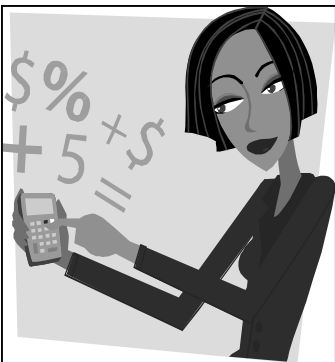


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"There are many ways of moving forward, but only one way of standing still."

-Franklin D. Roosevelt

## **"Free Math Help is Available at the Learning Resource Center (LRC)"**

**by Nikki Pearce, Assistant Professor of Math & Coordinator of the LRC, and Laura Huston-Hoburg Counselor, Columbus State Community College**

I recently had the opportunity to interview **Nikki Pearce, Assistant Professor of Mathematics and Coordinator of the Learning Resource Center (LRC)**. I asked her some questions about how adult learners at CSCC can take advantage of the services at the LRC.

### **What is the Learning Resource Center?**

The LRC is a math tutoring service provided for any student enrolled in a math course (Math 100 and above) at Columbus State. The main LRC is located in **Davidson Hall 313**. Students are assisted on a walk-in basis only. Usually, at least 2 tutors are available Monday through Thursday from 8:00 a.m.—9:00 p.m., and on Friday and Saturday from 8:00 a.m.—1:00 p.m. A separate location is available just for calculus and statistics students. The location of this tutor room varies each quarter, but is always in Davidson Hall, and is open from 1:00—6:00 p.m. Monday through Thursday. Math tutoring is also available at the Dublin, Westerville and Southeast Centers. Hours at these off-campus centers vary by quarter. Schedules for all locations can be found on Columbus State's website (<http://www.csc.edu/docs/math/lrcschedule.htm>).

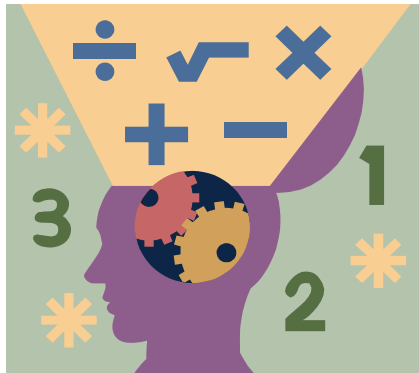
### **How does a student know that it is time to consider going to the LRC ?**

Consider getting help as soon as possible in the quarter. As soon as a student begins struggling with math homework, he/she should go to the LRC and/or ask their instructor for help. Students should not wait until after they have taken their first test to ask for help nor wait until the end of the quarter to ask for help!

### **What has been your experience with working with adult learners in the Learning Resource Center?**

Nikki stated that she was a math tutor in the LRC before becoming a full-time faculty member, and found that students who have been away from school for a while are often more motivated to truly understand mathematics than students attending CSCC right after high school. Thus, these students often benefit more from the services provided by the LRC.

(Continued on page 2)



### **How should a student prepare to go to the LRC?**

Students should bring specific problems from their homework, or bring problems from a review sheet. Note that math instructors who give “Take Home” quizzes/tests usually specify that students not ask for help from the LRC tutors on those assignments.

### **What should students expect when they go to the LRC ?**

Students should expect to have some wait time before receiving assistance. The lab gets very busy during peak hours between 10:00 a.m. and 2:00 p.m. Another busy time is around 5:00 p.m. when many students get off work. Students should try to come to the LRC before 10:00 a.m., during the afternoon, or later in the evening to minimize wait time. Note that wait time is usually less at the off-campus sites, so if students can go to the LRC at Dublin, Westerville or the Southeast Center, they are encouraged to do so. Students do not need to be taking a class at the off-campus center to use the tutoring services there.

### **What are some general tips on learning math for adult learners?**

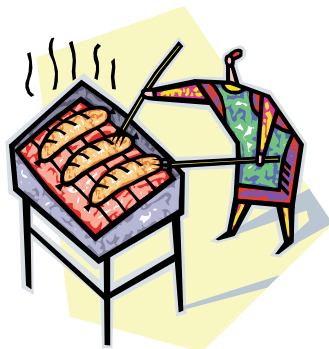
The more practice the better. Nikki stated that math is not a spectator sport...watching the instructor work problems on the board is not enough. Students need to work multiple problems on their own to truly understand math concepts.

*Many students at CSCC have not utilized their math skills for a number of years. Some students may have a strong math background and just need to refresh their memory on how to do certain problems. However, some may not have felt confident in their skills the first time around. If you are feeling less than confident about your math skills you are not alone! This does not mean that you cannot do math, but it may mean that you need to ask for help. It is better to ask for help sooner rather than later. Free help is available in the Learning Resource Center. The schedule for the Learning Resource Center can be found on Columbus State’s website—<http://www.csc.edu/docs/math/lrcschedule.htm>  
Please call 287-5313 or 287-5901 for more information.*

*Additional help with math skills can be found at these websites:*

- *Resources recommended by the Math department at CSCC: <http://www.csc.edu/docs/math/resources.htm>*
- *Study skills information, including math help: [www.csc.edu/counseling/workshops.htm](http://www.csc.edu/counseling/workshops.htm)*
- *General Review for Math: <http://www.csc.edu/testingcenter/mathreview.html>*

# **Spring Fling**



***Thursday, May 21st, 11:30 a.m.—1:30 p.m.***

***Outside on the Commons***

- ***Campus Clubs and Organizations***
- ***Campus Departments***
  - ***Outside Vendors***
  - ***Food and Games***

***Join in the Fun!!***



## **Acloché Career Assistance Center**

Through a partnership with Acloché, the regional leader in Staffing and Human Resources Solutions, Columbus State Community College students and alumni have access to a full range of career services including:

- Temporary, Temp-to-Hire and Direct Hire Opportunities
- Career Postings
- Career Fairs
- Career Search Materials
- Resume Writing Workshops
- Interviewing Tips
- Connections with Job Opportunities and Area Employers
- Short term, Long term, Part-time, and Full-time Employment
- Internship Postings
- Networking Opportunities

To access career placement and career resources available through the Acloché Career Assistance Center, CSCC students and alumni can visit the Acloché office on campus in Nestor Hall, Room 119. Registration is free for currently enrolled CSCC students.

### **The Acloché / Columbus State Connection**



**Acloché Career Assistance Center**  
**Nestor Hall, Room 119**  
**(614) 287-5279**  
**<http://cs.acloche.com>**

# How to Write a Resume

Writing a resume can be a daunting task. Deciding what formation to include and how to include it often leads people to stress out needlessly. Here are a few tips to help in your resume writing:

## OBJECTIVE

*The point of an objective is to state the exact position for which you are applying.*

- **Be specific.** It is not enough to say that you are looking for any position that XYZ Company has to offer. It is important to state exactly the position you are seeking. If you want an accounting position, state it. Don't be too vague.
- **Curtail your resume to support your objective.** Try to pick aspects of your experience that support the type of position you want.
- **One objective does not fit all.** It is not enough to make one resume with one objective for every job for which you apply. Your objective needs to change for each specific position.  
*e.g. To obtain an Accounting position with a Fortune-500 company that will allow me to use my education and previous skills to advance in the accounting field.*

## EDUCATION

*The education section allows the employer to see what kind of an educational background you can bring to the company.*

- **Formatting is important.** Include institution name and location, graduation date, degree and major, accomplishments /awards.

If including high school, do not include graduation date as it will indicate your age.

- **High school or no high school?** If you have successfully obtained a college diploma, do not include high school. If you have not graduated from college and high school is the highest degree you have obtained, high school may be included.

*e.g. Columbus State Community College,  
Columbus, Ohio  
Associate of Arts*

- *Obtained early admission into the Fisher College of Business*
- *Dean's List Student*

## WORK HISTORY

*This section allows you to sell your skills to the employer.*

- **Job descriptions should be descriptive yet concise.** It is important to describe your qualifications to the fullest being mindful of space. It is important not to be wordy.
- **Use strong action verbs.** Use words such as "completed" instead of "did", "built" instead of "made"
- **Do not be generic.** Use examples that quantify your results  
*e.g. "Trained 10 new hires in the production division"*

## ADDITIONAL INFORMATION

- **Military-** brief summary unless your experience is directly relevant to the position  
*e.g. Performed Human Resource duties for the 3rd Battalion including but not limited to managing personnel, finance awards, leave actions, and manifest operations in a combat environment.*
- **Computer Skills-** list any skills that you have that are not reflected previously in your resume.  
*e.g. MS Project, Visio, MS Office, Access, Outlook, Visual Basic 6.0, Visual SourceSafe, SQL, MS SQL Server, mySQL*
- **Professional Affiliations-** shows that you are committed to your field.  
*e.g. American Marketing Association*

## REFERENCES

List any references on a separate sheet of paper to give employers as requested.

**Acloch  Career Assistance Center**  
Nestor Hall, Room 119  
(614) 287-5279  
<http://cs.acloche.com>

## **SPRING QUARTER IMPORTANT DATES**

*March 30 - June 13, 2009*

Fees are due for full term classes.....March 25  
Spring, 2009 Petition to Graduate Deadline.....April 10  
In-Service Day, Offices Closed, No Day Classes.....April 24  
Summer Quarter Registration Begins.....April 27  
Last Day to drop from full-term classes.....May 14  
Memorial Day—Campus Closed.....May 25  
Graduation Ceremony.....June 12



**"I learned to love the journey, not the destination.**

**I learned that this is not a dress rehearsal and**

**that today is the only guarantee you get.**

**- Anna Quindlen**

**"**

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## HELPFUL WEBSITES



[www.actionforchildren.org](http://www.actionforchildren.org)—Resource for choosing childcare, parenting classes, etc.

[www.adultstudentcenter.com](http://www.adultstudentcenter.com) - The Adult Student Center, your resource for information and guidance on returning to college.

[www.back2college.com](http://www.back2college.com) - Articles featuring adult learners, forums for adult learners and also resources and scholarship information.

[www.columbuslibrary.org/jobhelp](http://www.columbuslibrary.org/jobhelp) - All Columbus Metropolitan library location offer free Job Help Centers, with staff to assist you with resumes, on-line job applications and job searching, basic computer training, internet searching.

[www.csc.edu](http://www.csc.edu) - Columbus State Community College (application, registration, fee payment, catalog, financial aid, academic advising directory, adult learner link, etc.).

[www.fortyplusoh.org](http://www.fortyplusoh.org)— 40 Plus of Central Ohio is a nonprofit, member operated, job search training organization for experienced professionals of all ages who are actively seeking better career opportunities. Services include training classes, speakers, weekly Job Circle meetings and networking.

<http://www.csc.edu/docs/math/lr/schedule.htm> - Learning Resource Center (Math Lab) offers math tutoring on a walk-in basis at the downtown location as well as at Dublin, Southeast and the Westerville Center.

<http://www.purplemath.com//index.htm> - Purplemath's algebra lessons are written with the student in mind. These lessons emphasize the practicalities rather than the technicalities, demonstrating dependable techniques, warning of likely trick questions and pointing out common mistakes.

[www.workforce50.com](http://www.workforce50.com) - serves older workers with a full service job board and career site. All jobs are placed by employers specifically interested in staffing from the over-50 workforce. Our employment and education resources cater to mature workers searching for employment, in transition or approaching retirement.

# COLUMBUS STATE COMMUNITY COLLEGE

"...and the true creator  
may be recognized by his  
ability to find about him,  
in the commonest and  
humblest things, items  
worthy of note."

-Igor Stravinsky

The **Adult Learner Connection** is a creation of Advising Services / Laura Huston-Hoburg, Counselor at Columbus State Community College. For more information please call 287-5023, or stop by Aquinas Hall, room 116.