

KELLOGG COMMUNITY COLLEGE

Spring 2010 Academic Workshops

Each workshop you attend enters you into a drawing to win \$75.00, \$50.00, or \$25.00.

Workshops open to all. Drawing limited to KCC students. Three separate winners to be announced.

The more workshops you attend the better chance you have to win!

The drawing will be held in the Support Services office on Tuesday, April 27, at 11:00 am.

Participants and presenters are all welcome to attend the drawing.

Refreshments provided during the drawing.

There is no fee or registration required for any of the workshops.

Basic Computer Skills

1/27/10 2:00-3:00 Presenter/T. Rose Location O 205

Back to Basics: Building your computer skills - This workshop is designed to help you get up to speed and comfortable with basic computer operations. This course will cover the basics about operating systems, using a mouse effectively, managing windows, file management and web browser usage. (Tom Rose is KCC's Technology Training Manager).

Resume Writing

2/2/10 3:00-4:00 Presenter/P. Casey Location: O 104

Learn to apply resume writing techniques to effectively communicate your strengths and experience. In this workshop, you will develop a targeted resume with tailored sections that will place emphasis on your chosen profession. Learn to enhance the presentation of your unique qualifications with a special focus on education and non-traditional experiences. (Patrick Casey is an Employment Specialist at KCC's Student Employment Services Office).

Word 2007

2/4/10 2:00-3:00 Presenter/T. Rose Location: O 09

This workshop will cover effective use of Word 2007. Learn how to edit, format, select text, and many

other features. Sign up for this workshop and take the frustrations away when it comes to doing your assignments. (Tom Rose is KCC's Technology Training Manager).

Student Success

2/9/10 10:00-11:00 Presenter/R. Fracassa Location: Spring Lake Rm (LRC)

This workshop will explore the tools and resources to navigate a successful path for academic student success. Topics include: applications, academic processes, transferring, KRIS, add/drop/withdrawals, catalog information, career information, and the advising website. (Rob Fracassa is an Academic Advisor at KCC).

Cover Letters

2/10/10 1:00-2:00 Presenter/P. Casey Location: O 104

Learn techniques that will increase your chances of being noticed. Learn and apply the various cover letter strategies including application letters, networking letters, and prospecting letters. Learn how to compliment your resume with a letter that is succinct and focused using proven methods. (Patrick Casey is an Employment Specialist at KCC's Student Employment Services Office).

Help Desk

2/16/10 2:00-3:00 Presenter/T. Rose Location: O 08

This workshop will cover areas of support for students. Topics will include KRIS, web portal, student-mail, wireless and other features using the help desk website. (Tom Rose is KCC's Technology Training Manager).

Study Tips & Strategies

2/23/10 10:00-11:00 Presenter/A. Shreve Location: Spring Lake Rm (LRC)

Not getting the grades you hoped for? Have you ever felt you studied so hard for a test, only to get a less than desired result? Grades are largely determined in how you prepare for class and test days. There's an art to studying - come and explore ways to make your study time worthwhile! (Amy Shreve is a Career Specialist for KCC's Adult Education Enhancement Initiative program).

Student E-Mail

3/3/10 2:00-3:00 Presenter/T. Rose Location: O 205

In this workshop you will learn more about using your student e-mail. Learn how to compose a message,

delete unwanted e-mails, attach a file to e-mails, and much more. (Tom Rose is KCC's Technology Training Manager).

Job Interviewing

3/10/10 1:00-2:00 Presenter/P. Casey Location: Spring Lake Rm (LRC)

Learn the strategies and gain inside information on how interviews are conducted. Learn techniques used in interviews including behavioral, situational, and stress interviews. Learn how to approach the interview and respond to various interview questions effectively and professionally. (Patrick Casey is an Employment Specialist at KCC's Student Employment Services Office).

Vista

3/15/10 3:00-4:00 Presenter/T. Rose Location: O 01

This workshop is geared for students who will be using computers in academic labs. With Vista's new interface participants will experience the new look and feel of the start menu, Windows Explorer's layout and visualization, the live icons, search folders and many other features. (Tom Rose is KCC's Technology Training Manager).

Excel 2007

3/22/10 1:00-2:00 Presenter/T. Rose Location: O 01

This workshop will cover effective use of Excel 2007. Learn more about adding functions, using the fill handle, formatting, and many other features. (Tom Rose is KCC's Technology Training Manager).

Motivation

3/24/10 10:00-11:00 Presenter/K. Asbury Location: Spring Lake Rm (LRC)

Being a successful college student requires motivation. This workshop will explore what motivation is and how to develop it by looking at the connections between desires, goals, and behaviors. (Karel Asbury is the Director of The Learning Place at KCC).

Office 2007-New Features

3/29/10 11:00-12:00 Presenter/T. Rose Location: O 09

This workshop covers the many new features offered with Office 2007 suite. If you want to learn more about the new look and be more proficient then this workshop is for you. (Tom Rose is KCC's Technology Training Manager).

Internet Explorer 8

4/15/10 1:00-2:00 Presenter/T. Rose Location: O 09

This workshop will cover new features of the browser. Find it easier to add to your favorites and keep them organized. With tabbed browsing you are able to use one browser with several web pages open at one time. Preview all sites in the thumbnail view from a single page. Be able to search with a search provider at your fingertips. Web pages automatically shrink to fit making it easier to print material on one page. (Tom Rose is KCC's Technology Training Manager).

Power Point

4/20/10 2:00-3:00 Presenter/T. Rose Location: O 08

This workshop will cover effective use of PowerPoint 2007 to create presentations. Learn how to create slides, choose a design, add clip art, use help, which will assist you when it comes to making great presentations. (Tom Rose is KCC's Technology Training manager).

Money Matters: Thirty minutes to influence the rest of your life

4/22/10 1:00-2:00 Presenter/E. Looney Location: Spring Lake Rm (LRC)

Graduating from college and embarking on a new career is an important transition in life. Gain the financial tools that will help to set you on the road to financial responsibility. This session provides an overview of banking, teaches you the importance of saving money, how to budget and so much more. (Elizabeth Looney is an Account Executive at Charter One Bank).

Please call or visit the Support Services office if you have questions or would like more information at (269) 965-4150.