for a nurse and have enclosed my resume for your review." The better cover letter beginning could be: "Your ad on Monster for a nurse captured my attention and motivated me to learn more about this healthcare opportunity." Then describe how your healthcare qualifications match the employer's needs.



Follow Up

An unforgivable error some job seekers make is failing to follow up after promising to do so in a cover letter. If you write in your cover letter that you'll call the letter recipient on a certain day or by a specific deadline, do it.

Don't:

- Provide salary information when it is not requested.
- Address a letter recipient by anything other than his name. Avoid "Dear Sirs" at all costs.
- Write a canned, generic letter that looks like it was copied from a book.

Don't (continued):

- Start the first paragraph and too many other sentences with "I."
- Make spelling errors and typos.
- Handwrite a cover letter.
- Use shoddy paper, or paper that's different from your resume paper.
- Cram too much information into a small space.
- Include irrelevant personal information or job experience.
- Overstate your accomplishments or contradict your resume.

We are here to help! MTeed@FortisCollege.edu / AHandmaker@FortisCollege.edu / 614-882-2551

LEARNING RESOURCE CENTER

– by Laura Cheng, LRC Manager

Boolean Search

(Source: <http://www.sleewee.com/boolean-search.php>)

What is a Boolean Search?

A *Boolean Search* is named after George Boole who came up with a type of linguistic algebra that uses *AND*, *OR* and *NOT*. George Boole's publications "Mathematical Analysis" and "Investigation," brought forth Boolean Logic. So when performing a Boolean Search you are essentially using Linguistic Algebra!

How do I use Boolean search operators to find things when I search the Internet?

A boolean search might look like this: toads **AND** stools, or toads **OR** stools, or toads **OR** stools **AND** ponds, or even (toads **OR** stools) **AND** ponds. This can get kind of confusing but it's important to see some examples in order to familiarize yourself with the idea here. Just know the *Boolean Operators* *AND*, *OR* and *NOT* exist between keywords and each

operator has a different purpose which will affect your search results in different ways.

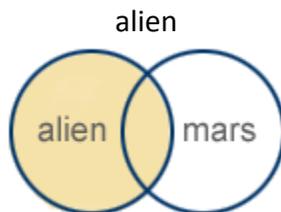
Basic Boolean Search Operators

AND means "I want only results that contain **both** words."

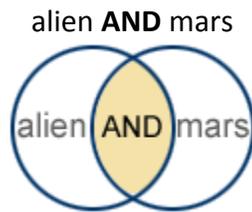
OR means "I want results that contain **either** word."

NOT means "Exclude all results containing a specific word."

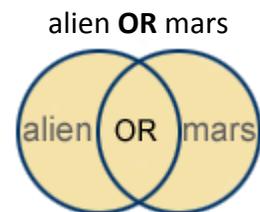
Venn Diagrams of How to Use Boolean Operators



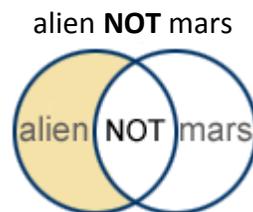
Venn diagrams are useful for illustrating Boolean Searches. In this example the user conducted a search for alien. This is represented by the tan shaded area. Results would contain information with the word alien.



Results containing information on **both** alien and mars



Results containing information on **either** alien or mars



Results containing information on alien **not** mars

MEET THE NEW PEOPLE

- **New Faculty**

Dr. Lowell Ford, HVAC Program Director



Dr. Lowell Ford was born in Oria, PA in 1943. He has many years experience in the industry and over 12 years HVAC-R (heating, ventilation, air conditioning, and refrigeration) teaching and program leadership experience. Dr. Ford also has been a pastor for 40 years; and, extensively for the church. He looks forward to working with students, faculty, and staff of the college.

Patrick Burdick, Associate Dean of Nursing



I am a graduate of the University of Toledo with a Bachelor of Science degree in Nursing and the University of Phoenix with a Master of Business Administration degree. During my nursing career, I have worked

in many different aspects of nursing; ICU, industrial, med/surg, surgery, and education. Fifteen of my years as a nurse have been spent in the perioperative setting in fields such as open heart and spinal surgery and holding positions as a manager, registered nurse first assistant, scrub nurse, circulator. I served 13 years in the Army Reserve, starting as a radio operator and completing my time as an ICU nurse. I have been with FORTIS College for four years as a member of the nursing faculty and administration.

My personal interests outside of nursing include baseball, soccer, scuba diving, tae kwon do, and Boy Scouting; I recently completed the practical component of Scouting's Wood Badge course for leadership. Married for 14 year, I have 2 children and a dog. I enjoy working with students to help them achieve their goal of becoming a nurse

- **New Faculty**
Angela Kidwell – PT, Adjunct instructor
Lisa Hall – PT, Adjunct instructor
Thomas Neuzil – PT, Adjunct Gen. Ed. Math instructor

HOW TO PREVENT THE FLU

(Source: Ohio Department of Health, <http://www.odh.ohio.gov/features/odhfeatures/seasflu/preventflu.aspx>)

The easiest way to protect yourself from the flu is to get a seasonal flu vaccine- every year. Most experts think that flu viruses are spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Less often, a person might also get the flu by touching a surface or object that has flu virus on it and then touching their own mouth or nose.

You should **avoid touching your eyes, nose and mouth**. You can also...

Wash Your Hands

Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. Frequent hand washing will help you reduce the chance of getting contamination from these common surfaces.



Washing with soap and water:

- Wet your hands with clean running water and apply soap. Use warm water if it is available.
- Rub hands together to make a lather and scrub all surfaces.
- Continue rubbing hands for 20 seconds. This is about the time it takes to sing "Happy Birthday" twice through.
- Rinse hands well under running water.
- Dry your hands using a paper towel or air dryer. Sharing cloth towels can spread germs. If possible, use a paper towel to turn off the faucet and open the door.

Remember: If soap and water are not available, use an alcohol-based sanitizer to clean hands.

Cover Your Cough

Flu virus is spread through the coughs and sneezes of those infected with flu. Encourage those who are sick to cover their coughs and sneezes. Use a tissue if you have one. If a tissue isn't available, cough or sneeze into your elbow.



- Cover your nose and mouth with a tissue when sneezing, coughing or blowing your nose.
- Throw out used tissues in the trash as soon as you can and wash your hands after discarding used tissues.
- Cough or sneeze into your elbow or upper sleeve if you don't have a tissue.
- If you cough or sneeze into your hand, wash your hands.
- If you are not near soap and water, use an alcohol-based hand sanitizer, rubbing hands until dry.

Have Healthy Habits

Establishing good health habits now can help your body stay healthy and fight off the flu and other illnesses. Follow these tips to keep your body healthy to help fight off the flu should you get it.



- Eat a balanced diet including plenty of vegetables, fruits and whole grain products.
- Drink plenty of water and go easy on salt, sugar, alcohol and saturated fat.
- Exercise regularly. Thirty or more minutes of physical activity most days of the week can help boost your immunity.
- Get plenty of rest. Sleep is shown to help your body fight off illness.
- Try not to touch your eyes, nose or mouth. Germs are often spread this way.
- Stay away from people who are sick as much as you can.
- If you get sick, stay home from work and keep sick children from school or child care.

And, don't forget your flu shot!!!



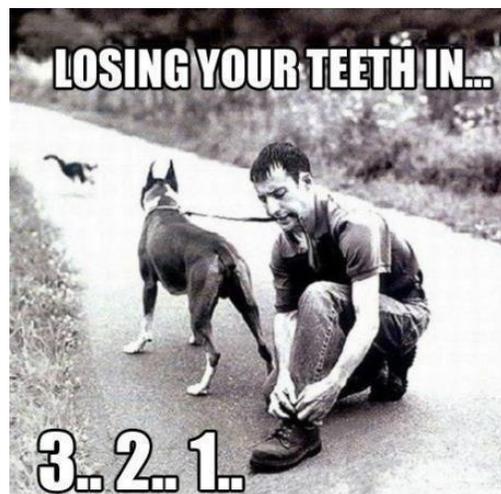
A FEW GOOD PEOPLE



The last Blood Drive held on campus for the American Red Cross reached a goal of **113.9%**. The next Blood Drive will be in October. Signs will be posted and, as always, you can sign up through Career Services!

-- Marlene D. Teed, M.A., Director of Career Services

Don't forget to laugh!!!



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