

### Session information for Spring term 2019 – Academic Skills Open Programme

Please note these sessions are available to TAUGHT students only, that is Undergraduate, MA and MSc students. To book onto one of these sessions please see go to this link <https://intranet.birmingham.ac.uk/as/libraryservices/library/skills/asc/workshops/index.aspx>

If you are an MRes or PhD student please contact the [Research Skills Team](#) about your query

Session date	Session time	Session Title	Session Description
21 January	1pm	Engaging with feedback	How to understand and interpret feedback on assignments
29 January	11am	Getting to grips with MS Excel	How to use MS Excel spreadsheets – this is a beginners session
29 January	1pm	Planning your Assignments	How to plan an assignment, organise ideas and arguments and use introductions and conclusions effectively
30 January	2pm	Finding and using information for social sciences	How to search for relevant information on databases – this session is for Social Sciences students only
31 January	11am	Advanced Excel Features	How to use MS Excel spreadsheets – this is an advanced session for those who have used Excel before
05 February	11am	Operating statistical software (SPSS)	How to operate SPSS statistical software
05 February	1pm	Skills for good academic practice	How to plan an assignment, organise ideas and arguments and use introductions and conclusions effectively. Also includes referencing styles.
06 February	3pm	Critical thinking	How to identify, construct and evaluate arguments
19 February	1pm	Getting to grips with MS Word	How to use MS Word – this is a beginners session
19 February	2pm	Skills for good academic practice	How to plan an assignment, organise ideas and arguments and use introductions and conclusions effectively. Also includes referencing styles.
21 February	11am	Finding and using information for Medical and Dental Sciences	How to search for relevant information on databases – this session is for Medical and Dental Sciences students only
27 February	10am	Being a digital student	How to manage your digital footprint and analyse the suitability of online apps and tools
28 February	10am	Finding and using information for Medical and Dental Sciences	How to search for relevant information on databases – this session is for Medical and Dental Sciences students only
01 March	10am	Improve your writing style	Develop some essential elements of grammar and punctuation to sharpen your writing style
04 March	2pm	Exams and revision	Essential skills to get you through the exam period