Hudson Valley Community College – Learning Centers
Jump Start 2013

Hudson Valley Community College offers a workshop series designed to help students lay the foundation for college success. Each of the 50-minute workshops focuses on a different area including writing, math, learning strategies, and computers. Learning Assistance Center, Computer Learning Center, and Writing Center faculty will provide instruction in college writing, math, computers and study skills. The program has a day and evening option to meet the needs of students’ busy schedules.

Math:

Math Study Skills: This workshop will discuss the correct approach to the "study" of math and the skills needed to help students organize and maximize their study and learning of mathematics. Five topics will be presented for consideration in relation to their place in a math course: listening in the classroom, using a math textbook, taking notes in math, doing homework correctly, and preparing for the math test. Students will leave this workshop with tips for organizing their notebooks and, most importantly, combining classroom notes with textbook reading when doing homework in a manner that becomes test preparation.

Using Your Calculator: This workshop is designed to familiarize students with a scientific calculator. The demonstration includes the fundamental operations of arithmetic (add, subtract, multiply, and divide), parentheses, fractions, memory functions, exponent, inverse, reciprocal and square root.

Writing:

Citing Sources in a Research Paper: In this workshop the basic guidelines for using American Psychological Association format in research papers will be discussed. Summarizing, paraphrasing, and quoting, along with suggestions for avoiding plagiarism and adhering to Hudson Valley's Plagiarism Policy, will also be reviewed. In addition, the essential differences and similarities between the most commonly assigned documentation styles, APA, Modern Language Association and Chicago Manual Style, will be explained.

Developing a College Level Essay: This workshop will introduce participants to the process of creating an essay which will meet the standards of college level work. This includes selecting an appropriate topic for the specific assignment and then making one’s main point clear within the essay by writing a creative introduction, a strong conclusion, and detailed body paragraphs. Revising and editing will also be emphasized. The most common grammatical errors and important rules in grammar to be aware of when proofreading an essay will also be reviewed.

Eight Steps to Writing a Research Paper: This workshop provides participants with guidance through the eight necessary steps for writing a research paper: selecting the topic, writing a thesis question and a thesis statement, finding sources, taking notes, outlining the information, organizing the paper, writing the paper, and citing the sources. A writing checklist which includes grammar, punctuation, and content suggestions will be reviewed along with a schedule for completing the steps of a research paper.

Computers:

Academic Computing Environment (ACE) Orientation: This workshop introduces students to the Academic Computing Environment (ACE) at Hudson Valley Community College. Students will learn about their username and password, about their e-mail account and how to manage their computer account. The goal of this workshop is to orient students to the computing environment so that they can utilize it to its fullest potential while pursuing their studies at Hudson Valley Community College.
**Blackboard 9.1 Orientation:** This workshop orientation is designed to familiarize students with the Blackboard Course Management System. At the end of the orientation students should feel prepared to use Blackboard in an online or web-enhanced course. Students will learn how to navigate Blackboard, participate in discussion boards, submit assignments, complete quizzes, and check grades.

**File Management:** In this hands-on workshop students will learn to manage their files in a windows environment. They will be introduced to the hierarchal structure of files, folders and drives. They will learn how to create folders, move and/or copy files or folders, change the name of a file or folder, and delete a file or folder.

**‘Got PowerPoint?’:** This hands-on workshop will introduce students to presentation software, specifically PowerPoint 2010, and the basics of slide organization, layout and design. Students will learn how to map out a presentation, choose an appropriate slide layout, and format slides. The goal of this workshop is to give students a basic working knowledge of presentation software and its value as a visual and organizational aid in presentations they deliver.

**Formatting in Word 2010:** This workshop will demonstrate formatting options in Microsoft Word 2010. Learn to set margins, apply line spacing, insert page numbers, and set outline levels, among other word processing format options.

**Learning Strategies:**

**Getting the Most From Your Textbooks:** This workshop is designed to give students or prospective students strategies for getting the best value from their textbooks. A five step process will assist participants in selecting the important information from a text and recalling it for class discussions and tests. The SQ3R method and textbook marking guidelines are presented to make reviews of text material much easier and more effective.

**Course Note Taking:** This workshop reviews the listening skills and note taking techniques needed to record important lecture information. Participants are shown how to identify the main ideas of the lecture, differentiate between major and minor details, compare and contrast ideas presented during the lecture, use abbreviations, white space, and configurations to record notes. A double entry note taking system, which shows participants not only what to record during the lecture but also how to make their notes into study sheets that can be recited and reviewed, will be presented.

**Time Management:** The time management workshop introduces three strategies that help participants take control of their time thereby increasing their available time for academic preparation, leisure activities, and a healthful lifestyle. Participants learn how to construct a daily "to do" list, a weekly schedule, and a monthly calendar. This enables them to incorporate study time into their daily routines, prepare adequately for tests and quizzes, and plan for long range assignments such as term papers and presentations.

**Be an Active Learner:** To be an active learner one must participate in the learning process. This workshop will demonstrate "active" behaviors such as marking up lecture notes during and after lectures with notations that identify main ideas, information that will be on the next test, and information that needs further explanation or follow-up. Participants will be shown how to make tapes from lecture notes that enable them to recite, review, and ultimately store information in their long term memory. Additionally, methods for categorizing major and minor details, creating charts, diagrams or flow charts to organize information from textbooks or lectures, and annotating and outlining text will be demonstrated.

**Test Taking Strategies:** How to do your best on any test is the goal of this workshop. Too often, learners allow distractions to take away their focus on a test. Test anxiety will be the first topic of discussion, followed by the set rules for taking any kind of test. Strategies for multiple-choice, fill-in-the-blank, matching column, short answer, and essay questions will be introduced. Participants will leave the workshop with specific strategies to apply in test situations.