Taking care of business!

Since founded in Louisville by Enos Spencer in 1892, Spencerian College has been supplying the Kentuckiana area with well-trained business administration and support staff. Currently, Spencerian offers six business programs: Computer Applications Specialist, Office Professional, Executive Assistant, Accounting Diploma, AAS Business Office Management and AAS Accounting & Management. Programs range from 9 months during the day to 27 months in the evening, allowing students to start out in a shorter program and “stair step” into a longer one. The College’s commitment to industry-standard equipment allows students to become proficient on updated equipment using current software programs. Students can then hit the ground running when they graduate and start their new career.

Spencerian’s faculty is dedicated to their students’ success and want to make the classroom experience enjoyable as well as educational. Here’s a brief glimpse into how two of the College’s business instructors approach their curriculum.

“I have been putting a lot of thought into making my Customer Service class fun and different. I wanted to do “outside the box” thinking on reworking this course... how students look at the level of service they look at from a different perspective. Customer service is more than saying ‘please and thank you for shopping here’... it has to be more than that.”

Lori Warren

Lori Warren describes her Customer Service class to her students in a similar manner, “I ask them to pose as lost and/or confused patrons based on the several questions I pose to them. Another favorite exercise is the ‘mystery shopping’ night. I ask them to pose as long and for career opportunities by investing their own financial skills. Having a Bachelors of Science in Business Administration, she is eager to look forward to working on her Master’s degree.

The other half of the GES team is Nicole Goodin, GES Specialist. Nicole has been with Spencerian College since March 2002 and began her career as a Financial Planning Coordinator. She enjoys every aspect of higher education. She is presently pursuing her Bachelor’s degree in Human Resource Leadership at Sullivan University. Nicole enjoys helping others help themselves by providing options that can better their lives. She said, “The best part of my job is helping others and watching people achieve their goals and grow professionally.” She plans to complete her Master’s degree within the next three years.

Meredith and Nicole bring a fresh hand to the jobs of assisting students, graduates, and alumni with their employment needs. “Assisting our students and graduates is our main priority,” Meredith stated. While continuing to build productive working relationships with both students and employers, the GES staff also serve as guest speakers in Career Development classes and participate in student activities.

And there’s more

Spencerian’s Graduate Employment Services staff have planned several exciting events. GES hosts two Career Fairs each year. The spring/summer fair was held on July 11, 2007 and the fall/winter Fair will be held later this year. These are wonderful networking events and students will have access to employers during the day.

Each other month GES will hold a 20-minute seminar, with lunch provided by Spencerian College. Various topics such as Job Search Techniques, Interview Questions and Answers, How to Write Great Resumes, and How to Write Cover Letters That Will Get You Noticed will be presented.