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
Advisory 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.
Topics will include career planning, decision making and goal setting. Students acquire skills in professional planning and identifying barriers and learning how to identify and overcome them.
Lecture Hours: 2 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 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 Write: 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 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
Advisory 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
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 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 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 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 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 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: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 106  English Skills Development Strategies  3 Units
This course is designed for students with learning limitations who need
support in developing reading and writing strategies and foundational
skills. Students will study, practice, and demonstrate aspects of
English such as sentence construction, paragraph development,
reading comprehension, and summarizing. Curriculum materials will
be appropriate to students' needs and will be used to achieve course
objectives. Students must be enrolled through Student Accessibility
Services (SAS) program.
Lecture Hours: 1  Lab Hours: 6  Repeatable: No  Grading: K
Prerequisite: Students must enroll in this course through the Student
Accessibility Services (SAS) program, and meet with a SAS counselor.
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 107  English Skills Mastery Strategies  2 Units
This course is designed for students with learning limitations who
need support in reading and writing strategies, skill development, and
application. Students will study, practice, and demonstrate aspects of
English such as pre-writing skills for major writing assignments,
essay construction, thesis development, understanding of complex
sentences, summarizing, and reading response. Curriculum materials
will be appropriate to students' needs and will be used to achieve course
objectives. Students must be enrolled through the Student Accessibility
Services program.
Lecture Hours: None  Lab Hours: 6  Repeatable: No  Grading: K
Prerequisite: Students must enroll in this course through the Student
Accessibility Services (SAS) program and meet with a SAS counselor.
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 108  Mathematical Skills Development Strategies  3 Units
This course is designed for students with learning limitations who need
support in developing mathematical skills. Students will study, practice,
and demonstrate math skills such as operations, integers, fractions,
decimals, percentages, graphing, and equations. Curriculum materials
will be appropriate to students' needs and will be used to achieve course
objectives. Students must be enrolled through Student Accessibility
Services (SAS) program.
Lecture Hours: 1  Lab Hours: 6  Repeatable: No  Grading: K
Prerequisite: Students must enroll in this course through the Student
Accessibility Services (SAS) program and meet with a SAS counselor.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 109  Mathematical Skills Mastery  2 Units
This course is designed for students with learning limitations who need
support in developing mathematical skills. Students will study, practice,
and demonstrate math skills such as algebraic expressions, inequalities,
roots, factoring, and simplification of more complex
equations. Curriculum materials will be appropriate to students' needs
and will be used to achieve course objectives. Students must be enrolled
through Student Accessibility Services (SAS) program.
Lecture Hours: None  Lab Hours: 6  Repeatable: No  Grading: K
Prerequisite: Students must enroll in this course through the Student
Accessibility Services (SAS) program and meet with a SAS counselor.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
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
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
Advisory Level: Read: 2  Write: 2
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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 502  Reading Skills for Everyday Life    0 Units
This course is designed for students with learning limitations who require support in developing skills and strategies necessary for everyday reading needs. Students will study, practice, and demonstrate reading skills such as decoding, sight word vocabulary, reading rate, and comprehension. Curriculum materials will be appropriate to students' needs and will be used to achieve course objectives. Students must be enrolled through the Student Accessibility Services program.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: Yes  Grading: K
Prerequisite: Students must enroll in this course through the Student Accessibility Services (SAS) program and meet with a SAS counselor.
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 504  Writing Skills for Everyday Life    0 Units
This course is designed for students with learning limitations who need support in developing writing strategies and writing skills necessary for everyday life. Students will study, practice, and demonstrate writing skills such as understanding parts of a sentence, formulating complete sentences, developing understanding and application of pre-writing skills. Curriculum materials will be appropriate to students' needs and will be used to achieve course objectives. Students must be enrolled through the Student Accessibility Services program.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: Yes  Grading: K
Prerequisite: Students must enroll in this course through the Student Accessibility Services (SAS) program and meet with a SAS counselor.
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 508  Math Skills for Everyday Life    0 Units
This course is designed for students with learning limitations who need support in developing math strategies and math skills necessary for everyday life. Students will study, practice, and demonstrate math skills such as operations, decimals, place value, and word problem application. Curriculum materials will be appropriate to students' needs and will be used to achieve course objectives. Students must be enrolled through the Student Accessibility Services program.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: Yes  Grading: K
Prerequisite: Students must enroll in this course through the Student Accessibility Services (SAS) program and meet with a SAS counselor.
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 515  Computer Assisted Instruction    0 Units
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: 1.5  Lab Hours: 1.5  Repeatable: Yes  Grading: N
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None
GUIDE 519  Orientation to College for Students With Limitations  0 Units
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: None  Lab Hours: 3  Repeatable: Yes  Grading: N
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 520  Self-Development & Career Exploration  0 Units
This course is designed for students with learning limitations who need support in developing skills pertaining to employment preparation and retention. Curriculum materials will be appropriate to students’ needs and will be used to achieve course objectives. Students must be enrolled through the Student Accessibility Services program.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: Yes  Grading: N
Recommended: Students must enroll in this course through the Student Accessibility Services (SAS) program and meet with a SAS counselor.
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 550  Adaptive Technology and Microsoft Office  0 Units
Students with various disabilities will receive training on specialized adaptive hardware and software while learning introductory Microsoft Office (MS) and word processing skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: K
Prerequisite: Take GUIDE 115 or GUIDE 515; Minimum grade C
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 551  Computerized Job Readiness Skills  0 Units
Students with various learning limitations will focus on developing computer skills related to job readiness 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: Yes  Grading: K
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None