

Walker Center for Academic Excellence

Fall 2012 Workshop Schedule (Session 2)



The Walker Center for Academic Excellence is a major resource and plays an important role in the academic lives of all Peirce students. The Walker Center provides levels of support through a variety of programs and services, including workshops.

To register for any of the workshops listed, contact the Walker Center at 888.467.3472, ext. 9251, or email wcae@peirce.edu.

Academic Skills Workshops	Date	Time	Location
How to Succeed in PRC 100 As you begin your academic journey, you will need to learn what tools are necessary for your success. Many of these tools are discussed in your PRC 100 course. This workshop will provide you with an overview of this course, as well as provide you with expectations and what you can do to successfully complete the course. Time management skills will also be covered in this workshop.	Monday 11/5/12	1 to 2 p.m.	Room 32
	Wednesday 11/7/12	6 to 7 p.m.	Room 54
Financial Analysis and Business Communications This workshop will help you develop effective financial analysis skills for use in business decision making. We will apply the framework of financial statements analysis, understand the fundamentals of financial analysis and carry out company and industry analysis.	Monday 11/12/12	6 to 8:30 p.m.	Room 59
	Saturday 11/17/12	9 a.m. to 12 p.m.	Room 29
Keys to Succeeding in MAT 101 The purpose of this workshop is to provide you with the tools necessary to succeed in your MAT 101 course. Learning the proper methods to attain results will lead to better understanding of the course. TI BA II Plus calculators will be provided. <i>The first five students to register and attend will receive a FREE CALCULATOR. Students must remain for the entire duration of the workshop. Students who attend the workshop on Nov. 14th will not be eligible for a calculator at the Dec. 5th session.</i>	Wednesday 11/14/12	6:30 to 7:30 p.m.	Room 44
	Wednesday 12/5/12	6:30 to 7:30 p.m.	Room 69
Calculator Skills for Business Statistics (MAT 109) Confused by your new calculator? Learn the various functions of a scientific calculator to become a successful student in your statistics class. This hands-on workshop will review calculator symbols, formula substitutions, and much more!	Thursday 11/15/12	6:30 to 7:30 p.m.	Room 65
	Thursday 12/6/12	6:30 to 7:30 p.m.	Room 69
Research Paper Writing Skills This workshop will demonstrate how to conduct research using reliable academic sources, and how to cite those sources. We will cover searching and accessing resources through the library databases, in-text citations, and how to create a works cited page using MLA. <i>Helpful tips for planning and writing text, and improving writing performance will also be provided. Handouts will be available.</i>	Thursday 11/15/12	6 to 8:30 p.m.	Room 52
Case Analysis Report Writing Skills We will focus on components of the BUS 450 case analysis report, format guidelines, financial ratio calculations, and MLA in-text citations. An example of a case analysis report will be provided. Students must bring their BUS 450 text and a calculator to the workshop.	Thursday 11/15/12	6 to 8:30 p.m.	Room 51

Academic Skills Workshops Continued	Date	Time	Location
Microsoft Excel Strategies for Accounting This workshop is ideal for anyone whose job requires a solid understanding of Excel. Students will learn how to use formulas and other useful functions for the purpose of performing financial calculations and organizing and analyzing large data sets.	Monday 11/19/12	6 to 8 p.m.	Room 32

Personal Development Workshops	Date	Time	Location
Balancing School and Your Personal Life Balancing school, work, a personal life and other responsibilities can be overwhelming. This workshop will help you learn to utilize your time most effectively and accomplish life's responsibilities.	Saturday 11/10/12	11 a.m. to 12:30 p.m.	Room 34
Discovering Your Passion and Your Purpose This interactive workshop will provide you with the guidance to identify your strengths, focus on your passions, and how to combine both in your personal and professional lives.	Saturday 12/1/12	11 a.m. to 12:30 p.m.	Room 69

Technology Workshops	Date	Time	Location
Learning the Basics of Microsoft Word 2010 This workshop is designed to provide you with the basic skills and learning tools needed to perform certain tasks using Microsoft Word 2010.	Wednesday 11/14/12	6 to 7:30 p.m.	Room 54
Computer Basics This workshop will provide you with the background knowledge needed to perform various tasks, such as uploading documents, backing up files and folders, managing files and much more.	Wednesday 11/28/12	6 to 7:30 p.m.	Room 54
Microsoft Excel Basics This workshop will provide you with hands-on experience in using Excel. We will cover chart styles and expanded conditional formatting options, as well as how to use the new table (formerly list) features and styles to create and analyze data, including structured references to speed table calculations.	Monday 12/3/12	6:30 to 7:30 p.m.	Room 32

Online Workshops (via Adobe Connect) <i>To login to each workshop, go to the assigned link, click Enter as Guest, type in your full name and click Enter Room.</i>	Date	Time	Location
Getting A's in College – Part I: Textbook Reading for Success Join us for this two part series on Getting A's in College. Part I of this series focuses on essential ways to read your course textbooks, in order to effectively understand the information presented. Reading your textbook the right way can lead to better success on exams and can result in better grades. <i>(http://peirce.adobeconnect.com/Success1)</i>	Thursday 11/8/12	6 to 7 p.m.	Online through Adobe Connect
Getting A's in College – Part II: Developing Great Study Habits Part II of this series focuses on developing great study habits. Effective ways of studying will lead to great results in your classes, which can help to bolster your college experience. <i>(http://peirce.adobeconnect.com/Success2)</i>	Thursday 11/15/12	6 to 7 p.m.	Online through Adobe Connect