

# TUTR A091N: TUTORING SKILLS 2 NONCREDIT

Item	Value
Curriculum Committee Approval Date	03/12/2025
Top Code	080200 - Educational Aide (Teacher Assistant)
Units	0 Total Units
Hours	14 Total Hours (Lecture Hours 9; Lab Hours 5)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	Yes
Grading Policy	P/NP/SP Non-Credit (D)

## Course Description

This course is designed for students who want to work as tutors in an Academic Assistance or Tutorial Center including the Tutoring Services at OCC, focusing on skills development in the areas of communication and Socratic method, diversity and cultural awareness, learning disabilities, at-risk students, motivation/grit, and group tutoring. One of a sequence of courses that lead to a Certificate of Completion in Tutoring Skills and Strategies. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Demonstrate knowledge of the OCC's Tutoring Services policies and procedures, practice effective tutoring skills and be able to appropriately use learning resources.

## Course Objectives

- 1. Demonstrate effective communication skills including using questioning techniques (Socratic Method).
- 2. Examine critical thinking skills.
- 3. Practice appropriate cultural awareness in the context of tutoring.
- 4. Consider the effects of learning disabilities within the context of tutoring.
- 5. Assess problematic student behavior and know how to act accordingly.
- 6. Demonstrate knowledge of motivation and grit as it relates to student performance.
- 7. Demonstrate knowledge of group tutoring strategies.

## Lecture Content

Tutoring skills development and demonstration of competencies. Topics include: Socratic Method Diversity/cultural awareness. Critical thinking skills. Learning disabilities. Motivation and Grit Group Tutoring Problematic student behaviors.

## Lab Content

Observation/Shadowing of tutoring sessions

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)
- DE Delayed Enhanced NC Lect (NCD)
- DE Delayed Enhanced NC Lab (NCE)

## Instructional Techniques

Lecture Group activities Written assignments Instructional videos Role playing Observation of tutoring sessions

## Reading Assignments

Tutor Handbook Handouts and study skills workbooks

## Writing Assignments

Discussion Boards Observation reports and reflections will be required for shadowing

## Out-of-class Assignments

Discussion Boards Quizzes Group Tutoring Project Shadowing/ Completion of observation reports

## Demonstration of Critical Thinking

Instructor evaluation of attendance, tutoring skills, and knowledge of topics covered. Completion of quizzes, test and observation reports.

## Required Writing, Problem Solving, Skills Demonstration

Completion of exam and observation reports. Demonstration of competency in role playing scenarios.

## Textbooks Resources

1. Required Kamphuis, J. . Tutor Handbook, latest ed. Costa Mesa: OCC, 2017 Rationale: .

## Other Resources

1. UCLA Office of Instruction, Tutor sGuide (DVD) .Nebraska: GPN, 1987 North Carolina State University, A Look at Productive Tutoring Techniques (DVD), NCSU 2002 Richard Lavoie, How Difficult Can This Be? A F.A.T. City Workshop (DVD), PBS 1989