## 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  
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 weaknesses by examining and identifying barriers and learning how to 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  
Advisory Level: Read: 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  
Advisory Level: Read: 3  
Math: None  
Transfer Status: CSU/UC  
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  
Advisory Level: Read: 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  
Advisory Level: Read: 3  
Math: None  
Transfer Status: CSU/UC  
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  
Advisory Level: Read: 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  
Advisory Level: Read: 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 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: 2.07  Repeatable: Yes  Grading: L
Prerequisite: GUIDE 010, GUIDE 050A, GUIDE 050B, 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 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 152  Intermediate Job Readiness Skills For Students With
Disabilities  2 Units
Students with various disabilities will learn intermediary computer
skills related to job readiness, resume development, cover letters,
reference information and job log tracking. Students will be introduced
to specialized adaptive hardware and software technology to create
two intermediate style resumes (chronological and functional), cover
letters, and use the internet for intermediate job readiness tasks including
employer information, job postings, and resume submittal process.
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