

Center for Academic Success
Critical Skills Workshops
SPRING 2010 – Main Campus

All Workshops on Main Campus are held in the *Center for Academic Success (CAS)* in Room LRC 223 unless otherwise noted. **WORKSHOPS BEGIN PROMPTLY.** Late arrivals will not be admitted! Please, no children allowed. All students, staff, and faculty are welcome at all workshops. No pre-registration is necessary.

Monday	Tuesday	Wednesday	Thursday	Friday
2/8 All about Butte's Nursing Programs 9-9:50 Blackboard Basics 1-1:50 How to Use the Portal: "MyBC" 2-2:50	2/9 All about Scholarships 10-10:50 Steps to Writing a Research Paper 1-1:50	2/10 Time Management 9-9:50 1-1:50 Note-Taking Skills 10-10:50 Test-Taking Tips 11-11:50 Optimize Your Memory 12-12:50 Blackboard Basics 2-2:50	2/11 Time Management 10-10:50 Test-Taking Tips 11-11:50	2/12 HOLIDAY
2/15 HOLIDAY	2/16 Boost Your Vocabulary! 10-10:50 Study Smart! Know Your Learning Styles 11-11:50 Strategies for Returning Students 1-1:50	2/17 Up in Front! Effective Presentations 9-9:50 How to Use the Portal: "MyBC" 10-10:50 Blackboard Basics 11-11:50 All about Financial Aid 12-12:50 Steps to Writing a Research Paper 1-1:50 Test-Taking Tips 2-2:50	2/18 Blackboard Basics 10-10:50 How to Use the Portal: "MyBC" 11-11:50	2/19 All about Financial Aid 9-9:50 Stay on Track! All about Student Ed Plans 10-10:50 All about Scholarships 11-11:50 Plagiarism 2-2:50
2/22 Crushing the Victim! On Course to Responding Successfully 1-1:50 Plagiarism 2-2:50	2/23 Boost Your Vocabulary! 9-9:50 Overcoming Procrastination 10-10:50 Grammar Review: Parts of Speech 11-11:50 How To Tackle Your Textbook 1-1:50 Study Smart! Know Your Learning Styles 2-2:50	2/24 Fractions in Math 9-9:50 Word Problems with Linear Equations 10-10:50 Understanding Square Roots 11-11:50 Grammar Review: Parts of Speech 12-12:50 Writing Strong Sentences 1-1:50 Proofreading Strategies 2-2:50	2/25 Plagiarism 10-10:50 Steps to Writing a Research Paper 11-11:50 Biology Prereqs for Health Professions: Anatomy, Physiology, Microbiology 2:30-3:20	2/26 Plagiarism 9-9:50 Computer Skills: Word I (Beginner) 9-9:50 (LRC 121) Steps to Writing a Research Paper 10-10:50 Computer Skills: Email 10-10:50 (LRC 121) MLA Format 11-11:50 Computer Skills: Internet 11-11:50 (LRC 121) Computer Security 12-12:50 (LRC 121) Using Computer Graphics 1-1:50 Blackboard Basics 2-2:50
3/1 APA Format 9-9:50 Tips for Using PowerPoint 10-10:50 Ignoring the Speed Limit: On Course to Driving Towards Your Goals 1-1:50 All about Financial Aid 2-2:50	3/2 MLA Format 9-9:50 Steps to Writing a Research Paper 10-10:50 Writing Strong Sentences 11-11:50 Practicing English Pronunciation 1-1:50 APA Format 2-2:50	3/3 Understanding Square Roots 9-9:50 Fractions in Math 10-10:50 Basic Graphing in Math 11-11:50 Writing Strong Sentences 12-12:50 Grammar Review: Parts of Speech 1-1:50 Up in Front! Effective Presentations 2-2:50	3/4 Note-Taking Skills 10-10:50 Study Smart! Know Your Learning Styles 11-11:50	3/5 Overcoming Procrastination 9-9:50 Computer Skills: Word II (Intermediate) 9-9:50 (LRC 121) Biology Prereqs for Health Professions: Anatomy, Physiology, Microbiology 10-10:50 Computer Tips & Shortcuts 10-10:50 (LRC 121) Steps to Writing a Research Paper 11-11:50 Computer Skills: PowerPoint I 11-11:50 (LRC 121) Comma Splices and Run-ons 12-12:50 Computer Skills: Graphics 12-12:50 (LRC 121) Proofreading Strategies 1-1:50 Stay on Track! All about Student Ed Plans 2-2:50
3/8 Plagiarism 10-10:50 Grip, Rip, and Scatter: On Course to Managing Chaos 1-1:50	3/9 All about Financial Aid 9-9:50 Optimize Your Memory 10-10:50 Writing Perfect Paragraphs 11-11:50 All about Butte's Nursing Programs 12-12:50 Managing School, Work, and Family 1-1:50	3/10 Boost Your Vocabulary! 9-9:50 Biology Prerequisites for Health Professions: Anatomy, Physiology, Microbiology 10-10:50 Overcoming Procrastination 11-11:50 Writing Perfect Paragraphs 12-12:50 How to Write a Basic Essay 1-1:50 Study Smart! Know Your Learning Styles 2-2:50	3/11 Preparing for Finals 10-10:50 Note-Taking Skills 11-11:50	3/12 Time Management 9-9:50 Computer Skills: Word III (Advanced) 9-9:50 (LRC 121) Test-Taking Tips 10-10:50 Computer Skills: Windows 10-10:50 (LRC 121) Boost Your Vocabulary! 11-11:50 Computer Skills: PowerPoint II 11-11:50 (LRC 121) MLA Format 12-12:50 Computer Skills: Excel 1 12-12:50 (LRC 121) Plagiarism 1-1:50
SPRING BREAK				
3/22 Entrust Yourself: On Course to Working with Others 1-1:50 Overcoming Procrastination 2-2:50	3/23 Study Smart! Know Your Learning Styles 9-9:50 Blackboard Basics 10-10:50 How to Write a Basic Essay 11-11:50 Practicing English Conversation 1-1:50 All about Scholarships 2-2:50	3/24 Basic Graphing in Math 9-9:50 Math 108 Review: Answers to Your Algebra Questions 10-10:50 Math 124 Review: Answers to Your Intermediate Algebra Questions 11-11:50 How to Write a Basic Essay 12-12:50 Writing Perfect Paragraphs 1-1:50 Stay on Track! All about Student Ed Plans 2-2:50	3/25 Writing Advanced Essays 10-10:50	3/26 APA Format 9-9:50 Computer Security 9-9:50 (LRC 121) Test-Taking Tips 10-10:50 Computer Skills: Excel II 10-10:50 (LRC 121) Computer Skills: Word I (Beginner) 11-11:50 (LRC 121) Preparing for Finals 12-12:50 Blackboard Basics 12-12:50 (LRC 121) Overcoming Test Anxiety 1-1:50 Time Management 2-2:50

Monday	Tuesday	Wednesday	Thursday	Friday
3/29 Tear Down the Walls! On Course to Overcoming Obstacles to Success 1-1:50 Crushing the Victim! On Course to Responding Successfully 2-2:50	3/30 Stress Management 9-9:50 Up in Front! Effective Presentations 10-10:50 Using Commas Correctly 11-11:50 MLA Format 1-1:50 Using Computer Graphics 2-2:50	3/31 Chicago Style Format 9-9:50 Steps to Writing a Research Paper 10-10:50 MLA Format 11-11:50 Using Commas Correctly 12-12:50 Using Apostrophes Correctly 1-1:50 Optimize Your Memory 2-2:50	4/1 How to Use the Portal: "MyBC" 10-10:50 Blackboard Basics 11-11:50	4/2 MLA Format 9-9:50 Computer Skills: Graphics 9-9:50 (LRC 121) Comma Splices and Run-on Sentences 10-10:50 Computer Skills: Internet 10-10:50 (LRC 121) Proofreading Strategies 11-11:50 Computer Skills: Word II (Intermediate) 11-11:50 (LRC 121) Steps to Writing a Research Paper 12-12:50 Computer Skills: Internet 12-12:50 (LRC 121) Time Management 1-1:50 Overcoming Procrastination 2-2:50
4/5 Crushing the Victim! On Course to Responding Successfully 1-1:50 Ignoring the Speed Limit: On Course to Driving Towards Your Goals 2-2:50	4/6 Comma Splices and Run-on Sentences 9-9:50 MLA Format 10-10:50 Using Apostrophes Correctly 11-11:50 Note-Taking Skills 12-12:50 How to Tackle Your Textbook 1-1:50 Overcoming Procrastination 2-2:50	4/7 Proofreading Strategies 10-10:50 APA Format 11-11:50 Using Apostrophes Correctly 12-12:50 Using Commas Correctly 1-1:50 Boost Your Vocabulary! 2-2:50	4/8 Boost Your Vocabulary! 10-10:50 Preparing for Finals 11-11:50	4/9 Preparing for Finals 9-9:50 Computer Tips & Shortcuts 9-9:50 (LRC 121) Overcoming Test Anxiety 10-10:50 Computer Skills: Windows 10-10:50 (LRC 121) Time Management 11-11:50 Computer Skills: Word III (Advanced) 11-11:50 (LRC 121) Plagiarism 12-12:50 Computer Skills: PowerPoint I 12-12:50 (LRC 121) Steps to Writing a Research Paper 1-1:50 All about Scholarships 2-2:50
4/12 All about Butte's Nursing Programs 11-11:50 Plagiarism 1-1:50 Grip, Rip, and Scatter: On Course to Managing Chaos 2-2:50	4/13 Optimize Your Memory 9-9:50 All about Financial Aid 10-10:50 How to Summarize 11-11:50 Practicing English Conversation 1-1:50 Blackboard Basics 2-2:50	4/14 Word Problems with Linear Equations 9-9:50 Understanding Square Roots 10-10:50 Up in Front! Effective Presentations 11-11:50 How to Summarize 12-12:50 Writing Advanced Essays 1-1:50	4/15 MLA Format 10-10:50 Plagiarism 11-11:50	4/16 Steps to Writing a Research Paper 9-9:50 Blackboard Basics 9-9:50 (LRC 121) Plagiarism 10-10:50 Computer Skills: Excel I 10-10:50 (LRC 121) Computer Q & A 11-11:50 (LRC 121) Test-Taking Tips 12-12:50 Computer Skills: PowerPoint II 12-12:50 (LRC 121) Note-Taking Skills 1-1:50
4/19 Stay on Track! All about Student Ed Plans 1-1:50 Entrust Yourself: On Course to Working with Others 2-2:50	4/20 APA Format 9-9:50 Stress Management 10-10:50 Writing Advanced Essays 11-11:50 Writing Strong Sentences 12-12:50 Test-Taking Tips 2-2:50	4/21 Math 108 Review: Answers to Your Algebra Questions 9-9:50 Math 124 Review: Answers to Your Intermediate Algebra Questions 10-10:50 Steps to Writing a Research Paper 11-11:50 Writing Advanced Essays 12-12:50 How to Summarize 1-1:50	4/22 Tips for Using PowerPoint 10-10:50 Overcoming Procrastination 11-11:50	4/23 Computer Skills: Word I (Beginner) 9-9:50 (LRC 121) Computer Skills: Word II (Intermediate) 10-10:50 (LRC 121) Computer Skills: Email 11-11:50 (LRC 121) APA Format 11-11:50 Computer Security 12-12:50 (LRC 121) Test-Taking Tips 12-12:50 Plagiarism 1-1:50
4/26 Tear Down the Walls! On Course to Overcoming Obstacles to Success 2-2:50	4/27 Word Problems with Linear Equations 9-9:50 Math 108 Review: Answers to Your Algebra Questions 10-10:50 Math 124 Review: Answers to Your Intermediate Algebra Questions 11-11:50 Stress Management 1-1:50	4/28 Preparing for Essay Exams 9-9:50 Preparing for Finals 10-10:50 Overcoming Test Anxiety 11-11:50 Note-Taking Skills 12-12:50 How to Write a Basic Essay 1-1:50 Plagiarism 2-2:50	4/29 Using Computer Graphics 10-10:50 Stress Management 11-11:50	4/30 Boost Your Vocabulary! 9-9:50 Computer Skills: Email 9-9:50 (LRC 121) Preparing for Finals 10-10:50 Computer Skills: Word III (Advanced) 10-10:50 (LRC 121) Overcoming Test Anxiety 11-11:50 Computer Skills: Windows 11-11:50 (LRC 121) Computer Q & A 12-12:50 (LRC 121)
5/3 Crushing the Victim! On Course to Responding Successfully 2-2:50	5/4 Comma Splices and Run-on Sentences 10-10:50 MLA Format 11-11:50 All about Butte's Nursing Programs 1-1:50	5/5 Study Smart! Know Your Learning Styles 9-9:50 Stress Management 10-10:50 Plagiarism 11-11:50	5/6 Overcoming Test Anxiety 10-10:50 Time Management 11-11:50	5/7 Computer Skills: Excel II 9-9:50 (LRC 121) MLA Format 10-10:50 Computer Skills: Graphics 10-10:50 (LRC 121) Plagiarism 11-11:50 Blackboard Basics 11-11:50 (LRC 121) Steps to Writing a Research Paper 12-12:50 Computer Tips & Shortcuts 12-12:50 (LRC 121) ~ END of WORKSHOPS for SPRING 2010 ~

Are you interested in earning ½-unit credit through the Critical Skills Study Hour course? Requirements include three conferences with an instructor, attendance at 8 workshops, plus completion of homework for each workshop. The course must be added with an add card. Please contact CAS staff for more information at 895-2386.

www.butte.edu/cas

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