GUIDANCE (GUIDE)

GUIDE 010  Transfer Success  1 Unit
Students will engage in a comprehensive review of the transfer process, including a study of higher education systems, transfer admissions practices, major preparation, financial planning, and current topics related to transfer. This course offers students an opportunity to develop an individualized transfer plan in preparation for transfer to a 4-year college.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: L
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

GUIDE 050A  First Year Experience College Success  2 Units
Students will acquire skills necessary to be successful in college. Students will identify personal strengths and weakness by examining and identifying barriers and learning how to identify and overcome them. Topics will include college policies, procedures, identifying programs and academic resources and student services on campus. They will develop critical thinking, study skills and gain awareness of learning styles. Students will increase awareness of cultural diversity on campus and the community.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

GUIDE 050B  First Year Experience-Careers  2 Units
Students will explore careers and the current labor market. They will examine academic majors related to careers and will analyze their interests, values, and skill sets to help them in career selection. Students will complete self-assessments as part of their career planning and decision making.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

GUIDE 085  Blueprint for Success  1 Unit
Students will explore and clarify their belief systems, values, and attitudes. Students will identify personal strengths and weaknesses by examining and identifying barriers and learning how to overcome obstacles for their success. They will learn how to apply techniques such as time and stress management, and goal setting.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: L
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

GUIDE 087  College Study Techniques  3 Units
Students learn study skill techniques and strategies to build confidence as a college student including identifying individual learning styles, effective study habits, and reducing test anxiety. Students identify personal and educational values and create a plan for college success. Students learn problem solving and creative thinking skills, and will be introduced to the library and on and off campus resources. Emphasis is on acquisition of skills for the attainment of life-long success in academic and personal development.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

GUIDE 096  Career and Life Planning  3 Units
Students examine career major options, as well as attainment of life-long success in academic, professional, and personal development. Emphasis is on interest and personality testing, values clarification, career information, research skills, individual skills assessment, decision making and goal setting. Students acquire skills in professional planning including job search techniques, resume writing, and interviewing.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

GUIDE 097  Orientation to College  1 Unit
Students receive an introduction to San Jose City College, including programs, support services, academic policies, and educational options. At the conclusion of the course, students will be able to identify or explain the California higher education system, the differences between high school and college, and retention strategies for student success. Additionally, students will also learn about SJCC certificate programs and degrees, general education requirements for transfer and graduation, as well as the registration process and basic educational planning.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Advisor Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

GUIDE 097A  Orientation to College - Part I  0.5 Units
Students receive an introduction to San Jose City College, including programs, support services, academic policies, and educational options. Students will learn key terms and ideas that support student success. At the conclusion of the course, students will be able to identify or explain the California higher education system, important SJCC programs and services, the differences between high school and college, and retention strategies for student success.
Lecture Hours: 0.5  Lab Hours: None  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or advisory levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None
GUIDE 108 Diagnostic Learning - Mathematical Strategies 1 Unit
This is an individualized course designed for students who have difficulty with one or more of the learning modalities involved in the acquisition of math skills. Students will use curriculum materials and acquire learning strategies appropriate to their needs in achieving skills mastery in math.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Recommended: Students are advised to seek DSP&S referral prior to registering for this course.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 104 Diagnostic Learning - Writing Strategies 1 Unit
Students will study aspects of writing such as, organization, structure, coherence, punctuation, and grammar. This is an individualized course designed for students who have difficulty writing. This is intended for students in DSP&S.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Recommended: Students are advised to seek DSP&S referral prior to registering for this course.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 102 Diagnostic Learning - Reading Strategies 1 Unit
Students will acquire skills in decoding, sight vocabulary, reading rate, comprehension, and use of curriculum materials appropriate to their needs. This is an individualized course designed for students who have difficulty reading due to a weakness in one or more of the learning modalities. This is intended for students in DSP&S.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Recommended: Students are advised to seek DSP&S referral prior to registering for this course.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

GUIDE 098 Directed Study in Guidance 0.5-9 Units
Individual or small groups of students, with previous course work in the discipline, who would benefit from Independent Study under the direction of faculty members in specific or related disciplines, may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the numbers of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: Yes Grading: L
Prerequisite: GUIDE 010, GUIDE 085, GUIDE 087, GUIDE 096 or GUIDE 130; all with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

GUIDE 115 Computer Assisted Instruction 1 Unit
Students with various disabilities will learn basic introductory computer skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced beginners course.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 119 Orientation to College for Students With Disabilities 1 Unit
Students will acquire information on the Student Accessibility Services (SAS) program, SJCC college facilities, policies, programs, course offerings, and services including accommodations per their medical documented needs, technological assistive devices and software, and academic adjustments. Students will also be introduced to an overview of general education requirements, vocational and transfer majors, degrees, registration process and educational planning.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 130 College and Life Success 3 Units
Students will acquire skills and resources that will help them to become successful college students as well as aid them throughout their lives. Topics will include college policies, procedures, programs, and academic and student services. They will develop critical thinking and study skills, gain awareness of learning styles and strategies, and time management. Career research, selection, self-assessment, and educational planning will be introduced. Students examine their health wellness, stress management, and financial literacy. They will increase awareness of cultural diversity and intercultural communication both professionally and personally, including instructor-student interaction and student-student relationships.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E IGETC: None District GE: E

GUIDE 150 Adaptive MS Office and Word Processing 2 Units
Students with various disabilities will receive training on specialized adaptive hardware and software while learning introductory Microsoft (MS) Office and word processing skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced introductory course.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: K
Recommended: Knowledge of the keyboard
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 110 Computer Assisted Instruction 1 Unit
Students with various disabilities will learn basic introductory computer skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced beginners course.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 119 Orientation to College for Students With Disabilities 1 Unit
Students will acquire information on the Student Accessibility Services (SAS) program, SJCC college facilities, policies, programs, course offerings, and services including accommodations per their medical documented needs, technological assistive devices and software, and academic adjustments. Students will also be introduced to an overview of general education requirements, vocational and transfer majors, degrees, registration process and educational planning.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

GUIDE 130 College and Life Success 3 Units
Students will acquire skills and resources that will help them to become successful college students as well as aid them throughout their lives. Topics will include college policies, procedures, programs, and academic and student services. They will develop critical thinking and study skills, gain awareness of learning styles and strategies, and time management. Career research, selection, self-assessment, and educational planning will be introduced. Students examine their health wellness, stress management, and financial literacy. They will increase awareness of cultural diversity and intercultural communication both professionally and personally, including instructor-student interaction and student-student relationships.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E IGETC: None District GE: E

GUIDE 150 Adaptive MS Office and Word Processing 2 Units
Students with various disabilities will receive training on specialized adaptive hardware and software while learning introductory Microsoft (MS) Office and word processing skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced introductory course.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: K
Recommended: Knowledge of the keyboard
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None
GUIDE 151  Basic Computerized Job Readiness Skills For Students With Disabilities  2 Units
Students with various disabilities will learn basic computer skills related to job readiness skills and resume development. Students will be introduced to specialized adaptive hardware and software technology to create basic resumes, cover letters, and be able to use the internet for basic job readiness tasks.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: K
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None