



Academic Skills Program Workshops Semester 2, 2008

UNIVERSITY OF CANBERRA

	Monday 12:30-1:30 & 5:30-6:30	Tuesday 12:30-1:30 & 5:30-6:30	Wednesday 12:30-1:30 & 5:30-6:30	Thursday 12:30-1:30 & 5:30-6:30	Friday 12:30-1:30 & 5:30-6:30
Week 1 21 – 25 July			23 July *Basic Word 12.30 – 2.30 10A2		25 July *Basic Excel 12.30 – 2.30 10A2
Week 2 28 July 1 August	28 July Managing your study 12.30 – 1.30 6B42 5.30 – 6.30 9B13	29 July Reading with a Purpose 12.30 – 1.30 5A37 5.30 – 6.30 6B42	30 July Starting Your Assignments 12.30 – 1.30 5A37 5.30 – 6.30 2C6	31 July Starting Your Assignments 12.30 – 1.30 6C34 5.30 – 6.30 6C34	
Week 3 4 - 8 August	4 August Listening and Note-taking 12.30 – 1.30 20B2 5.30 – 6.30 2C5	5 August Oral Presentations 12.30 – 1.30 5A37 5.30 – 6.30 2A4	6 August Writing a Good Essay 12.30 – 1.30 5A37 5.30 – 6.30 20A2	7 August Writing a Good Essay 12.30 – 1.30 6C34 5.30 – 6.30 6C34	
Week 4 11 - 15 August	11 August Tutorial Participation 12.30 – 1.30 6B42 5.30 – 6.30 2C9	12 August *Basic PowerPoint 12.30 – 1.30 10A2 5.30 – 6.30 10A2	13 August Introductions and Conclusions 12.30 – 1.30 5A37 5.30 – 6.30 6C34	14 August Using References 12.30 – 1.30 6C34 5.30 – 6.30 6C34	
Week 5 18-22 August	18 August Starting Early for Exams 12.30 – 1.30 6B42 5.30 – 6.30 20B2 *	19 August *Advanced PowerPoint 12.30 – 1.30 10A2 5.30 – 6.30 10A2	20 August Using References 12.30 – 1.30 5A37 5.30 – 6.30 20A1	21 August Report Writing 12.30 – 1.30 6C34 5.30 – 6.30 6C34	

* Note: Preparing for Exams workshops will also be held later in Semester – see website for details.

For more information please contact the Academic Skills Program (1B24) on 6201 2205