



FREE - WORKSHOPS FOR ALL STUDENTS

PCC Sylvania Campus – *January 2012*

ENGLISH SKILLS HELP – *Designed to help students brush up on their English Skills:*

THE FOLLOWING WORKSHOPS ARE OFFERED IN CC 204B, SYLVANIA STUDENT SUCCESS CENTER

TITLE	DATE	PRESENTER
READING STRATEGIES	Tuesday, January 17, 2:30—3:20PM	Colleen Barajas
Prewriting	Wednesday, January 18, 2:30—3:20PM	Adon Arnett
*TIPS FOR FORMATTING YOUR PAPERS IN MICROSOFT WORD	Wednesday, January 18, 3:30—4:30PM	Geiner Vindas
VOCABULARY BUILDING TIPS	Thursday, January 19, 2:30—3:20PM	Katie Hausler
IDENTIFYING SUBJECTS & VERBS, PART I	Monday, January 23, 2:30—3:20PM	Terry Bristow
PREPOSITIONS FOR NON-NATIVE SPEAKERS—LOCATION & SPACIAL RELATIONSHIPS	Tuesday, January 24, 2:30—3:20PM	Mary Meermans-Werner
IDENTIFYING SUBJECTS & VERBS, PART II	Wednesday, January 25, 2:30—3:20PM	Terry Bristow
SENTENCE FRAGMENTS	Thursday, January 26, 2:30—3:20PM	Nancy Bennani
*TIPS FOR FORMATTING YOUR PAPERS IN MICROSOFT WORD	Friday, January 27, 11:30AM—12:30PM	Geiner Vindas
ULTIMATE SPEED READING, PART I	Monday, January 30, 2:30—3:20PM	David Jacobsen
PREPOSITIONS FOR NON-NATIVE SPEAKERS—TIME, PLACE, & DIRECTION	Tuesday, January 31, 2:30—3:20PM	Mary Meermans-Werner

FINANCIAL SURVIVAL – *Allows students to discover their “money personalities.” Also, shows students how to track their spending and develop clear financial goals. Presented by: The Financial Literacy Instructor.*

- ▶ Wednesday, January 18, 12:00 – 12:50 PM, CC Cedar Room 267, with Michael Morrow

MANAGING YOUR TIME EFFECTIVELY – *Learn how to save time and manage the time that you have. Develop strategies to plan a day or week at a time. Presented by: The Advising Office.*

- ▶ Thursday, January 19, 12:00 – 12:50 PM, CC Cedar Room 267, with Jo Lynn Dow

INTRODUCING YOUR COMPUTERIZED KEYBOARDING SKILLS – *(Reservation required, call 971-722-4626) Learn how to type by touch with the effective self-paced “Mavis Beacon Teaches Typing” lessons. Presented by: The Advising Office.*

- ▶ Friday, January 20, 12:00 -12:50 PM, CC Room 204(204B), with Nerva Pfund

TAKING EFFECTIVE LECTURE NOTES – *Learn how to organize and process new information by sharpening your listening skills, identifying basic thought patterns, and working with basic note-taking systems. Presented by: The Counseling Office.*

- ▶ Tuesday, January 24, 12:00 – 12:50 PM, CC Cedar Room 267, with Jackie Elliott

DEVELOPING EFFECTIVE STUDY SKILLS – *Find out the importance of setting up your study environment, the length of your study sessions, and studying in groups. Also, review tools such as study sheets, flashcards, and audiotapes. Presented by: The Counseling Office.*

- ▶ Wednesday, January 25, 12:00 – 12:50 PM, CC Cedar Room 267, with Anne O’Reilly

PLANNING TO TRANSFER TO A UNIVERSITY – *Learn which PCC degree is best for you, how to plan to transfer to 4-year institutions, how to apply for admissions, BA/BS requirements, and how to pick a college that suits you. Presented by: The Advising Office.*

- ▶ Monday, January 30, 12:00 – 12:50 PM, CC Cedar Room 267, with Andrew Black
- ▶ Tuesday, January 31, 12:00 – 12:50 PM, CC Cedar Room 267, with Andrew Black

Participants who need sign language interpreting or other accommodations should contact PCC’s Office for Students with Disabilities at (971)722-4341(voice) or (503)246-4072(tty)

SPONSORED BY: SYLVANIA STUDENT SERVICES
 PCC CONTACT: Nerva Pfund, Retention Specialist, 971-722-4626
 (TURN OVER)



FREE - WORKSHOPS FOR ALL STUDENTS

PCC Sylvania Campus – February & March 2012

ENGLISH SKILLS HELP – *Designed to help students brush up on their English Skills:*
THE FOLLOWING WORKSHOPS ARE OFFERED IN CC 204B, SYLVANIA STUDENT SUCCESS CENTER



TITLE	DATE	PRESENTER
ULTIMATE SPEED READING, PART II	Wednesday, February 1, 2:30—3:20PM	David Jacobsen
PREPOSITIONS	Thursday, February 2, 2:30—3:20PM	Nancy Bennani
RUN-ONS & COMMA SPLICES	Monday, February 6, 2:30—3:20PM	Shannon Gratrix
*TIPS FOR FORMATTING YOUR PAPERS IN MICROSOFT WORD	Monday, February 6, 3:30—4:30PM	Geiner Vindas
ESSAY GENRES-STRUCTURE & TRANSITIONS	Tuesday, February 7, 2:30—3:20PM	Lindy Wortman
ESSAY STRUCTURE (MOST APPROPRIATE FOR WR 115 & ABOVE)	Wednesday, February 8, 2:30—3:20PM	Talia Oren
HOW TO WRITE A RESEARCH PAPER	Thursday, February 9, 2:30 –3:20PM	Clive James
PARAPHRASING	Monday, February 13, 2:30—3:20PM	Laurel Spillum
HOW TO WRITE A PERSUASIVE ESSAY	Tuesday, February 14, 2:30—3:20PM	Lara Messersmith-Glavin
SPELLING TRICKS	Wednesday, February 15, 2:30—3:20PM	Cecelia Guinee
COMMAS, PART I	Thursday, February 16, 2:30—3:20PM	Katie Hausler
MLA GUIDELINES—FORMATTING, STYLE, & IN-TEXT CITATIONS	Monday, February 20, 2:30—3:20PM	Jennifer Benaggoun
PRONOUNS, PART I	Tuesday, February 21, 2:30—3:20PM	Colleen Barajas
HOW TO WRITE A TIMED ESSAY	Wednesday, February 22, 2:30—3:20PM	Bonnie Goldberg
COMMAS, PART II	Thursday, February 23, 2:30—3:20PM	Katie Hausler
MLA GUIDELINES—WORKS CITED PAGE	Monday, February 27, 2:30—3:20PM	Jennifer Benaggoun
PRONOUNS, PART II	Tuesday, February 28, 2:30—3:20PM	Colleen Barajas
SUBJECT-VERB AGREEMENT	Wednesday, February 29, 2:30—3:20PM	Terry Bristow
HANDWRITING TIPS	Thursday, March 1, 2:30—3:20PM	Mary Meermans-Werner
ESSAY REVISION STRATEGIES	Monday, March 5, 2:30—3:20PM	Jennifer Benaggoun
MISPLACED MODIFIERS	Tuesday, March 6, 2:30—3:20PM	Anita McLellan
“PERFECT” VERB TENSES	Wednesday, March 7, 2:30—3:20PM	Eric Nelson
AVOIDING WORDINESS	Thursday, March 8, 2:30—3:20PM	Laurel Spillum
DEFINITE/INDEFINITE ARTICLES (MOST APPROPRIATE FOR NON-NATIVE SPEAKERS)	Monday, March 12, 2:30 –3:20PM	Eric Nelson
APOSTROPHES	Tuesday, March 13, 2:30—3:20PM	Elizabeth Wilson



COPING WITH TEST ANXIETY – *Learn to identify the causes and symptoms of test anxiety. Develop techniques to reduce anxiety, prepare yourself before exams, and become a better test taker. Presented by: The Counseling Office.*

- ▶ Tuesday, February 7, 12:00 – 12:50 PM, CC Cedar Room 267, with Roger Frank

INTERESTED IN BUSINESS? – *Find out more about PCC’s Business Administration Program, where you can earn a certificate or Associate of Applied Science degree in Management, Marketing or Accounting. Presented by: The Business Administration Department.*

- ▶ Wednesday, February 8, 12:00 -12:50 PM, CC Cedar Room 267, with Marta Laakso

MAJOR: UNDECIDED, DIRECTION: UNKNOWN – *Learn how to clarify your interests, explore your options, and identify potential majors and careers. Presented by: The Career Center Office.*

- ▶ Thursday, February 9, 12:00 - 12:50 PM, CC Room 216, with Rachel McMillen



EFFECTIVE RESUME – *Learn how to make a good first impression and get an employer interested in your skills, experience and achievements. Workshop will also touch on job applications and cover letters. Presented by: The Student Employment & Cooperative Education Office.*

- ▶ Tuesday, February 21, 12:00 -12:50 PM, CC Cedar Room 267, with Kathleen Kuba

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