

Workshops to Success

Improve your academic awareness, your computer proficiency, and your writing and study skills.
The **Academic Skills Center** is sponsoring a series of lectures and workshops to help you.

Note the different dates, locations, and times for workshops in the *Classroom Building*, *Ketchum Hall*, and *Butler Library*.

Date/Time/Place	Event	Presenter
Thursday, Feb. 12 12:15-1:30 p.m. Classroom B108	GOALSETTING FOR PERSONAL SUCCESS Control your outcomes by plotting your own path to your dreams.	<i>Keith Fulcher</i>
Wednesday, March 4 2-3 p.m. Butler 210B	WORD CHOICES: ARE YOU USING FIRECRACKERS OR DYNAMITE? Choose your words discriminately to express yourself effectively.	<i>Tom Renzi</i>
Tuesday, March 10 1-2 p.m. Ketchum 118	STUDY SKILLS: TESTWISENESS Perform better on tests: HOW you prepare is as important as WHAT you know.	<i>Lauren Copeland</i>
Thursday, March 19 12:15-1:30 p.m. Classroom B119	TIMELY GRADUATION Know the necessary steps so you can graduate in four years.	<i>Marie Ferraro</i>
Wednesday, Apr. 1 4-5 p.m. Butler 210B	WRITE RIGHT—TEN QUICK STYLE TIPS Improve your writing instantly by applying these quick-fix suggestions.	<i>Roswell Park</i>
Wednesday, April 15 2-3 p.m. Classroom C116	THE WRITE APPROACH: DISCOVERING YOUR TOPIC Cure writer's block with brainstorming, free-writing, and clustering.	<i>Anne Marie Golaszewski</i>
ASC Computer Workshops		
Thursday, March 12 4-5 p.m. South Wing 320	EXCEL 2007 Create a spreadsheet—Write formulas for absolute & relative addresses—Graph results	<i>Monica Heavey</i>
Thursday, March 19 4-5 p.m. South Wing 320	POWERPOINT 2007 Compose slides—Insert images, designs, and transitions—Create hyperlinks	<i>Monica Heavey</i>

**ACADEMIC SKILLS
CENTER**
for
Tutoring Services

Visit our web site:
www.buffalostate.edu/academicsupport/x491.xml

To make an appointment with a tutor,
call or visit our office:

South Wing 330
Phone: 716-878-4041