

# 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*.

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

**ACADEMIC SKILLS  
CENTER**  
for  
Tutoring Services

Visit our web site:  
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To make an appointment with a tutor,  
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South Wing 330  
Phone: 716-878-4041