

# The Learning Center is Located in Cherry Room 204

*Tutors are available weeks 2 through 15 (Sept. 14- Dec 18)*

**Amy:** Biology / Math / Writing    **Donavon:** Music / Photography / Writing    **Gabriel:** Math / Writing

**Gary:** Study Skills / Test Preparation / Writing    **Joan:** Math    **Jolene:** Math

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
<b>10am-11am</b>	Amy	Donavon Jolene	Amy	Amy Jolene	Gabriel
<b>11am-12pm</b>	Amy	Donavon Jolene	Amy	Amy Jolene	Gabriel
<b>12pm-1pm</b>	Amy	Donavon Jolene	Gabriel	Amy Jolene	Gabriel
<b>1pm-2pm</b>	Amy Joan	Donavon Jolene	Gabriel	Amy Jolene	Gabriel
<b>2pm-3pm</b>	Amy Joan	Donavon Jolene	Gabriel Gary	Amy Jolene	CLOSED
<b>3pm-4pm</b>	Amy Joan	Amy	Amy Gary	Amy	CLOSED
<b>4pm-5pm</b>	Amy Joan	Amy	Amy Gary	Amy	CLOSED
<b>5pm-6pm</b>	Amy	Amy	Amy Gary	Amy	CLOSED
<b>6pm-7pm</b>	Amy	Amy	Amy Gary	Amy	CLOSED

**Math Assistance:** Our focus is on basic math, basic algebra and intermediate algebra. For other math courses please visit one of the math labs or visit e-tutoring.

When coming for math help you will be walked through an example of how a problem is solved. Questions can be asked if there is something unclear. Then it is your turn to work on a problem with the tutor available for any questions. Tutors are not going to do your work for you.

**Writing Assistance:** Our focus is on helping you explore topics, develop a thesis statement, find credible sources, organize a paper, and cite sources in MLA or APA format.

Bring your papers at least a day before it is due so you will have time to revise. We will not correct your paper for you. We might not be able to help with your entire paper. We can provide examples and go over particular areas where you think you might be struggling.

**Computer Assistance:** Our focus is on providing basic support in using Word, Excel & PowerPoint. This means helping you open a new document, save a document, and do very basic formatting. We can also guide you in using the help menu.

In regards to Blackboard we can help you use the discussion board and upload an assignment.

In regards to the Hartness Library we can help you find books and articles. Any in depth library assistance is referred to the Hartness Library staff. (1-800-431-0025 or [library@ccv.edu](mailto:library@ccv.edu) or if at the Burlington site you can stop by the office of Rebecca Roberts in Pearl 103A to see if she is in to be able to help you with your library related needs.)