
















Instructions for Accessing Online Workshops

Fall 2020: Online Achievement Workshops:

Workshops open to all Mt. SAC students!

<i>Workshop Titles Available</i>	
	<u>Student Success/Study Skills Topics:</u>
	• Capturing the Topic Essence: Notetaking
	• Coping Strategies for Academics
	• Critical Thinking in Academics
	• Final Exams First Aid
	• Learning Styles and Strategies
	• Locus of Control
	• Memory Techniques
	• Passing Quizzes & Tests
	• Remember What You Read
	• Time Management & Online Learning
	<u>Technology-Based Topics:</u>
	• Create a LinkedIn Profile
	• Find Technology Help
	• Linking Your Emails
	• Microsoft Office vs Google Suite
	• Navigating Canvas
List continued and step-by-step instructions for registration on the following page.	





Instructions for Accessing Online Workshops

Fall 2020

Online Achievement Workshops:

Workshops open to all Mt. SAC students!

Workshop Titles Available (cont'd)

	<ul style="list-style-type: none">• Navigating Mt. SAC Online
	<ul style="list-style-type: none">• Presentation Tools <i>(Using Microsoft PowerPoint and Other Presentation Software)</i>
	<ul style="list-style-type: none">• Writing Tools <i>(Using Microsoft Word and Other Word Processing Pro-</i>
	<ul style="list-style-type: none">• Spreadsheet Tools <i>(Using Microsoft Excel and Other Spreadsheet Programs)</i>

Workshops are offered throughout the semester. Not all topics are offered every month, but are still accessible in Canvas. Check the Canvas course calendar for days and times. Please register in advance.

To register for a workshop:

1. Log in to your portal
2. Add **CRN 25884** (non-credit) to your current schedule
3. Click on the "Canvas" tab in your Mt. SAC portal. *(Please note that it could take up to 24 hours for the workshop course module to show up in your portal.)*
4. Click on the "BS-LRN50-025884-.202020" course
5. Click on "View Course Calendar" (top right)
6. **To see available workshop days/times and register for a live workshop, click "Find Appointment."**
7. Select "BS-LRN50-025884-.202020"
8. Click on a workshop day/time you prefer
9. **At the bottom of the pop-up window, click "Reserve."**
10. Workshop URL will be listed in the appointment reservation.
11. Click on that URL to attend the workshop online.
12. If the workshop is not on the schedule for the month, you can still access it through the links provided at the top of the home page.

For more information or help registering, contact Kathleen High at khhigh@mtsac.edu.



Academic Support & Achievement Center
Mt. San Antonio College
<https://www.mtsac.edu/asac/>

Rev. Date: 10/22/2020

ACADEMIC SUPPORT & ACHIEVEMENT CENTER (ASAC)
ACHIEVEMENT WORKSHOP SERIES

Fall 2020 -- November 2020

Workshops are in Canvas “BS-LRN50-0-25884.202020” Class (CRN #25884)

See “Instructions for Accessing Online Workshops” for how to sign up.

Workshops are accessible to the entire campus community

WWW.MTSAC.EDU/ASAC, OR CALL (909) 274-4300.

SCHEDULE IS SUBJECT TO CHANGE; PLEASE VISIT OUR WEBSITE TO FIND THE MOST CURRENT SCHEDULE

NOVEMBER

November 2, Monday

- 11:00am-11:30am – Create a LinkedIn Profile
- 3:30pm-4:00pm – Navigating Canvas
- 6:00pm-6:30pm – Coping Strategies for Academics

November 3, Tuesday

- 11:00am-11:30am – Writing Tools
- 3:30pm-4:00pm – Capturing the Topic Essence: Notetaking
- 6:00pm-6:30pm – Final Exams First Aid

November 4, Wednesday

- 11:00am-11:30am – Remember What You Read
- 3:30pm-4:00pm – Presentation Tools
- 6:00pm-6:30pm – Navigating Mt. SAC Online

November 5, Thursday

- 11:00am-11:30am – Find Technology Help
- 3:30pm-4:00pm – Navigating Mt. SAC Online
- 6:00pm-6:30pm – Create a LinkedIn Profile

November 6, Friday

- 11:00am-11:30am – Spreadsheet Tools
- 1:30pm-2:00pm – Social Media in the Workplace
- 3:30pm-4:00pm – Linking Your Emails

November 9, Monday

- 11:00am-11:30am – Learning Styles & Strategies
- 3:30pm-4:00pm – Final Exams First Aid
- 6:00pm-6:30pm – Remember What You Read

November 10, Tuesday

- 11:00am-11:30am – Spreadsheet Tools
- 3:30pm-4:00pm – Capturing the Essence: Notetaking
- 6:00pm-6:30pm – Microsoft Office vs. Google Suites

November 11, Wednesday

- Holiday – Campus Closed: Veterans Day

Achievement Workshops – November 2020

November 12, Thursday

- 11:00am-11:30am – Presentation Tools
- 3:30pm-4:00pm – Final Exams First Aid
- 6:00pm-6:30pm – Coping Strategies for Academics

November 13, Friday

- 11:00am-11:30am – Writing Tools
- 1:30pm-2:00pm – Learning Styles and Strategies
- 3:30pm-4:00pm – Social Media in the Workplace

November 16, Monday

- 11:00am-11:30am – Time Management and Online Learning
- 3:30pm-4:00pm – Microsoft Office vs Google Suite
- 6:00pm-6:30pm – Locus of Control

November 17, Tuesday

- 11:00am-11:30am – Writing Tools
- 3:30pm-4:00pm – Social Media and the Workplace
- 6:00pm-6:30pm – Critical Thinking

November 18, Wednesday

- 11:00am-11:30am – Time Management and Online Learning
- 3:30pm-4:00pm – Capturing the Topic Essence: Notetaking
- 6:00pm-6:30pm – Find Technology Help

November 19, Thursday

- 11:00am-11:30am – Create a LinkedIn Profile
- 3:30pm-4:00pm – Learning Styles and Strategies
- 6:00pm-6:30pm – Critical Thinking

November 20, Friday

- 11:00am-11:30am – Time Management and Online Learning
- 1:30pm-3:30pm – Create a LinkedIn Profile -- Lab

November 23, Monday

- 11:00am-11:30am – Remember What You Read
- 3:30pm-4:00pm – Memory Techniques
- 6:00pm-6:30pm – Passing Quizzes and Tests

November 24, Tuesday

- 11:00am-11:30am – Critical Thinking
- 3:30pm-4:00pm – Spreadsheet Tools
- 6:00pm-6:30pm – Microsoft Office vs Google Suite

November 25, Wednesday

- 11:00am-11:30am – Coping Strategies for Academics

Achievement Workshops – November 2020

- 3:30pm-4:00pm – Presentation Tools
- 6:00pm-6:30pm – Capturing the Topic Essence: Notetaking

November 26, Thursday

- Holiday – Campus Closed: Thanksgiving

November 27, Friday

- Holiday – Campus Closed: Thanksgiving

November 30, Monday

- 11:00am-11:30am – Microsoft Office vs Google Suite
- 3:30pm-4:00pm – Time Management & Online Learning
- 6:00pm-6:30pm – Spreadsheet Tools

DECEMBER

December 1, Tuesday

- 11:00am-11:30am – Memory Techniques
- 3:30pm-4:00pm – Locus of Control
- 6:00pm-6:30pm – Presentation Tools

December 2, Wednesday

- 11:00am-11:30am – Find Technology Help
- 3:30pm-4:00pm – Passing Quizzes and Tests
- 6:00pm-6:30pm – Coping Strategies for Academics

December 3, Thursday

- 11:00am-11:30am – Remember What You Read
- 3:30pm-4:00pm – Memory Techniques
- 6:00pm-6:30pm – Locus of Control

December 4, Friday

- 11:00am-11:30am – Writing Tools
- 1:30pm-2:00pm – Learning Styles and Strategies
- 3:30pm-4:00pm – Critical Thinking

Achievement Workshops - Fall 2020

Academic Support and Achievement Center (ASAC)

<https://www.mtsac.edu/asac/>

Student Success/Study Skills Topics:

- **Capturing the Topic Essence: Notetaking**
Increase your understanding of lectures and remember more material by developing effective note taking skills. Improve your listening skills. Learn to recognize what information to take down, and not take down. Identify different note-taking styles, and one's own preferred note taking style.
- **Coping Strategies for Academics**
Learn about five different types of coping mechanisms and five maladaptive coping mechanisms and how to apply those principles to your school success.
- **Critical Thinking in Academics**
This workshop helps participants to understand the similarities and differences in critical thinking and critical reading. They will identify their own strengths and weaknesses in critical reading, and apply their own critical thinking skills to how they comprehend higher education readings.
- **Final Exams First Aid**
Final exams aren't just another test. They draw upon your knowledge from the entire semester, and you have to take a bunch of them at once. Depending how your finals are weighted, your final exam grade could even mean the difference between an A and a C on your transcript.
- **Learning Styles & Strategies**
There are many ways to teach and learn, and several things that affect the learning process. Learning is required throughout life, and a person's ability to learn will impact his/her academic and career success. Learn about theories related to how people take in, process, and apply new knowledge. Take an assessment to identify your preferred sensory style of receiving new information, and will receive strategies and tips for utilizing those preferred ways of learning.
- **Locus of Control**
Learn about Locus of Control (LOC) and how it affects your success at achieving your goals. Take a survey to identify where you are on the LOC Scale. Receive tools and tips for increasing your internal LOC.
- **Memory Techniques**
This workshop provides a comparison and contrast between short-term memory and long-term memory. It also provides an opportunity to review and practice memory techniques.

- **Passing Quizzes & Tests**
Learn effective test strategies, develop coping strategies for managing test anxiety, and identify your own strengths and weaknesses and improve your and develop regarding test preparation skills.
- **Remember What You Read**
Improve your ability to understand, remember, and recall what you learn while reading classroom texts. Discover tools, techniques, tips and other resources for making your reading efforts more productive and efficient.
- **Time Management & Online Learning**
This workshop provides several resources, in a variety of formats, that help students manage their time so you can complete your online classes.

Technology-Based Topics:

- **Create a LinkedIn Profile**
Introduction to LinkedIn, its purpose and use. Receive information and resources to help you know the basics of setting up this professional social media profile. The 2-hour hands-on lab section will provide students with an opportunity to create their LinkedIn profile and receive real-time feedback. Must bring a current copy of your resume to the hands-on lab workshop.
- **Find Technology Help**
Having trouble working with technology-related issues? Technology problems can include: **hardware issues** (laptops, tablets, hotspots, etc.), **Mt. SAC resources** (website, portal, email, etc.), **online learning software** (Canvas, Zoom, etc.), **productivity software** (Microsoft Office: Word, PowerPoint, Excel, Outlook, Google Suite: Docs, Sheets, Slides, Gmail, etc.), **Internet/Cloud software** (web browsers, Google Drive, OneDrive, etc.) **Social media** (LinkedIn, etc.) **discipline-specific software** (Statview, Autocad, Adobe Creative Cloud Suite: Photoshop, Illustrator, etc.), and/or **accessibility-related software** (Otter, ScreenReader, etc.). There are several types of help available to students. This workshop will introduce students to options available to help students succeed in their online life and school. Help options include: Online resources, workshops, ‘how to’ videos, individualized tech support, campus computer labs, and free/discount purchase.
- **Linking Your Emails**
Ensure you receive important information quickly from Mt. SAC by linking your email accounts to receive all your messages. The campus, your instructors, Police & Campus Safety Office, Student Services offices, and any special programs you may belong to, will use your official campus email account to contact you with important information. Learn how to forward your official campus email account to your preferred personal email account so you don’t miss important messages. Also learn how to sign up for emergency alerts from the Police & Campus Safety Office to make sure you immediately know what is going on.

- **Microsoft Office vs Google Suite**
This workshop provides a comparison and contrast between the two primary software 'bundle' packages used by Mt. SAC faculty, students and staff, to allow individuals to decide which package they prefer to use. It also provides more detailed information about both packages to help individuals become familiar with the bundled package programs of their choice.
- **Navigating Canvas**
Are you taking an online or hybrid class? Is your instructor requiring you to use Canvas to submit homework? This workshop will introduce students the basics of Canvas and offer resources to help you succeed.
- **Navigating Mt. SAC Online**
Learn how to navigate Mt. SAC's technology to find information you need to survive and thrive in school. Discover how the main website, online catalog, portal and Mountie app can help you get information, help, and how to solve problems.
- **Presentation Tools** (*Using Microsoft PowerPoint and Other Presentation Software*)
Presentation software programs are easy-to-use and allow a presenter to professionally and visually present their ideas. This workshop will introduce participants to the basics of presentation software such as PowerPoint, offer tips for creating professional presentations, options for accessing these software programs, and resources for getting help with using it.
- **Spreadsheet Tools** (*Using Microsoft Excel and Other Spreadsheet Programs*)
Make keeping track of large amounts of numerical and non-numerical information efficient and professional looking by using MS Excel and other popular spreadsheet software programs. Receive tips to increase your efficiency. Learn about on- and off-campus resources to address your spreadsheet needs.
- **Writing Tools** (*Using Microsoft Word and Other Word Processing Programs*)
Make writing your research papers easier by learning how to automatically format your documents to MLA, APA or other format standards in MS Word and other popular word processing software programs. Receive tips to increase your efficiency. Learn about on- and off-campus resources to address your word processing needs.