

# URBE UNIVERSITY LIBRARY NEWSLETTER NOV-DEC / 2021

## DID YOU KNOW THAT?

**URBE University Library** has a Webpage with relevant information for your courses. You can access this page thru this link:

<https://library.urbe.university/>

The library webpage has different sections such as: Catalog, Academic Repository, Databases, Training and Docs, About us and even a chance to Ask a Librarian.

The Training and Docs section include videos, Power Point Presentations, and other training documents that are catered to our students by professors in different topics which include: APA, How to search in Digital Databases, How to use the URBE Library resources, etc.

**URBE Library Academic Repository** has a new Collection: **“HARVARD BUSINESS CASES”** this Collection includes all Harvard Business Publishing Business Cases that URBE Library purchases for our students to use in MBA courses.

You can access to these cases thru:

<http://dspace.urbe.university/home/handle/123456789/216>

In order to review the business cases, all you need is to enter your URBE student email and password. This collection is only offered to registered students and faculty.



### How to use the URBE Library Resources

**DATE:** Wednesday, Nov. 3, 2021

**TIME:** 3:30 PM to 4:30 PM

**WHERE:** BB Virtual Session

### Navegación en BD en Biblioteca Digital de URBE (Spanish)

**DATE:** Wednesday, Nov. 10, 2021

**TIME:** 3:30 PM to 4:30 PM

**WHERE:** BB Virtual Session

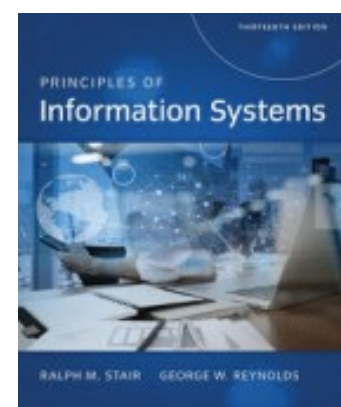
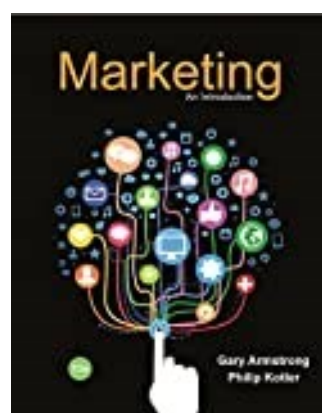
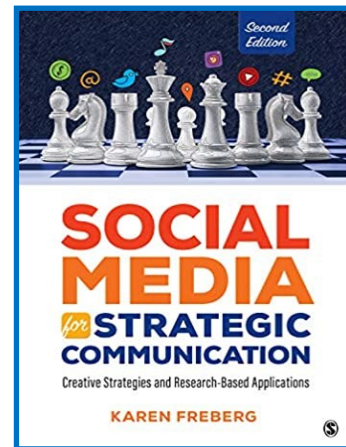
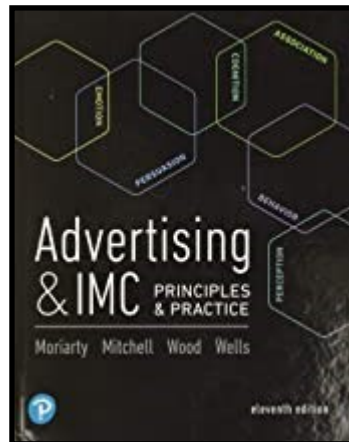
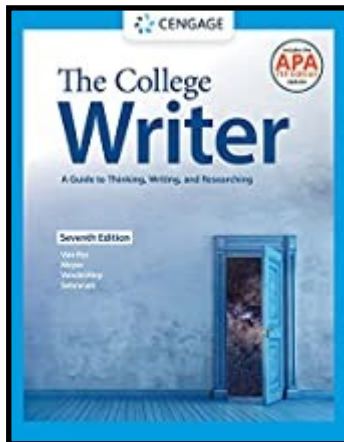
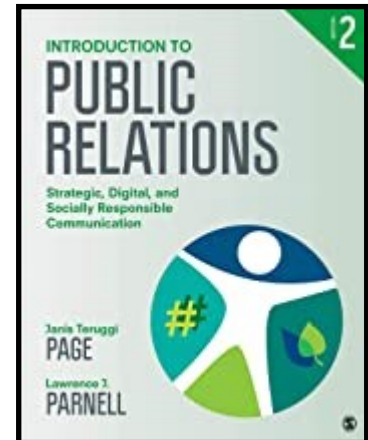
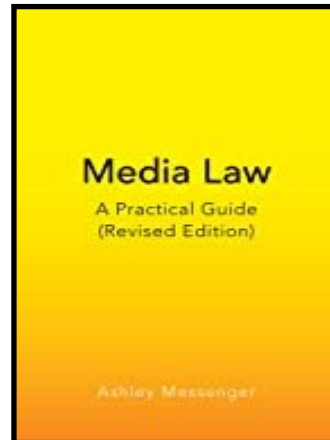
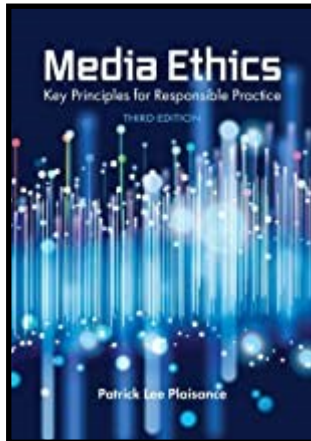
### How to use PROQUEST Ebook and Books 24/7

**DATE:** Wednesday, Nov. 17, 2021

**TIME:** 3:30 PM to 4:30 PM

**WHERE:** BB Virtual Session

# NEW ADDITIONS PRINTED BOOKS

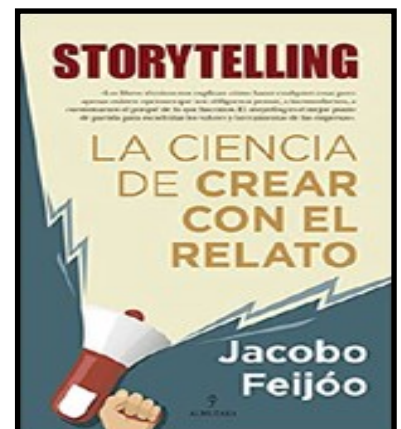
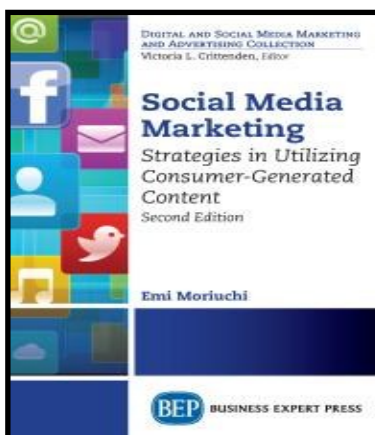
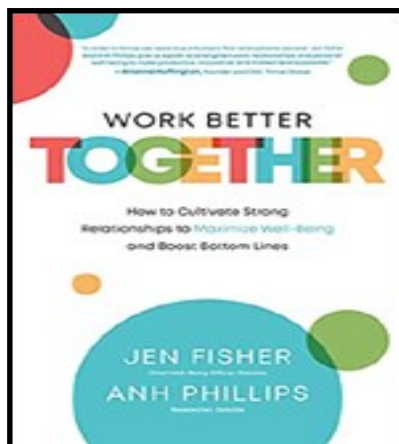
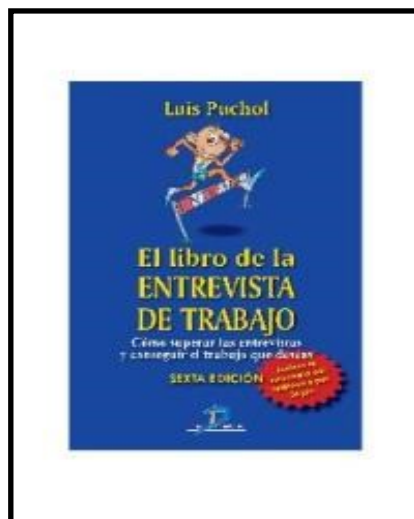
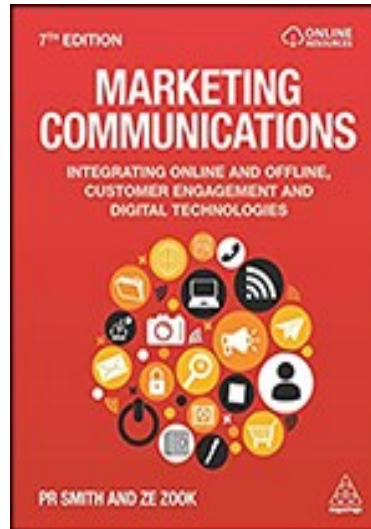
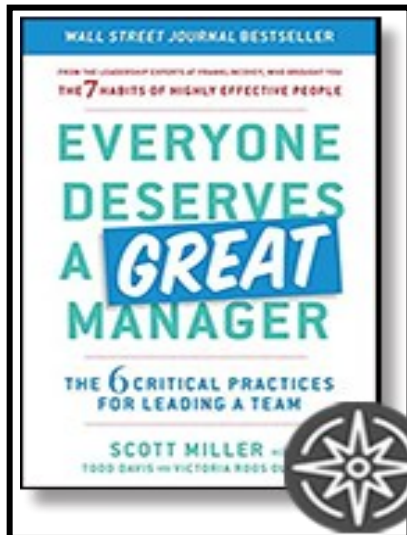


# NEW ADDITIONS

## ELECTRONIC BOOKS



ProQuest  
Ebook Central





# Six Benefits of Reading



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Increases Knowledge  
Improves Writing  
Expands Vocabulary  
Deepens Empathy  
Reduces Stress  
Increases Life Span

x x x x x x x x

Strategies and Tips for  
Successful Online Teaching

SAGE vantage

In this Six-part series, SAGE author and education expert Dr. Linda Dale Bloomerg shares strategies and tips for successful online teaching., she also offers a handout that instructors give students with tips for student success in the online environment.

## Ten Tips for Setting Yourself Up for Success on Your Online Classes

1. **Create a physical and mental workspace.**
2. **Remember, online learning is not “alone learning”!**
3. **Plan and manage your time wisely.**
4. **Set yourself a routine.**
5. **Don’t be afraid to ask for help.**
6. **Keep moving forward, one day at a time.**
7. **Recognize and appreciate the value of collaboration.**
8. **Communicate regularly.**
9. **Participate, Participate, Participate!**
10. **Give yourself credit! You did this!**

<https://us.sagepub.com/en-us/nam/strategies-and-tips-for-successful-online-teaching>

<https://library.urbe.university/>

## GUEST WRITER COLUMN

### 12 SKILLS TO INCLUDE IN YOUR CURRICULUM

Published: October 22, 2021

for : [jesusalbertofuenmayor](https://jesusalbertofuenmayor.com)

<https://jesusfuenmayor.com/2021/10/22/12-habilidades-para-incluir-en-tu-curriculo/>

Your resume should reflect professional experience, but it should also include clues about your personality and non-technical skills: transferable skills (soft skills). These soft skills may not be directly related to a job, but rather how you work with your personality, habits, and individual mindset.

#### 1) Team work

No matter what industry or field you are in, teamwork is one of the essential skills.

#### 2) Stress resistance

Stress resistance is a quality that recruiters sometimes request, but it depends on the industry you work in. Some jobs are less stressful than others.

#### 3) Organizational skills

Whatever work you do, you need to be organized.

This will allow you to manage your time and organize your projects to meet the deadlines that have been provided.

#### 4) Act and Take Initiative

Do you know how to take initiative? This is a question that comes up regularly during interviews. Are you a leader or a follower? There are some people who like to lead and take matters into their own hands, while others prefer to follow directions and don't like to make decisions on their own.

What is the correct attitude to adopt? There is no right or wrong attitude, as both leaders and followers are essential in all businesses.

#### 5) Adaptability

With the evolution of new technologies and new working methods, you have to know how to adapt quickly. Today, everything changes much faster in the work environment than before.

#### 6) Versatility

Versatility is a rare quality. If you know and most of all like to multitask, then you could be in high demand. Not everyone can work on multiple projects at the same time, but some employees like to have varied assignments and deal with different problems every day.

If you want to read more interesting articles by professor Fuenmayor visit his blog: <https://jesusfuenmayor.com/>

## GUEST WRITER COLUMN

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#### 7) Autonomy

Autonomy is an important and highly valued asset by recruiters and managers. If you know how to work alone and independently without your employer having to inform you and manage you about the tasks to be carried out, you save time and therefore money for the company.

#### 8) Language skills

Language skills are highly sought after by today's recruiters, and sometimes your language skills give you an edge over other job applicants.

#### 9) Computer skills

Do you know how to use Microsoft Office Suite (Word, Excel, PowerPoint) well?

If so, indicate it in your CV! Depending on your profession, we advise you to highlight any software that you know how to use.

#### 10) Problem resolution

Problem solving skills refer to your ability to use creative and analytical thinking to address problems in the workplace. People who can approach problems from various angles and with alternative ways of thinking are often better at problem solving, and these employees become key people within the organization.

#### 11) Work ethic

Being honest and trustworthy is a desirable quality in any employee profile. People who can take an ethical approach to performing their tasks can be more trustworthy and given key roles in their careers.

#### 12) Initiative and curiosity

You may face many challenging tasks at work, and a proactive approach guided by your curiosity to learn and develop yourself will be one of the key skills in becoming a successful employee.

These skills can be expanded, depending on your profession, industry and experience, and there may be additional new skills that you need to develop in the long term.



## 8 Time Management Techniques For Busy People

There are some great time management techniques that may help simplify how you work, get tasks done more efficiently, and free up more time for whatever you choose.

- 1.- Organize your work around your energy levels.** Your productivity levels are directly related to your energy levels, so if you can, try to schedule your hardest tasks for when your energy levels are at their highest.
- 2.- Make a plan for the day.** Before you go to bed, write a to-do list for the next day. When you plan ahead, you're mentally preparing yourself for any challenges you may face. It may also help you work faster and more efficiently.
- 3.- Start your day with the most important task.** When you start the day off by completing your most important task, you'll give yourself a boost of momentum and a real sense of accomplishment.
- 4.- Prioritize tasks. When every task is a priority, nothing is.** Urgent tasks should be the highest priority, then look at any high-value tasks, while relegating low-priority

**5.- Learn to outsource.** You do not have to complete every task yourself. Especially low-priority tasks. Sometimes it's better to outsource these tasks if you can, so you can focus your attention on the more pressing tasks.

**6.- Automate repetitive tasks.** Fortunately, today there is a lot of technology available that can help automate many of your tasks. Tools that can schedule your social media posts, create canned email responses, and automatically fill in online forms at the touch of a button. Automating these tasks could save you several hours each week.

**7.- Eliminate unnecessary distractions.** When you are distracted, it can take a while to get your focus back. This can greatly limit your productivity.

**8.- Realize that things do not need to be perfect.** It's easy to get caught up in trying to make everything perfect. However, perfectionism will slow you down and could result in deadlines being missed.

**Jay R. Young .**

**Forbes Marketplace**

<https://www.forbes.com/sites/forbesmarketplace/2021/01/20/8-time-management-techniques-for-busy-people/?sh=12ffe02f61e5>





## The History of Thanksgiving

The Pilgrims reached Plymouth Rock on December 11, 1620. The first Winter was very hard for them. But the following fall, they got a good harvest from the seeds they planted. They decided to celebrate it with a great dinner, including the Indians who had helped them survive the first year.

The men went hunting, to get meat for dinner. It is not known for sure if the turkeys of the region were part of the dinner, since they used the term "turkey" for any kind of wild bird.

Another kind of food that we almost always have for Thanksgiving is pumpkin pie. There is very little chance that this food was part of the menu of the first Thanksgiving celebration.

The flour reserves had been used up, so there were no bread or cakes of any kind. There were enough pumpkins, because they grew in the field and they ate them cooked.

There was also no milk, cider, potatoes, or butter. There were no cows to produce milk and the newly discovered potato, many still believed to be poisonous.

Dinner included fish, wild berries, watercress, lobsters, dried fruit, corn, clams, venison, and plums.

Thanksgiving was not celebrated every year. It wasn't even until June 1676 that another Thanksgiving was celebrated.

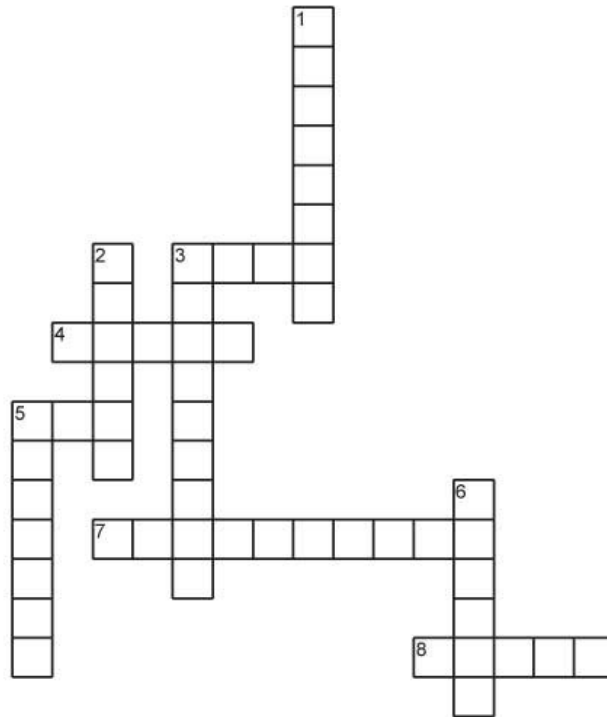
Thanksgiving was officially proclaimed by President Lincoln in 1863, to be celebrated on the last Thursday of November.

In 1941, Thanksgiving Day was officially declared by the United States Congress a public holiday, to be celebrated on the **fourth Thursday of the month of November.**





# THANKSGIVING FEAST



## Across

3. Some people like to eat their \_\_\_\_ right off the cob.
4. Rolls and biscuits and both common types of \_\_\_\_ used for this feast.
5. A tasty dessert that is often pumpkin or pecan flavored.
7. Also known as a 'horn of plenty', a \_\_\_\_\_ is considered a symbol of abundance or nourishment.
8. A deep red vegetable.

## Down

1. A food mixture that is sometimes cooked inside the turkey itself.
2. \_\_\_\_\_ is the meat of choice used for the main course.
3. A fruit that can be made into sauce.
5. A big, orange plant often used for food or decoration.
6. A way of preparing potatoes.

