

# Workshops to Success

## Spring 2012

The ACADEMIC SKILLS CENTER is sponsoring a series of lectures and workshops to help you improve your **academic awareness**, **computer proficiency**, and **writing and study skills**.

Note the different selection of dates, locations, and times for workshops in the *Classroom Building, South Wing, and Butler Library*.

Date/Time/Place	Event	Presenter
Monday, Feb. 6 12:15-1:15 p.m. Classroom C116	<b>ACCOUNTING: MAKING IT YOUR BUSINESS</b>  Basics of financial accounting—the complex made easy.	<i>Carol Reed</i>
Tuesday, Feb. 7 12:15-1:30 p.m. Classroom C202	<b>ACADEMIC STRATEGIES TO APPLY IN THE FIRST WEEKS OF SCHOOL</b>  Learn quick tricks that improve your study habits and guarantee college success.	<i>Lauren Copeland</i>
Wednesday, Feb. 8 1-2 p.m. Classroom C116	<b>APA STYLE: DOES IT HAVE TO BE SO DIFFICULT?</b>  Get an overview of APA style that can make it easier to document your sources.	<i>Tom Renzi</i>
Thursday, Mar. 1 4-5 p.m. Butler Library 210B	<b>WRITE RIGHT: TEN QUICK STYLE TIPS</b>  Improve your writing instantly by applying these quick-fix suggestions.	<i>Roswell Park</i>
Tuesday, Mar. 6 12:15-1:30 p.m. South Wing 320	<b>STRATEGIES FOR MULTIPLE CHOICE EXAMS</b>  Preparing for Multiple Choice Exams increases your chances for a good grade.	<i>Marie Ferraro</i>
Thursday, Mar. 8 12:30-1:30 p.m. Classroom C202	<b>VOCABULARY BUILDING: DEMYSTIFYING THE MYSTERY OF WORDS</b>  Learn tricks to help you decode words' secrets while expanding your word power .	<i>Anne Marie Golaszewski</i>

### ASC Computer Workshops

Thursday, Mar. 8 3:30-4:30 p.m. South Wing 320	<b>Introduction to Excel 2010</b>  Are you working with numbers? Organize your data with formulas and graphs in EXCEL.	<i>Monica Heavey</i>
Thursday, Mar. 15 3:30-4:30 p.m. South Wing 320	<b>Introduction to PowerPoint 2010</b>  Enhance your presentation with these easy to use design tools.	<i>Monica Heavey</i>

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South Wing 330  
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