

GUIDANCE

GUID 1 Self-Assessment and Career Development

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU-GE/E, GAV-GE/E2

This course is designed to assist the student in learning more about personal values, personality, interests, exploration of career choice, and occupational opportunities through the use of various personal assessment instruments. The delivery options for this course also include online and self-paced formats. This course is also listed as PSYC 5. **ADVISORY:** Eligible for English 250 and English 260. \$12 fee will be charged for career assessment materials.

GUID 6 Life Skills for Higher Education

Units: 2.0 **Hours:** 2.0 Lecture

Transferable: CSU-GE/E, GAV-GE/E2

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory. **ADVISORY:** Eligible for English 250 and English 260.

GUID 27 Contemporary Leadership

Units: 3.0 **Hours:** 3.0 Lecture

Transferable: CSU-GE/E, GAV-GE/E2

This course provides a cross-disciplinary approach to the theory and practice of leadership. It covers the five practices and ten commitments of exemplary leadership, effective communication styles, and topics related to gender, culture, ethics, power, parliamentary procedure, and running effective meetings. The skills students will learn in this course are directly applicable to work, personal, and college environments. This course is also listed as POLS 27 and PSYC 27. **ADVISORY:** Eligible for English 250 and English 260.

GUID 28 Tutoring Techniques

Units: 1.0 **Hours:** 1.0 Lecture

This course is designed to train students in effective tutoring skills, introduction to how people learn, teaching to modalities, and techniques of working with student anxiety. This course has the option of a letter grade or pass/no pass. **ADVISORY:** English 250.

GUID 52 Peer Mentoring, Education, and Leadership

Units: 1.0 **Hours:** 1.0 Lecture

Transferable: GAV-GE/E2

An overview of the principles, skills and methods used in peer mentoring and education. Course emphasizes communication skills, goal setting, intervention techniques, and referral skills for peer leaders. Student will complete national Certified Peer Educator certification upon successful course completion. This course is also listed as PSYC 52. **ADVISORY:** Eligible for English 250 and English 260.

GUID 191A Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course.

GUID 191B Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191B is team building. Need not be taken in sequence. This is a pass/no pass course.

GUID 191C Workplace Skills

Units: 1.0 **Hours:** 1.0 Lecture

Workplace Skills teaches skills vital to workplace success. The topic for 191C is Problem Solving. Need not be taken in sequence. This is a pass/no pass course.

GUID 210 First Year College Student Seminar

Units: .5 **Hours:** .5 Lecture

Transferable: GAV-GE/E2

Students will acquaint themselves with college and university requirements, educational alternatives, and strategies for academic success. This will include an orientation to college programs, services, policies and facilities. Students will apply assessment test results, develop an individualized education plan and class schedule, and/or enroll in first semester classes. This course has the option of a letter grade or pass/no pass.

GUID 530 Job Readiness

Units: 3.0 **Hours:** 3.0 Lecture

This course is designed to provide a comprehensive, well-organized approach to assist individuals with the identification of occupational choices and the development of job readiness skills necessary to obtain and maintain employment in a competitive or supported work setting. May be repeated twice for credit. This course has the option of a letter grade or pass/no pass.

GUID 531 Career Exploration and Job Readiness Training - WorkAbility 3

Units: .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory

Guidance 531 is a course designed to provide individualized job preparation skills and vocational guidance to students with disabilities who are in the process of developing their career plans. Students will receive support as they actively pursue employment through regular meetings with WorkAbility 3 staff members, maintenance of job search log, participation in basic education classes and registration with internet based employment websites. To meet course requirements, students must complete a progress report each semester and arrange to perform community service with a non-profit organization. This course is repeatable. **ADVISORY:** Student must be an active participant in the WorkAbility 3 program.

GUID 532 Career Development and Work Experience - WorkAbility 3

Units: 1.0 TO 4.0 **Hours:** 4.7 TO 18.8 Laboratory

Guidance 532 offers students with disabilities the opportunity to receive course credit for participating in paid employment situations including on-the-job training, internships and entry-level positions. Students will utilize a variety of work alternatives and settings according to individual needs and vocational objectives. To meet course requirements, students must arrange monthly meetings with a WorkAbility 3 staff member, complete and submit time sheets on a regular basis, review their progress report and submit an employer evaluation form once a semester. This course may be repeated. **ADVISORY:** Student must be an active participant in the WorkAbility 3 program.

GUID 557 Learning Skills Evaluation

Units: .5 **Hours:** 1.0 Laboratory

This course provides an evaluation of the student's cognitive/perceptual abilities and basic skills academic achievement. The evaluation results are used to determine the student's eligibility for Learning Disabilities Services, to develop individual educational plans, and to improve the student's understanding of their own learning strengths and weaknesses. The evaluation is conducted on a one-to-one basis by appointment. Students receive skills training to assist them with their learning difficulties. Units earned in this course do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course.

GUID 558A Introduction to Learning Skills Laboratory**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory

The Learning Skills Laboratory (Intro) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for students who need one to one assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/ open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

GUID 558B Intermediate Learning Skills Laboratory**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory

The Learning Skills Laboratory (Intermediate) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for students who need minimal assistance. Units earned do not count toward the associate degree and/or certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

GUID 558C Advanced Learning Skills Laboratory**Units:** .5 TO 2.0 **Hours:** 1.7 TO 6.8 Laboratory

The Learning Skills Laboratory (Advanced) is designed to assist students who are eligible to receive Learning Disabilities Services and/or have demonstrated academic deficits. The course content is individualized and based on Student Educational Contracts which are developed for each student. Students receive supplemental instruction, academic support, and learning strategy suggestions appropriate for their individual cognitive, perceptual, and academic strengths and weaknesses. This course is designed for more independent students. Units earned do not count toward the associate degree and/certificate requirements. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Student Educational Contract. This is an open entry/ open exit course. ADVISORY: Completion of Guidance 557 or demonstrated academic deficit.

GUID 560 Individualized Learning Skills Development**Units:** 1.0 **Hours:** 1.0 Lecture**Transferable:** GAV-GE:E2

This course is designed to develop individual learning skills among students who are eligible to receive learning disability services. Students will explore and develop their own individual learning styles and investigate positive practices and strategies in order to be successful. The course content includes learning strategies, self advocacy, organizational skills, fundamental critical thinking, and college orientation and survival skills. ADVISORY: Completion of GUID 557 or demonstrated academic deficit.

GUID 561 Introduction to Writing Skills**Units:** 1.0 **Hours:** .5 Lecture and 1.5 Laboratory

This introductory course is designed to teach basic grammar and writing skills to students who have demonstrated difficulty mastering written language and who are eligible to receive learning disability services. Material is presented in a concrete, multi-sensory manner. The class includes opportunity for immediate practice, repetition, and review. This course has the option of a letter grade or pass/no pass. ADVISORY: Completion of Guidance 557 or demonstrated deficit in written language achievement. Recommended for students with verified learning disability.

GUID 562 Directed Study Lab in Pre-Algebra**Units:** 1.0 **Hours:** 3.0 Laboratory

This course is designed for students who have demonstrated difficulty in mastering basic mathematics or pre-algebra and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 400, 402 AND 411. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. COREQUISITE: Concurrent enrollment in MATH 400, MATH 402, or MATH 411 is required. ADVISORY: Completion of GUID 557 and/or a demonstrated deficit in arithmetic. Recommended for students with verified learning disability.

GUID 563 Directed Study Laboratory in Algebra I**Units:** 1.0 **Hours:** 3.0 Laboratory

This course is designed for students who have demonstrated difficulty mastering Algebra I and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 430. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition, and review. This is a pass/no pass course. Concurrent enrollment in Math 430 or equivalent course is required.

GUID 565 Directed Study Laboratory in Algebra II**Units:** 1.0 **Hours:** 3.0 Laboratory

This course is designed for students who have demonstrated difficulty mastering Algebra II and who are eligible to receive Learning Disability Services. Course content parallels Mathematics 235, 240 and 242. Material is presented in a concrete, multi-sensory manner, and the lab allows opportunity for immediate practice, questions, repetition and review. This is a pass/no pass course. Concurrent enrollment in Math 235, Math 240 or equivalent course is required.

HEALTH EDUCATION**HE 1 Health Education****Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:E, GAV-GE:E2

This course focuses on attaining individual awareness, critical-thinking skills and self-responsibility relating to personal health. The interaction of individual physical, psychological, social, emotional, spiritual and environmental factors in determining health status is developed through integration of major concepts. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

HE 2 Human Sexuality**Units:** 3.0 **Hours:** 3.0 Lecture**Transferable:** CSU-GE:E, GAV-GE:E2, GAV-GE:F

Assists students in gaining increased knowledge, appreciation, and respect for their own sexuality, as well as others. Approved by the Board of Registered Nursing for 54 hours of continuing education credit (Provider #00892). (C-ID: PSY 130) ADVISORY: Eligible for English 250 and English 260