



# Teaching Learning Center

## Cedar Valley College

The Teaching Learning Center (TLC) nurtures instructional design, critical thinking, and technology skills for faculty at Cedar Valley College. The TLC provides assistance in instructional design and technology in a supportive environment. It also provides a forum for informal faculty discussion.

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### Time Management Tips:

Being organized is one of the best ways to speed up your productivity. However, you don't want to spend so much time organizing that you lose all the time you've gained!

Many people waste time in sifting through the same papers over and over. A method to alleviate this is to create a simple file structure: To Review, To Do, and To Archive. As papers come in place them in "To Review" bin and when you have spare time to review move them into the appropriate place.

For all those files on your computer you can also use a three folder system: docs, docs-archived, and multimedia. If you think you will have trouble finding files with this method try Google Desktop (free download). This will allow you to find files on your personal computer using Google!

Similarly, we recommend a three folder system for e-mail: Hold, Archive, and Action. The archive folder can hold all your e-mails and it can still be easy to find the e-mail you are looking for. Just use the sort or find function to locate what you are looking for.

One of our favorite ideas is called "Park on a Downward Slope." The point of this technique is to remove any thought or planning from your first action of the day so you can get rolling immediately when you are fresh.

Near the end of each work day deliberately decide on the next morning's most important task. The key is to set yourself up the night before with all the information you need to get started in the morning.

Stop by the TLC for some more ideas.

### October Workshops:

Are We Alone in the Universe?	Oct. 6 3-3:50pm
You Want Me to do What for You?	Oct. 7 11-12am & 2-3pm
Impressionism	Oct. 16 2:30- 3:30pm
Learning Differences	Oct. 21 12:30- 1:30pm
PhotoFiltre: Quick & Easy Image Editing	Oct. 22 2-2:30pm
The Culture of Hawaii	Oct. 30 1-1:50pm

### What's Available to You in the TLC:

The Teaching Learning Center is an excellent resource that's readily available to the faculty and staff of Cedar Valley College. The TLC has a wide selection of software and hardware available to help you accomplish any number of tasks related to the online and offline classroom that you might not be able to complete anywhere else on campus. Here is a small sampling of the resources available:

- Microsoft Office XP-Professional Edition
- Adobe Captivate & Articulate software
- Software for Image Editing
- Software for Audio Editing
- Scanners, microphones, & printers
- Web Tools
- Programming Tools
- CD Burning
- Multimedia Players
- Online Communication Tools

And much, much more! Stop by today and let us show you the possibilities.



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# SUDOKU

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## Tricks & Treats:

- Pressing Ctrl+ A selects everything on a page.
- Pressing Ctrl+ Z will undo the last thing you did.
- Pressing Ctrl+ C will copy whatever information you have selected.
- Pressing Ctrl+ V will paste what you have copied.
- Pressing Ctrl+ S will save your document.

**HAPPY  
HALLOWEEN**



## Drop in and Say Hello...



We in the TLC would like to extend a warm welcome to Boneta Currey who has come to us from the Liberal Arts Division Office. She has a broad and extensive background in art and design and is eager to dive right in and offer her creative touch to the TLC.

Boneta has been with the

Cedar Valley family since 1998 and received her BFA from UTA in 2004. She looks forward to continuing to work with the faculty to enrich their lives and the lives of their students through her work in the TLC.

Please drop by and welcome Boneta to her new position!