

Staff*Please dial (661) 722-6300, then the 4 digit extension.***Division:**

Riley Dwyer, Dean	x.6463
Taylor Haynes, Administrative Assistant	x.6463
Samantha MacConnell, Clerical Assistant III	x.6463
Cherie Hall, Tutoring Specialist	x.6159
Jasmine Garcia, Tutoring Specialist	x.6733
Jana Perea, Tutoring Specialist	x.6221
Richelle Hightower, Learning Center Specialist	x.6004
Wendy Rider, Department Chair	x.2983
Jane Bowers, Department Chair	x.6947

Faculty:

Diane Flores-Kagan	x.6018
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Adjunct Faculty:

Kristi Jorris	V.M.
Wendy Rider	2343
Regina Tillman	2981
John Thurston	2055
	2249

Career Options

Instructional Aide	Teacher
Private Tutor	
(Careers may require education beyond the two-year college level.)	

Certificate Program

Certificate not applicable.

Associate Degree

Associate degree not available.

Transfer

A student planning to obtain a multiple subject teaching credential (elementary school) should check the appropriate catalog(s) and consult with a counselor.

Prerequisite Completion

All prerequisite courses must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

Learning Assistance Credit Courses**LAC 020 MANAGING WRITING ANXIETY***1 unit**1 hour weekly*

Students will be provided with various coping skills to reduce writing frustrations in college and beyond. Course topics include symptoms of writing anxiety, pro-active strategies to control it, identification of essay elements, learning style preferences, and the application of stages of the composition process to different writing situations. Students will also develop their knowledge and use of available instructional resources as they increase their skills to successfully manage their writing anxiety. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

LAC 100 *INTRODUCTION TO TUTORING*1 units**1 hours weekly***Advisory:** *Eligibility for ENGL 101 or placement by multiple measures.*

This course is designed to prepare students to work as professional tutors for students at all educational levels. It covers basic tutorial theories and practices cyclical management of tutoring sessions, communication strategies, development of effective study behaviors, and diversity among tutees. Note: A student who successfully completes the course with an "A" or "B", has a 3.0 GPA, and accumulates twenty-five hours of supervised tutoring experience, paid or volunteer in a supervised setting, may be certified through a professional tutoring association (CSU, AVC) (R2)

LAC 200 *ADVANCED TUTORING*1 units**1 hours weekly***Prerequisite:** *Completion of LAC 100.*

This course is a description of the theory and practice of group communication in educational settings. It covers a review of LAC 100, learning styles, characteristics of adult cognitive development, probing questions, and tutoring in the subject/skills area, cultural awareness and intercultural communication, identifying and using learning resources and learning inventories. This course is designed to prepare students to work as professional tutors and to interest them in becoming educators. Note: A student who successfully completes the course with an A or B, has a 3.0 GPA, and accumulates twenty-five hours of work experience as a tutor, paid or volunteer in a supervised setting, may be certified through professional tutoring associations. (CSU, AVC)

LAC 299 *MASTER TUTORING*1 units**1 hours weekly***Prerequisite:** *Completion of LAC 200.*

This course is designed to prepare professional tutors to mentor and train other tutors in tutorial programs. It begins with a review of LAC 100 and LAC 200 basics and follows with topics for tutoring special populations of students, managing groups, and building mentoring, training, and supervisory skills. Students complete a project to present to learning assistance professionals and tutors. Note: A student who successfully completes the course with an "A" or "B", has a 3.0 GPA, and accumulates twenty-five hours of work experience as a tutor, paid or volunteer in a supervised setting, may be certified through professional tutoring associations. (CSU, AVC) (R1)

Mathematics Courses**MATH 020 MANAGING MATH ANXIETY***.5 unit**9 hours total*

Designed to provide students with the skills to reduce math frustration by diagnosing social causes and educational contexts and overcoming math myths and misconceptions. This course will also cover the following skills: recognizing math anxiety, developing various coping skills which include relaxation and wellness techniques, and becoming aware of personal learning style preferences for math. Math-specific testing skills will be taught using currently adopted texts for MATH 065 . **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

MATH 021 MATH STUDY STRATEGY*1 unit**18 lecture hours total*

Designed to assist students in improving their math study skills so they can develop appropriate study strategies for math classes. Various methods and techniques will be explored including: developing a math textbook study system, math textbook annotating, math lecture note taking, listening, math problem solving strategies, test preparation, test taking strategies, relating learning preferences to math, and effective memory techniques. Time management at test time and identifying available campus resources for math will also be presented. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)