

## THE LEARNING CENTER'S (TLC) TECHNOLOGY WORKSHOPS

Workshops are free for faculty, staff, and students. All attendees will receive a certificate of participation.

### Using Your Webmail Account

Friday, August 21, 2009; 11:00-12:00pm

Main Campus, Building C, Room 17

Loucas Papalouca, Presenter

- Email basics such as sending an email, creating contacts, distribution list, and folders are demonstrated.

### Wimba

Thursday, August 27, 2009; 11:30-12:30pm

Main Campus, Building C, Library Work Room

Loucas Papalouca, Presenter

- Wimba is the leading provider of collaborative learning software applications and services to the education industry which will be demonstrated.

### Creating a PowerPoint 2007 Presentation

Friday, August 28, 2009; 8:30-9:30am

Main Campus, Building C, Room 17

Mana Kariman, Presenter

- How to create a professional slideshow using Microsoft PowerPoint 2007 will be demonstrated.

### How to Properly Prepare and Mail a Letter

Friday, August 28, 2009; 8:30-9:30am

Main Campus, Building H, Room 133

Susan Harmon, Presenter

- Letter and envelope formats in Word 2007 are demonstrated.

### Accessing and Using Internet 2

Friday, August 28, 2009; 10:00-12:00noon

Main Campus, Building H, Room 8

Susan Lancaster with CPE, Presenter

- What is Internet 2? Who has access to Internet 2 in Kentucky? This presentation will answer those questions plus more.

### Jing

Friday, September 4, 2009; 8:30-9:30am

Main Campus, Building C, Room 17

Mana Kariman, Presenter

- Instead of typing at people, show them what you are talking about. Jing is free screen captured software that will be demonstrated.

### Check out these Websites!

Friday, September 4, 2009; 9:45-10:45am

Main Campus, Building C, Room 17

Carmen Gaskins, Presenter

- The newest in Web 2.0 and Web 3.0 Websites are presented.

### Mail Merge and Creating a Simple Table in Word 2007

Friday, September 25, 2009; 9:00-10:00am

Main Campus, Building H, Room 111

Janel Doyle, Presenter

- How to create, format, and use the Mail Merge and Tables features in Microsoft Word 2007 are demonstrated.

### What's New with Google?

Friday, September 25, 2009; 10:15-11:15am

Main Campus, Building C, Room 17

Carmen Gaskins, Presenter

- The newest in Google tools will be presented.

### Security Awareness

Friday, October 2, 2009; 8:30-9:30am

Main Campus, Building C, Room 17

- October is Security Awareness Month. IT Staff will present a variety of topics to help the consumer protect themselves and their computer.

### Security Awareness

Friday, October 2, 2009; 9:45-10:45am

Main Campus, Building C, Room 17

- October is Security Awareness Month. Different topics presented than in a previous time.

### Creating Citations in Word 2007

Friday, October 23, 2009; 8:30-9:45am

Main Campus, Building C, Room 17

Cindy Gaffney, Presenter

- Word 2007 offers a Citation/Bibliography builder. These features will be discussed and demonstrated.

### Security Awareness

Friday, October 23, 2009; 10:00-11:00

Main Campus, Building C, Room

- October is Security Awareness Month. Different topics presented than in previous time slots.

### Creating a Resume and Cover Letter

Friday, November 6, 2009; 9:00-10:00am

Main Campus, Building H, Room 111

Janel Doyle, Presenter

- Resume and cover letter basics are discussed.

### What's New with Technology?

Friday, November 13, 2009; 9:00-10:30am

Main Campus, Building C, Room 17

Carmen Gaskins, Presenter

- New and upcoming technologies are introduced.

### Google Earth

Friday, November 13, 2009; 11:00-12:00noon

Main Campus, Building C, Room 17

Tomie Walters, Presenter

- Use Google Earth to find addresses, plan travel, view the weather, and visually learn about the world with the click of a mouse.

## THE LEARNING CENTER'S "BETTER STUDENT" WORKSHOP SERIES

Pre-registration recommended. All attendees will receive a certificate of participation.

### A Note from Your Presenter...

Being in college these days isn't easy. It's not that the classes have gotten tougher; it's that life has become more demanding. Twenty years ago, the average college student was 18-21 years old and only had to worry about one thing: school. Today's students are much more diverse and have many other commitments in their lives.

If you are on a college campus today (which you are!), you'll notice a greater variety of people around you than you would have 20 years ago: people of all ages, races, ethnicities, religions, socio-economic classes, and more. There are more single parents and non-traditional (as in over 21 years old) students than ever before. Most people don't just worry about class—they've got to worry about work, their families, and how to pay the bills and keep things together.

Because of this, being a college student today means that there are unique demands and unique needs to be met. I hope this series of workshops helps to get you off to the right start. All workshops are set for more than one session. However, if one still does not fit your needs, feel free to e-mail me for the handouts.

At Bowling Green Technical College, we're transforming lives and transforming Kentucky, and this series is designed to transform *you* into the best student that you can be!

Sincerely,

*Wren Mills*

Wren Mills  
Assistant Professor, English

Wren.Mills@kctcs.edu

**\*\*All workshops are in Building C, Room 3\*\***

*Registration is recommended to ensure enough handouts and seats for all participants are available.*

*Sign up in TLC, send an email to wren.mills@kctcs.edu, or stop by Mrs. Mills's office in C-2 today!*

### Being a Better Student

Wednesday, August 19: 9:30-10:30am & 12:30-1:30pm  
Thursday, August 20: 9:30-10:30am, 12:30-1:30pm, & 3:15-4:15pm

This workshop will help you to get into the swing of what it means to be a college student. Learn how to get to know your instructors, know what is expected of you on the academic side of things, and discuss some important policies to help make your college career the best it can be.

### Note-Taking Skills

Monday, August 24: 12:30-1:30pm  
Tuesday, August 25: 12:30-1:30pm

Maybe no one ever taught you to take notes or maybe it's just been a while since you've done it—whichever is the case, this workshop will give you some tips and tricks for how to be a better note-taker so that when it comes time to study for quizzes and exams, you can make the most of the precious time you have! (And if you have trouble

finding time to study, the next workshop may be for you!)

### Time Management Skills

Wednesday, September 2: 12:30-1:30pm  
Thursday, September 3: 12:30-1:30pm

This workshop is designed to help you learn to make the most of the time you've got. Regardless of how crazy your schedule may be, there are ways to make sure each item on your daily agenda gets the time it needs—and ways to work in that all-important time for yourself, too!

### Study Tips and Test-Taking Skills

Friday, September 4: 9:00-11:00am  
Friday, December 4: 9:00-11:00am

This workshop has been scheduled at two important times: before first exams are normally scheduled and right before Finals Week. Come and get some tips on how to make the most of your study time—from some pretty basic ideas to how to study for and answer certain types of questions.

### Stress Management

Wednesday, September 16: 12:30-1:30pm  
Thursday, September 17: 12:30-1:30pm  
Friday, December 4: 8:00-9:00am

Like the Study Tips and Test-Taking Skills workshop, this has been scheduled at strategic times within the semester. Come to this workshop to discuss how to take the stress level in your life down a notch. The workshop will include helpful hints on managing stress as well as a couple of quick and easy-to-do stress relief exercises.