

LIBRARY AND TUTORING SERVICES

SCHOOL OF LIBRARY SERVICES/SCHOOL OF ADVANCED TECHNOLOGY

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CURRICULUM

Library Services courses are designed to assist and instruct students in accessing and using the resources they need to successfully complete classroom assignments.

Tutoring courses offered by the School of Advanced Technology not only teach students to become effective peer tutors (Tutoring 100) but also offer students an opportunity to receive tutoring at the college's Learning Center (Tutoring 301).

MAJOR

These are not degree-granting programs. Students should consult the faculty in the School of Guidance and Counseling for assistance in planning a major.

LIBRARY COURSES

LIB 10: Introduction to Library Research

3 Units
3 hours lecture

This course provides a thorough introduction to the traditional and digital information resources of an academic library. Major topics include bibliographic formats, reference tools, online catalogs and databases, print and electronic periodical/journal indexes, and digital libraries. Students practice techniques for locating all types of library materials, evaluating the credibility of their search results, organizing information, preparing a bibliography in accordance with the standards of a style manual, and writing annotations. This course is recommended for all students. Library 10 was formerly Library 100. NR

TUTORING COURSES

TU 100: Fundamentals of Peer Tutoring

2 Units
1 hour lecture, 2 hours lab
Recommended Preparation: Letter of recommendation

Tutoring 100 is a general introduction to the role the tutor plays in education. The course focuses on the practical skills necessary to function effectively as a peer tutor in the student/tutee's chosen area of study. The course discusses individual differences in learning styles and stresses the importance of encouraging independence and good study habits. Students receive training in listening, assertiveness and other human relations techniques applicable to peer tutoring. Course content includes discussion of learning disabilities, tutoring second language learners, and understanding cultural differences. Students will participate in 32 hours of supervised tutoring in the college's Learning Center. NR

TU 301: Supervised Tutoring

0 Units
3 hours learning center

This course is designed to facilitate students' learning by offering one-to-one peer tutoring in the college's Learning Center. Peer tutors are advanced students certified by the college and trained in tutoring techniques. The course is recommended for all students experiencing difficulty mastering the concepts in their academic courses. It is an open-entry/open-exit course. Students are entitled to one hour of tutoring per week for each subject, not to exceed three total hours of tutoring per week. R-E-99