

# Center for Academic Success

## Critical Skills Workshops - SPRING 2012 – 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 on a drop-in basis.

**\*PLEASE NOTE: Due to high attendance, workshops noted with an asterisk (\*) may fill. For these specific workshops, students may reserve a spot by signing up in CAS any time after 8:00 a.m. on the day of the workshop. Please plan accordingly.**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>2/6</b> <b>Steps to Writing a Research Paper*</b> 10-10:50 <b>Plagiarism*</b> 11-11:50	<b>2/7</b> <b>Managing Your Finances</b> 10-10:50 <b>Grammar Review: Parts of Speech</b> 11-11:50 <b>Writing Perfect Paragraphs</b> 12-12:50 <b>Plagiarism*</b> 1-1:50 <b>MLA Format*</b> 2-2:50	<b>2/8</b> <b>Writing Introductions and Conclusions</b> 10-10:50 <b>MLA Format*</b> 11-11:50 <b>Working with Sources: Reading Critically and Taking Notes</b> 12-12:50 <b>Time Management</b> 1-1:50	<b>2/9</b> <b>Writing Strong Sentences</b> 12-12:50 <b>How to Write a Basic Essay</b> 1-1:50	<b>2/10</b> <b>Steps to Writing a Research Paper*</b> 10-10:50 <b>Plagiarism*</b> 11-11:50 <b>Computer Security</b> 12-12:50 (LRC 121) <b>MLA Format*</b> 1-1:50
<b>2/13</b> <b>All about Butte's Nursing Programs</b> 10-10:50	<b>2/14</b> <b>Overcoming Test Anxiety</b> 10-10:50 <b>MLA Format*</b> 11-11:50 <b>Writing Introductions and Conclusions</b> 12-12:50 <b>Steps to Writing a Research Paper*</b> 1-1:50 <b>Comma Splices and Run-on Sentences</b> 2-2:50	<b>2/15</b> <b>Writing Perfect Paragraphs</b> 10-10:50 <b>Grammar Review: Parts of Speech</b> 11-11:50 <b>How to Use MyBC</b> 12-12:50 <b>Blackboard Basics</b> 1-1:50 <b>Stay on Track! All about Student Ed Plans</b> 2-2:50	<b>2/16</b> <b>Using Commas Correctly</b> 12-12:50 <b>Using Apostrophes Correctly</b> 1-1:50	<b>HOLIDAY</b>
<b>HOLIDAY</b>	<b>2/21</b> <b>Study Smart! Know Your Learning Styles</b> 10-10:50 <b>Writing Perfect Paragraphs</b> 11-11:50 <b>Grammar Review: Parts of Speech</b> 12-12:50 <b>Why Am I Here? Getting the Most Out of College</b> 1-1:50 <b>APA Format</b> 2-2:50	<b>2/22</b> <b>MLA Format*</b> 10-10:50 <b>Writing Introductions and Conclusions</b> 11-11:50 <b>Plagiarism*</b> 12-12:50 <b>English Pronunciation for ESL and International Students</b> 1-1:50	<b>2/23</b> <b>Managing School, Work, and Family</b> 12-12:50 <b>Plagiarism*</b> 1-1:50	<b>2/24</b> <b>Boost Your Vocabulary!</b> 9-9:50 <b>Test-Taking Tips</b> 10-10:50 <b>Stress Management</b> 11-11:50
<b>2/27</b> <b>All about Butte's Scholarships</b> 11-11:50	<b>2/28</b> <b>Time Management</b> 10-10:50 <b>Writing Introductions and Conclusions</b> 11-11:50 <b>MLA Format*</b> 12-12:50 <b>Note-Taking Skills</b> 1-1:50 <b>Overcoming Test Anxiety</b> 2-2:50	<b>2/29</b> <b>Note-Taking Skills</b> 10-10:50 <b>On Course: Creating Your Own Success</b> 11-11:50 <b>Steps to Writing a Research Paper*</b> 12-12:50 <b>Verb Tenses for ESL and International Students</b> 1-1:50	<b>3/1</b> <b>All about Butte's Scholarships</b> 10-10:50 <b>How to Tackle Your Textbook</b> 12-12:50 <b>On Course: Creating Your Own Success</b> 1-1:50	<b>3/2</b> <b>Computer Security</b> 9-9:50 (LRC 121) <b>Proofreading Strategies</b> 11-11:50 <b>MLA Format*</b> 12-12:50
<b>3/5</b> <b>Up in Front! Effective Presentations</b> 11-11:50 <b>Blackboard Basics</b> 12-12:50	<b>3/6</b> <b>Factoring in Math</b> 9-9:50 <b>Plagiarism*</b> 10-10:50 <b>Steps to Writing a Research Paper*</b> 11-11:50 <b>APA Format</b> 12-12:50 <b>Interviewing Others for Class Projects and Papers</b> 1-1:50 <b>All about Butte's Nursing Programs</b> 2-2:50	<b>3/7</b> <b>Using Apostrophes Correctly</b> 9-9:50 <b>Using Quotations Effectively</b> 10-10:50 <b>On Course: Achieving Goals and Dreams</b> 11-11:50 <b>American Culture for ESL and International Students</b> 12-12:50 <b>Plagiarism*</b> 1-1:50	<b>3/8</b> <b>Overcoming Test Anxiety</b> 12-12:50 <b>On Course: Achieving Goals and Dreams</b> 1-1:50	<b>3/9</b> <b>Computer Skills: Word — The Basics</b> 9-9:50 (LRC 121) <b>Writing Strong Sentences</b> 10-10:50 <b>Computer Skills: Word — Advanced</b> 10-10:50 (LRC 121) <b>How to Write a Basic Essay</b> 11-11:50 <b>Computer Skills: Email</b> 11-11:50 (LRC 121) <b>Plagiarism*</b> 12-12:50 <b>Computer Skills: Internet</b> 12-12:50 (LRC 121)
<b>3/12</b> <b>Managing School, Work, and Family</b> 11-11:50 <b>Stay on Track! All about Student Ed Plans</b> 1-1:50	<b>3/13</b> <b>Radicals in Math</b> 9-9:50 <b>Test-Taking Tips</b> 10-10:50 <b>How to Tackle Your Textbook</b> 11-11:50 <b>Plagiarism*</b> 12-12:50 <b>Comma Splices and Run-on Sentences</b> 1-1:50	<b>3/14</b> <b>Optimize Your Memory</b> 9-9:50 <b>Plagiarism*</b> 10-10:50 <b>On Course: Managing Your Life Effectively</b> 11-11:50 <b>Phrasal Verbs for ESL and International Students</b> 12-12:50 <b>Prepositions for ESL and International Students</b> 1-1:50	<b>3/15</b> <b>Fractions in Math</b> 10-10:50 <b>Boost Your Vocabulary!</b> 12-12:50 <b>On Course: Managing Your Life Effectively</b> 1-1:50	<b>3/16</b> <b>Managing Your Finances</b> 9-9:50 <b>Time Management</b> 10-10:50 <b>Note-Taking Skills</b> 11-11:50 <b>Why Am I Here? Getting the Most Out of College</b> 12-12:50
<b>SPRING BREAK ~ March 19-23</b>				

Monday	Tuesday	Wednesday	Thursday	Friday
<b>3/26</b> Optimize Your Memory 11-11:50	<b>3/27</b> Advanced Essay Writing 10-10:50 Up in Front! Effective Presentations 11-11:50 Interviewing Others for Class Projects and Papers 12-12:50 PowerPoint Tips 1-1:50 How to Tackle Your Textbook 2-2:50	<b>3/28</b> APA Format 9-9:50 Study Smart! Know Your Learning Styles 10-10:50 <i>On Course: Working Well with Others</i> 11-11:50 English Pronunciation for ESL and International Students 12-12:50 Steps to Writing a Research Paper* 1-1:50	<b>3/29</b> All about Butte's Scholarships 9-9:50 Radicals in Math 10-10:50 Managing Your Finances 12-12:50 <i>On Course: Working Well with Others</i> 1-1:50	<b>3/30</b> Steps to Writing a Research Paper* 9-9:50 Working with Sources: Reading Critically and Taking Notes 10-10:50 Using Apostrophes Correctly 11-11:50 Using Commas Correctly 12-12:50 How to Get into Biology 15 (Microbiology) 1-1:50
<b>4/2</b> MLA Format* 11-11:50	<b>4/3</b> Writing Strong Sentences 9-9:50 How to Write a Basic Essay 10-10:50 Overcoming Procrastination 11-11:50 Using Apostrophes Correctly 12-12:50 Working with Sources: Reading Critically and Taking Notes 1-1:50 Boost Your Vocabulary! 2-2:50	<b>4/4</b> How to Get into Biology 15 (Microbiology) 9-9:50 Overcoming Test Anxiety 10-10:50 <i>On Course: Overcoming Obstacles to Success</i> 11-11:50 Why Am I Here? Getting the Most Out of College 12-12:50 Study Smart! Know Your Learning Styles 1-1:50	<b>4/5</b> Fractions in Math 9-9:50 Factoring in Math 10-10:50 Stress Management 12-12:50 <i>On Course: Overcoming Obstacles to Success</i> 1-1:50	<b>4/6</b> Computer Skills: Excel 9-9:50 (LRC 121) Managing School, Work, and Family 10-10:50 Computer Skills: Graphics 10-10:50 (LRC 121) PowerPoint Tips 11-11:50 (LRC 121) Steps to Writing a Research Paper* 12-12:50 Computer Skills: Windows 7 12-12:50 (LRC 121)
<b>4/9</b> Overcoming Procrastination 11-11:50	<b>4/10</b> Advanced Essay Writing 9-9:50 Working with Sources: Using Sources in Writing 10-10:50 How to Use MyBC 11-11:50 PowerPoint Tips 12-12:50 APA Format 1-1:50 Preparing for Finals 2-2:50	<b>4/11</b> Test-Taking Tips 10-10:50 <i>On Course: Becoming an Active Learner</i> 11-11:50 Note-Taking Skills 12-12:50 How to Tackle Your Textbook 1-1:50	<b>4/12</b> Steps to Writing a Research Paper* 10-10:50 Study Smart! Know Your Learning Styles 12-12:50 <i>On Course: Becoming an Active Learner</i> 1-1:50	<b>4/13</b> Writing Strong Sentences 9-9:50 How to Write a Basic Essay 10-10:50 Advanced Essay Writing 11-11:50 Comma Splices and Run-on Sentences 12-12:50 All about Transfer to a 4-Year University 1-1:50
<b>4/16</b> All about Butte's Nursing Programs 11-11:50	<b>4/17</b> Up in Front! Effective Presentations 9-9:50 Using Commas Correctly 10-10:50 Using Quotations Effectively 11-11:50 Steps to Writing a Research Paper* 12-12:50 Proofreading Strategies 1-1:50 Plagiarism* 2-2:50	<b>4/18</b> Time Management 10-10:50 <i>On Course: Improving Emotional Intelligence</i> 11-11:50 Managing Your Finances 12-12:50 Stay on Track! All about Student Ed Plans 1-1:50	<b>4/19</b> Math 108 Review 9-9:50 Math 124 Review 10-10:50 Plagiarism* 11-11:50 Steps to Writing a Research Paper* 12-12:50 <i>On Course: Improving Emotional Intelligence</i> 1-1:50	<b>4/20</b> Computer Skills: Internet 9-9:50 (LRC 121) Proofreading Strategies 10-10:50 Computer Skills: Email 10-10:50 (LRC 121) MLA Format* 11-11:50 Computer Skills: Word — The Basics 11-11:50 (LRC 121) Computer Skills: Word — Advanced 12-12:50 (LRC 121)
<b>4/23</b> All about Transfer to a 4-Year University 11-11:50	<b>4/24</b> APA Format 9-9:50 MLA Format* 10-10:50 Comma Splices and Run-on Sentences 11-11:50 Preparing for Finals 12-12:50 Optimize Your Memory 1-1:50 Steps to Writing a Research Paper* 2-2:50	<b>4/25</b> Boost Your Vocabulary! 10-10:50 <i>On Course: Believing in Yourself</i> 11-11:50 Test-Taking Tips 12-12:50 Overcoming Test Anxiety 1-1:50	<b>4/26</b> Proofreading Strategies 10-10:50 Steps to Writing a Research Paper* 11-11:50 Plagiarism* 12-12:50 <i>On Course: Believing in Yourself</i> 1-1:50	<b>4/27</b> Working with Sources: Using Sources in Writing 9-9:50 MLA Format* 10-10:50 Computer Security 11-11:50 (LRC 121)
<b>4/30</b> Preparing for Finals 11-11:50	<b>5/1</b> Optimize Your Memory 9-9:50 Plagiarism* 11-11:50 Proofreading Strategies 12-12:50 Study Smart! Know Your Learning Styles 1-1:50 Overcoming Procrastination 2-2:50	<b>5/2</b> <i>On Course: Improving Emotional Intelligence</i> 9-9:50 Preparing for Finals 10-10:50 Steps to Writing a Research Paper* 11-11:50 Overcoming Procrastination 12-12:50 Stress Management 1-1:50	<b>5/3</b> Math 124 Review 9-9:50 Math 108 Review 10-10:50 How to Write a Basic Essay 11-11:50 Using Quotations Effectively 12-12:50 Managing School, Work, and Family 1-1:50	<b>5/4</b> Using Quotations Effectively 9-9:50 PowerPoint Tips 9-9:50 (LRC 121) Using Commas Correctly 10-10:50 Computer Skills: Windows 7 10-10:50 (LRC 121) <i>On Course: Becoming an Active Learner</i> 11-11:50 Computer Skills: Excel 11-11:50 (LRC 121) Computer Skills: Graphics 12-12:50 (LRC 121)  END of WORKSHOPS for SPRING 2012

Are you interested in earning ½-unit credit through the Critical Skills Study Hour course? Requirements include 3 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.

For online schedules and more information on workshops, go to [www.butte.edu/cas/casworkshops](http://www.butte.edu/cas/casworkshops).