

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

position vacant ext. 6382

Administrative Assistant:

Sheryl Williams ext. 6463

Tutoring Specialists:

Tasakyna Raper ext. 6232

Michele Lathrop ext. 6984

Tammy Lopez ext. 6863

Raquel Trejo ext. 6862

Department Chair:

Karen Lubick ext. 6468

Faculty:

Morenike Adebayo-Ige ext. 6812

Dr. Magdalena Caproiu ext. 6576

Diane Flores-Kagan ext. 6018

Adjunct Faculty:

To access adjunct faculty voice mail, dial 722-6300, then the 4-digit number.

Kristi Jorris V.M. 2343

Wendy Rider 2981

Regina Tillman 2055

John Thurston 2249

Career Options

Instructional Aide

Private Tutor

Teacher

(Some of these 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 catalogue(s) and consult with a counselor.

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course 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 Courses

LAC 020 MANAGING WRITING ANXIETY

1 unit

1 hour weekly

Advisory: *Eligibility for ENGL 097 and READ 095.*

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 098 MATH FOR NURSING

1 unit

16 hours total

Advisory: *Eligibility for READ 095 and MATH 065.*

This course is designed for students interested in nursing careers such as clinical office assisting, LVN and RN and enables them to apply basic mathematical concepts to on-the-job situations. The course will cover operations with whole numbers, fractions, decimals and percents. This course will emphasize conversions between fractions, decimals and percents. It will cover ratios and proportions. Students will learn about equivalencies regarding apothecary, metric, household and customary units of measure. The course will enable students to develop critical thinking using dimensional analysis and prepare students for various techniques of dosage calculations. **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 099 DOSAGE CALCULATION

.5 unit

8 hours total

Advisory: *Concurrent enrollment in VN 110, NS 111 or MOA 110, and Eligibility for READ 099 and MATH 070.*

This course is designed for students interested in nursing careers such as LVN, RN and Medical Assisting. It will focus on problem solving techniques for oral, parenteral and intravenous fluid calculations for all age groups, including pediatric dosages. Reviewing ratio and proportions, equivalencies for apothecary, household and metric system units of measure, the course will focus on dimensional analysis in application of solving dosage problems related to oral, injectable and intravenous medications. **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*3 units**3 hours weekly***Advisory:** *Eligibility for ENGL 101/ENGL 101SL and READ 099.*

This course is an introduction to the basic principles of tutorial theory and practice. It covers tutorial ethics and philosophy, the steps of the tutorial (the tutor cycle), the basics of tutorial communication, the development of effective study behaviors, and strategies for tutoring students with special needs. The course is designed to prepare students to work as professional tutors for students at all educational levels both individually and in groups. 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 professional tutoring associations. (CSU, AVC)

LAC 200 *ADVANCED TUTORING*3 units**3 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 for students willing to become 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 TUTOR*3 units**3 hours weekly***Prerequisite:** *Completion of LAC 200.***Advisory:** *Eligibility for College Level Reading and ENGL 101/ENGL 101SL.*

This course is designed to prepare professional tutors to mentor, train, and supervise other tutors in tutorial programs. It begins with a review of LAC 100 and 200, and continues with mentoring, training, and supervising skills; brain-based learning; tutoring special populations of students; structuring the learning experience; and developing group management 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)

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Mathematics Courses

MATH 020 MANAGING MATH ANXIETY*.5 unit**9 hours total***Advisory:** *Eligibility for ENGL 097 and READ 095.*

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 and MATH 070. **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 hours total***Advisory:** *Eligibility for ENGL 097 and READ 095.*

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.)