

*Be Your Own  
Success  
Story!*

# Guam Community College



ACADEMIC YEAR CATALOG  
**2011 • 2012**



# 2011-2012 ACADEMIC YEAR CALENDAR

## Fall 2011

### August

- 12 Faculty start date
- 16 Fall registration ends
- 17 Add-Drop begins
- 17 First day of Monday/Wednesday classes
- 18 First day of Tuesday/Thursday classes
- 20 First day of Saturday classes
- 25 Add-Drop ends
- Last day to drop for 100% refund of tuition & refundable fees

### September

- 05 Holiday: Labor Day

### October

- 26 Last day to apply for fall graduation

### November

- 02 Holiday: All Soul's Day
- 11 Holiday: Veteran's Day
- 11 Last day to withdraw (without refund)
- 18 Potential make-up day
- 24 Thanksgiving break begins
- 25 Potential make-up day
- 26 Thanksgiving break ends (no Saturday classes)

### December

- 01 Last day of Tuesday/Thursday classes
- 02 Potential make-up day
- 03 Last day of Saturday classes
- 05 Last day of Monday/Wednesday classes
- 08 Holiday: Our Lady of Camarin
- 14 Fall term ends/Grades due

## Spring 2012

### January

- 12 Faculty start date
- 16 Holiday: Martin Luther King Day
- 17 Spring registration ends
- 18 Add-Drop begins
- 18 First day of Monday/Wednesday Classes
- 19 First day of Tuesday/Thursday Classes
- 21 First day of Saturday Classes

### January (continued)

- 26 Add-Drop Ends
- Last day to drop for 100% refund of tuition & refundable fees

### March

- 09 Last day to apply for spring graduation

### April

- 02 Easter break begins
- 08 Easter break ends
- 09 All classes resume
- 13 Last day to withdraw (without refund)
- 20 Potential make-up day
- 27 Potential make-up day

### May

- 04 Potential make-up day
- 05 Last day of Saturday classes
- 07 Last day of Monday/Wednesday classes
- 08 Last day of Tuesday/Thursday classes
- 11 Academic year ends
- 11 Grades due from faculty
- 17 Commencement rehearsal
- 18 Commencement
- 28 Holiday: Memorial Day

## Summer 2012

### June

- 5/31 Summer registration ends
- 01 Add-Drop begins
- 01 Faculty start date
- 01 First day of classes
- 07 Add-Drop ends
- Last day to drop for 100% refund of tuition & refundable fees
- 20 Last day to withdraw (without refund)

### July

- 04 Holiday: Independence Day
- 13 Last day of classes/Semester ends
- 13 Potential make-up day
- 16 Potential make-up day
- 17 Potential make-up day
- 18 Grades due (except Saturday classes)
- 20 Holiday: Liberation Day

NOTE: The deadlines listed above refer to regular, full-term classes only. Other offered courses have varying deadlines posted at the lobby of the Admissions & Records office, Building 2000. You will also find deadlines on "MyGCC" or ask your instructor, as necessary and appropriate. Please visit the college's website, [www.guamcc.edu](http://www.guamcc.edu), for deadline changes and other announcements.

# Guam Community College 2011-2012 Catalog

The GCC electronic version of this catalog is available online at [www.guamcc.edu](http://www.guamcc.edu), located via the Main Menu in either the Student or Program sections. You may also refer to *Becoming a Student* or *Current Students* in our Student section, the *Degrees & Certificates* area of our Programs section, or use the 2011-2012 Catalog link from the College's home page. Compact Discs (CDs) are available upon request from the Admissions & Registration Office.

The online PDF publication will be officially updated approximately two weeks prior to the start of each fall and spring semester. However, beginning in fall 2011, the online PDF catalog will begin its transition into a self-service, web based, e-catalog. Until the e-catalog system is fully in place, the online PDF catalog is the most up-to-date authority and remains the official catalog of Guam Community College.

In case of any differences between the online catalog and the CD/printed copy, the online PDF catalog, its addenda, course and program offerings, and applicable academic policies and regulations will serve as the authoritative version. Students will be informed once the e-catalog system goes live and becomes fully operational.

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## *Foreword from the President*

Hafa Adai todus hamyo!

Welcome to the *Guam Community College's Academic Year 2011-2012 Catalog*. The pages of this document, whether in the print or the online version, contain the keys to help you build a better quality of life for yourself, for your family, and for our island of Guam.

All of you have developed, over the years, your educational story. It may have been a path straight from high school to college or to some other type of formal training. Or perhaps your educational story has taken a detour. By examining the courses and the programs of study offered in the GCC 2011-2012 catalog, you are taking the initiative to embark on the next chapter of that story.

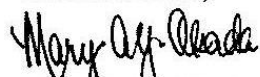
At GCC, we pride ourselves on combining outstanding academic learning with meaningful service learning opportunities. The courses we offer are designed not only to provide you with the knowledge and skills you will need to either enter the workforce or to pursue further education, but also with the ability to apply those skills in ways that will benefit our community.

The U.S. Bureau of Labor Statistics projects that nearly half of all job openings in the next 10 years will be in the middle-skill occupations – those that require more than a high school diploma but less than a baccalaureate degree. Successfully completing the courses in a particular field of study at GCC will make you more marketable for many of those jobs. You'll be a better computer networking technician, accounting clerk, project manager, day care instructor, etcetera. In turn, your company will be better off and able to increase your pay, which will in turn make things better for your family. That is how postsecondary education helps to improve your quality of life – by giving you the opportunity to become a valuable member of Guam's workforce.

You can be your own success story. Start by exploring the pages of this catalog.

Good luck, and welcome to the Guam Community College!

Senseramente,



Mary A.Y. Okada, Ed.D.  
President



## *Academic Vice President's Message*

Hafa Adai Everyone,

Think of the *Guam Community College's Academic Year 2011-2012 Catalog* as the key to being your own success story. Critical information contained in this catalog regarding our Certificate and Degree programs, Apprenticeships and Industry Certifications can open a world of career and economic opportunity for you.

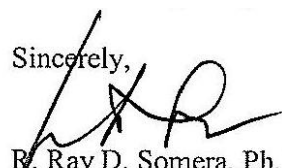
As the Academic Vice President of Guam Community College, I invite you to pay particular attention to the Statement on Student Learning Outcomes on page 68. This feature is designed to provide you with useful information that can guide you in acquiring the relevant knowledge and perspectives necessary to become better prepared for the workforce, the military, or to pursue further higher education. Student Learning Outcomes, or SLOs, describe the primary results that you as students will have attained upon successful completion of a course or program. In essence, SLOs highlight the knowledge, skills, and attitudes that students like you are expected to learn from the programs here at GCC.



Our SLOs have been developed by committees consisting of GCC faculty and administrators, and industry representatives in various fields of study. As the leader in career and technical workforce development on Guam and in Micronesia, GCC partners with over 50 companies through our Apprenticeship program, and we consult with several dozen companies with regard to industry standards for our degree and certificate programs. These consultations have led to the addition of new fields of study that, in light of the impending military buildup on Guam, continually address the pressing needs of the industry and the community (e.g. Pre-Architectural Drafting, and Computer Aided Design and Drafting). I urge you to explore the courses involved in these newly re-instituted programs and any other programs of interest to you.

Our ultimate goal is to have businesses or companies on Guam, and those that come to our island from the U.S. mainland or other regions, recognize that when they hire our graduates, they will be hiring employees that can perform as well or better than people trained anywhere else in the world.

Go ahead - expand your horizons and your talents here at GCC! Si Yu'us Ma'ase.

Sincerely,  


R. Ray D. Somera, Ph. D.  
Vice President for Academic Affairs

# **General Information**

## GENERAL INFORMATION

### History of the College

Guam Community College is a multi-faceted public vocational educational institution, created by Public Law 14-77 in 1977 to strengthen and consolidate vocational education on Guam. The College operates secondary and postsecondary vocational programs, adult and continuing education, community education, and short-term specialized training. These programs are delivered both on and off-campus, in satellite programs and on site at businesses as needed. The College also serves as the State Board of Control for vocational education under the United States Vocational Education Act of 1946, 1963, and subsequent amendments. The College offers over 50 courses of study, which are job related, and prepares students for transfer to four-year colleges and universities with advanced standing in professional and technical degree programs. The College offers a variety of community service and special programs to prepare students for college experiences including English as a Second Language, Adult Basic Education, General Education Development (GED) preparation and testing, and an Adult High School Diploma program.

### Mission Statement - Board of Trustees Policy 100

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

I misi3n i Kulehon Kumunid3t Gu3han, guiya i g3'hilo' i fina'che'cho' siha yan I kinahulo' i mamf3fa'che'cho' ya u na'gu3gu3ha nu i man3khilo' yan manmaolek na tiningo' yan fina'n3'guen cho'cho' siha gi iya Maikronisiha.

Board of Trustees Policy 100 (Amended & Adopted: May 5, 2011 (with Chamorro translation); Re-examined & Adopted: February 9, 2011; New Adoption: March 11, 2009; Amended & Adopted September 5, 2008; Reexamined & Adopted: January 25, 2007; First Adopted: September 19, 1990)

### Philosophy of the College

The institutional philosophy is to provide each and every individual seeking an education at the College the opportunity to develop his or her greatest potential by offering the following:

1. Responsiveness to the educational and cultural needs of the community;
2. Open door admissions and equal educational opportunity for all students regardless of sex, sexual orientation, race, religion, past academic record, age, national origin, disability, or financial resources;
3. Affirmative action for nontraditional students;
4. Quality teaching;
5. Adult Basic Education;
6. Career and Technical Education; and
7. Continuing Education and Lifelong Learning.

### Accreditation

Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), 10 Commercial Blvd., Suite 204, Novato, CA. 94949, phone (415) 506-0234, fax (415) 506-0238. ACCJC is an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Documents describing the accreditation of the College may be examined at the Vice President for Academic Affairs' office. Please contact the Vice President for further information or to make arrangements to examine the accreditation documents.

The Guam Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756.

### Facilities and Faculty

The College is located in Mangilao, Guam on a campus over 22-acres in size. Standard classroom facilities are housed in permanent concrete buildings. Metal buildings are used primarily for shop facilities in career and technical education. The construction of the Anthony A. Leon Guerrero Allied Health Center and the new Learning Resource Center have been completed and they are the latest additions to the college campus. A new Student Center which is adjacent to the Learning Resource Center is currently under construction, with an expected completion date toward the end of the year.

Shop spaces are provided for Auto Mechanics, Auto Body, Construction Trades, Welding, and Air Conditioning and Refrigeration courses. Special laboratories are used for instruction in the Allied Health, Computer Science, Office Technology, Networking Systems Technology, Visual Communications, and the Hospitality/Tourism programs.

The College faculty are qualified by their education and experience to offer courses and programs, which achieve the educational objectives of the College. Faculty credentials are found at the back of this student catalog.

Refer to the [GCC Fact Book](#) for more detailed information on the College's instructional facilities and faculty profile. Contact the Office of Assessment, Institutional Effectiveness, and Research (AIER) for a copy. AIER is located at the 2<sup>nd</sup> floor of the Student Services and Administration Building, Suite 2226 and 2227, with telephone numbers (671) 735-5520 and (671) 735-5523.

GCC also serves secondary schools by offering Career and Technical Education (CTE) programs in the Guam Department of Education (GDOE). As of Academic Year 2011-2012, there are five GDOE high schools located throughout the island where various CTE classes are taught by GCC faculty.

## Catalog Contents Disclaimer

Guam Community College has made reasonable efforts to provide information that is accurate at the time of this catalog's publication. However, the College reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective date.

## Copyright Policy

Guam Community College adheres to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et seq.). Additional copyright information is available at the College Learning Resource Center.

## Non-discrimination Statement

Guam Community College complies with all federal and territorial rules and regulations and prohibits discrimination on the basis of age, race, color, national origin, gender, sexual orientation or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the EEO/AA coordinator, located in the Financial Aid Office of the Student Services & Administration Building, 1st Floor, Suite 2117. Additional information may also be obtained in the GCC Student Handbook available online at [www.guamcc.edu](http://www.guamcc.edu).

## Student Code of Conduct

The Guam Community College has broad responsibilities for the education of the student and the College's standards of behavior can be considered part of the educational process. Guam Community College expects that each student will obey federal and territorial laws as well as College regulations. Any act that interferes with the rights of others, disrupts or impairs the normal function of the College, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Students who interfere with the personal liberty of others on campus are liable to expulsion and to such other penalties as may be imposed by law. Students are provided due process in disciplinary adjudication. Student conduct at all times should reveal mature judgment and a sense of moral, civic and academic responsibility. For a detailed explanation of GCC's Student Rights and Responsibilities and the student Code of Conduct, see the GCC Student Handbook or go online at [www.guamcc.edu](http://www.guamcc.edu), click on Students, Current Student, Student Life. Each GCC student is responsible for reading and understanding the GCC Student Handbook.

## Academic Integrity

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to: cheating, plagiarism, and technology misuse and abuse. In any situation in which students are unsure of what constitutes academic dishonesty, it is the students' responsibility to raise the question with their instructor. It is also the students' responsibility to be familiar with the student guidelines on academic Integrity.

Some common violations of these basic standards of academic integrity include, but are not limited to:

**Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids.

**Plagiarism:** Passing off someone else's work as his or her own. This can range from failing to cite an author for ideas in a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet.

All are considered plagiarism. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. College policy will kick in, regardless of the feelings of either the students or the instructor. Students found guilty of plagiarism will have this entered into their record and may be expelled from the College.

**Fabrication:** Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; “fudging” data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations.

**Multiple submissions:** Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes without the expressed consent of both professors.

**Misrepresentation or falsification of academic records:** Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after enrolling at Guam Community College.

**Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignments, discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.

**Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student’s efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.

## Policy on Substance Abuse

Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of alcohol and other drugs is recognized as an impediment to these goals and as a threat to the College’s mission of education and training.

## Workplace Violence Prevention Policy

Guam Community College is committed to providing a safe environment for students and employees. GCC can best perform its missions of teaching, training and public service when faculty, students, staff and visitors share a climate that supports a safe learning environment that is free from disruptive, threatening and violent behavior. Special Workplace Violence Policies and Procedures can be accessed in the GCC Student Handbook, at the office of the Associate Dean, Student Support Services, in Building B or at the Human Resources Office located in the Student Services & Administration Building, 1st Floor.

## Tobacco and Betel Nut (Pugu’a) Free Policy

As a way to preserve the health and welfare of the College campus community, the Board of Trustees established Board of Trustees Policy No. 175 that requires the Guam Community College premises to be Tobacco and Betel Nut (Pugu’a) Free effective June 1, 2007. To comply with the Board of Trustees Policy No 175 and Administrative Directive No. 2006-05, all employees and students are expected to adhere to the following:

- Do not use tobacco products while on Guam Community College property.
- Do not chew or spit pugu’a while on Guam Community College premises.
- Assist with the enforcement of Board of Trustees Policy No. 175.

Violation of the Board of Trustees Policy and Administrative Directive will be addressed in accordance with the disciplinary actions outlined in the Personnel Rules & Regulations, the GCC Student Handbook, and the Board-Faculty Union Agreement, 2010-2016.

## Sexual Harassment Prevention Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Harassment Prevention Policy to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting such offenses among all College constituents. More details regarding the Board of Trustees’ Policy 185 are available in the GCC Student Handbook, which is posted on the College’s website, [www.guamcc.edu](http://www.guamcc.edu).

## **STUDENT SUPPORT SERVICES**

### **Career Guidance and Counseling Services**

A full range of counseling services is offered to students including orientation to college programs and services, college placement tests, career counseling, personal counseling and student rights advocacy. Counselors are available in the Student Services & Administration Building on a walk-in or appointment basis. Counselor hours are posted in the Student Services & Administration Building.

### **Pre-Enrollment Counseling**

Students who have applied for admission or who are planning to enroll for the first time are encouraged to contact a counselor for educational and/or career and technical education guidance services. Students are provided with information regarding admissions procedures, placement testing requirements, instructional programs, and other services. Those who are undecided about career goals or objectives are provided with career guidance services, which may include assessment of interests and aptitudes and exploration of career fields.

### **College's English and Mathematics Placement Test**

Placement test results are valid for two (2) years. While placement testing is not mandatory for admission to the College, it is required for enrollment in English and Mathematics courses, which are required early in all programs. Therefore, students who plan to enroll full-time should take the placement test as soon as possible. The College reserves the right to require students to be re-evaluated using its placement test at any time.

The College uses a computerized program called COMPASS to determine appropriate placement in English and Mathematics courses. To take the test, students are required to present a picture identification card and pay a non-refundable fee at the cashier's office. All fees are subject to change. Check online for any changes to fees for current semester. Visit [www.guamcc.edu](http://www.guamcc.edu) or [mygcc.guamcc.edu](http://mygcc.guamcc.edu) for more detailed information.

When a student is ready to take the test, he or she should go to the counseling department office located in the Student Services & Administration Building to make testing arrangements. The student must present his or her receipt and identification to the counselor or proctor before testing. Testing results are available a few minutes after the test is completed. Students with disabilities may request accommodations for test taking through the Accommodative Services Coordinator, located in the Student Services & Administration Building.

### **Career Information and Guidance**

Information, materials, and counselor assistance are available to students who need help in career educational planning and to learn about their interests, abilities, goals and values. Computer-assisted career search programs and information on schools and colleges that provide additional training for occupations are also available.

### **Personal/Social Counseling Services**

Counselors provide personal growth and development counseling. Students experiencing adjustment problems, stress, anxiety, difficulties in relationships with others, or other symptoms of emotional distress may receive individual counseling on an appointment basis, or in some cases be referred to services in the community. College counselors are trained professionals, and all information related to the person receiving counseling is confidential and may be released only with the written permission of the student.

### **Student Rights Advocacy**

The counseling staff is responsible for promoting the welfare of students and assisting them in the protection of their basic human rights. Counselors will, when requested, take an active role in advising students of their rights to privacy, freedom of expression and viewpoints, freedom of the press, and rights to due process. Counselors will assist in mediation of disputes and grievances and act as the advocate of the student. Related policies and procedures are found in the GCC Student Handbook.

### **Advisement**

Academic Advising at the College is a process that assists students in clarifying their life and career goals as they develop their educational plan. Since academic advising is also a decision-making process, the ongoing communication is the responsibility of both the student and his/her advisor.

Academic Advising goes beyond requirements and registration. It is an educational and career plan developed between the student and the advisor.



Guam Community College partners with its students to succeed. This is reflected in the following activities:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student's academic adjustment to the campus;
- Educating students to assess academic progress and develop appropriate educational plans;
- Explaining and clarifying graduation requirements and academic rules and regulations;
- Serving as advocates and mediators for students; and
- Referring students to appropriate departments or programs to meet student needs.
- The student is expected to meet with his/her academic advisor regularly to plan an academic program and review achievement.

Advisor assignments are made in accordance with the student's program of study and are intended to be continuous throughout the student's college career. Additional information may be obtained from the Admissions and Registration Office, Student Services & Administration Building, 1st. floor.

## Health Services

The Health Services Center is staffed by two full-time registered nurses and an administrative assistant. Students and employees of the college may utilize its services.

### The services available at the Health Services Center are:

- basic first aid for injuries and medical conditions that occur during school time;
- assessment and nursing management of chronic health problems based on the client's physician-prescribed therapeutic regimen;\*
- annual screening of employees for tuberculosis (TB) as required by law;
- screening of students for TB in compliance with public law and school policy;
- administration of TB skin test;
- immunization program;\*
- immunization audit in compliance with public law and school policy;
- Brief Tobacco Intervention program;
- screening of height & weight, blood pressure, vision, and pediculosis;\*
- pregnancy testing and prenatal follow-up;\*
- advocacy for persons with disabilities;
- referral services on health management; and
- counseling on health and health-related issues.

\*Services are rendered upon availability of staff and resources.

### The health requirements for students include:

- TB clearance within a (1) year prior to school registration. For any individual entering from an area other than the U.S. states or territories, Public Law 22-130 requires that tuberculosis test must be conducted within 6 months prior to enrollment. Those with positive test results must obtain medical evaluation from their private medical clinic first and then proceed to the TB Section of the Department of Public Health & Social Services for clearance;
- Measles, Mumps, Rubella (MMR) - Students must at least have one dose on or after the first birthday. Guam Immunization Protocol indicates that it is strongly recommended that individuals born in or after 1957 receive two doses of MMR, if they never had measles (physician-diagnosed), or if they do not have confirmed laboratory evidence of measles immunity. Those born prior to 1957 are exempted from the MMR requirement;
- Tetanus & Diphtheria (TD) received within the last 10 years;
- Oral Polio Vaccine (OPV) for students below 18 years of age; and
- Properly completed Emergency and Health Information form.

Note: Students whose choice of study will place them at risk with the exposure to blood-borne pathogens are advised to follow further instructions by their respective program advisor regarding other health requirements such as hepatitis B vaccine and physical examination.



## OTHER SERVICES

### Student Parking

The College reserves the right to control parking and the flow of traffic on its campus. Student vehicles with a GCC parking decal may be parked on campus in designated student parking areas. Students must display a GCC decal on their vehicles while parking on campus. Accessible parking for students with disabilities is clearly marked and available in front of the Student Support Services, Building B, the North Parking Lot, by Building 500, and in front of the Student Services & Administration Building. Improperly parked vehicles may be towed away at the owner's expense. The College will not be responsible for any damage done to any vehicle parked on campus. The College does provide security services throughout the campus.

### Food Service

Food service on campus is offered through a local vendor Monday - Thursday from 7:00 a.m. - 8:00 p.m., and Friday from 7:00 a.m. - 2:30 p.m. The concession is closed on Saturdays, Sundays and holidays.

### Bookstore

The Bookstore is located between Building 100 and 200 and is open Monday through Thursday from 1:00 p.m. to 4:00 p.m. Special bookstore hours are set during the registration period and posted online at MyGCC.

### Student I.D. Cards

Students are expected to have a GCC I.D. card on their possession at all times. All students are required to present an I.D. to access services at computer labs, library, Bookstore and Health Services Center, to name a few.

### Center for Student Involvement

The Center for Student Involvement (CSI) oversees an array of student activities, such as Leadership Development, and the New Student Online Orientation, Student Governance, and Student Organizations. Each of these initiatives is guided by the belief that students must become intentionally involved in campus programs and activities in order to become fully prepared for the workplace and for other life commitments as well. CSI assists students and student organizations in planning and implementing programs, activities and events, and plans and implements campus-wide programs to address the needs and interests of GCC's students. It also ensures that student organizations and the *Council On Postsecondary Student Affairs* (COPSA) achieve success in all their extra-curricular activities.

The CSI initiatives are also designed to foster in students a sense of voice, empowerment and responsibility to the campus community.

### Leadership Development

Leadership Development assists students in realizing their leadership potential. Involvement, training and development opportunities are offered at individual and organizational levels tailored to fit the unique leadership needs of interested students.

### Student Governance

The *Council on Postsecondary Affairs* (COPSA) is the official representative body for student governance. COPSA plans student activities, approves student organization budgets and ensures that the College fully considers the needs and interests of students in its decisions and offerings.

### Student Organizations

- *The Adult High School Student Organization (AHSSO)* represents all officially registered Adult High School students and serves as a voice to COPSA in submitting student issues, problems and concerns for the Adult High School students.
- *The Computer And Technology Organization (CATO)* empowers, informs, and educates fellow students and the community of the significance of computer and technical literacy.
- *The Criminal Justice Student Association (CJSA)* promotes unity, fellowship, scholarship and leadership activities among its members. It also promotes Criminal Justice programs through community involvement.
- *Delta Epsilon Chi (DEX)* furthers the understanding of the principles of marketing within the business community and generates revenue for scholarships for GCC's postsecondary Marketing students.

- *The Digital Arts Society (DAS)* brings together students interested in the digital arts to assist in their growth and development, building their leadership skills through experiences in social, economic, educational and community activities relative to the field of visual communications.
- *The Education Student Organization (ESO)* serves to support students seeking a degree under the Education Department, including students studying Early Childhood Education, Education and Sign Language Interpreting.
- *The Health Occupations Students of America (HOSA)* promotes career opportunities in the health care industry, and enhances the delivery of quality healthcare to all people.
- *The Japan Club* promotes the language and culture of Japan through a variety of activities to educate and entertain the campus community.
- *The Micronesian Student Association (MSA)* provides support for newly enrolled students in their efforts to assimilate into the College and community environments.
- *The Phi Theta Kappa International Honor Society (Beta Beta Xi Chapter)* promotes scholarship, the development of leadership and service, and the cultivation of fellowship.
- *The Post Secondary Tourism Association (PSTA)* promotes better relationships among students majoring in Tourism. It also develops and fosters principles of learning in tourism services and management.
- *The Practical Nursing Student Association (PNSA)* provides support and leadership opportunities to undergraduate nursing students throughout the nursing program.
- *The Society of Management Industry Leaders for Excellence (SMILE)* supports all students seeking a business degree, teaches members how to be socially aware, and provides service to the community.

## EDUCATIONAL RESOURCES

### Learning Resource Center/Library Services

On December 10, 2010, the Guam Community College Learning Resource Center, which houses the Library, opened in a new two-story 22,000 square foot state of the art facility. This facility is the first Leadership in Energy and Environmental Design or LEED-certified building for the Government of Guam. The LRC facility includes a reading area/collection section, computer work areas, a computer lab, small group meeting rooms, audio visual rooms, staff areas, and a large group meeting room.

Reference and instructional services are available for classes and individual library users. The Library presently maintains a permanent collection of about 21,000 items comprised of books, periodical titles and videos. Reference books, multimedia materials, magazines and newspapers are available for in-library use. Circulating books may be borrowed for a two-week period; videos may be borrowed for two days. Overdue fines are charged. A coin and bill operated photocopier is also available in the Library. Internet access is provided as well as accessibility to the DYNIX Public Access Catalog (DPAC) and EBSCO host full-text periodical database. The Library web page with current information can be found on the Guam Community College website.

### Educational Services – Accommodative Services for Students with Disabilities

Students with disabilities can be provided with auxiliary aids when needed for success in attaining their academic/vocational goals. If classes required by students with special disabilities have been scheduled to meet in relatively inaccessible facilities, the College will either reschedule the classes to accessible facilities or make special arrangements to ensure ready access by students with disabilities to those classes. Students with disabilities are urged to contact the Accommodative Services Coordinator well in advance of registration for classes.

For more information concerning services at the College for persons with disability-related needs, contact the Accommodative Services Coordinator at the Student Services & Administration Building, Suite 2139. The office telephone number is (671) 735-5597 or TDD (671) 734-8324.

### Center for Civic Engagement

Center for Civic Engagement (CCE) supports the enhancement of student educational experiences through the integration of academic study with active service, while encouraging civic involvement, community awareness, and responsible leadership. This educational approach is known as **Service-Learning**—a way of teaching and learning that engages all learners in hands-on academic projects in the community to meet learning objectives and strengthen communities. Students who are civically engaged in their learning are better able to connect classroom learning with real life situations through participation in community service projects. A key characteristic of the Service-Learning curriculum is its support of general education requirements, providing students with opportunities to develop and practice personal skills such as critical thinking, researching, decision-making, planning, and organizing.

The CCE assists faculty and academic departments in developing, administering, improving and evaluating Service-Learning partnerships. The center also supports participatory service and action projects that promote greater social justice for disenfranchised and marginalized individuals in our society. Civic engagement activities address pertinent social problems that affect society's most vulnerable individuals and groups by empowering people with problem solving and self-sufficiency skills.

## **Tutoring Services**

Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. These services are available on a first-come, first-served basis. The focus of these services centers primarily on English and Math skills.

## **Federal TRIO Program**

### **Project Aim**

Project AIM is a Student Support Services Federal TRIO Program funded by the U.S. Department of Education. This program provides tutoring in all subjects, counseling (personal and academic), peer counseling and tutoring, cultural enrichment activities, mentorship programs, transfer center services, workshops (on study skills, career decisions, time management, test anxiety) and book assistance awards. These services are available to students meeting federal guidelines, such as low-income level, first generation students (neither parent received a bachelor's degree) and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students; 2) increase the transfer rates of eligible students from 2- to 4- year institutions; and 3) foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. For further information, please contact (671) 735-5594/5 or visit the Project Aim Office in Building 100, Room 107.

## **ASSESSMENT, INSTITUTIONAL EFFECTIVENESS, AND RESEARCH**

Assessment at Guam Community College is viewed as a collective effort to demonstrate commitment to an institutional dialogue about student learning. There are two major reasons that drive all assessment processes at GCC: accountability and improvement. A policy document adopted by the Board of Trustees on September 4, 2002 (Policy 306, Comprehensive Assessment of Instructional Programs, Student Services, Administrative Units and the Board of Trustees) is the institutional mandate that fuels all campus-wide assessment activities.

Three goals effectively guide the Office of Assessment, Institutional Effectiveness, and Research (AIER) in its mission of assessment excellence at the College:

1. To develop and sustain assessment momentum at the college through capacity building efforts that will empower constituents to use assessment results for accountability and improvement;
2. To systematize assessment protocols, processes and policies both in hard copy and online environments and thereby allow the college to meet its ACCJC/WASC accreditation requirements; and
3. To exert and affirm community college assessment leadership regionally and nationally.

At the core of these processes, are three (3) important questions that the institution asks regarding student learning: *What do students know? What do they think and value? What can they do?* These three questions correspond to the cognitive, affective and behavioral domains of student learning. By continually asking these questions, the College is drawn closer to what it says it can do in both teaching and learning environments and to what it promises its programs and services can deliver in terms of results.

AIER is located at the 2nd floor of the Student Services & Administration Building, Suites 2226, 2227, and 2228 with telephone numbers (671)735-5520. As a valuable resource for all GCC constituents and others interested in assessment, AIER also maintains a web site at [www.guamcc.edu/aier](http://www.guamcc.edu/aier).

## **FINANCIAL AID SERVICES**

The College believes that each individual should have the opportunity to develop his or her potential to the fullest extent possible. As part of the commitment to that principle, the College makes available financial aid programs which can provide students with money to pay for tuition, books, supplies, transportation and living expenses while they attend college.

### **Financial Aid**

The Financial Aid Office provides information and advice on how students can gain financial assistance from various sources. Such assistance is available to students with financial need through the Federal Student Aid Programs that include

Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. The College is also approved to certify Veteran's benefits. In addition, various independent scholarship programs are available based on a combination of factors such as merit, interest in certain degree programs, and in some cases, need. The College does not administer federal student loan programs. However, the Government of Guam Student Assistance Loan program is available through our office. Applications are available in January and due on April 30 of each year. Students may receive complete financial aid counseling services at the College's Financial Aid Office located on the 1st floor of the Student Services & Administration Building.

## Application Deadlines

The College processes financial aid applications throughout the year. However, most scholarship programs have application deadlines established by the grantor. In the case of Federal Student Aid Programs, students must have completed both the government forms and the entire admissions process at the College in order to qualify. This process should be started well in advance of the semester to be attended in order to prevent delays in payment. Students should complete their applications early to insure maximum awards. No applications will be accepted after the end of the school year. For further information, contact the Financial Aid Office at (671) 735-5544.

## Types of Financial Aid

**Pell Grant** - This is a grant, which does not need to be prepaid. It is based on financial need, and upon maintaining satisfactory progress at the College. Depending on income, students can be eligible for up to \$5,550.00 per year for full-time enrollment.

**Federal Work Study Program (FWSP)** - Students who qualify for the Pell Grant and who still have remaining financial need may sign up for College Work Study as a means of earning income. These awards are made on a first-come, first-served basis until the funds are spent. Job placement is done by the Financial Aid Office. The awards usually range between \$500 and \$1,000 per year, depending on need.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - Students who qualify for the Pell Grant and who fall into the greatest need category may also receive FSEOG awards. Typical awards are around \$300 per year.

**Veterans Educational Benefits** - The College is approved for Veteran's benefits. Counseling regarding individual eligibility is available either at the Financial Aid Office or at the Veteran's Administration Offices in Guam. Veterans must comply with established Financial Aid Office policies in order to receive benefits, and must meet established standards of progress.

**Federated States of Micronesia Scholarship Programs** - The neighboring island states have scholarship funds for their students. The island states have generally made the applications and information available to the College. Students who wish to apply may contact either their island's scholarship program office, or the Financial Aid Office.

**Scholarships** - Various private groups and organizations provide scholarships for GCC students. Information about these scholarships is available at the Financial Aid Office and at [www.guamcc.edu](http://www.guamcc.edu)

## Eligibility

Financial Aid, with the exception of gift aid and merit-based scholarships, is awarded on the basis of a student's financial need. A student's financial need is defined as the difference between the cost of the student's education and the student's resources to meet that cost. In general, a student may be eligible for financial aid under the following conditions:

- The student can demonstrate that a financial need exists;
- The student is making satisfactory progress toward a postsecondary educational goal;
- The student is enrolled as a Declared Student;
- The student is a U.S. Citizen, U.S. National, U.S. Permanent Resident, a permanent resident of the Federated States of Micronesia, or a permanent resident of the Commonwealth of the Northern Marianas Islands, or the Republic of the Marshall Islands and the Republic of Palau; and
- The student, if required by federal law, attests to his/her Selective Service status.

**Application Procedures**—Students must complete the Free Application for Federal Student Aid in order to be considered for any Federal assistance. These applications are available on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must apply and qualify annually on the basis of demonstrated financial need. To apply, students should first obtain a personal identification number or PIN at [www.pin.ed.gov](http://www.pin.ed.gov) and then go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to fill out the form or click on the Financial Aid Links at [www.guamcc.edu](http://www.guamcc.edu), then **select the "Financial Aid Checklist"** and follow the directions on that list. In addition to the FAFSA, students will need to complete a "Application for Admission as a Declared Student" which is available on the GCC website or at the Admissions desk in the Administration building.

**Awards**—Pell grants are awarded following the drop-add period and disbursed at mid-term. Students can view their account information online at [www.guamcc.edu](http://www.guamcc.edu)

## Student Responsibilities

In order to receive any form of assistance from the Financial Aid Office, all applicants must:

- Complete all necessary application forms and pertinent documents on or before the established deadlines of each school year.
- Be admitted as a “Declared Student.”
- Enroll in a program of study leading towards a postsecondary degree or certificate program. (Adult High School Diploma may be eligible for some recipients, e.g., VA Benefits).
- Enroll in courses required for declared program of study.
- Satisfactorily meet progress standards for financial aid. (For further explanation, please read the Financial Aid Guide).
- Inform the Financial Aid Office of any changes that may affect their financial assistance.
- Pick up award checks on the scheduled disbursement dates.
- Comply with all other policies established by the Financial Aid Office as described in the Student Handbook and Financial Aid Guide.
- VA students must have previous education credits/military training evaluated. Submit an evaluation request form along with transcripts, DD-214's etc. to the registrar's office.

Students who fail to comply with the above requirements may jeopardize their eligibility for assistance. Furthermore, students are urged to work closely with their program advisors and/or counselors in planning their course of study at GCC.

For more information regarding Financial Aid, contact:

Financial Aid Office  
Guam Community College  
P.O. Box 23069  
Barrigada, Guam 96921  
(671) 735-5543/44  
[www.pin.ed.gov](http://www.pin.ed.gov)  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## HOUSING INFORMATION

Guam Community College has no housing facilities. The College does not supervise, recommend or assume responsibility for any housing facility. Private housing is available in the community and prospective students should make their own arrangements.

# **Admissions Information**

## ADMISSIONS INFORMATION

### Student Classifications

A student may be admitted to the College in any one of the following classifications:

A **Declared Student** is a student pursuing a postsecondary certificate or degree. To be eligible, a student must:

- Be a graduate of an accredited or recognized United States high school or foreign high school with equivalent programs of instruction and comparable standards; or
- Have the equivalent of a high school diploma (e.g., G.E.D);
- Have an AA/AS, BA/BS degree, or successful completion of at least 60 hours of college credit with a cumulative GPA of 2.0 or higher from an accredited or recognized United States college/university or a foreign college/university with equivalent programs of instruction and comparable standards; or
- Be at least sixteen (16) years of age or older and have the ability to benefit from the education or training offered at the College. Students admitted on the basis of ability to benefit from the education or training offered must pass a U.S. Department of Education approved test such as COMPASS prior to enrollment at the College.

An **Undeclared Student** is a student taking courses who has not formally identified a particular degree, certificate or diploma program at the College. Any person below 16 years of age may only enroll as a secondary student in classes held on the College campus, subject to proof of parental consent, home school consent, and College approval. The College will determine if such students are able to benefit from an educational experience delivered in an adult setting.

Full-time foreign students at other institutions are also eligible but foreign (F-1 Visa) students who are full-time students at the College may not be admitted as Undeclared Students.

An **Enrichment Student** is a student who does not intend to declare a major or pursue a degree program, but who plans to complete more than 18 credit hours of post-secondary work. Such student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student. Should an individual enrolled as an enrichment student subsequently decide to pursue a Certificate or Associate degree program, he/she would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

A **Diploma Student** is a student pursuing an Adult High School Diploma. To be eligible, a student must be at least 16 years old, not a high school graduate and not attending a regular high school program, which will meet their needs.

A **Special Student** is a student admitted to the College to participate in a special training project or taking special courses or is pursuing an educational objective not usually available at the College. Any person is eligible to be a Special Student.

**Note:** The Apprenticeship Training Program has additional admission requirements. These requirements are stated in the Apprenticeship Program description in this catalog.

### Acceptance Information

When all information, forms and documents are received, students applying for admission as a Declared Student or as a Diploma Student will be notified by mail of their admission to the College and may be assigned a specific date and time for orientation, placement testing, advisement and registration. Students who are transferring course credits into the College must complete an Evaluation Request form and results will be mailed after reviewed.

In some cases, however, a student may not be permitted to enroll in the beginning courses in their program because:

- Certain prerequisites for the courses have not been met;
- The program may already be fully enrolled; or
- Beginning courses in the program are not offered in that semester.

Only students applying for admission as a Declared Student are formally notified of their acceptance.

### Admission Procedure for Declared Students/Diploma Students

Students applying for admission either as a DECLARED STUDENT or as a DIPLOMA STUDENT are required to complete the following steps prior to admission to the College:

- Submit an Application for Admission to the Admissions and Registration Office.
- Students working toward an Adult High School Diploma apply for admission as a Diploma Student.

- Students working toward a certificate or degree apply for admission as a Declared Student. Students applying for admission as a Declared Student must specify the degree or certificate program they intend to pursue.
- Submit official transcripts of all high school and/or college work.
- Submit other information, forms or documents as requested by the College.

Note: Consideration for admission is based on a complete submission of all required or requested documents.

Admission is based on the semester in which a complete application is made. Failure to submit a complete application may result in denial of Declared Student status.

If the student is admitted, the student must, in addition:

- Take placement tests, if required, and meet with a College counselor or advisor for advisement and program planning.
- Register for classes during the registration period and pay all tuition and fees in full within the designated payment period.

All documents, transcripts and forms submitted by the student during the admission process become the property of the College and will not be copied for the student's own use, returned to the student, or forwarded on behalf of the student to any other institution.

### **Admission Procedure for Undeclared Students**

No advance application for admission is required for admission as an Undeclared Student.

### **Admission of Foreign Students**

The college is authorized under federal law to enroll nonimmigrant alien students. Nonimmigrant alien students (hereinafter referred to as foreign students) are not citizens of the United States or aliens permanently residing in the United States. Foreign students must meet the same admission requirements as all other students. In addition, foreign students must also meet the following special admission requirements:

- Submit, with their Application for Admission, as a Declared Student, an official transcript from the last school, college or university they have attended with a notarized or certified translation of the transcript if that document is recorded in a language other than English.
- Have their scores on the Test of English as a Foreign Language (TOEFL) submitted directly to the College. Scores must be from a test taken within the previous two years. Applicants are required to score a minimum of 61 (internet-based), 173 (computer-based) or 500 (paper-based) on the TOEFL. The following applicants are exempt from the TOEFL examination:
  1. those whose native language is English;
  2. those who hold a bachelor's or master's degree from a regionally accredited university or college in the U.S. or a recognized university in Australia, Britain, Canada (excluding Quebec), Ireland, or New Zealand;
  3. those who score 510 or better on the verbal and 510 or better on the writing sections of the SAT;
  4. those who score 22 in English and 22 in reading sections of the ACT;
  5. those who have completed six years of continuous schooling through the high school or college level in American Samoa, Northern Marianas and/or Guam or in one of the countries listed above under (b);
  6. those who have completed English composition at a regionally accredited U.S. institution with a D or better grade;
  7. those who completed at least three years of high school in Guam with a cumulative GPA of 3.2 and SAT critical reading of 460 and SAT writing of 460. Admission to summer ELI classes does not imply a waiver of the TOEFL exam for fall or spring semester admission; or
  8. those who place into EN110 (Freshman Composition) or higher at Guam Community College or University of Guam, and have a letter of support from the relevant office of the institution (either GCC or UOG) administering the placement test.

Applications and/or requests for scores to be sent to the College should be made by writing to:

TOEFL Programs  
CN 6155  
Princeton, New Jersey 08541-6155 USA



Foreign students will not be notified of their admission to the College until all admission requirements have been fulfilled. Foreign students must have an official Notice of Admission and Form I-20A-B in their possession before coming to Guam. Foreign students must also meet the following requirements:

- Fall within the limit for foreign student enrollment as mandated by the College.
- Submit a Supplementary Information Form for Foreign Students (including evidence of ability to pay all expenses themselves, or through the support of their families in their native country, or through a sponsor who is either a citizen or permanent resident of the United States).
- Submit any other forms, documents or information as may be required by the College.

Foreign students will be admitted only to a specific certificate or degree program. Foreign students, except in extraordinary circumstances, will not be permitted to change their program of study and must enroll for a minimum of 12 credit hours per semester in courses which are required for their specific program of study.

Foreign students are required to register for English their first semester at the College and each subsequent semester until all English requirements of their program of study are met.

Guam Community College has no dormitory facilities for students. The majority of foreign students rent rooms or apartments near the College. Foreign students are encouraged to seek housing with English speaking families on Guam in order to facilitate speaking English on all possible occasions.

U.S. Immigration and Customs Enforcement regulations do not permit foreign students to accept employment while attending college. A foreign student should not count on being able to accept employment on Guam to work one's way through college.

## **REGISTRATION, WITHDRAWALS, AND OTHER CHANGES**

### **Registration and MyGCC**

On June 1, 2007, Guam Community College launched MyGCC, its web-accessible information system that brings all major functional areas such as Student, Financial Aid, Finance, and Human Resources together into a single database information system. The college purchased Sungard Higher Education's **Banner**® enterprise database system and Luminis® Internet portal system in September 2005, and in approximately 18 months, online registration was live and in full operation. With MyGCC, students can register and pay for classes, check grades, and communicate with peers or faculty via student email. The launching of MyGCC is another example of GCC's commitment to preparing students for success in the classroom and at the workplace using proven and cutting-edge technology. Although students may now register online, the Admissions & Registration Office is also always available to assist students and applicants.

A Schedule of Classes is published each semester and is available to students before registration. A Schedule of Classes can be obtained at the Student Services & Administration Building or in GCC's website: [www.guamcc.edu](http://www.guamcc.edu). Students should plan their program of studies using the Catalog and Program Planning Guides.

A student is obligated to pay the tuition and fees for registered courses unless officially dropped on or before the Add/Drop deadline. Failure to make payment by the due date will result in an assessment of a late registration fee.

### **Online Registration**

Registration can be performed either at the Admissions & Registration Office or online by logging into MyGCC via the college's website, [www.guamcc.edu](http://www.guamcc.edu). Nevertheless, all students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisites, program requirements, or educational goals. Moreover, students in certain programs are required to meet with their academic advisors to obtain approval for their schedule before they register. These students include those declared in the Adult High School Diploma Program, Associate of Arts in Culinary Arts, Certificate in Practical Nursing, and the Criminal Justice Academy. All international students must clear with Admissions & Registration and obtain schedule approval from their academic advisor prior to registering. In addition, all students must clear outstanding financial obligations with the college at the Cashier's Office, and have immunization updated pursuant to Guam public law, P.L. 22-130. Updated health records must be submitted to the GCC Health Services Center at least once each year.

### **Continuous Registration**

This type of registration applies only to students who have not met their Math and English General Education Requirements.

Students who are registered for a current semester, and who would like to register for upcoming semesters, may do so if they sign a Statement of Understanding indicating that they are currently registered for English and/or Math course(s). The

Statement further explains that although they have not completed these course(s), they would like to register for the next level of English and/or Math for the upcoming semester **as well as other courses**. By signing this Statement, students are acknowledging their understanding that if they do not pass their current English and/or Math course(s), they will be dropped from the higher-level course(s) **and all other registered course(s)**. In the event this occurs, they must reregister for the failed course(s) **as well as all other courses**.

### **Change of Registration (ADDS & DROPS)**

Classes officially dropped before the end of the Add/Drop period of a term will not appear on a student's academic record. Classes withdrawn from after the end of the Add/Drop period of a term will be assigned a "W" on the academic record. Students are obligated to pay the tuition and fees for classes from which they withdraw after the Add/Drop period.

The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the Schedule of Classes for each term. Any student who fails to officially withdraw from a class by this deadline will be assigned any grade except "W" for the class.

### **Complete Withdrawal**

Students who wish to withdraw completely from the College must do so by the deadline for dropping a class. Students who completely withdraw from the College must reapply for admission to the College, if they subsequently desire to re-enroll in the College.

### **Change of Program/Major**

Declared Students enrolled at the College may change their program or major at any time during a regular semester. Request forms are available at the Admissions & Registration Office.

### **Change of Personal Data**

Any change of personal data such as name, address, telephone number and citizenship must be submitted to the Admissions & Registration Office. Copies of supporting documents are required for change of name and citizenship. Some visa restrictions apply to foreign students.

### **Auditing Courses**

Students wishing to audit a class must complete all admission and registration requirements and procedures, including payment in full of all tuition and fees. Students will be permitted to register on a space-available basis only after all students taking the course for credit have been registered. No credit or grade is given for a course which is audited. Students may participate in class activities only to the extent permitted by the instructor of the class. Students wishing to audit a class must indicate this status at the time of registration.

### **Class Attendance**

Regular and prompt class attendance is expected of all students. Each student is responsible for informing instructors of his or her absences (if possible) and to make arrangements with instructors to complete work missed due to his or her absence from class.

### **Transfer of Credits from Postsecondary Institutions**

GCC will accept credit transfer for all courses successfully completed at any college or university in the United States which is accredited by its regional accrediting body, affiliated accrediting body, the Distance Education Council, or any accrediting body recognized by the United States Department of Education (e.g. MSCHE, NEASC-CIHE, NEASC-CTCI, NCA-HLC, NWCCU, SACS, WASC-ACCJC, WASC-ACSCU, or the DETC) or which is recognized and approved by the Department of Education or Ministry of Education in a foreign country. Credit transfer will be accepted so long as the courses satisfy the following criteria:

- Official transcripts are received directly from the institution where the credits were earned.
- The course is at the postsecondary level; with GCC, this means the course is at the 100 level or above and receives undergraduate level credit.
- Credits earned outside of GCC are equal to or greater than the credits to be received from GCC.
- The student has earned a "C" grade or higher (or equivalent).
- The course is not a credit for life experience.

Evaluations for transfer credit will not begin until official transcripts are received from the originating institution. For a complete list and description of the regional accrediting bodies listed above, please refer to Appendix I of this catalog.

A course which has a discipline designation at the originating institution that corresponds to a discipline designation at GCC will be transferred as course work in that discipline (e.g. a History course taken elsewhere will transfer as a History course at GCC).

If the transfer course has substantially the same course title and course description as a course at GCC, or where an articulation agreement so indicates, the course will be deemed to be equivalent to the GCC course. Admissions & Registration will contact the originating school, the appropriate academic departments, or dean's office if there is a question as to the equivalence of courses.

A course which has a discipline designation at the originating institution which does not correspond to a discipline designation at GCC but for which the course title and description indicates it fulfills a General Education requirement (e.g. SO130; SI110) will be entered into the student's record as fulfilling that general education requirement, upon approval of the department chair and the Dean. A Course Substitution Form will need to be completed and submitted to authorize this transfer.

Program faculty will determine whether any transfer course does or does not fulfill any program requirement, except where there is clear equivalence between the transfer course and the GCC course, in which case the Registrar makes the decision. Transfer students will be advised to contact the department chair of their program for evaluation of any course that does not transfer as equivalent to a GCC course but which the student believes should satisfy a program requirement. A form or template will be utilized for this purpose.

The transfer evaluation provided to the student at the beginning of the student's matriculation at GCC will be entered into the student's permanent record unless specific errors are found (e.g. misidentifying the number of credits for a course or giving a student credit for a course more than once) or the student requests and is granted a modification by the dean and the academic vice president. In order to perform a transfer evaluation, a student is required to submit a completed Evaluation Request form to the Admissions & Registration office.

Though credits earned with course grades of "C" or better in other accredited or recognized colleges and universities may be accepted for credit at GCC, credits earned with course grades of "D" may also be accepted on a conditional basis until successful completion of subsequent course work at the College in the same area of study. Only credits applicable toward a diploma, a certificate, or degree at the College will be accepted. Grades, grade point or grade point average will not be transferred. The Registrar, in careful consultation with program faculty (as necessary and appropriate) will determine which credits will be accepted. It is the student's responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Records by the Registrar.

## Advanced Placement

Students may be placed in higher level courses or a sequence of courses on the basis of their high school achievement, training or test results. Credit may be granted for the courses bypassed but both placement and the granting of credit are at the discretion of the Registrar in consultation with Department Chairperson, the Dean, or the Academic Vice President as necessary and appropriate.

Credit granted through advanced placement will be recorded with a "CR" (satisfactory completion) grade.

Students who wish to be considered for advanced placement must request an evaluation of their high school achievement, training or test results for this purpose.

## RECOGNITION OF NON-TRADITIONAL LEARNING

### Credit-By-Examination College Sponsored Examinations

Credit-by-examination is available for some courses at Guam Community College. Interested students should contact the appropriate Dean or Academic Vice President's office to determine whether or not this option is available for any particular course. To be eligible to earn Credit-by-Examination, students must be registered in the College and must meet all prerequisite requirements for the course they propose to challenge. Courses passed by examination do not carry grade or grade points. If credit is earned, the grade "CR" is recorded. An "NC" (unsatisfactory completion) will be recorded if a student fails to earn credit-by-examination. Credit-by-Examination (CBE) is recorded on a student's academic record for each course challenged through Credit-by-Examination. After an unsuccessful attempt at Credit-by-Examination, students must wait six months before making another attempt. Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable tuition and fees must be paid, *without exception*. **No waivers will be allowed.** College credit will only be awarded upon full payment of applicable cost. For further information, contact the Admissions & Registration Office located in the Student Services & Administration Building.

Credit-by-Examination does not fulfill the residency requirement of degree, certificate or diploma programs.

## External Examinations Credit

### External Examinations Credit-Granting Procedure

- A. The various forms of credit evaluation are available only to students currently registered at the College.
- B. Letter grades will not be granted for credits awarded through this program. Instead, "CR" will be used and will not be calculated into the GPA.
- C. Credits awarded through this program will be identified as such on the student's academic record. They may not be accepted by other institutions.
- D. These credits may not be used to meet the last 12-credit residency requirement for degrees and certificates unless the requirement is waived by a departmental dean.
- E. Credit may be granted for either electives or required courses.
- F. Credits will be granted only toward a student's declared program and may require reevaluation if the program is changed.
- G. Evaluation of alternative learning experiences older than ten years, or any period of time designated by a department, may include review for currency.
- H. Evaluation resources such as the American Council on Education (ACE) guides will be consulted, but the College reserves the right to set its own credit-granting policies, which may differ from that of ACE or any other external resource.
- I. The number and type of credits awarded will be governed by the extent to which the knowledge and skills documented in the evaluation process are comparable to the competencies described in existing Guam Community College course documents.

External Examinations Credit is awarded by the College on the basis of the following examinations:

#### CLEP General Examinations Credit Hours

Maximum Credit English Composition (with Essay)	6
Humanities	6
Mathematics	6
Natural Sciences	6
Social Sciences & History	6

CLEP general examinations in English (with essay) will be accepted by the Guam Community College if the score reaches or exceeds the 35th percentile. If the English exam (with essay) reaches or exceeds the 35th percentile, the college will allow a transfer credit equivalent to EN110 (3 credit hours).

#### Other External Exams

CLEP Subject Examinations  
 College Board Advanced Placement Exams  
 DANTES Subject Standardized Tests (DSSTs)  
 ACT Proficiency Examination Program (PEP)  
 USAFI Subject Standardized Tests (USSTs)  
 USAFI End-Of-Course Examinations

A minimum score for credit is determined using the American Council of Education (ACE) recommendations. However, the College reserves the right to reject recommendations from such sources (refer to credit granting procedure above).

## Prior Learning

The College recognizes that students may have had prior learning experiences, which might translate to academic credit. The College adheres to the following standards for assessing such experience:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted.

The College recognizes that students may have acquired learning through traditional college experiences as well as from work and life experience, independent reading and study, the mass media and participation in formal courses sponsored by associations, businesses, government, industry, the military, unions and learning reflected in various examinations. The College will evaluate prior institutional (i.e., college) learning experience as transfer credit and as a basis for advanced placement.

The College will evaluate extra-institutional (i.e., non-college) learning using Credit-by-Examination. See also "Educational Credit for Training Programs."

## RECOGNITION OF SPONSORED LEARNING

### Military Education

Credit may be granted for armed services school and military experience only as recommended by the American Council on Education (ACE).

### Educational Credit for Training Programs

The College awards credit for non-collegiate sponsored instruction as recommended by the National Program on Non-collegiate Sponsored Instruction (PONSI) or the American Council on Education in The National Guide To Educational Credit For Training Programs. These credits do not fulfill the residency requirement of degree, certificate and diploma programs. Nationally recognized training and certification programs will be assessed on a case-by-case basis.

### Special Courses

Special courses are open-entry/open-exit courses; a student may register for a special course during any regular semester or summer session. To register for a special course, a student must complete the Application to Take form. A student must work with either a counselor or an advisor as well as the supervising faculty member in preparing the Application to Take form. The number of credits to be earned must be specified on the form. A student must obtain the approval of the counselor or advisor, supervising faculty member, Department Chairperson, Dean and the Registrar in order to take a Special Course.

Special Courses offered at the College are designed as follows:

- **\_\_190, \_\_290: Special Projects** - Courses for individual students, including special studies, individual research and special projects.
- **\_\_192, \_\_292: Practicum Courses** - Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study.
- **\_\_191, \_\_291: Internship** - A trainee, residency or intern program in which the student works in a specific technical or professional area under the direction of an expert in the field.
- **\_\_198, \_\_298: Cooperative Education/Work-Learn** - Vocational instruction combined with employment related to that instruction, providing an opportunity to earn college credit and wages "paid or unpaid work experience" in an on-the-job setting arranged by the College.

### Work Experience

The Work Experience Program provides an opportunity to qualified students to receive relevant paid or unpaid work experience related to their vocational/technical fields of study and individual interest within that field. Work Experience, listed as CO-OP/Work-Learn, is an option under Technical Requirements for some certificate/degree programs. Work Experience is also an option under Related Technical and General Education Requirements for most certificate/degree programs. Students may earn up to 6 Work Experience credits upon successful completion of their training program. Students who wish to participate in this program must complete the Application to Take Form, which is available at the Student Services & Administration Building. Students should complete this form with the assistance of the program's department chairperson. Work Experience is an open-entry/open-exit program. Students may register for Work Experience credits during any registration period and throughout any semester. For further information regarding the Work Experience Program, contact the Dean's Office for the School of Trades & Professional Services or the Dean's Office for the School of Technology & Student Services.

## CREDITS, GRADES AND EXAMINATIONS

### Credit Load

A student may not register for more than 15 credits in any one semester except under special circumstances. If a student's program of study requires registration for more than 15 credits in any one semester, counselor or advisor approval is required.

## Credits

At the College, each credit hour represents one hour per week in class and two hours outside of class devoted to preparation. Credit is granted in recognition of successful work in attaining Student Learning Outcomes (SLOs) in specific courses. See p. 48 and p. 68 of this catalog for a statement on SLOs as applied to programs.

## Course Numbering

Courses offered by the College are numbered as follows:

- **000-049** These courses are noncredit courses. These courses may satisfy prerequisite requirements and/or provide appropriate remediation for courses numbered 050-099 in the same subject areas.
- **050-099** These courses except for MA085 and MA095 are accepted toward meeting the requirements of the Adult High School and some Certificate/Degree programs.
- **100-299** These courses are accepted toward meeting requirements of the Associate of Arts and Associate of Science degrees conferred by the College. These courses are also accepted toward meeting the requirements of the Certificate conferred by the College. Exceptions are MA108, EN100R and EN100W. These are prerequisite/remedial courses.

Course numbers indicate the level of the course. Courses numbered 100-199 are intended for freshman or sophomore students; courses numbered 200-299 are intended for sophomore students.

Courses numbered 100-299 may be used to meet Adult High School Diploma requirements. Diploma Students taking courses numbered 100-299 to meet the Adult High School Diploma should select such courses with the advice and approval of their counselor or advisor.

## Prerequisites

Course prerequisites are courses to be completed or conditions to be met before a student is eligible to enroll in a specific course. A student who has enrolled in a course without first completing all course prerequisites may be disenrolled from that course by the College. Prerequisites are identified in program listings with a “+” sign. Waivers for course prerequisites can only be obtained from the Department Chairperson for the department which oversees the course. For example, SO130 requires the completion of EN100R and EN100W; therefore, only the department chairperson overseeing sociology courses may waive the prerequisites.

## Course Waivers and Substitutions

Recommendation for a course waiver is made by the department chairperson or academic advisor. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. A declared student wishing to have a course waived or substituted must complete the following steps:

- Submit a Course Substitution Form, which indicates the waiver, to a counselor/advisor who forwards the request to the department chairperson.
- The department chairperson will confer with department members, and if they concur with the request, will forward the recommendation to the appropriate Dean for approval.
- If the Dean concurs with the request, it will be forwarded to the Registrar for verification and recording. If the Dean does not concur with the request, it will be returned to the student with justification.

## Repeating a Class

- Credit is allowed only once for the course. A course may be repeated if a grade lower than a “C” was received. Credit will be received for the first grade of “C” or better. If a course received a “C” or better and is repeated, the first grade will be counted towards grade points even if the second grade is higher.

Note: Prior to fall 2007 the class being repeated will be assigned a repeat grade of “R” before the original grade. Beginning fall 2007, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column. All classes being repeated will not affect grade point average.

## Grade Reports

Grade reports can be prepared for students upon the request of the student. It is the student’s responsibility to update their address and mailing information in their student records. Such information may be submitted to the Admissions & Registration Office. Grade reports will not be faxed or emailed. Additionally, grade reports will not be released to a third party without the student’s written authorization.

Final grades can be accessed by students via the college’s self-service portal, MyGCC.

## Grading

Students are assigned grades by the instructor of each class based on standards of achievement established by the curriculum documents. Students will be informed of these standards through the class syllabus within the first week of instruction of each class each semester.

Faculty evaluation of student work may be appealed using the process described in the Student Grievance Procedure located in the Student Handbook. An Evaluation Review Committee shall be convened to review the faculty member's evaluation of the student's work. Students may contact a Counselor for further guidance.

Students who wish to challenge grades must do so within two semesters immediately following the grading period in question.

## Grading System

The following grades may be issued at the College:

GRADE	POINTS	INTERPRETATION
A	4	Excellent Achievement
B	3	Above Average Achievement
C	2	Average Achievement
D	1	Minimal Passing Achievement
F	0	Failure
TF	none	Technical Failure
TW	none	Technical Withdrawal
W	none	Withdrawal
I	none	Incomplete
CR	none	Satisfactory Completion
NC	none	Unsatisfactory Completion
P	none	Satisfactory Completion/Test-Out (Used for developmental courses only)
Z	none	Satisfactory Progress made, continued enrollment required (Used for developmental courses only)
AU	none	Audit

**Note:** Prior to fall 2007, if a student repeats class (see section on Repeating a Class for more information), the class being repeated will be assigned a repeat grade designation with an "R" before the original grade. Beginning fall 2007, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column. All classes being repeated will not affect grade point average.

### Credit/No Credit Option

Students should consult their counselor or advisor before taking courses using the Credit/No Credit option; this option must be declared in writing prior to the first day of instruction. Credit/No Credit is used for all Credit-by-Examination challenges.

### Incomplete or "I" Grade

This is a temporary grade given at the instructor's option if a student has failed to complete the requirements of the course because of circumstances beyond the student's control. In general, the "I" grade will revert to an "F" (and in no case a "W") if the student fails to complete the course requirements before the end of the next regular semester. Students are responsible for making arrangements with their instructors for completing course work and are encouraged to make sure that a Change of Grade Form has been submitted on their behalf upon completing course requirements.

### Technical Failure or "TF" Grade

If a student registers for a class but fails to attend the class, the instructor will award a "TF" grade indicating that the student never attended the class. The "TF" will be entered on the student's permanent record.

### Technical Withdrawal or "TW" Grade

If a student registers for a class but fails to meet all College requirements for registration in that class (e.g., course prerequisites, immunization/health requirements, etc.), that student may be administratively withdrawn from that class. In such instances, a "TW" grade will be entered on the student's permanent record.

**Grade Point Average**

A student's grade point average (GPA) is computed by dividing the total grade points earned by the total credits attempted, excluding those credits for which "AU", "CR", "I", "NC", "P", "TF", "TW", "W", or "Z" grades are assigned and courses repeated (see section on Repeating a Class for more information).

**Standards for Satisfactory Progress**

A Declared Student is making Satisfactory Progress toward a degree or certificate if the cumulative grade point average is 2.00 or higher.

**Satisfactory Progress**

Satisfactory progress standards apply to all Declared Students including all students who receive financial aid at the College. Financial Aid Students should also consult the Financial Aid Handbook.

**Academic Probation**

At the end of each term, the academic record of each Declared Student enrolled for that term will be compared to the Standards for Satisfactory Progress. Any Declared Student who is not making Satisfactory Progress toward a degree or certificate will be placed on Academic Probation at the end of that term. Any student on Academic Probation may lose financial aid eligibility. See the Financial Aid Handbook for more information.

A Declared Student who has been placed on Academic Probation may enroll for at least one subsequent, probationary term. If, after the probationary term, the student's cumulative academic record meets at least the minimum standards, the student will be taken off Academic Probation. If the student's cumulative academic record does not meet the minimum standards applicable to that student, but the academic record during the probationary term demonstrates progress toward meeting the cumulative minimum standards required for Satisfactory Progress, then that student may enroll for another probationary term at the College at the discretion of the Academic Vice President. Such action is limited to two consecutive semesters.

**Dismissal**

If the student does not meet at least the minimum standards applicable to that student and fails to demonstrate progress toward meeting the cumulative minimum standards required for Satisfactory Progress during the probationary period, then that student may be dismissed from the College as a Declared Student. The student is not dismissed from the College and may continue as an Undeclared Student. Once satisfactory progress is achieved the student may re-apply for admissions as a Declared Student.

**Reinstatement as a Declared Student**

A student who has been dismissed from the College as a Declared Student may continue to enroll at the College as an Undeclared Student (does not apply to a foreign student, F-1 Visa). Course work completed as an Undeclared Student may be used as a basis for application for readmission as a Declared Student. A student who applies for readmission to the College as a Declared Student must demonstrate the ability to meet current academic progress standards. A student who is readmitted to the College as a Declared Student following dismissal from the College will be readmitted on Academic Probation and will be subject to current standards as stated in the College Catalog at the time of reinstatement.

**Appeals**

Any student has the right to appeal placement on Academic Probation and dismissal from the College as a Declared Student. Any appeal must be in writing and include supporting documentation.

All appeals will be first submitted to the Registrar who will adjudicate all appeals. A student may appeal the decision of the Registrar using the Student Grievance Procedure.

**Scholastic Honors**

Students who earn a grade point average of 3.50 or higher for 12 or more credit hours in any given semester at Guam Community College will be placed on the President's List. College-level students graduating from Guam Community College with a cumulative grade point average of 3.50 or higher based on 24 or more credit hours of credit completed at Guam Community College will graduate "With Honors."

**DETERMINING APPLICABLE CATALOG**

Students maintaining continuous enrollment at Guam Community College may graduate according to the requirements of the catalog in effect at the time of initial acceptance as a Declared Student or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment thereafter.



Students who are dismissed as Declared Students may only be reinstated using the most current catalog. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive regular (fall & spring) semesters are no longer considered continuously enrolled, and must meet requirements of the catalog in effect at the time they return.

Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

Students who return during a summer term after an absence must follow the requirements of the catalog in effect for the following fall semester.

Students who do not enroll for two consecutive regular semesters as well as students dismissed from the college as a Declared Student must complete the Application for Re-Entry and must submit it to the Admissions and Registration Office. Students must meet with their advisor or with a counselor prior to the submission of this Application.

## **TIME LIMIT FOR COURSE WORK**

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight (8) years old is applicable to completion of degree requirements at the discretion of the department of the student's major course of study. Departments may accept such coursework, reject it or request that the student revalidate its substance.

The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally unsound.

The student must indicate which year's catalog requirements they choose to satisfy when submitting the Application for Degree, Certificate, Diploma. It is the responsibility of the student to apply for any degree, certificate or diploma they have earned.

A student may be awarded a degree, certificate or diploma at the end of any semester in which requirements are completed.

A Commencement Ceremony is held annually at the end of spring semester. The College urges all of its graduates to participate in the Commencement Ceremony. Students who receive their degree, certificate or diploma at the end of summer or fall semester, may participate in the Commencement Ceremony.

## **GENERAL REQUIREMENTS FOR DEGREE AND CERTIFICATE PROGRAMS**

A student is eligible for a degree or certificate if:

- The student has been admitted as a Declared Student prior to or during the semester in which the requirements of the degree or certificate are completed;
- The student has completed all of the requirements of the degree or certificate program;
- The student has completed the total credit requirements of the degree or certificate program;
- The student has a cumulative grade point average of 2.00 or higher; and
- The student has successfully completed at least 12 credit hours of course work required for the degree or certificate program at the College. A student should apply for a degree or certificate before the sixth (6th) week of the semester during which the student expects to complete all requirements for the degree or certificate.

## **Second Certificate or Degree and Multiple Emphasis in Degree Programs**

A second certificate and/or degree may be granted provided that a student completes all additional technical, related technical and general education requirements.

Some programs of study offer more than one area of emphasis; a student may earn a degree, which includes more than one emphasis so long as the student completes the requirements before the degree is conferred.

## TUITION AND FEES<sup>1</sup>

### Resident Student - \$130.00 per credit hour

A "Resident Student" is a student whose permanent home is on Guam and pays Guam income taxes or is claimed as a dependent by someone who pays Guam income taxes. Active duty military personnel and their dependents are classified as "Resident Students."

### Nonresident Student - \$155.00 per credit hour

A "Nonresident" is a student whose permanent home is away from Guam and does not pay Guam income taxes.

### Foreign Student - \$180.00 per credit hour

A "Foreign Student" is a non-citizen that holds a non-immigrant visa, e.g., B, C, D, F, H, J, L or M visa.

All students will be classified as resident, nonresident or foreign student for tuition purposes when they register for classes. When the College is unsure of a student's residency classification, the College will assess the higher tuition rate. The burden of showing that the residence classification should be changed is on the student.

The Residence Classification Policy and Procedures of the College are available for inspection at the Admissions & Registration Office.

The College reserves the right to periodically adjust tuition, but will conduct public hearings in compliance with the Administrative Adjudication Act.

## Fees

### The following fees are charged each semester:

Registration Fee .....	\$22.00
Student Identification Card .....	7.00
All students are required to have a Student Identification Card except for students enrolled exclusively in short-term courses and special offerings.	
Library Fee .....	15.00
The Library fee is considered to be a special fee for tuition and fee refund purposes.	
Technology Fee .....	73.00
Of this amount, \$36.50 will cover costs of current operations and the remaining \$36.50 will be set aside in a special fund to systematically upgrade computer labs, software and other technology-related student services.	
Student Activity Fee .....	15.00
Funds are used to support student activities organized under the purview of the Center for Student Involvement (CSI) Office.	
Student Health Fee .....	15.00
Students may receive PPD, MMR vaccinations, and emergency care services at the Student Health Center free of charge. Students failing to appear to have test results read and who are required to repeat a test will have to pay a second student health fee.	
Parking fee .....	15.00
<b>Total Fee .....</b>	<b>162.00</b>

## Laboratory Fees

Some courses offered by the College involve the consumption of materials and supplies by each student enrolled in them; lab fees are charged for these classes. Lab fees are listed in the Schedule of Classes each semester.

## Educational Records

Copies of a student's educational records made pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 will be made at a cost of \$1.00 per page.

## Audit Fees

Audit fees are the same as those for regular credit classes.

<sup>1</sup> Tuition & Fees above reflect increases, as outlined in Board of Trustees Resolution 5-2006, adopted on March 9, 2006, and re-adopted on March 10, 2011. Contact the Registrar if you have any questions about the fee increases.

**Late Registration Fee**

The College will charge a \$37.00 Late Registration Fee to students who fail to make full payment on the deadline specified by the Admissions and Registration Office.

**Application for Degree, Certificate or Diploma Fee**

The College will charge a \$15.00 application fee. Diplomas and one official set of transcripts will be mailed to students approximately three weeks after the end of the semester in which all requirements have been met. The Commencement Ceremony is held each year at the end of Spring Semester.

**Diploma Re-Order Fee**

The College will charge \$15.00 to reorder a degree, certificate or diploma to be picked up by a student. A \$37.00 fee will be charged for a degree, certificate or diploma to be mailed to a student.

**Placement Test Fee**

The College will charge \$22.00 for the College English and Math placement tests.

**Transcript Requests**

Students may request copies of their academic record (transcript) at the Admissions & Registration Office in the Student Services & Administration Building. Transcripts can usually be prepared within five working days. The first copy of a student's transcript costs \$15.00. Other copies requested at the same time will cost \$1.00. A same day service request of transcripts costs \$30.00. No transcript will be issued by the College if the student has an outstanding financial obligation with the College. Transcripts will not be faxed or emailed.

*\* Subject to increase based on approved fee increase schedule*

**Fee Exemption**

Citizens 55 years of age and older are entitled to attend classes offered in the regular schedule of classes at the College without payment of either tuition or fees. Citizens claiming exemption from tuition and fees are required to provide proof of their age at registration.

**Tuition and Fee Refund Policy**

All students are obligated to pay for registered courses unless they officially drop a course(s) on or before the last day of late registration, which is approximately from the opening of registration until a week after the first day of class each semester. Please check the Academic Calendar for specific dates and deadlines. If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes.

The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

- If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.
- After the last day of registration, no refunds will be made for semester long courses.
- The Registration Fee, Late Fee, and Student I.D. Card Fee are non-refundable.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are cancelled by the College provided that the students do not choose to enroll in other courses requiring special fees or laboratory fees. In instances where the College cancels all of the student's classes and the student chooses not to enroll in other classes, the College will also refund the registration fee. Refunds will be mailed to the student during the semester. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

**Students Called to Active Military Service**

Recognizing the need to accommodate students who are asked to serve their country during wartime, the College will allow students called to active military duty, while enrolled in a given semester, to be provided a refund of tuition and fees. As an alternative to refunds, students may opt for credit against future enrollment. Students will be required to provide to the Admissions & Registration Office and the Business Office written notice of active military status and indicate whether a refund or credit is preferred.

**Returned Check Policy**

If a student makes a payment for tuition and fees using a check, and the check is returned, the student will be contacted by the GCC Business Office regarding the returned check. Once contacted, the student must pay the amount of the check in full by

cash or cashier's check within 48 hours of notice. Additionally, a \$37 returned check fee is assessed. A \$37 late fee may also be assessed. If a student fails to make payment, he or she will be disenrolled from courses and will be referred to a collection agency. Moreover, neither grades nor transcripts will be released until the full amount of the returned check plus the service charge is paid in full. *This is subject to increase based on approved fee increase schedule.*

### Outstanding Balances

Students who have an outstanding balance at the end of a semester will not be allowed to re-register until the amount is paid in full. In addition, neither grades nor transcripts will be released until the past due balance is paid in full.

## COST OF ATTENDANCE

### AY 2011-2012

The College estimates the cost of attendance as a full-time student at the College during the 2011-2012 academic year (ten months, including fall, spring and summer semesters) to be as follows:

Tuition and Fees.....	\$4,224.00
Room and Board .....	\$10,500.00
Transportation * .....	\$1,200.00
*Plus round-trip airfare for off-island students.	

**NOTE:** Students whose permanent residence is not Guam should add the cost of round trip travel from their permanent residence to Guam and back again.

Personal Expenses.....	\$2,650.00
Books and Supplies .....	\$1,200.00
Total Estimated Cost of Attendance.....	\$19,142.00

*\* International students should contact the Admissions and Registration Office for more information regarding the cost of attendance.*

These estimates of the cost of attendance as a full-time student are based on the following assumptions:

- An independent student is sharing housing costs with one other student.
- AY 2011-2012 is a ten (10) month period of class attendance.

## INSTRUCTIONAL PROGRAMS

Apprenticeship, Degree, Certificate, Industry Certifications and Diploma program requirements are separately listed in the Catalog.

## CONTINUING EDUCATION AND LIFELONG LEARNING

The College offers courses outside its regular schedule of courses for students interested in personal enrichment, skill training, computer software applications, or to meet other academic needs. The College also hosts various conferences and workshops to enable participants to upgrade their skills and knowledge in a variety of areas.

Continuing Education and Lifelong Learning courses are primarily skill-oriented and are designed to meet the specific training needs of those seeking to upgrade skills in their workplaces, as well as those seeking to develop work skills for entry or reentry into the work force. The courses vary in length, depending on the breadth and depth of the skill to be taught.

The Office of Continuing Education & Workforce Development, located on the first floor of the Student Services & Administration Building, welcomes requests or suggestions for course or event offerings. A catalog of courses may also be requested from the office. For more information, call (671) 735-5640.

### Continuing Education Units (CEUs)

The Continuing Education Unit (CEU) is used by Guam Community College, a member of the International Association for Continuing Education and Training (IACET), to facilitate the accumulation and exchange of standardized information about participation of individuals in noncredit continuing education. Please note the following four points:

- CEU credit is for career enrichment/advancement. At no time will CEU credit by itself be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by GCC.
- CEU contact hours can be structured within a regular credit course, provided that the ten contact hours to one CEU equivalency recommended by IACET is maintained. CEUs are awarded on a pass/fail basis. Letter grades

are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.

- CEU programs will be governed by the same standards that GCC imposes on regular programs. GCC will have direct quality and fiscal control over all CEU activity within the institution.
- CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

Further background information about these units is contained in the following statements:

- One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instructors. (This ratio of ten hours to one CEU is recommended by IACET).
- Program objectives, content, format, methods of instruction, methods of evaluation and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit. CEUs may be integrated into regular credit course work but must be approved on a course-by-course basis by GCC's Academic Affairs Committee.
- Permanent records for individual participants in CEU programs will be kept.
- Course fees will be negotiated between the requesting agency, organization or individuals and GCC.
- Continuing education programs will be conducted in accordance with the criteria and guidelines of the IACET.
- Review, evaluation and approval of CEUs for an educational experience is the responsibility of the Office of Continuing Education & Workforce Development. Contact at (671) 735-5574

### **Certificate of Enrichment or Completion**

Individual programs of study are developed based on specific requests made by individuals, organizations, or companies for their immediate and/or long term needs. Customized programs may be developed by the Office of Continuing Education and Workforce Development (CE/WD) to fulfill the needs of these customers. A certificate of enrichment/completion may be awarded by CE/WD to individuals who complete the programs and meet these specialized programs. Certification of enrichment/completion is an acknowledgement that the student has completed a combination of courses and related activities organized by the College for the sole purpose of attaining the educational objectives requested by the customer.

### **English-as-a-Second Language**

This is recommended for those adults who are learning English as a non-primary language. Coursework integrates listening, speaking, reading and writing skills in English. Courses are offered through the Office of Continuing Education as CEUs only.

## **INSTITUTIONAL LEARNING OUTCOMES (ILOS)**

The end of fall 2009 marked the formal adoption of GCC's Institutional Learning Outcomes, also known as ILOs. The ILOs were developed as a task of the General Education Committee with input from all faculty, the Faculty Senate, the College Governing Council (CGC), and the Board. These ILOs represent what knowledge, skills/abilities, and values students should develop and acquire as a result of their overall experiences with any aspect of the College.

Whereas the previous 28 General Education Outcomes were primarily linked to degree programs, the ILOs will link to all divisions, departments, units, and programs at the College regardless of whether they are directly (academic) or indirectly (non-academic) involved with students. Every employee and office at the College exists to support students and help them excel; this includes the administration, student support services, faculty, maintenance, procurement, etc.

The five ILOs represent broad outcomes in various areas depicted as the College's core values. Due to their universal and broad coverage, it is not expected that a single course, or program for that matter, address all identified outcomes. Rather, it is through the culminating integrated experience students have in their academic and campus life which will enable them to acquire these ILOs. The emphasis on ILOs and outcomes-based assessment has helped transform the College into a more learner-centered institution. Guam Community College remains committed to strengthen its focus on learning outcomes ultimately leading to quality education and a productive workforce.

In keeping with its mission that Guam Community College be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia, the College community has established the following Institutional Learning Outcomes<sup>2</sup>:

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<sup>2</sup> Recommended by the Faculty Senate, approved by the President, and adopted by the Board of Trustees (December 2, 2009)

Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:

Use of acquired skills in effective communication, and quantitative analysis with proper application of technology

Ability to access, assimilate and use information ethically and legally

Mastery of critical thinking and problem-solving techniques

Collaborative skills that develop professionalism, integrity, respect, and fairness

Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally

## GENERAL EDUCATION

Recognizing the necessity for students to succeed in the complex and rapidly changing workplace, Guam Community College offers a general education curriculum that introduces students to major areas of knowledge and methods of inquiry. All degree programs require an interdisciplinary general education component that promotes the development of intellectual skills that enable students to become effective learners and informed citizens. Critical thinking, the use of language and computation, appropriate social skills, global awareness and respect for diverse opinions are among the learning outcomes provided in the general education requirements of each program.

Guam Community College believes that general education provides the academic foundation necessary for students to achieve their life goals. General education is intended to offer students a breadth of quality student learning experiences, encourage their respect for cultural heritage, promote their ethical and responsible social behavior and facilitate their life-long learning.

The General Education program strives to foster student learning and skill development in civic engagement, critical thinking, understanding of the relationship between the individual and society, information literacy, oral communication, quantitative reasoning, and written communication.

Guam Community College believes that high quality general education opportunities for all citizens are necessary for democratic principles and practices to exist and for a sound economy to flourish. The College continually scrutinizes the general education curriculum in order to assure that all degrees and certificates granted by the College support this vision of general education and that it serves as a means to inspire hope, opportunity and responsibility in all its constituencies.

Beginning fall 2010, requirements for General Education will follow the options described below. *Students declared prior to fall 2010 will follow the requirements indicated in the applicable catalog in which they first declared their major program at the college.*

Notes on new General Education requirements:

1. Students are advised to check the requirements for their specific programs before taking General Education courses.
2. Courses chosen to meet the general education requirements may not be used to meet the technical requirements of a student's specific degree program.
3. The list below contains courses with pre-requisites, so students should make their choices carefully and thoughtfully. Students may consult a counselor or an academic advisor for guidance in choosing any of the course options below.

## General Education Requirements

### 1. English Composition: (3 credits from the following list)

- EN110\* – Freshman Composition (3)
- EN111\* – Writing for Research (3)

### 2. Mathematics: (3 credits from the following list)

- MA110A\* – Finite Mathematics (3)
- MA161A\* – College Algebra/Technical Mathematics (3)
- MA161B\* – College Algebra & Trigonometry (3)

**3. Natural & Physical Sciences: (4 credits from the following list)**

- SI103\* – Introduction to Marine Biology (4)
- SI105 – Introduction to Physical Geology (3)
- SI105L – Introduction to Physical Geology (1)
- SI110\* – Environmental Biology (4)
- SI130 – Anatomy & Physiology (4)
- SI141 – Applied Physics I (4)

**4. Social & Behavioral Sciences: (3 credits from the following list)**

- S0130\* – Introduction to Sociology (3)
- PY120\* – General Psychology (3)
- PY125 – Interpersonal Relations (3)
- PY100\* – Personal Adjustment (3)
- HI121\* – History of World Civilization I (3)
- HI122\* – History of World Civilization II (3)

**5. Computer Literacy: (3 credits from the following list)**

- CS151\* – Windows Applications (3)
- CS152 – Macintosh Applications (3)

**6. Humanities and Fine Arts: (3-4 credits from the following list)**

- ASL100\* – American Sign Language I (4)
- ASL110\* – American Sign Language II (4)
- CH110 – Chamorro I (3)
- CH111 – Chamorro II (3)
- JA110\* – Beginning Japanese I (4)
- JA111\* – Beginning Japanese II (4)
- EN210\* – Introduction to Literature (3)
- HU120\* – Pacific Cultures (3)
- HU220 – Guam Cultures & Legends (3)
- PI101\* – Introduction to Philosophy (3)
- VC101 – Introduction to Visual Communication (3)
- TH101 – Introduction to the Theater (3)

**TOTAL GENERAL EDUCATION REQUIREMENTS: 19-20 Credits<sup>3</sup>**

\*Courses articulate to the University of Guam

**IMPORTANT NOTE:** Some programs require different levels of course work to meet General Education requirements.

1. Medical Assisting students must take SI130 to fulfill their science requirement.
2. Computer Networking students must take SI141 as their science requirement.
3. Culinary Arts students must take HS145 to fulfill their math requirement.
4. Pre-Architectural Drafting students must take EN194, MA161B, and SI141 as part of their General Education requirements.
5. Surveying Technology students must take MA161A and SI141 as part of their General Education requirements.
6. Criminal Justice students must also take PS140 as part of their General Education requirements.
7. Marketing majors must take CS152 to fulfill their computer requirement.

**POST SECONDARY POLICY**

**All Undeclared or newly Declared Students** in regularly scheduled postsecondary courses are required to take a placement exam by the time they have enrolled in 12 credits of classes.

**All Undeclared or newly Declared Students** enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed their EN100R Fundamentals of English-Reading, EN100W Fundamentals of English-Writing (or higher) general education requirement by the time they have enrolled in 12 credits of classes, and must enroll in or have completed their MA108 Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15

<sup>3</sup> Other major programs may have more General Education credit requirements so students must always consult their specific major program's requirements prior to declaring a major.

credits. This means that students may take only nine (9) credits before they must begin meeting their general education requirements.

**Withdrawal from Math and English General Education Required Courses**

Students, who have not met their Math and English General Education requirement(s) as stipulated in Section 2 above, may be allowed to drop or withdraw from Math and English courses only if they wish to withdraw completely for the semester. However, students will not be permitted to drop or withdraw from these courses under any other circumstance.

**GCC INDUSTRY TESTING SERVICES**

Guam Community College also serves as a testing center for licensure recognized by the following:

- ❖ Electronic Technician's Association International
- ❖ Microsoft
- ❖ Automotive Service Excellence (ASE)
- ❖ A+ Service Technician
- ❖ Association of Chartered Financial Analysts
- ❖ Federal Communications Commission
- ❖ Cisco Systems and General Education Development

GCC provides professional examination services for the following:

- ❖ Association for Financial Counseling and Planning Education (Institute for Personal Finance)
- ❖ National Association of Securities Dealers, Inc. (NASD)
- ❖ Society for Human Resources Management (PHR-Professional Human Resource and SPHR-Senior Professional Human Resource)
- ❖ Chartered Financial Analyst (CFA/AIMR) examination sponsored by the Association of Investment Management & Research (AIMR)

GCC is also recognized as a Prometrics and Performance Assessment Network (PAN) Testing Center. For more information regarding testing services, contact the Office of Continuing Education & Workforce Development at 735-5574 or 735-5640.

**ADULT HIGH SCHOOL/GED****Adult High School Diploma Program Guidelines**

The Adult High School (AHS) Diploma Program offers adults, ages 16 and older the opportunity to earn credits toward their diploma while receiving education and training, to prepare them for the workplace. Students will be required to apply for admission to the College as a Diploma Student once they are determined to be eligible to participate in the AHS Diploma Program. Eligible students must also request for official transcripts from all high schools they attended. All official transcripts must be provided to Admissions and Registration. In order to obtain an official evaluation of transfer credits, along with all official transcripts, students must also complete the Evaluation Request Form and submit it to Admissions and Registration. Earned credits will be evaluated and, if accepted, may be applied toward the requirements of the AHS Diploma Program. Students who have attended/completed military schools should provide copies of their Form DD214. Individuals' participation and enrollment into the AHS Diploma Program will be on a first-come, first-serve basis. There will be no cost for eligible students to participate in the AHS Diploma Program.

**Eligibility**

Any adult, 16 and older, who has not graduated from high school and who is no longer eligible to enroll in the Guam Department of Education to obtain a high school diploma or who has not completed the General Education Testing Program (GED) is eligible for admission into the AHS Diploma Program. Prospective students must first take a CASAS Appraisal to determine their current abilities in the areas of reading, mathematics, and language. A minor needs to be accompanied by a parent or legal guardian. A legal guardian must present an appropriate legal document. A prospective student with disabilities will be referred to GCC's Accommodative Services for further assessment of his/her academic needs. The Adult Education Office located in Building A, Room 9, administers the CASAS Appraisal.

On a case by case basis, prospective students scoring below 236 on the CASAS reading and math scale may participate in Adult Basic Education (ABE) refresher courses (e.g. Basic Skills, Pre-GED, and GED prep) program. The time students spent in the ABE program will be evaluated for 3 credits into the AHS Diploma Program. Students who score at or above 236 in reading and in math may go directly into the AHS Diploma Program.

The student's advisor or a counselor must approve student enrollment into courses for the semester. Enrollment will be based on an individual's CASAS scores for both reading and mathematics as described in the above paragraph. Prospective students will be limited to register in no more than 9 credit hours of Adult High School courses (English, Mathematics,



Science, Social Studies, and Student Success Workshop) and no more than 12 credit hours of a combination of Adult High School courses and postsecondary technical/elective courses unless approved by the Adult Education Office.

Eligible students beginning the AHS Diploma Program must adhere to the following guidelines in order to maintain eligibility to continue the AHS Diploma Program:

Students must attend all registered courses. Students receiving more than seven (7) absences in any registered course will receive a failure grade (F) or unsatisfactory completion (NC), whichever is applicable, for the course. If a student receives more than two (2) failure grades (F) and/or unsatisfactory completion (NC) resulting from absences, the student will no longer be eligible to continue with the AHS Diploma Program and will be referred by their advisor/counselor to the Adult Education Office for other program options.

Students who receive a failure grade (F) or unsatisfactory completion (NC) will be allowed to retake the course only once. Students may retake no more than two (2) courses while enrolled in the AHS Diploma Program. After retaking two (2) courses and it is determined that the student will be unable to complete the requirements of the AHS Diploma Program, the student will be referred by his/her advisor/counselor to the Adult Education Office for other program options.

After the official add/drop dates posted in the Schedule of Classes, any student who withdraws (W), who has been technically withdrawn (TW), and/or who abandons any course he/she has registered in resulting in a failure grade (F) or a technical failure grade (TF) will not be eligible to continue to participate in the AHS Diploma Program. Admissions and Registration will automatically disapprove the student's application for admission as a Diploma Student and the student will be referred by the advisor/counselor to the Adult Education Office for other program options.

Students will be loaned the required books for their registered courses with an obligation of returning all books to the Adult Education Office at the end of the semester. Outstanding obligations will result in a hold on grades, transcripts, or other processes.

## Adult High School Diploma Requirements

The requirements for the Adult High School Diploma are as follows:

Successful completion, either at the College or through transfer credit accepted, the following subject area requirements:

COURSE	CREDIT HOURS
English	12
Mathematics	6
Social Studies	9
Science	3
Computer Skills	3
CTE Electives	12
Student Success Workshop	3

Nine (9) credits of career and technical education (CTE) electives should be from the same career area as part of the student's approved plan of study.

**Total Credits**

**48**

Admission to the College as a Diploma Student prior to or during the semester in which requirements for the Adult High School Diploma are completed.

Successful completion of at least four courses offered for credit by the College, which meet requirements of Adult High School Diploma program.

Development of Individual Learning Plan with a counselor or academic advisor.

High school credits completed elsewhere will be converted to credit hours to meet the requirements of the Adult High School Diploma using the following equivalency: One Carnegie Unit (1) = Three Credit Hours (3) on 050-099 level. Up to nine (9) credits of specific GED preparation courses may be transferred to the Adult High School Diploma with guidance from a counselor or advisor.

## Recommended Courses

A student completing the requirements for an Adult High School Diploma must plan his or her program of study with the assistance of a counselor or an advisor. Faculty from enrollment services determine assigned advisors. This procedure is initiated once a student is identified as an adult high school student. The following courses are usually offered to provide students with the opportunity to meet the specific subject area credit requirements for the Adult High School Diploma:

COURSE#	COURSE	CREDITS
EN066	Reading Workshop*	3
EN067	Writing Workshop*	3
EN081	Literature Survey	3
EN091	Funds. of Communication*	3
MA052	General Mathematics	3
MA057	Applied Mathematics	3
MA065	Adult Mathematics*	3
SI051	Earth Science	3
SS063	American Government*	3
SS078	World Geography	3
SS081	U.S. History I	3
OA101	Keyboarding Applications	3
CS151	Windows Applications	3
CS152	Macintosh Applications	3
SO099	Student Success Workshop*	3
	* Required Course	

Students must select career and technical education (CTE) courses to fulfill the Adult High School CTE elective requirement. These courses may also be used to meet certain Certificate and Degree requirements as well.

## General Educational Development Testing Program (GED)

### Title of Credential

High School Equivalency Diploma

### Eligibility for Testing

Minimum Age: 16 years of age and not currently enrolled in high school. Individuals 16 and 17 years of age must provide the GED Test Examiner with a withdrawal form from the last high school attended.

Placement Testing: All applicants must meet the score requirements on the CASAS Appraisal to be eligible for the GED Test. Students who score at or above 236 in reading and in math may take the actual GED Battery Test.

Fees: There is no charge for the CASAS Appraisal. The GED Test is \$37.00 payable at the time of application. There is also cost for retests.

### How to Apply

To apply for the GED Test, the applicant must present a driver's license or a photo identification and birth certificate or passport to the GED Test Examiner.

### Testing Schedule

**Placement Test:** The CASAS Appraisal is administered every Thursday at the Guam Community College campus from 2:00 p.m. to 4:30 p.m.

**GED Test:** The GED Test is a two-day test administered once a month from 8:30 a.m. to 2:00 p.m., as scheduled. It must be completed within a sixty-day period. Otherwise, the candidate must retake all components of the test and pay the full fee.

**Retesting:** The waiting period for retesting is two months if evidence of recent preparation is furnished, but six months if no additional preparation is claimed. Highest scores achieved by the candidate will be reported and may not necessarily be the most recent scores. If retest scores are lower than scores previously achieved, the retest scores are not reported. Test scores more than five years old are subject to review. A new test series was implemented in January 2002. The old test scores taken prior to January 2002 will no longer be honored. Candidates who do not pass the GED Test cannot be tested more than three times a year.

### To Receive a Diploma

Individuals may apply for a diploma at the Guam Community College, official GED Testing Centers, or the GED Testing Service, Washington, DC after satisfactory GED test scores have been received from the GED Testing Office.

**Minimum Test Scores:** The minimum standard test score is 410 on each of the five tests and an average of 450 on all five tests.

**Minimum Age:** To receive a GED Diploma, the student must be 16 years of age and has not completed high school.

**Residency:** Must be a resident of Guam. Non-residents who meet the minimum test score requirements may qualify under the following circumstances:

- The applicant is currently serving as a member of the Armed Forces of the United States on active duty assignment on Guam;
- The applicant's last civilian school attended was on Guam or the Commonwealth of the Northern Marianas, Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia; or
- The applicant needs the diploma for admission to college, university or training program.

For more information, contact:  
GED Testing Program Administrator  
Guam Community College  
P.O. Box 23069  
Barrigada, Guam 96921

## **ADULT BASIC EDUCATION (ABE)**

The ABE programs are instructional programs designed to help adult learners master the skills and content necessary to enhance their employability skills by improving their ability to speak, read, or write the English language and increase their ability to function effectively in society.

Adult Basic Education courses have been moved from the regular College Catalog to the Continuing Education Catalog. Courses are scheduled and maintained by the Office of Continuing Education and Workforce Development. For more information regarding these courses, please call (671) 735-5646.

# **Apprenticeship, Industry Certification, Certificate and Degree Programs**

## APPRENTICESHIP PROGRAMS

The College administers the Apprenticeship Training Program sponsored by the Guam Power Authority, Guam Hotel & Restaurant Association, Guam Technical Institute, and individual employers. These programs are approved and registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

During the term of apprenticeship, the apprentice learns a craft or trade through formal on-the-job training (OJT) under close supervision of a skilled worker or journey worker and through related classroom instruction at the College. In general, an apprentice works at an actual job setting with an employer during the day and attends related classes at the College during the evenings and/or Saturdays.

The terms of apprenticeship are determined by the occupation in which the student is being trained. Training is available in the following occupational trades:

APPRENTICESHIP	APPROXIMATE	RELATED INSTRUCTION
TRADES	OJT HOURS	(CONTACT HOURS)
Air-Conditioning and Refrigeration Mechanic	6000	432
Auto Body Repairer	8000	576
Automobile Mechanic	8000	576
Boiler Operator	8000	576
Carpenter	8000	576
Cement Mason	4000	288
Chief of Party	8000	576
Child Care Development Specialist	3500	288
Computer Operator	6000	432
Computer Programmer	4000	288
Construction Equipment Mechanic	8000	576
Cook	6000	432
Construction Craft Laborer	4000	288
Crime Scene Technician	4000	288
Diesel Mechanic	8000	576
Drafter, Civil	8000	576
Drafter, Structural	6000	432
Electrical Technician	8000	576
Electrician	8000	576
Electrician Meter Repairer	8000	576
Electrician, Ship	8000	576
Electrician, Substation	6000	432
Electronic Technician	8000	576
Financial Management	2000	144
Geospatial Specialist	4000	288
Graphic Designer	3000	216
Heating & Air Condition Installer Servicer	6000	432
Heavy Mobile Equipment Mechanic	8000	576
Information Management	2000	144
Inspector Building	6000	432
Instrument Technician	8000	576
Insulation Worker	8000	576
IT Generalist	2880	216
Line Installer Repairer	8000	576
Lineman	8000	576
Machinist	8000	576
Maintenance Building Repairer	4000	288
Maintenance Mechanic	8000	576
Marine Machinery Mechanic	8000	576
Office Manager/Administrative Services	4000	288
Operating Engineer (Heavy Equipment Operator)	6000	432
Painter	6000	432
Pipefitter	8000	576
Plumber	8000	576
Power Plant Operator	8000	576
Public Relations Representative	6000	432
Pump Servicer	6000	432
Relay Technician	4000	288

Rigger	6000	432
Sheet Metal Worker	8000	576
Ship Fitter	8000	576
Shipwright	8000	576
Surveyor Assistant, Instrument	4000	288
Telecommunication Technician	8000	576
Treatment Plant Mechanic	6000	432
Truck Driver, Heavy	2000	144
Water Treatment Plant Operator	6000	432
Wastewater Treatment Plant Operator	4000	288
Welder	6000	432

In order for an apprentice to be eligible to receive a Certificate of Completion of Apprenticeship, the apprentice must satisfactorily complete a minimum of 144 hours of classroom-related instruction per year plus 2,000; 4,000; 6,000; or 8,000 hours of practical (OJT) training. Upon satisfactory completion of the required training, the apprentice is issued a Certificate of Completion of Apprenticeship from the Bureau of Apprenticeship and Training, United States Department of Labor.

For more information on the Apprenticeship Training Program, contact the Apprenticeship Training Office in Building 300, Room 303, or call (671) 735-5571.

**INDUSTRY CERTIFICATION OF COURSE SERIES COMPLETION**

These courses or series of courses are nationally and internationally recognized by industry and government as providing a significant body of information. These courses also prepare students for industry specific licensure such as:

- Microsoft Certifications
- Certified Nursing Assistants
- Certified Medical Assistants
- Certificate of Specialization in Food and Beverage Management
- Certificate of Specialization in Human Resource Management
- Certificate of Specialization in Rooms Division Management
- A+ Certification
- Cisco Networking Certifications
- Fiber Optics Certifications
- Voice & Data Cabling Certification
- Federal Communications Commission Certification
- American Institute of Professional Bookkeepers Certification
- Certified Bookkeeper
- Professional Human Resource (PHR) Certification
- Senior Professional Human Resource (SPHR)
- Data Cabling Installer Certification
- Certified Manager (CM) Program

Many of these courses are offered through the Office of Continuing Education, located on the 1st floor of the Student Services & Administration Building.

**The American Hotel & Lodging Educational Institute**

The American Hotel & Lodging Educational Institute (EI) offers departmental specialization certificates that provide students with technical and supervisory job skills that hospitality employers demand for entry-level management positions. As an academic partner with EI, GCC Tourism and Hospitality Department is pleased to offer three specializations to choose from: Food & Beverage Management, Human Resources Management and Rooms Division Management. Students must pass with a 69% on each course to earn course certificates and eventually the Certificate of Specialization after successful completion of the technical requirements (five courses).

**Specialization in Food & Beverage Management****Technical Requirements**

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS203	Sanitation & Safety	3
HS208	Food & Beverage Service	3
HS222	Food & Beverage Cost Control	3
HS245	Food Production Principles	4
<b>Total Technical Requirements</b>		<b>16</b>

**Specialization in Human Resources Management****Technical Requirements**

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS219	Training & Development in Hosp. Industry	3
HS230	Managing for Quality in the Hosp. Industry	3
HS_____	Any 200 level HS hospitality course	3
<b>Total Technical Requirements</b>		<b>12</b>

**Specialization in Rooms Division Management****Technical Requirements**

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS211	Front Office Management	3
HS215	Housekeeping Management	3
HS217	Hotel Security Management OR	
HS268	Hospitality Industry Computer Systems	3
<b>Total Technical Requirements</b>		<b>12</b>

**Nursing Assistant**

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices, and mental health. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National Nurse Aide Assessment Program Exam which leads to becoming a Certified Nursing Assistant (CNA). Course offering: As needed. Prerequisites: Admission to the Certified Nursing Assistant Program. Students will achieve these outcomes upon completion of this certification: a) Identify the principles of prevention, therapy and rehabilitation for patients of all ages. b) Distinguish the roles of a Nursing Assistant in a health care team. c) Apply the Nursing Assistant principles and skills learned in class/lab to the clinical setting. d) Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

**Technical Requirements**

COURSE#	COURSE	CREDITS
NU101	Nursing Assisting +	8

**Related Technical & General Education Requirements**

HL131	BLS for Healthcare Providers	1
<b>Total Technical Requirements</b>		<b>9</b>

**Cisco Certified Network Associate (CCNA)**

The courses listed below will prepare the student to take Cisco's CCNA exam. These courses prepare the student for configuration of networks using routers, switches and hubs (LAN). Continuing coursework prepares the student to understand Wide Area Networks (WAN). Next, a student focuses on Network Layers, Cisco Internetwork Operating System software user interface, router configuration, startup and setup configuration sources for Cisco IOS software TCP/IP, configuration router interfaces with IP and routing protocols. Further studies involve LAN design and implementation. Final preparatory coursework includes fundamentals of Wide Area Networks. Coursework must be taken in sequence. After successful completion of the four networking courses, a student will be ready to take the Cisco CCNA exam.

**Technical Requirements**

COURSE#	COURSE	CREDITS
EE265	Computer Networking I	4
EE266	Computer Networking II	4
EE267	Computer Networking III	4
EE268	Computer Networking IV	4
<b>Total Technical Requirements</b>		<b>16</b>

**Cisco Certified Network Professional (CCNP)**

The courses listed below will prepare the student to take Cisco's CCNP exam. The CCNP certification indicates advanced knowledge of networks. These courses train the student to install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks from 100 to more than 500 nodes. The content emphasizes topics such as security, converged networks, quality of service (QoS), virtual private networks (VPN) and broadband technologies. Coursework must be taken in sequence. After successful completion of the four professional networking courses, a student will be ready to take the Cisco CCNP exam.

**Technical Requirements**

COURSE#	COURSE	CREDITS
EE271	Advanced Computer Networking I	4
EE275	Advanced Computer Networking III	4
EE276	Advanced Networking Professional IV	4
EE	Elective approved by Department	4
<b>Total Technical Requirements</b>		<b>16</b>

**Esthetician**

Upon completion of the Certification for Esthetician, graduates will be able to demonstrate and employ the skills needed to work as an esthetician. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. Graduates will be able to apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.



**Technical Requirements**

COURSE#	COURSE	CREDITS
CM117	Esthetics	16
<b>Total Technical Requirements</b>		<b>16</b>
<b>WITH A MINIMUM TOTAL CONTACT HOURS REQUIRED</b>		<b>600</b>

**Nail Technician**

Upon completion of the Certification for Nail Technology, graduates will be able to demonstrate and employ the skills needed to work as licensed manicurist. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. Graduates will be able to apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

**Technical Requirements**

COURSE#	COURSE	CREDITS
CM118	Nail Technology	8
<b>Total Technical Requirements</b>		<b>8</b>
<b>WITH A MINIMUM TOTAL CONTACT HOURS REQUIRED</b>		<b>350</b>

## Certificate Programs

- ◆ Automotive Service Technology
- ◆ Computer Aided Design & Drafting
- ◆ Computer Science
- ◆ Construction Technology
- ◆ Cosmetology
- ◆ Criminal Justice
- ◆ Early Childhood Education
- ◆ Education
- ◆ Emergency Management
- ◆ Fire Science Technology
- ◆ Medical Assisting
- ◆ Medium/Heavy Truck Diesel Technology
- ◆ Office Technology
- ◆ Practical Nursing
- ◆ Pre-Nursing
- ◆ Supervision and Management
- ◆ Surveying Technology

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**General Requirements for CERTIFICATES**


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All candidates for a Certificate at GCC must meet the general requirements listed below. Course requirements may identify prerequisites that must be completed with a passing grade. *Prerequisite course credit is not counted as credit earned towards the program unless it is a certificate core course requirement.* Prerequisites are identified in the course description section of this catalog with a + sign next to each course with a prerequisite.

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or must have completed EN100R, EN100W and MA108. Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. Students must enroll in or have completed MA108, Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to complete successfully minimum standardized general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3
<b>Total General Education Requirements</b>		<b>3</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
<b>Total Technical Requirements</b>		<b>Variable by program</b>

**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
<b>Total Related General Ed/Technical Requirements</b>		<b>Variable by program</b>

\* No course may be counted for both Technical Major and Science/Technology General Education requirements.

\*\* Placement testing is not mandatory for admission to the College. However, completion of placement testing is required for enrollment into English and Mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

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**A Statement on STUDENT LEARNING OUTCOMES (SLOs)**


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**Program Student Learning Outcomes** follow each program description. SLOs intentionally describe the 3-5 central goals that students will have attained by the end of the program. In essence, SLOs encapsulate the knowledge, skills, and attitudes that students are expected to learn from their respective programs. The focus is on what students can do with what they have learned and this outcome should be evaluated in some way. Primarily, three questions essentially frame the articulation of SLOs:

1. What do students know? (cognitive domain)
2. What do they think and value? (affective domain)
3. What can they do? (behavioral domain)

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They therefore require students to synthesize many discrete skills or areas of content. SLOs also ask students to

produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program. A separate ILO, SLO and Curriculum Mapping Booklet is published and updated each academic year to guide faculty in helping students achieve articulated course outcomes.

The College, in close collaboration with faculty and members of Advisory committees, continues to embark on an ongoing institutional effort to revise and update all its curriculum documents so that they remain responsive to industry and community needs through well-articulated student learning outcomes.

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## Certificate in **AUTOMOTIVE SERVICE TECHNOLOGY**

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### Program Mission

The mission of the Automotive program is to develop a skilled and competent automotive workforce, based on industry needs, for the Guam community and the region.

### Program Description

The Certificate program in Automotive Service Technology (AST) is a competency-based program designed to offer entry-level training sufficient for employee success in automotive technician positions. Skills acquired in this program also apply directly to occupational areas including diesel mechanics, small engine repair, generator repair, marine engine service, fleet service, repair service order writing, and entry level automotive service management.

Graduates of the AST Certificate program demonstrate the foundational skill and knowledge to pursue further study in power plant mechanics, marine / diesel repair and automotive engineering in the automotive manufacturing industry.

Two 'tracks' exist within the program. Students completing the General Service Technician Track offer future employers preparatory background in four primary areas of automotive service technology (brakes, electrical / electronic systems, engine performance, and suspension / steering) and are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in those areas. Upon passage, and after one year of automotive work experience, they are eligible to receive NATEF designation as a General Service Technician. The second option within the Certificate program is the Master Service Technician track, where graduates receive preparatory background in the four above-mentioned automotive areas as well as four additional areas (automatic transmission / transaxle, engine repair, heating / air conditioning, and manual drive trains / axles). These graduates are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in all eight examination areas offered, and upon passage may pursue recognition from ASE as a Master Service Technician.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Automotive Service Technology program, students will be able to:

1. Identify the purposes and proper functioning of the core components of an automotive engine.
2. Perform a cylinder compression cranking test.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Diagnose, adjust, repair, or replace automotive components.

#### A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3

#### Total General Education Requirements

3

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

#### B. Technical Requirements

##### 1. General Service Technician

COURSE#	COURSE	CREDITS
AST100	Introduction to Automotive Service	3

AST140	Suspension and Steering +	3
AST150	Brakes +	3
AST160	Electrical/Electronic Systems +	3
AST180A	Engine Performance I + (Tune-Up, No Fuel/Emission)	3
AST180B	Engine Performance II + (Fuel and Emissions Systems)	3
AST240	Theory/Practicum: Suspension and Steering +	2
AST250	Theory/Practicum: Brakes +	2
AST260	Theory/Practicum: Electrical/Electronic Systems +	4
AST280	Theory/Practicum: Engine Performance +	5
<b>Total Technical Requirements</b>		<b>31</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>34</b>

## 2. Master Service Technician

The Master Service Technician Certificate Track requires completion of all courses required for the General Service Technician Track, plus all of the following:

COURSE#	COURSE	CREDITS
AST110	Engine Repair +	3
AST120	Automatic Transmission and Transaxle +	3
AST130	Manual Drive Train and Axles +	3
AST170	Heating and Air Conditioning +	3
AST210	Theory/Practicum Engine Repair +	3
AST220	Theory/Practicum Automatic Trans +	3
AST230	Theory/Practicum Manual Drive Train +	2
AST270	Theory/Practicum Heating and Air Conditioning +	2
<b>General Service Technician Track Requirements</b>		<b>31</b>
<b>Total Technical Requirements</b>		<b>53</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>56</b>

## Certificate in **COMPUTER AIDED DESIGN & DRAFTING**

### Program Description

Computer Aided Design and Drafting (CADD) systems are used by drafters to prepare electronic drawings that can be viewed, printed, or programmed directly into automated manufacturing systems. Although CADD is extensively used by drafters, they also need knowledge of traditional drafting techniques in order to fully understand and explain concepts. The Certificate in Computer Aided Design and Drafting (CADD) program is designed to provide knowledge and skills required for employment as an assistant draft craftspersons. The Certificate in CADD is an area emphasized in the Architecture & Construction Career cluster, one out of 16 career clusters selected in Guam's Career & Technical Education Five-Year State Plan.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Computer Aided Design & Drafting program, students will be able to:

1. Demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.
2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.
3. Develop a professional work ethic needed in the architectural engineering industry.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA110A	Finite Mathematics +	3
<b>Total General Education Requirements</b>		<b>6</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
AE103	Basic Blueprint Reading	3
AE121	Technical Engineering Drawing I	3
AE122	Technical Engineering Drawing II +	3
AE138	Building Codes, Specifications & Construction Management +	3
AE150	Computer Aided Design & Drafting (CADD) +	3

AE160	Intermediate Computer Aided Design & Drafting +	4
<b>Total Technical Requirements</b>		<b>19</b>

**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
CE121	Properties of Materials	3
CE215	Construction Procedures	3
CE225	Construction Planning & Estimating +	3
CS101	Introduction to Computer Systems & Information Technology	3
MA161A	College Algebra/Technical Math I +	4
<b>Total Related General Education &amp; Technical Requirements</b>		<b>16</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>41</b>

**Certificate in COMPUTER SCIENCE****Program Mission**

The mission of the Computer Science Program is to provide students with foundational knowledge and skills to enter a technology-enhanced workforce and to keep current with rapid technology changes.

**Program Description**

Today, computer skills are highly in demand in the rapidly evolving information technology field. The Certificate in Computer Science prepares students for entry-level positions in technology related areas.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Computer Science program, students will be able to:

1. Demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.
2. Apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.
3. Design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3
<b>Total General Education Requirements</b>		<b>3</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CS101	Intro to Computer Systems & Information Tech. +	3
CS102	Computer Operations +	3
CS110	Introduction to the Internet	3
CS151	Windows Applications +	3
	Complete at least three credits from the following courses:	3
CS292	Practicum OR	
CS290	Special Project AND/OR	
CS298	Co-Op/Work Learn	
<b>Total Technical Requirements</b>		<b>15</b>

**C. Technical Electives**

COURSE#	COURSE	CREDITS
Complete at least six credits from the following courses:		
CS103	RPG +	3
CS104	Visual Basic Programming +	3
CS202	COBOL +	3
CS204	“C” Programming +	3
CS205	Network Communications +	4
<b>Total Technical Electives</b>		<b>6</b>

**D. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
EN125	Introduction to Speech + OR	
OA211	Business Communication +	3
SM108	Introduction to Business	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>30</b>

**Certificate in CONSTRUCTION TECHNOLOGY****Program Description**

The Certificate in Construction Technology Program will prepare students for the current local and global job market with entry-level skills needed for any of the following fields: carpentry; electricity; heating, ventilation, and air conditioning (HVAC); masonry, plumbing, reinforcing metal worker, and welding. All students must successfully pass for core courses (technical related requirements) with a “C” or better before enrolling in one of the seven concentration areas.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Construction Technology program, students will be able to:

1. Demonstrate basic skills needed to function as an entry-level worker in at least one construction trades concentration area in accordance with industry safety standards: carpentry; electricity; heating, ventilation, and air-conditioning (HVAC); masonry; plumbing, reinforcing metal worker; or welding.
2. Exhibit entry-level knowledge in chosen construction trades concentration area.
3. Demonstrate professionalism as related to the construction trades industry.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3
<b>Total General Education Requirements</b>		<b>3</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Area of Concentration Requirements***1. Carpentry*

COURSE#	COURSE	CREDITS
CT153	Introduction to Carpentry	3
CT173	Rough Framing & Exterior Finishing	3
CT183	Finishing	3
CT193	Cabinet Making and Millwork	3
<b>Total Carpentry Technical Requirements</b>		<b>12</b>

*2. Electricity*

COURSE#	COURSE	CREDITS
CT165A	Electricity Level I	5
CT165B	Electricity Level II	5
CT165C	Electricity Level III	5
CT165D	Electricity Level IV	5
<b>Total Electricity Technical Requirements</b>		<b>20</b>

*3. Heating, Ventilation, and Air-Conditioning (HVAC)*

COURSE#	COURSE	CREDITS
CT185A	Refrigeration and AC Level I	5
CT185B	Refrigeration and AC Level II	5
CT185C	Refrigeration and AC Level III	5
<b>Total Heating, Ventilation, and Air-Conditioning (HVAC) Technical Requirements</b>		<b>15</b>

*4. Masonry*

COURSE#	COURSE	CREDITS
CT153	Introduction to Carpentry	3
CT154A	Masonry Level I	4
CT154B	Masonry Level II	4
<b>Total Masonry Technical Requirements</b>		<b>11</b>

*5. Plumbing*

COURSE#	COURSE	CREDITS
CT152	Fundamentals of Plumbing	4
CT152A	Plumbing Level I	4
CT182	Uniform Plumbing Code	3
<b>Total Plumbing Technical Requirements</b>		<b>11</b>

*6. Reinforcing Metal Worker*

COURSE#	COURSE	CREDITS
CT153	Introduction to Carpentry	3
CT154A	Masonry Level I	4
CT196A	Fundamentals of Oxyacetylene Welding I	5
<b>Total Reinforcing Metal Worker Technical Requirements</b>		<b>12</b>

*7. Welding*

COURSE#	COURSE	CREDITS
CT196A	Fundamentals of Oxyacetylene Welding I	5
CT196B	Fundamentals of Oxyacetylene Welding II	5
CT197A	Shielded Metal Arc Welding I	5
CT197B	Shielded Metal Arc Welding I	5
<b>Total Welding Technical Requirements</b>		<b>20</b>

**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Technology	5
CT140	Industrial Safety	3
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
<b>Total Related General Education &amp; Technical Requirements</b>		<b>15</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>29-38</b>



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**Certificate in COSMETOLOGY**


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**Program Mission**

The mission of the Cosmetology Certificate program is to prepare students with the theoretical knowledge and psychomotor skills necessary to pass the two-part Guam Board of Cosmetology exam.

**Program Description**

Graduates of this program will be able to demonstrate and employ the skills needed to work in a variety of cosmetology-related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist, and makeup artist. They will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. They will also be able to apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

The Certificate in Cosmetology program offers students opportunities to develop the skills, knowledge, attitudes and leadership qualities required to meet licensure standards of the Guam Board of Cosmetology. Through lectures, demonstrations and lab practice, students complete a minimum of 1600 hours in this three-semester program. A grade of "C" or higher is required in all theory and laboratory courses for the Certificate in Cosmetology.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Cosmetology program, students will be able to:

1. Demonstrate and employ the skills needed to work in a variety of cosmetology related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist, and makeup artist.
2. Generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination.
3. Apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- ◆ Test out of EN100R/W as determined by the GCC English/Math placement test, or
- ◆ Satisfactory completion of EN100R/W courses

Students must demonstrate basic mathematical skills as indicated by one of the following:

- ◆ Test out of MA095 as determined by the GCC/English/Math Placement test, or
- ◆ Satisfactory completion of MA095

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA095	Pre-College Mathematics +	(4)
<b>Total General Education Requirements</b>		<b>0</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CM101	Concepts I (lecture)	10
CM201	Concepts II + (lecture)	10
CM102L	Salon I (lab/clinic)	6
CM202L	Salon II + (lab/clinic)	6
CM103L	Salon I Advanced + (lab/clinic) OR	
CM203L	Salon II Advanced (lab/clinic)	2
CM198	Co-Op for Cosmetology OR	
CM204L	Salon III	4
<b>Total Technical Requirements</b>		<b>38</b>
<b>TOTAL CREDITS REQUIRED WITH A MINIMUM TOTAL CONTACT HOURS REQUIRED</b>		<b>38</b>
		<b>1600</b>

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**Certificate in CRIMINAL JUSTICE**


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**Program Mission**

It is the mission of the Criminal Justice program to prepare, educate, and train students for the Criminal Justice profession. Criminal Justice graduates will be lifelong learners who possess current technical knowledge of the criminal justice system, communication skills to communicate effectively within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

**Program Description**

This certificate program addresses the training requirements imposed by Guam law for those seeking jobs as police officers, marshals, conservation officers, Guam customs officers, investigators and certain other public safety employees. New students will enroll in a Criminal Justice Academy cycle to complete this certificate. The academy program is conducted during each academic year (two semesters) and requires full-time attendance. Those already holding criminal justice degrees are eligible to attend a supplemental academy cycle to obtain the additional credits required for this certificate. In most cases, prior graduates will need a total of ten (10) credits that were not available in their degree program. To apply for admission or to obtain further details about the program, contact a criminal justice advisor at the Social Science & Criminal Justice Department.

Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are certificate core course requirements. Prerequisites are identified in the course description section of this catalog and below with a + sign next to each course with a prerequisite.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Criminal Justice program, students will be able to:

1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.
2. Describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA095	Pre-College Mathematics +	(4)
<b>Total General Education Requirements</b>		<b>0</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CJ100	Introduction to Criminal Justice	3
CJ102	First Responder	3
CJ126	Officer Survival +	3
CJ126L	Officer Survival Lab +	1
CJ132	Emergency Vehicle Operator Course (EVOC) +	3
CJ135	Firearms +	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ205	Police Report Writing +	3
<b>Total Technical Requirements</b>		<b>25</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>25</b>

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**Certificate in EARLY CHILDHOOD EDUCATION**


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**Program Mission**

The Early Childhood Education program's mission is to prepare individuals to be professional educators for young children so that they show a positive attitude toward all children and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Program Description**

Early childhood educators and caregivers work in child care centers, Head Start programs, family home care programs, elementary schools, social services programs, and health care services. These professionals plan appropriate experiences for children in areas such as language, health, movement, creativity, thinking, problem solving, self-concept and social behavior. They also supervise children's activities, care for their needs, keep records of their progress, and confer with parents and other professionals. Only courses which have a grade of "C" or better in the technical requirements will be counted towards the Certificate degree.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Early Childhood Education program, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition, and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA095	Pre-College Mathematics +	4
<b>Total General Education Requirements</b>		<b>4</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CD110	ECE Orientation	3
CD140	Environments for Young Children	3
CD180	Language Arts in Early Childhood	3
CD221	Child Growth & Development	3
ED231	Introduction to Exceptional Children +	3
CD240	Cognitive & Creative Development +	3
CD260	Social & Emotional Development +	3
CD280	Program Development & the Family Partnership +	3
ED281	Bilingual/Bicultural Education	3
CD292	ECE Practicum +	3
<b>Total Technical Requirements</b>		<b>30</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>34</b>

**Certificate in EDUCATION****Program Mission**

The Education Program's mission is to prepare individuals to be professional educators, show a positive attitude toward all students and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Program Description**

The Certificate in Education program is designed to provide entry-level training for persons interested in working in educational settings. Emphasis is placed on competency-based skill development in a broad range of educational areas. All courses taken for the Certificate in Education also fulfill the technical requirements for the Associate of Arts in Education degree. Only technical requirement courses which have a grade of "C" or better will be counted towards the Certificate degree.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Education program, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3
<b>Total General Education Requirements</b>		<b>3</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
ED270	Behavior Management	3
ED150	Introduction to Teaching	3
ED180	Educational Methods	3
ED220	Human Growth & Development OR	
CD221	Child Growth & Development	3
ED231	Introduction to Exceptional Children +	3
ED281	Bilingual/Bicultural Education	3
ED292	Education Practicum +	3
ASL100	American Sign Language I	4
<b>Total Technical Requirements</b>		<b>25</b>

**C. Related General Education & Technical Electives**

COURSE#	COURSE	CREDITS
	Complete at least 3 credits from the following list of courses or other courses approved by the Education Department.	
OA101	Keyboarding Applications	3
EN125	Introduction to Speech +	3
	Any CD or ED course	3
ASL 110	American Sign Language II	4
<b>Total Related General Education &amp; Technical Electives</b>		<b>3</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>31</b>

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**Certificate in EMERGENCY MANAGEMENT**


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**Program Mission**

It is the mission of the Emergency Management program to provide students with a basic foundation in various aspects of emergency management to train them to be emergency managers who are prepared to deal with different types of emergencies that affect all communities.

**Program Description**

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and man made disasters. Graduates will be able to implement the four major areas of emergency management, namely, mitigation, preparation, response, and recovery. The Emergency Management program utilizes the Emergency Management Institute's Independent Study (IS) courses to prepare graduates to apply leadership skills, to communicate effectively, to solve problems, to plan, to work as a team, to operate within the legal system and governmental framework for emergency management, to analyze risks and hazards, and to manage resources, efficiently.

Guam Community College is mirroring Frederick Community College's model whereby college credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study (IS) courses online. Students who have completed these IS courses will need to request for an official transcript from EMI then apply for college credits at Guam Community College towards a Certificate in Emergency Management.

The Emergency Management program's technical requirements are adopted and derived from EMI's Independent Study program. *These courses are subject to be revised and new courses will be added to the program.* GCC's Emergency Management program will adhere to the latest IS offerings to ensure that students learn what is relevant and most up-to-date information and skills.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Emergency Management program, students will be able to:

1. State the government's role in Emergency Management.
2. Describe the function of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks in emergency situations.
4. Make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA108	Introduction to College Algebra +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

(Corresponding to EMI Independent Study Program "IS" course numbers). Students must choose 19 from the following IS Courses:

COURSE#	COURSE	CREDITS
EMI100	Emergency Manager	1
EMI102	Hazardous Materials	1
EMI104	A Citizen's Guide to Disaster Assistance	1
EMI106	Building for the Earthquakes of tomorrow	1
EMI108	Orientation to Disaster Exercise	1
EMI110	Exercise Design	1
EMI112	State Disaster Management	1
EMI114	Principles of Emergency Management	1
EMI116	Emergency Planning	1
EMI118	Leadership & Influence	1
EMI120	Decision Making & Problem Solving	1
EMI122	Effective Communication	1
EMI124	Developing & Managing Volunteers	1
EMI126	Anticipating Hazardous Weather	1
EMI128	Emergency Operations Center Role	1
EMI130	Volunteer Agencies in Emergency Management	1
EMI132	Disaster Basics	1
EMI134	Community Hurricane Preparedness	1
EMI136	Hazardous Material Prevention	1
EMI138	Multi-hazard Emergency Planning for Schools	1
EMI140	Introduction to Mitigation	1
EMI142	Protecting your Home and Small Business from Disaster	1
EMI144	Introduction to Public Assistance	1
EMI146	Debris Operation	1
EMI148	Incident Command System	1
EMI150	National Incident Management System	1
EMI152	National Response Plan & Disaster Medical System	1
<b>Total Technical Requirements</b>		<b>19</b>

**C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
PS140	American Government	3
HL130	First Aid and Safety	1
EMI154	Community Emergency Response Team	1
<b>Total Related Technical Requirements</b>		<b>5</b>

**TOTAL CREDITS REQUIRED**

**30**

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**Certificate in FIRE SCIENCE TECHNOLOGY**


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**Program Mission**

It is the mission of the Fire Science Technology program to prepare, educate, and train students for a career in fire fighting.

**Program Description**

The certificate program in Fire Science Technology is not open to the general public. It is a competency-based academy program designed to offer entry-level training for fire recruits. Students who wish to attend the GCC Fire Academy should first obtain employment with the Guam Fire Department or any other Pacific Basin fire department that sends recruits to the GCC Fire Academy for basic training.

Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are certificate core course requirements. Prerequisites are identified in the course description section of this catalog and below with a + sign next to each course with a prerequisite.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Fire Science Technology, students will be able to:

1. Understand the current tactics used by fire personnel for suppression and prevention of fires, the operations and role of fire personnel, and the functions of fire service within the community.
2. Analyze and apply the theories, techniques, and methods of basic fire and rescue.
3. Demonstrate the techniques required for fire safety and prevention, to work as a team, and to respond to a variety of emergency situations.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA095	Pre-College Mathematics	-
<b>Total General Education Requirements</b>		<b>0</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
FS100	Introduction to Fire Protection +	3
FS101	Introduction to Fire Suppression +	3
FS103	Fire Operations I +	6
FS104	Fire Operations II +	3
FS105	Fire Prevention +	3
FS107	Report Writing for the Fire Service	3
<b>Total Technical Required Courses</b>		<b>21</b>

**C. Related Technical Electives**

COURSE#	COURSE	CREDITS
EMS103	EMT-Basic +	7
<b>Total Related Technical Electives</b>		<b>7</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>28</b>

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**Certificate in MEDICAL ASSISTING**


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**Program Mission**

The mission of the Medical Assisting program is to prepare students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field.

**Program Description**

Medical Assistants assist physicians in private medical offices, clinics and in hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests. Graduates are eligible to take the Certified Medical Assistant (CMA) credential. Medical Assistants who successfully complete the Certification Examination are granted the "Certified Medical Assistant" (CMA) credential. The Guam Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
 1361 Park Street  
 Clearwater, FL 33756  
 Telephone: 727-210-2350  
 Fax: 727-210-2354

The Medical Assisting program prepares students for employment as medical assistants in physician's offices or clinics. The curriculum is designed to provide training in administrative and clinical settings. Instruction is given in basic medical office procedures (including appointment scheduling, billing and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture and pharmacology).

With the exception of enrollment in MS101 Introduction to Medical Assisting, admission to the Medical Assisting program is required before enrollment in any Medical Assisting technical requirement course. Admission to the Medical Assisting program includes:

- Advisement from Allied Health faculty.
- Completion of English and Mathematics Placement Tests with minimum scores or completion of English and mathematics development courses and attainment of passing scores.
- Health Clearance, which includes physical immunization (PPD, Hep B, 1, 2, 3).

Prerequisites are listed for certain related technical requirement courses.

Note: Only courses that have a grade of "C" or better will be counted towards the certificate. Students must maintain a grade point average of 2.0 or better to continue in the program. If students earn any grade below a "C" in their medical assisting courses, they will not be able to continue the course sequence. Each class must be successfully passed in order to move on to upper level courses.

#### Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Medical Assisting program, students will be able to:

1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet national Standards for Medical Assistants in carrying out administrative duties in the clinic or physician's office.
3. Enter the health service field as certified medical assistants.

#### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA108	Introduction to College Algebra I or higher +	3
SI130	Anatomy & Physiology +	4
<b>Total General Education Requirements</b>		<b>10</b>

#### B. Technical Requirements

COURSE#	COURSE	CREDITS
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting I +	2
MS121	Clinical Medical Assisting II +	2
MS125	Clinical Office Experience +	1
MS140	Administrative Medical Assisting +	2
MS141	Administrative Medical Assisting Laboratory +	2
MS145	Administrative Medical Assisting Clinical +	1
MS201	Medical Law & Ethics +	2
MS292	Practicum-Medical Assisting +	5
MS210	Medical Assisting Critique +	1
<b>Total Technical Requirements</b>		<b>21</b>

#### C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
HL120	Medical Terminology	2
HL131	BLS for Healthcare Providers	1
HL140	Introduction to Clinical Laboratory +	2

HL150	Study of Diseases +	3
HL160	Introduction to Pharmacology +	1
HL161	Pharmacological Treatment of Disease +	1
HL162	Administration of Medications +	1
<b>Total Related General Education &amp; Technical Requirements</b>		<b>11</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>42</b>

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**Certificate in MEDIUM/HEAVY TRUCK DIESEL TECHNOLOGY**


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**Program Description**

The Medium/Heavy Truck Diesel Technology program prepares graduates to work in the automotive field with special emphasis in diesel service. Graduates will be able to troubleshoot, maintain, and repair various types of diesel engines, trucks, boats, and other heavy equipment. Students will obtain knowledge and skills in Medium/Heavy Truck in a variety of areas to include: diesel engines, drive trains, brake systems, suspension and steering, heating, ventilation, and air conditioning, hydraulics, electrical/electronic systems, and preventive maintenance.

Students completing this program will have preparatory knowledge in the eight main areas of the Medium/Heavy Truck Diesel Technology and will prepare them for entry-level, Assistant Technician positions. This program prepares graduates to pass the ASE National Certification Exams and enter the workforce as entry-level, Junior Technicians.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Medium/Heavy Truck Diesel Technology program, students will be able to:

1. Seek employment as a Heavy/Medium Truck Technician, Fleet Mechanic, Heavy Marine Diesel Technician, Generator Repair, Heavy Equipment Repair or Parts Counter person.
2. Troubleshoot, maintain, and repair various heavy trucks and mobile equipment, including bulldozers, boats, cranes, road graders, farm tractors, and combines.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3
<b>Total General Education Requirements</b>		<b>3</b>

*Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.*

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
MHT100A	Intro to Diesel Technology and Preventive Maintenance Part I	3
MHT100B	Intro to Diesel Technology and Preventive Maintenance Part II	3
MHT110	MHT Diesel Engines Part I	3
MHT120	MHT Drive Trains Part I	3
MHT130	MHT Brake Systems Part I	3
MHT140	MHT Suspension and Steering Part I	3
MHT150	MHT Heating, Ventilation, and Air Conditioning (HVAC) Part I	3
MHT160	MHT Hydraulics Part I	3
MHT170	MHT Electrical/Electronic Systems Part I	3
MHT210	MHT Diesel Engines Part II +	3
MHT230	MHT Brake Systems Part II +	3
MHT270	MHT Electrical/Electronic Systems Part II +	3
<b>Total Technical Requirements</b>		<b>36</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>39</b>



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**Certificate in OFFICE TECHNOLOGY**


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**Program Mission**

The mission of the Office Technology program is to prepare students for entry-through mid-level positions in an automated office environment by providing educational opportunities that will enable them to obtain, enhance, and/or strengthen their knowledge, skills, and attitudes necessary to succeed in a constantly evolving technological world.

**Program Description**

This certificate is designed for the purpose of upgrading the competencies of clerical and secretarial employees to facilitate advancement.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Office Technology program, students will be able to:

1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Express confidence in their ability to use and integrate several office applications.

**A. General Education Requirements**

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Students must complete MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CS151	Windows Application +	3
OA101	Keyboarding Applications	3
OA103	Filing Systems	3
OA130	Information Processing +	3
OA210	Database Management Systems +	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing +	3
OA250	Office Procedures +	3
PY125	Interpersonal Relations	3
<b>Total Technical Requirements</b>		<b>27</b>

**C. Technical Electives**

COURSE#	COURSE	CREDITS
Complete <b>SIX</b> credits from the following courses:		
AC100	Fundamentals of Bookkeeping/Accounting +	3
OA109	Business Math Using Excel	3
SM108	Introduction to Business	3
<b>Total Technical Elective Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>39</b>

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**Certificate in PRACTICAL NURSING**


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**Program Mission**

The mission of the Nursing Department is to generate locally educated and licensed nurses to work in the various health care provider agencies on Guam as well as the Pacific region. The Guam Community College Nursing Program is committed to provide career guidance and education in nursing to those students of Guam and the Pacific Basin who desire to become Nurse Assistants and/or Practical Nurses. To accomplish this commitment, we offer a Certificate of Completion for Nursing Assistants (NA) and a certificate of completion for Practical Nursing. At the completion of the Practical Nurse program, the

graduate is eligible for the NCLEX-PN (National Council Licensure Examination) which leads to a Practical Nurse (LPN) license in the territory of Guam or in the United States.

### Program Description

The Certificate of Practical Nursing program prepares students to become Licensed Practical Nurses (LPN). LPNs may find work in a variety of settings such as hospitals, nursing homes, doctor's offices, public health departments, schools, and various government programs. Ideally, LPNs work under the supervision of registered nurses. The duties of an LPN include checking blood pressure, pulse and respiration, taking blood and urine samples, and monitoring and recording what patients eat and when. LPNs change bandages, help patients dress and bathe, and observe patients for any changes in their condition or reactions to medications. They treat bedsores, prepare injections, insert catheters, and give alcohol rubs and massages. In states where the law allows, they administer prescribed medication and start intravenous fluids. Some LPNs help deliver, care for, and feed babies. LPNs provide not only routine bedside care but help evaluate clients' needs, develop care plans, and supervise nursing aides. In doctors' offices and clinics, LPNs make appointments, keep records, and perform other clerical duties.

Students who successfully complete this three semester program will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam is administered by the National Council on State Boards of Nursing (NCSBN) and will enable students to earn a license in Practical Nursing. Collaborative learning takes place in the classroom, laboratory, and in clinical settings. With the exception of Nursing Fundamentals, admissions to the Practical Nursing program includes:

- Completion of the Pre-Nursing Certificate Program or equivalent course work at GCC or from accredited U.S. institutions
- advisement from Allied Health Department personnel
- completion of English and Mathematics Placement Tests with acceptable scores, or
- completion of English developmental courses or completion of MA095 and
- health clearance including required immunizations.

Note: A recent ruling by the Guam Board of Nurse Examiners requires microbiology in order to be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Students are encouraged to meet with their academic advisor to discuss their educational plan.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Practical Nursing program, students will be able to:

1. Meet local and national standards for practical nurses in performing nursing care.
2. Be eligible for and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
3. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.
4. Be proficient in a variety of interpersonal and communication skills used in the health care setting.
5. Demonstrate therapeutic nursing interventions to include the following:
  - Take and record temperature, blood pressure, pulse, weight and height.
  - Dress wounds, prepare injections, and collect urine/blood samples.
  - Feed, bathe, dress, clean, and move patients.
  - Administer medication when authorized.
  - Observe patients, report changes in their condition, and keep patients' records.
  - Teach patients good health and safety habits.
  - Sterilize equipment.
  - Give enemas and catheterizations.

#### A. General Education Requirements

COURSE#	COURSE	CREDITS
Completion of the general education requirements in the Pre-Nursing Certificate Program or equivalent course work at GCC or from accredited U.S. institutions.		
<b>Total General Education Requirements</b>		<b>0</b>

#### B. Technical Requirements

COURSE#	COURSE	CREDITS
NU110	Nursing Foundations & Basic Skills	8
NU140	Mental Health Nursing	2

NU160	Pharmacology for Practical Nurses	4
NU220	Adult Medical-Surgical Nursing +	8
NU230	Maternal/Newborn Concepts & Skills +	3
NU240	Pediatrics Nursing Concepts & Skills +	3
NU280	Nursing Trends	1
NU281	NCLEX-PN Review and Transition	2
NU292	Practical Nursing Clinical +	6
<b>Total Technical Requirements</b>		<b>37</b>

**C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
Completion of the related technical requirements in the Pre-Nursing Certificate Program or equivalent course work at GCC or from accredited U.S. institutions.		
<b>Total Related Technical Requirements</b>		<b>0</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>37</b>

**Certificate in PRE-NURSING****Program Description**

The Certificate in Pre-Nursing prepares students to be academically ready to enter the Certificate in Practical Nursing Program.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Practical Nursing program, students will be able to:

1. Acquire knowledge of general education and related technical requirements necessary to be successful in the more advanced nursing courses.
2. Demonstrate more understanding of the upcoming Nursing (NU) classes that they will take in the Certificate for Practical Nursing program by being able to extrapolate and apply knowledge received during these classes.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA108	Intro to College Algebra I +	3
SI130	Anatomy & Physiology +	4
PY120	General Psychology +	3
<b>Total General Education Requirements</b>		<b>13</b>

**B. Related Technical Requirements**

COURSE#	COURSE	CREDITS
ED220	Human Growth & Development	3
HL120	Medical Terminology	2
HL131*	Basic Life Support for Health Care Providers	1
HL150	Study of Diseases +	3
HL202	Nutrition	3
SI150	Introduction to Microbiology	4
<b>Total Related Technical Requirements</b>		<b>15-16</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>28-29</b>

\*If student has a current BLS card, the course will be waived. If the card expires during program time, the student will have to renew it with an academic course.

**Certificate in SUPERVISION & MANAGEMENT****Program Mission**

The mission of the Supervision & Management program is to develop a management workforce reflecting industry needs as a result of the dynamic economic business environment in the Guam community and beyond.

**Program Description**

The Certificate in Supervision and Management program prepares students for entry-level and assistant management positions in supervision and management.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Supervision and Management program, students will be able to:

1. Recall theory and principles related to supervisory principles and procedures.
2. Demonstrate entry-level supervisory and management skill techniques in business operations.
3. Demonstrate practical leadership decision-making based on sound business practice, experience, and judgment.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
AC211	Accounting Principles I +	4
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
EC110	Principles of Economics	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
SM211	E-Commerce Management	3
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Application	3
SM245	Ethics & Stakeholder Management	3
<b>Total Technical Requirements</b>		<b>31</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>37</b>

**Certificate in SURVEYING TECHNOLOGY****Program Description**

The Surveying Technology program prepares the student for immediate employment as a surveying or Geographic Information Systems (GIS) technician and teaches the student knowledge and skills that will enable one to adapt to ever evolving technical and technological changes in geospatial field and office applications. The graduate will be prepared to face the challenge of modern Surveying and GIS practice. The program emphasizes applications-based approaches and provides an overview of the geospatial fields of surveying, mapping, and GIS and prepares the student for further study and for the Level 1 Certified Survey Technician examination prepared by the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS).

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Surveying Technology program, students will be able to:

1. Demonstrate preparedness to enter productive technical positions in the geospatial fields of surveying, mapping, and Geographic Information Systems.
2. Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 1 Certified Survey Technician examination.
3. Develop a professional work ethic needed in the surveying industry.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman Composition +	3
MA110A	Finite Mathematics +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
SU100	Surveying Drafting	3
SU101	Surveying Problems I	3
CE211	Plane Surveying I	3
CE222	Plane Surveying II	3
SU230	Advanced Surveying	3
SU250	Introduction to Geographic Information Systems	3
SU292	Surveying Practicum	1
<b>Total Technical Requirements</b>		<b>19</b>

**C. Related General Education Requirements & Technical Requirements**

COURSE#	COURSE	CREDITS
AE121	Technical Engineering Drawing I	3
AE150	Computer Aided Design & Drafting (CADD) I	3
CS101	Introduction to Computer Systems & Information Technology +	3
HL130	First Aid & Safety	1
MA161A	College Algebra/Tech Math I	4
MA161B	College Algebra & Trigonometry	4
<b>Total Related General Education Requirements</b>		<b>18</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>43</b>

# Associate Degree Programs

## **Associate of Science**

- ◆ Accounting
- ◆ Automotive Service Technology
- ◆ Computer Networking
- ◆ Computer Science
- ◆ Criminal Justice
- ◆ Early Childhood Education
- ◆ Emergency Management
- ◆ Food & Beverage Management
- ◆ Hotel Operations & Management
- ◆ Marketing
- ◆ Medical Assisting
- ◆ Office Technology
- ◆ Pre-Architectural Drafting
- ◆ Supervision and Management
- ◆ Surveying Technology
- ◆ Tourism & Travel Management
- ◆ Visual Communications

## **Associate of Arts**

- ◆ Culinary Arts
- ◆ Education
- ◆ Liberal Studies

## General Requirements for **Associate Degrees**

All candidates for an Associate Degree at the College must meet the general requirements listed below. Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credit is not counted as credit earned towards the program unless it is an Associate Degree core course requirement. Prerequisites are identified in the course description section of this catalog, and below with a + sign next to each course with a prerequisite.

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed EN110 Freshman Composition general education requirement by the time they have enrolled in 12 credits of classes. They must also enroll in or have completed MA110A Finite Mathematics (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine to eleven (9-11) credits before they must begin meeting the general education requirements. All declared students in Associate Degree programs are required to complete successfully minimum standardized general education course requirements. For more information, refer to the Admissions Information and General Education Policy section of this catalog.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19-20</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
<b>Minimum Total Technical Requirements</b>		<b>Variable by program</b>

### C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
<b>Minimum Total Related Gen Ed/Technical Requirements</b>		<b>Variable by program</b>
<b>MINIMUM TOTAL CREDITS REQUIRED FOR AN ASSOCIATE DEGREE</b>		<b>60</b>

*Note: No course may be counted for both Technical Major and Science/Technology General Education requirements.*

Placement testing is not mandatory for admission to the College. However, completion of placement testing is required for enrollment into English and Mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

## A Statement on **STUDENT LEARNING OUTCOMES (SLOs)**

In this section of the catalog, program **Student Learning Outcomes** or **SLOs** follow each program description. SLOs intentionally describe the 3-5 central goals that students will have attained by the end of the program. In essence, SLOs encapsulate the knowledge, skills, and attitudes that students are expected to learn from their respective programs. The focus is on what students can do with what they have learned and this outcome should be evaluated in some way. Primarily, three questions essentially frame the articulation of SLOs:

1. What do students know? (cognitive domain)
2. What do they think and value? (affective domain)
3. What can they do? (behavioral domain)

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They therefore require students to synthesize many discrete skills or areas of content. SLOs also ask students to produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program. A separate ILO, SLO and Curriculum Mapping Booklet is published and updated each academic year to guide faculty in helping students achieve articulated course outcomes.

The College, in close collaboration with faculty and members of Advisory committees, continues to embark on an ongoing institutional effort to revise and update all its curriculum documents so that they remain responsive to industry and community needs.

## **SLO MAPPING – ILO, Program, and Course Levels**

SLOs also align with collective program and institution level expectations for student learning translated into the curriculum and co-curriculum. Most importantly, these SLOs map to the curriculum, co-curriculum and other educational practices that provide students multiple opportunities for meaningful learning. SLO maps developed for three (3) different levels – ILOs, program, and course -- reflect the desired goals of learning experiences that the College continues to intentionally develop, structure, deliver, and evaluate on an ongoing basis.

## **Associate of Science in ACCOUNTING**

### **Program Mission**

The mission of the Accounting program is to develop an accounting workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

### **Program Description**

The Accounting program will train individuals for employment in accounting fields and provide employees working in accounting-related fields the knowledge to upgrade job skills. Students are offered opportunities to experience learning environments through service learning that educate, empower, and enable students to be civically engaged—gaining skills that lead to participatory leadership, effective citizenship, and increased volunteerism.

### **Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Accounting program, students will be able to:

1. Apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.
2. Demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.
3. Develop dispositions and values suitable to the practice of accounting in the real world.

### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
AC211	Accounting Principles I +	4
AC212	Accounting Principles II +	4
AC110	Payroll Accounting +	3
AC150	Federal Income Tax I	3
AC210	Introduction to Financial Management +	3
AC232	Accounting on the Computer Using Peach Tree + OR	
AC233	Accounting on the Computer Using QuickBooks	3
	Six credits from any AC200 level course +	6
<b>Total Technical Requirements</b>		<b>26</b>

### **C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
EC110	Principles of Economics	3
OA211	Business Communication +	3
OA220	Spreadsheet Systems	3
SM108	Introduction to Business	3
SM230	Business Law Application	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>15</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>60</b>



## Associate of Science in AUTOMOTIVE SERVICE TECHNOLOGY

### Program Mission

The mission of the Automotive program is to develop a skilled and competent automotive workforce, based on industry needs, for the Guam community and the region.

### Program Description

The Associate of Science program in Automotive Service Technology goes beyond the AST Certificate Program, offering students both a comprehensive general education and advanced technical training in working with all automotive systems, including brakes, electrical/electronic systems, engine performance, suspension and steering, automatic transmission / transaxle, engine repair, heating and air conditioning, and manual drive train / axles.

Two 'tracks' exist within the program. Students completing the General Service Technician Track offer future employers preparatory background in four primary areas of automotive service technology (brakes, electrical / electronic systems, engine performance, and suspension / steering) and are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in those areas. Upon passage, and after one year of automotive work experience, they are eligible to receive NATEF designation as a General Service Technician. The second option within the Associate program is the Master Service Technician track, where graduates receive preparatory background in the four above-mentioned automotive areas as well as four additional areas (automatic transmission / transaxle, engine repair, heating / air conditioning, and manual drive trains / axles). These graduates are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in all eight examination areas offered, and upon passage may pursue recognition from ASE as a Master Service Technician.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Automotive Service Technology program, students will be able to:

1. Identify the purposes and proper functioning of the core components of an automotive engine.
2. Perform a cylinder compression cranking test.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Diagnose, adjust, repair, or replace automotive components.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Area of Concentration Requirements

#### 1. General Service Technician

COURSE#	COURSE	CREDITS
AST100	Introduction to Automotive Service	3
AST140	Suspension and Steering +	3
AST150	Brakes +	3
AST160	Electrical / Electronic Systems +	3
AST180A	Engine Performance I + (Tune-Up, No Fuel / Emission)	3
AST180B	Engine Performance II + (Fuel and Emissions Systems)	3
AST240	Theory/Practicum: Suspension and Steering +	2
AST250	Theory/Practicum: Brakes +	2
AST260	Theory/Practicum: Electrical/Electronic Systems +	4
AST280	Theory/Practicum: Engine Performance +	5
<b>Total General Service Technician Technical Requirements</b>		<b>31</b>

#### 2. Master Service Technician

COURSE#	COURSE#	CREDITS
AST110	Engine Repair +	3
AST120	Automatic Transmission and Transaxle +	3
AST130	Manual Drive Train and Axles +	3
AST170	Heating and Air Conditioning +	3
AST210	Theory/Practicum Engine Repair +	3

AST220	Theory/Practicum Automatic Trans +	3
AST230	Theory/Practicum Manual Drive Train +	2
AST270	Theory/Practicum Heating and Air Conditioning +	2
	General Service Technician Track Technical Requirements	31
<b>Total Master Service Technician Technical Requirements</b>		<b>53</b>
<b>TOTAL CREDITS REQUIRED</b>		
<b>GENERAL SERVICE TECHNICIAN</b>		<b>50</b>
<b>MASTER SERVICE TECHNICIAN</b>		<b>72</b>

## Associate of Science in COMPUTER NETWORKING

### Program Mission

The mission of the Computer Networking program is to prepare students and people in the industry to be trained and certified in computer repair, networking and telecommunication.

### Program Description

The Associate of Science Degree in Computer Networking is a course of study that prepares students for entry-level employment in the field of Information Technology. Technical requirement classes are designed to give the student a firm foundation in the basics of computers, networking and information systems. This course of study will provide students with a practical overview of Information Technology, including hands-on experience configuring various networking devices, network management and will enable the student to prepare for and attain industry certification through Microsoft and Cisco Systems.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Computer Networking program, students will be able to:

1. Install configure, and repair Computer network systems.
2. Pass local and national certification tests in computer repair, telecommunication, & network administration.
3. Communicate the values of an effective and productive technician in the telecommunications and computer networking industry.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Computer Networking students must take SH141 as their science requirement.</i>		
<b>Minimum Total General Education Requirements</b>		<b>19-20</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
EE103	Electricity I: Direct Current Circuits +	4
EE104	Electricity II: Alternating Current Circuits +	4
EE112	Electronic Devices +	4
EE116	Digital Technology +	4
EE211	IT Essentials I+	4
EE215	IT Essentials II	3
<b>Total Technical Requirements</b>		<b>23</b>

### C. Advanced Technical Requirements

COURSE#	COURSE	CREDITS
EE242	Principles of Voice and Data Cabling +	2
EE243	Fiber Optics Installation +	3
EE265	Computer Networking I	4
EE266	Computer Networking II +	4
EE267	Computer Networking III +	4
EE268	Computer Networking IV +	4
<b>Total Advanced Technical Requirements</b>		<b>21</b>

**D. Professional Electives**

Complete at least 7-8 credits from the following list of electives:

COURSE#	COURSE	CREDITS
EE271	Advanced Computer Networking I +	4
EE275	Advanced Computer Networking III	4
EE280	Network Security I	4
EE283	Network Security +	3
<b>Total Professional Elective Requirements</b>		<b>7-8</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>70-72</b>

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**Associate of Science in COMPUTER SCIENCE**


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**Program Mission**

The mission of the Computer Science program is to provide students with foundational knowledge and skills to enter a technology-enhanced workforce and to keep current with rapid technology changes.

**Program Description**

The computer industry provides opportunities for workers such as systems analysts who design computer systems for processing information, programmers who write instructions and translate them into machine readable language, computer operators who monitor and control computer systems and retrieve results and data entry personnel who enter information and instructions into the computer. The Computer Science (CS) Program trains individuals in these careers and offers courses for the computer user in many applications.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Computer Science program, students will be able to:

1. Demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.
2. Apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.
3. Design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19-20</b>

**B. Technical Requirements***1. General Technical Requirements*

COURSE#	COURSE	CREDITS
CS101	Intro to Computer Systems & Information Tech. +	3
CS102	Computer Operations +	3
CS110	Introduction to the Internet	3
CS203	Systems Analysis & Design +	3
CS205	Network Communications +	4
<b>Subtotal General Technical Requirements</b>		<b>16</b>

*2. Programming Language Requirements*

COURSE#	COURSE	CREDITS
CS103	RPG	3
CS104	Visual Basic Programming	3
CS204	C Programming+	3
CS206	Java I +	3
CS252	Advanced RPG II +	3
<b>Subtotal Programming Language Requirements</b>		<b>15</b>
<b>Total Technical Requirements</b>		<b>34</b>

**C. Advanced Technical Requirements**

COURSE#	COURSE	CREDITS
Complete at least ten credits in the following courses:		
CS240	Microsoft Office Access 2007	2
CS241	Microsoft Office Excel 2007	2
CS242	Microsoft Office Outlook 2007	2
CS243	Microsoft Office PowerPoint 2007	2
CS244	Microsoft Word 2007	2
CS254	Advanced C++	3
CS298	CO-OP/Work-Learn	3
Total Advanced Technical Requirements		10
TOTAL CREDITS REQUIRED		60-61

**Associate of Science in CRIMINAL JUSTICE****Program Mission**

It is the mission of the Criminal Justice program to prepare, educate, and train students for the Criminal Justice profession. Criminal Justice graduates will be lifelong learners who possess current technical knowledge of the criminal justice system, communication skills to communicate effectively within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

**Program Description**

This program is designed to address training requirements for students seeking employment as police officers, marshals, conservation officers, Guam Customs officers, investigators, corrections officers, forensic computer examiners, forensic lab technicians, and other public safety employees. Students may choose an emphasis in one of four areas of concentration:

- \* Administration of Criminal Justice
- \* Law Enforcement Administration
- \* Forensic Lab Technician
- \* Forensic Computer Examiner

Some courses in this program must be sequenced because of prerequisite requirements. Other courses, including Mathematics and English, require placement testing before enrollment is granted. (See a Criminal Justice advisor before enrolling in this program or choosing electives.)

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Criminal Justice program, students will be able to:

1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.
2. Describe the process of the criminal justice system including the duties and responsibilities of the criminal justice professional as it pertains to one of the chosen concentration areas: Administration of CJ, Law Enforcement Administration, Forensic Lab Technician, or Forensic Computer Examiner.
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Forensic Lab Tech majors must take SII30 to fulfill their science requirement. All Criminal Justice and Forensic Lab Tech students must also take PSI40 to fulfill their Social &amp; Behavioral Sciences requirement.</i>		
Minimum Total General Education Requirements		22

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CJ100	Introduction to Criminal Justice	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ206	Social Values & the Criminal Justice Process +	3
CJ290	CJ Internship + (In specified area of concentration)	3
Total Technical Requirements		15

**C. Area of Concentration Requirements***1. Administration of Criminal Justice (CJ)*

COURSE#	COURSE	CREDITS
CJ101	Juvenile Justice Process +	3
CJ107	Introduction to Corrections	3
CJ204	Introduction to Criminology	3
CJ209	Concepts of Police Operations +	3
	Any related, or Technical course	9
	Any Gen Ed course	3
<b>Total Administration of CJ Requirements</b>		<b>24</b>

*2. Law Enforcement Administration (LEA)*

COURSE#	COURSE	CREDITS
CJ205	Police Report Writing +	3
CJ209	Concept of Police Operations +	3
CJ225	Criminal Investigation +	3
CJ250	Police Organizational Theory +	3
	Any related, or Technical course	9
	Any Gen Ed course	3
<b>Total LEA Requirements</b>		<b>24</b>

*3. Forensic Lab Technician*

COURSE#	COURSE	CREDITS
CJ122	Intro to Forensic Science with Lab +	4
CJ225	Criminal Investigation +	3
HL120	Medical Terminology	2
MA161A	College Algebra/Tech Math +	4
MA161B	College Algebra & Trigonometry +	4
SI141	Applied Physics I +	4
SI150	Introduction to Microbiology +	4
SI102	General Chemistry with Laboratory	4
<b>Total Forensic Lab Technician Requirements</b>		<b>29</b>

*4. Forensic Computer Examiner*

COURSE#	COURSE	CREDITS
CJ122	Intro to Forensic Science with Lab +	4
CJ225	Criminal Investigation +	3
CJ260	Forensic Computer Examiner	4
CS101	Computer Systems & Info Tech	3
CS205	Network Communications +	4
CS210	Windows Professional +	3
CS215	Windows Server +	3
CS217	Windows Directory Services	3
EE211	IT Essentials I	4
<b>Total Forensic Computer Examiner Requirements</b>		<b>31</b>

\*Course marked with an asterisk indicate that the curriculum is currently being developed for adoption

<b>TOTAL CREDITS REQUIRED</b>	
<b>ADMINISTRATION OF CJ</b>	<b>61</b>
<b>LAW ENFORCEMENT ADMIN</b>	<b>61</b>
<b>FORENSIC LAB TECHNICIAN</b>	<b>66</b>
<b>FORENSIC COMPUTER EXAMINER</b>	<b>68</b>

## Associate of Arts in CULINARY ARTS

### Program Mission

The mission of the Culinary Arts program is to introduce students to careers in the field of Culinary Arts and provide them the basic skills and knowledge they will need to achieve success. Students will experience all aspects of the Culinary Arts as they build good business and management skills.

### Program Description

The Hospitality industry is one of the fastest growing segments of our economy and employs over ten million food service workers in the United States. The expansion and growth of hotels, restaurants, tour companies, airlines, tourist attraction facilities, and related services have created vast career opportunities in the tourism and hospitality industry and more so in the culinary arts field.

Food and Beverage workers make up one of the largest and fastest growing occupational groups in our labor force. The expansion of businesses such as hotels, restaurants, bars, and catering firms have widened the career opportunities for those with the proper motivation and training. The entry-level position available in this industry is as a cook's assistant. With further education, as provided for through this program and experience, possible positions range from Comis-Chef, Demi-Chef, Chef de Partie, Sous Chef, Executive Sous Chef and eventually Executive Chef.

The program offers an Associate of Arts degree that meets industry standards. The competencies will fulfill the requirements of the American Culinary Federation.

Enrollment in any Culinary Arts technical requirement course requires the student to be:

- an approved apprentice OR
- declared in Culinary Arts as approved by the Department Chairperson.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AA in Culinary Arts program, students will be able to:

1. Demonstrate knowledge in culinary terms, methods and applications.
2. Interpret the fundamentals of food service as they apply to the work of a culinary practitioner.
3. Demonstrate positive work ethic as required of them in the culinary arts field.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Culinary Arts students must take HS145 to fulfill their math requirement.</i>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
HS237	Principles of European Cuisine +	3
HS238	Garde Manger/Cold Food Pantry	3
HS244	Baking and Breads +	4
HS245	Food Production Principles +	4
HS246	Buffet Service/Catering	3
HS247	International Cuisine +	4
HS248	Patisserie +	3
HS249	Advanced Food Preparation	4
HS293	Culinary Practicum	6
<b>Total Technical Requirements</b>		<b>34</b>

### C. Related Technical Requirements

COURSE#	COURSE	CREDITS
HS140	Menu Planning	3
HS160	Hospitality Supervision +	3
HL202	Nutrition	3
HS203	Sanitation & Safety	3
HS208	Food & Beverage Service +	3
HS222	Food & Beverage Cost Control +	3
<b>Total Related Technical Requirements</b>		<b>18</b>

**TOTAL CREDITS REQUIRED**

**71**

## Associate of Science in EARLY CHILDHOOD EDUCATION

### Program Mission

The Early Childhood Education program's mission is to prepare individuals to be professional educators for young children, show a positive attitude toward all children and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

### Program Description

Early childhood educators and caregivers work in child care centers, Head Start programs, family home care programs, elementary schools, social services programs, and health care services. These professionals plan appropriate experiences for children in areas such as language, health, movement, creativity, thinking problem solving, self-concept and social behavior. They also supervise children's activities, care for their needs, keep records of their progress, and confer with parents and other professionals.

The Associate of Science in Early Childhood Education meets Head Start requirements for classroom personnel. The National Association for the Education of Young Children encourages a minimal educational level of an associate degree in early childhood education for early childhood program teachers. Only courses which have a grade of "C" or better in the technical requirements will be counted towards the Associate degree.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Early Childhood Education program, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition, and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
CD110	ECE Orientation	3
CD140	Environments for Young Children	3
CD180	Language Arts in Early Childhood	3
CD221	Child Growth & Development + OR	
ED220	Human Growth & Development	3
ED231	Introduction to Exceptional Children +	3
CD240	Cognitive & Creative Development in Early Childhood+	3
CD260	Social & Emotional Development +	3
CD280	Program Development and the Family Partnership +	3
ED281	Bilingual/Bicultural Education	3
CD292	ECE Practicum +	3
<b>Total Technical Requirements</b>		<b>30</b>

### C. Related General Education & Technical Requirements

Complete at least 12 credits from the following list of courses or other courses approved by the Education Department chairperson.

COURSE#	COURSE	CREDITS
Any CD or ED courses		
ASL100	American Sign Language I	4
ASL110	American Sign Language II +	4
CJ102	First Responder	3
HU220	Guam Cultures & Legends	3
HU120	Pacific Cultures	3
OA101	Keyboarding Applications	3
PY125	Interpersonal Relations	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>12</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

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**Associate of Arts in EDUCATION**


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**Program Mission**

The Education program's mission is to prepare individuals to be professional educators, show a positive attitude toward all students and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

**Program Description**

The Associate of Arts in Education program is designed to provide entry-level training for persons interested in working in educational settings. Emphasis is placed on competency-based skill development in a broad range of educational areas. All courses taken for the Certificate in Education also fulfill the requirements for the Associate of Arts in Education degree. Only technical requirement courses which have a grade of "C" or better will be counted towards the Associate degree.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AA in Education program, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and student with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
ED270	Behavior Management	3
ED150	Introduction to Teaching	3
ED180	Educational Methods	3
ED220	Human Growth & Development OR	
CD221	Child Growth & Development	3
ED231	Introduction to Exceptional Children +	3
ED292	Education Practicum +	3
ED281	Bilingual/Bicultural Education	3
ASL100	American Sign Language I	4
<b>Total Technical Requirements</b>		<b>25</b>

**C. Related General Education & Technical Electives Requirements**

Complete at least 18 credits from the following list of courses or other courses approved by the Education Department:

COURSE#	COURSE	CREDITS
	Any CD or ED courses	3-18
OA101	Keyboarding Applications	3
EN125	Introduction to Speech +	3
ASL110	American Sign Language II +	4
<b>Total Related General Education &amp; Technical Electives Requirements</b>		<b>18</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>62</b>

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**Associate of Science in EMERGENCY MANAGEMENT**


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**Program Mission**

It is the mission of the Emergency Management program to provide students with necessary skills and knowledge in mitigation of preparedness, response, and recovery of all hazards of emergency management together with an academic general education to make a well-rounded emergency manager who is prepared to deal with different types of emergencies that affect all communities.

**Program Description**

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and man-made disasters. Graduates will be able to implement the four major areas of emergency, namely, mitigation, preparation,



response, and recovery. The Emergency Management program utilizes the Emergency Management Institute's Independent Study (IS) courses to prepare graduates to apply leadership skills, to communicate effectively, to solve problems, to plan, to work as a team, to operate within the legal system and governmental framework for emergency management, to analyze risks and hazards, and to manage resources efficiently.

Guam Community College is mirroring Frederick Community College's model whereby college credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study (IS) courses online. Students who have completed these IS courses will need to request for an official transcript from EMI then apply for college credits at Guam Community College towards an Associate of Science in Emergency Management.

The Emergency Management program's technical requirements are adopted and derived from EMI's Independent Study program. *These courses are subject to be revised and new courses will be added to the program.* GCC's Emergency Management program will adhere to the latest IS offerings to ensure that students learn what is relevant and most up-to-date information and skills.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Emergency Management program, students will be able to:

1. State the government's role in Emergency Management.
2. Describe the function of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks of emergency situations.
4. Make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
EMI100	Emergency Manager	1
EMI102	Hazardous Materials	1
EMI104	A Citizen's Guide to Disaster Assistance	1
EMI106	Building for the Earthquakes of tomorrow	1
EMI108	Orientation to Disaster Exercise	1
EMI110	Exercise Design	1
EMI112	State Disaster Management	1
EMI114	Principles of Emergency Management	1
EMI116	Emergency Planning	1
EMI118	Leadership & Influence	1
EMI120	Decision Making & Problem Solving	1
EMI122	Effective Communication	1
EMI124	Developing & Managing Volunteers	1
EMI126	Anticipating Hazardous Weather	1
EMI128	Emergency Operations Center Role	1
EMI130	Volunteer Agencies in Emergency Management	1
EMI132	Disaster Basics	1
EMI134	Community Hurricane Preparedness	1
EMI136	Hazardous Material Prevention	1
EMI138	Multi-hazard Emergency Planning for Schools	1
EMI140	Introduction to Mitigation	1
EMI142	Protecting your Home and Small Business from Disaster	1
EMI144	Introduction to Public Assistance	1
EMI146	Debris Operation	1
EMI148	Incident Command System	1
EMI150	National Incident Management System	1
EMI152	National Response Plan & Disaster Medical System	1
<b>Total Technical Requirements</b>		<b>27</b>

**C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
PS140	American Government	3
PY125	Interpersonal Relations	3
HL130	First Aid and Safety	1
CJ102	First Responder	3
SM225	Leadership	3
EMI154	Community Emergency Response Team	1
<b>Total Related Technical Requirements</b>		<b>14</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>60</b>

**Associate of Science in FOOD & BEVERAGE MANAGEMENT****Program Description**

As one of the fastest growing industries, the hospitality industry employs over ten million food service workers in the United States. Food & beverage workers make up one of the largest and fastest growing occupational groups in our labor force. The expansion of businesses such as hotels, restaurants, bars, and catering firms have widened the career opportunities for those with the proper motivation and training.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Food & Beverage Management program, students will be able to:

1. Demonstrate competency in the skills needed to work as a professional in the Food & Beverage industry.
2. Demonstrate preparedness to successfully pass one of several local and/or nationally recognized Food & Beverage Certification Exams.
3. Apply an appropriate work ethic and professional demeanor as it relates to the Food & Beverage industry.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

**B. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
HS155	Basic Hotel and Restaurant Accounting	3
HS160	Hospitality Supervision +	3
HL202	Nutrition	3
JA110	Beginning Japanese I	4
<b>Total Related General Education &amp; Technical Requirements</b>		<b>19</b>

**C. Technical Requirements**

COURSE#	COURSE	CREDITS
HS140	Menu Planning	3
HS203A	Food Safety & Sanitation (ServSafe®)	1
HS203B	Food Safety & Sanitation (HACCP) +	2
HS206	Principles of Mixology & Beverage Management	3
HS208	Food & Beverage Service +	3
HS222	Food & Beverage Cost Control +	3
HS245	Food Production Principles +	4
HS292A, B	Hotel Operations & Management Practicum +	6
<b>Total Technical Requirement</b>		<b>25</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>63</b>

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**Associate of Science in HOTEL OPERATIONS & MANAGEMENT**


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**Program Description**

The hospitality industry is one of the fastest growing segments of our economy and employs over ten million service personnel in the United States alone. The expansion and growth of hotels, food & beverage establishments, tour and travel companies, airlines, tourist attraction facilities, and related services have created vast career opportunities in tourism and hospitality industry and more so in the hotel operations and management field.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Hotel Operations and Management program, students will be able to:

1. Apply the fundamentals of the requirements for the hotel operations & management program and demonstrate competency in their choice of occupations within the industry.
2. Demonstrate knowledge, skills and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.
3. Apply the knowledge and skills gained and achieved through the theory and from practical application to gain successful employment in the hospitality industry.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

**B. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
HS155	Basic Hotel and Restaurant Accounting	3
HS160	Hospitality Supervision +	3
SM240	Employment & Labor Law	3
JA110	Beginning Japanese	4
<b>Total Related General Education &amp; Technical Requirements</b>		<b>19</b>

**C. Technical Requirements**

COURSE#	COURSE	CREDITS
HS208	Food & Beverage Service +	3
HS211	Front Office Management +	3
HS215	Housekeeping Management +	3
HS217	Hotel Security Management +	3
HS219	Training & Development in the Hospitality Industry	3
HS254	Hospitality & Travel Marketing	4
HS292A, B	Hotel Operations & Management Practicum +	6
<b>Total Technical Requirement</b>		<b>25</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>63</b>

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**Associate of Arts in LIBERAL STUDIES**


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**Program Mission**

The Liberal Arts program aims to provide students with the means to engage in critical insight, reasoning, mature judgment, and independent thinking; awakens students to a sense of the importance of values, self-awareness, and responsibility; and prepares students for scholarly excellence.

**Program Description**

The Associate of Arts in Liberal Studies is designed to provide a broad-based interdisciplinary education to prepare students who want to pursue a four-year degree. Courses include core subjects such as English, Math, Science, Social Sciences, the Arts, and languages.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AA in Liberal Studies program, students will be able to:

1. Demonstrate an ability to connect knowledge of human culture and the natural world to a variety of disciplines and perspectives.

2. Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to life-long inquiry and the pursuit of learning.
3. Identify and articulate the intellectual, ethical, cultural, and social qualities essential for leadership in a changing global community through awareness and respect for cultures diverse in thought, values, and beliefs.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>20</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
EC110	Principles of Economics	3
EN111	Writing for Research+	3
EN125	Introduction to Speech +	3
EN210	Introduction to Literature +	3
TH101	Introduction to the Theater	3
HI121	History of World Civilization I OR	3
HI122	History of World Civilization II	
HL202	Nutrition OR	3
PY100	Personal Adjustment	
HU120	Pacific Cultures	3
PI101	Introduction to Philosophy	3
SI103	Introduction to Marine Biology + OR	4
SI105, SI105L	Introduction to Physical Geology OR	4
SI110	Environmental Biology	
Modern Language (total of 8 credits in the same language)		4
ASL100	American Sign Language I AND	4
ASL110	American Sign Language II	
JA110	Beginning Japanese I AND	4
JA111	Beginning Japanese II	
<b>Total Technical Requirements</b>		<b>35</b>

**C. Electives**

Complete 6 credits from the following courses:

COURSE#	COURSE	CREDITS
CD221	Child Growth and Development	3
CD240	Cognitive and Creative Development	3
CJ100	Introduction to Criminal Justice	3
CJ101	Juvenile Justice Process	3
CJ107	Introduction to Corrections	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
ED150	Introduction to Teaching	3
ED220	Human Growth and Development	3
PS140	American Government	3
<b>Total Elective Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

**Associate of Science in MARKETING****Program Mission**

The mission of the Marketing program is to develop a marketing workforce addressing the emergent needs of a continually changing economic business environment in the Guam community and the Micronesian region.

**Program Description**

Among the many career opportunities in marketing are sales associate, buyer, merchandiser, telemarketer, retail store supervisor, advertising assistant, and market researcher. The marketing program will equip students with the experience and

technical skill necessary for rapid progression into mid-management positions. The E-Marketing, Entrepreneurship and International Marketing courses are specifically designed for aspiring and established entrepreneurs who have yet to tap into the E-retailing segment of the worldwide market.

Many marketing students enjoy participating in Delta Epsilon Chi, the collegiate division of Distributive Clubs of America (DECA). This student organization offers members the opportunity to participate in competitions, leadership training, and community service projects.

#### **Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Marketing program, students will be able to:

1. Obtain career-sustaining employment in a marketing profession.
2. Be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.
3. Broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.

#### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Marketing majors must take CS152 to fulfill their computer requirement.</i>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

#### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
MK123	Principles of Marketing	3
MK124	Selling +	3
MK205	Entrepreneurship +	3
MK206	Retailing +	3
MK207	E-Marketing +	3
MK208	International Marketing +	3
MK224	Advertising +	3
<b>Total Technical Requirements</b>		<b>21</b>

#### **C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
VC101	Introduction to Visual Communications	3
VC102	Design Principles and Elements +	3
VC125	Digital Graphic: Photoshop®	3
VC126	Digital Graphics: Illustrator®	3
VC131	Desktop Publishing +	3
MK298	Co-Op/Work-Learn	3
SM205	Purchasing	3

In the event Co-op/Work-Learn cannot be taken, the student, with postsecondary departmental approval, may take 200 level Hospitality and Tourism or Supervision and Management courses in lieu of Co-op/Work-Learn.

<b>Total Related General Education &amp; Technical Requirements</b>		<b>21</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

### **Associate of Science in MEDICAL ASSISTING**

#### **Program Mission**

The mission of the Medical Assisting program is to prepare students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field.

#### **Program Description**

Medical Assistants assist physicians in private medical offices, clinics and in hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests. It is mandatory for students declared in the associate degree program in medical assisting to be declared in the certificate program. Because of new requirements under the AAMA, only the Certificate Program is eligible for accreditation and only graduates from the Certificate program are eligible to take the Certified Medical Assistant (CMA) certification exam. Medical Assistants who successfully complete the Certification

Examination are granted the “Certified Medical Assistant” (CMA) credential. Therefore, all students declared in the AS in Medical Assisting will automatically be declared into the Certificate in Medical Assisting program.

GCC’s Medical Assisting curriculum is designed to provide training in administrative and clinical settings. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures, including venipuncture and pharmacology. With the exception of enrollment in MS101 Intro to Medical Assisting, enrollment in any Medical Assisting technical requirement course requires:

- placement into EN110 or successful passing of EN100R/W, and
- health clearance (physical immunization - PPD, Hep B, 1, 2, 3).

*Note:* Only the technical required courses that have a grade of “C” or better will be counted towards the Associate degree. Students must maintain a grade point average of 2.0 or better to continue in the program.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Medical Assisting program, students will be able to:

1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet National Standards for Medical Assistants in carrying out administrative duties in the clinic or physician’s office.
3. Enter the health service field as certified medical assistants.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Medical Assisting students must take SII30 as their science requirement.</i>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting I +	2
MS121	Clinical Medical Assisting II +	2
MS125	Clinical Office Experience +	1
MS140	Administrative Medical Assisting +	2
MS141	Administrative Medical Assisting Laboratory +	2
MS145	Administrative Medical Assisting Clinical +	1
MS201	Medical Law & Ethics +	2
MS210	Medical Assisting Critique +	1
MS220	Medical Assisting Specialties+	2
MS221	Medical Assisting Specialties Laboratory+	1
MS225	Medical Assisting Specialties Clinical+	1
MS292	Practicum-Medical Assisting +	5
<b>Total Technical Requirements</b>		<b>25</b>

### C. Related Technical Requirements

COURSE#	COURSE	CREDITS
ED220	Human Growth & Development	3
HL120	Medical Terminology	2
HL131	BLS for Healthcare Providers	1
HL140	Introduction to Clinical Laboratory +	2
HL150	Study of Diseases +	3
HL160	Introduction to Pharmacology +	1
HL161	Pharmacological Treatment of Disease +	1
HL162	Administration of Medications +	1
HL202	Nutrition	3
HL252	Pathophysiology +	3
<b>Total Related Technical Requirements</b>		<b>20</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>64</b>

## Associate of Science in **OFFICE TECHNOLOGY**

### Program Mission

The mission of the Office Technology program is to equip students with technology, communication, and professional skills necessary for successful employment in an office environment.

### Program Description

Upon completion the student will be able to perform in a variety of office applications, including oral and written communication, formatting simple to complex business correspondence, formatting reports, tables and administrative documents, filing, operating computers and business machines, using computer software application programs, distributing mail, answering the telephone, and providing good customer service.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Office Technology program, students will be able to:

1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Express confidence in their ability to use and integrate several office applications.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
OA101	Keyboarding Applications	3
OA103	Filing Systems	3
OA109	Business Math Using Excel	3
OA130	Information Processing +	3
OA211	Business Communication +	3
OA240	Machine Transcription +	3
<b>Total Technical Requirements</b>		<b>18</b>

### C. Area of Concentration Requirements

#### *Executive Secretary*

COURSE#	COURSE	CREDITS
OA210	Database Management Systems +	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing +	3
OA250	Office Procedures +	3
SM108	Introduction to Business	3
<b>Total Executive Secretary Area of Concentration Requirements</b>		<b>15</b>

### D. Elective Requirements

#### *Executive Secretary*

Complete nine (9) credits from the following courses:

COURSE#	COURSE	CREDITS
AC100	Fundamentals of Bookkeeping/Accounting +	3
CS110	Introduction to the Internet	3
OA298	Co-Op/Work-Learn	3
SM230	Business Law Applications	3
<b>Total Executive Secretary Elective Requirements</b>		<b>9</b>
<b>TOTAL CREDITS REQUIRED EXECUTIVE SECRETARY</b>		<b>61</b>

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**Associate of Science in PRE-ARCHITECTURAL DRAFTING**


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**Program Description**

The Pre-Architectural Drafting program covers pre-architecture, building materials and properties, basic computer aided design and drafting (CADD), architectural computer modeling, and an introductory engineering course. This program prepares students for entry-level employment in CADD, architect assistants, or as a bridge to enter a career as an architect which requires a bachelors degree or higher. Graduates are prepared for the professional workforce with sound theoretical knowledge and hands-on experience. This program is an area emphasized in the Architecture & Construction Career Cluster, one out of 16 career clusters selected in Guam's Career & Technical Education Five-Year State Plan.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to:

1. Demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.
2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.
3. Develop a professional work ethic needed in the architectural engineering industry.
4. Create an electronic portfolio that represents proficiency in the development of two and three dimensional computer aided designs.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Pre-Architectural Drafting students must take EN194, MA161B, and SI141 as part of their General Education requirements.</i>		
<b>Minimum Total General Education Requirements</b>		<b>23</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
AE103	Basic Blueprint Reading	3
AE121	Technical Engineering Drawing I	3
AE122	Technical Engineering Drawing II +	3
AE138	Building Codes, Specifications & Construction Management +	3
AE150	Computer Aided Design & Drafting (CADD) I +	3
AE160	Computer Aided Design & Drafting (CADD) II +	4
AE216	Descriptive Geometry	3
<b>Total Technical Requirements</b>		<b>22</b>

**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
CE121	Properties of Materials	3
CE215	Construction Procedures +	3
CE221	Strength of Materials +	3
CE225	Construction Planning & Estimating +	3
CS101	Introduction to Computer Systems & Information Technology +	3
OR101	Intro to Engineering Technology	3
MA161A	College Algebra/Technical Math I	4
<b>Total Related General Education &amp; Technical Requirements</b>		<b>22</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>67</b>

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**Associate of Science in SUPERVISION & MANAGEMENT**


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**Program Mission**

The mission of the Supervision & Management program is to develop a management workforce reflecting industry needs as a result of the dynamic economic business environment in the Guam community and beyond.

**Program Description**

The Supervision and Management program prepares students for entry-level position and employment in the field of supervision and management. The program is designed for students who want to learn, update and augment existing



knowledge and skills and/or acquire cutting-edge technical and managerial skills; it is also designed for current and future leaders, supervisors, and managers who desire the latest skills to be effective and productive in their respective fields.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Supervision & Management program, students will be able to:

1. Apply supervisory and management skill techniques managing people and projects with respect to employee duties and responsibilities for either the private or the public sector.
2. Demonstrate mastery in the practice of planning, organizing, staffing, and controlling functions meeting the firm's goals and objectives.
3. Implement and execute firm's policy statements into practical planning and operational mission completions.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
AC211	Accounting Principles I +	4
EC110	Principles of Economics	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
SM211	E-Commerce Management	3
SM215	International Management	3
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Applications	3
SM240	Employment & Labor Law	3
SM245	Ethics & Stakeholder Management	3
<b>Total Technical Requirements</b>		<b>34</b>

**C. Related General Education & Technical Requirements**

Complete nine credit hours from the following courses:

COURSE#	COURSE	CREDITS
MK123	Principles of Marketing	3
MK205	Entrepreneurship	3
OA211	Business Communication +	3
OA250	Office Procedures +	3
PY125	Interpersonal Relations	3
SM205	Purchasing	3
SM298	Co-Op/Work-Learn	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>9</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>62</b>

## Associate of Science in **SURVEYING TECHNOLOGY**

**Program Description**

The Surveying Technology program prepares the student for immediate employment as a surveying or Geographic Information Systems (GIS) technician and teaches the student knowledge and skills that will enable one to adapt to ever evolving technical and technological changes in geospatial field and office applications. The graduate will be prepared to face the challenge of modern Surveying and GIS practice. The program emphasizes applications-based approaches and provides an overview of the geospatial fields of surveying, mapping, and GIS and prepares the student for further study and for the Level 3 Certified Survey Technician examination prepared by the American on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS).

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Surveying Technology program, students will be able to:

1. Demonstrate preparedness to enter productive technical position in the geospatial fields of surveying, mapping, and Geographic Information Systems.
2. Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 3 Certified Survey Technician examination.
3. Develop a professional work ethic needed in the surveying industry.
4. Demonstrate ability to utilize modern measurement technologies to acquire spatial data and employ industry-standard software to solve technical problems.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<i>Note: Surveying Technology students must take MA161A and SI141 as part of their General Education requirements.</i>		
<b>Minimum Total General Education Requirements</b>		<b>20</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
SU100	Surveying Drafting	3
SU101	Surveying Problems I	3
CE211	Plane Surveying I	3
CE222	Plane Surveying II +	3
SU230	Advances Surveying +	3
SU240	Boundary Law I	3
SU241	Boundary Law II +	3
SU250	Introduction to Geographic Information Systems	3
SU251	Advanced Geographic Information Systems +	3
SU280	Special Topics in GIS +	3
SU292	Surveying Practicum +	1
<b>Total Technical Requirements</b>		<b>31</b>

**C. Related General & Technical Requirements**

COURSE#	COURSE	CREDITS
AE121	Technical Engineering Drawing I	3
AE150	Computer Aided Design & Drafting (CADD) I +	3
CS101	Introduction to Computer Systems & Information Technology +	3
HL130	First Aid & Safety	1
MA161B	College Algebra & Trigonometry	4
OA101	Keyboarding Applications	3
<b>Total Related General &amp; Technical Requirements</b>		<b>17</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>68</b>

**Associate of Science in TOURISM & TRAVEL MANAGEMENT****Program Description**

The tourism and travel industry is one of the largest employment sectors locally and globally. Tourism and travel employers around the world pay more than 1.6 trillion dollars annually in wages and salaries creating over 12 million new jobs. Employment opportunities include hotels, restaurants, tour and travel companies, airlines, tourism attraction facilities, convention and events, ecotourism, cruises, and related services. As an academic partner with the Travel Institute, Tourism and Travel graduates may earn Travel Agency Proficiency (TAP) certification from the Travel Institute and other nationally recognized certification programs.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Tourism & Travel Management program, students will be able to:

1. Demonstrate competency in the skills needed to work as a professional in the tourism and travel industry.
2. Demonstrate preparedness to successfully pass one of several local and/or nationally recognized tourism and travel tests.
3. Apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

**B. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
HS160	Hospitality Supervision +	3
HS254	Hospitality & Travel Marketing +	4
JA110	Beginning Japanese I	4
OA101	Keyboarding Applications	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>20</b>

**C. Technical Requirements**

COURSE#	COURSE	CREDITS
HS153	Destination Geography	3
HS158	Introduction to Meetings, Incentives, Conventions & Exhibitions (MICE)	3
HS251A	Ticketing & Travel Documents +	3
HS251B	Internet Travel	1
HS257	Principles of Tour Guiding	3
HS260	Travel Professional	3
HS265	Eco-Tourism	3
HS292	Hospitality Industry Management Practicum +	3
<b>Total Technical Requirement</b>		<b>22</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

**Associate of Science in VISUAL COMMUNICATIONS****Program Mission**

It is the program's mission to provide the Visual Communications industry with graduates possessing the necessary attitudes, skills and knowledge to be effective contributors to the advancement of the graphic and digital arts.

**Program Description**

The world has reached a point where the creation, acquisition and dispersal of information have become almost entirely dependent on electronic technology. Whether the delivery method is in print, video or over the web, facts, news and stories can reach a potential audience of millions unrestricted by the traditional boundaries of time, geography or expense. The focus of the Visual Communications program is on the creative elements of technology. Three major areas are addressed: Print, Video, and Interactive Media (web and multimedia). Although each area of study is different in its delivery, they incorporate skills that are common to all. The curriculum, in its purpose and delivery, is geared towards training students to enter the professional industry. A lab fee is required for each VC or CS course unless otherwise indicated in the course descriptions.

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Visual Communications program, students will be able to:

1. Enter digital publishing, Internet, web media design and video production industries.
2. Apply the visual elements of line, shape, value, color, texture, typography and space in the creation of visual products.
3. Create materials using desktop publishing applications for print.
4. Plan, record and edit video productions.
5. Produce and edit photographic and scanned images.
6. Work effectively as a team member to achieve creative decisions.
7. Work with customers and clients of visual production companies to develop visual advertising and public information products and programs.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
<b>Please refer to the new General Education requirements on pages 35-36 of this catalog.</b>		
<b>Minimum Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
VC101	Introduction to Visual Communications	3
VC102	Design Principles & Elements +	3
VC125	Digital Graphics: Photoshop <sup>®</sup>	3
VC126	Digital Graphics: Illustrator <sup>®</sup>	3
VC131	Desktop Publishing +	3
VC141	Web Design +	3
VC161	Video I	3
VC172	Imaging Concepts & Elements	3
VC201	Project Management & Marketing Solutions +	3
VC298	Co-Op Work Learn +	3
<b>Total Technical Requirements</b>		<b>30</b>

**C. Electives**

Complete 6 credit hours from below.

COURSE#	COURSE	CREDITS
VC135	InDesign <sup>®</sup> +	3
VC145	Macromedia Suite +	3
VC165	Digital Editing: Final Cut Pro	3
<b>Total Electives Requirements</b>		<b>6</b>

**D. Related General & Technical Requirements**

COURSE#	COURSE	CREDITS
MK123	Principles of Marketing	3
MK224	Advertising +	3
<b>Total Related General &amp; Technical Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

# **Course Descriptions & Student Learning Outcomes (SLOs)**

Note: The course descriptions that follow are alphabetized by course alpha and number (i.e., from AC100 to WT100). They are also grouped by fields of study. **Student Learning Outcomes (SLOs)** at the course level, follow these course descriptions. SLOs at the course level describe what students should be able to perform, apply, or produce in relation to how and what they have learned. In the course SLOs that follow, clear and intentional expectations are laid out, particularly as they define the goals of student learning experiences. In a nutshell, they specify what students should be able to know, do, or value after participating in planned learning activities.

With this catalog, continuous efforts to revisit all curriculum documents so that SLOs become integral components of each and every course at the College have been completed. This effort will continue for all new courses.

The following numbering system denotes courses that are conducted under special or unique arrangements:

**-190,-290 SPECIAL PROJECTS (1-6)** Courses for individual students including special studies, individual research, and special projects.

**-192,-292 PRACTICUM COURSES (1-6)** Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study.

**-198,-298 COOPERATIVE EDUCATION/WORK-LEARN (1-6)** The Cooperative Education program provides an opportunity to qualified certificate seeking students (-198) or associate degree-seeking students (-298) to receive credit and paid work experience related to their vocational/technical fields of study and individual interest within that field. The training plan (learning experience) for -198 will be at the entry level training position and for -298, the training plan (learning experience) for this course will be at a more complex level compared to -198. Prerequisite for -198 and -298: Completion of program requirements and permission by the department chairperson and Work Experience coordinator.

After the course descriptions, there is a notation about the frequency of offerings, i.e., Spring only, Fall only, or As needed. Summer courses are also scheduled as needed. However, the College always reserves the right to cancel courses, due to low student enrollment or other justifiable reasons.

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## AC - ACCOUNTING

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### AC100 FUNDAMENTALS OF BOOKKEEPING AND ACCOUNTING (3)

This course covers accounting principles to include interpreting source documents, analyzing business transactions; recording entries in a general journal; posting to the ledger, preparing the worksheet with adjustments; journalizing, adjusting and closing entries; preparing financial statements, and the post-closing trial balance. Formerly AC115. Course offering: As needed. Prerequisite: Must place into MA095 or higher

#### Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Apply accounting procedures to properly record financial information about a business.
2. Apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.
3. Perform internal control procedures to protect and properly manage cash and other business assets.
4. Perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.

### AC110 PAYROLL ACCOUNTING (3)

This course covers the most current methods and procedures of calculating payroll and payroll taxes. It includes the latest developments in payroll tax law, covering information on wages, payroll operations, employment practices, and voluntary employee deductions; differences between the USA and the Territory of Guam payroll accounting systems are examined. Course offering: Spring only. Prerequisites: AC100, CS151, MA108

#### Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.
2. Calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current.
3. Perform all aspects of payroll operations, including payroll tax returns.
4. Process a four-month payroll period for a business using two methods: manual and computerized.

**AC150 FEDERAL INCOME TAX I (3)**

A study of the basic forms and structures of federal taxation, particularly aspects which affect individual taxpayers, to include: components of tax formula, the use of the standard deduction. Personal exemption qualifications, filing systems, tax tables, exclusions from income, various categories of deductions, investment losses and passive activity losses, net operating losses, and tax credits. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss what the federal income tax is and distinguish it from other types of federal taxes.
2. Distinguish between the regular income tax and the alternative minimum tax.
3. Discuss how Congress derived its authority to impose the federal income tax.
4. List the objectives of the federal income tax laws.

**AC210 INTRODUCTION TO FINANCIAL MANAGEMENT (3)**

This course covers the basic fundamentals of financial management. Major topics include financial statement analysis, forecasting, markets, risk and rate of return, time value of money, valuation of stock and bonds, cost of capital, capital structure, dividend policy, and financial planning, and working capital management. Course offering: Spring only. Prerequisite: AC211

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Interpret and apply financial ratios to financial statements to evaluate future prospects of the business.
2. Define markets and determine the market interest rate using various universal tools.
3. Compare risk with the rate of return in a single investment and a portfolio investment.
4. Perform valuations of stocks and bonds.
5. Calculate present value and future value of a cash flow problem.
6. Explain the concept of working capital and its components in order to manage cash conversion cycles.

**AC211 ACCOUNTING PRINCIPLES I (4)**

This course prepares the student for entry-level accounting jobs, such as accounting clerk and bank teller. Students will interpret and apply accounting principles and concepts to record and report accounting data for sole proprietorship and merchandise business; apply internal control procedures, such as special journals and subsidiary ledgers; apply inventory costing methods; processing account issues for receivables, bank reconciliation and petty cash; calculate depreciation schedules for assets; and record data for intangible assets. Formerly AC101. Course offering: As needed. Prerequisites: Placement into either MA108 or a higher level math class.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
2. Demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandise business.
3. Perform manual and computerized accounting tasks that use subsidiary ledgers and special journals.
4. Perform bank reconciliations for business records and maintain petty cash systems.
5. Demonstrate the ability to calculate inventory data using various types of inventory costing methods.

**AC212 ACCOUNTING PRINCIPLES II (4)**

Accounting theory and principles are discussed relating to corporations, manufacturing, budgeting and cost analysis. Specific topics include current and contingent liabilities, accounting for corporations, accounting for corporate income taxes, investments in bonds, accounting for bonds payable, the Statement of Cash Flows, Financial Statement analysis, job order and process costing systems. Formerly AC102 and AC103 Course offering: As needed. Prerequisites: AC110, AC211, CS151

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
2. Demonstrate proficiency to prepare corporation financial statements including the statement of cash flows.
3. Contrast the accounting systems used by manufacturing businesses: job order and process costing.
4. Prepare the basic income statement budgets for a manufacturing business.
5. Explain and illustrate how standards are used in budgeting.

**AC225 HOSPITALITY INDUSTRY ACCOUNTING (3)**

This course presents the fundamentals of financial accounting through hospitality industry simulation-problems and experiences. Accounting topics include procedures for merchandise and supplies inventories, fixed assets and depreciation methods, current liabilities and payroll, internal controls of cash, receivables and payables. Major elements of financial statements for the hospitality industry are emphasized. Formerly HS244. Course offering: Fall only. Prerequisite: AC211 and/or concurrently with AC212

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.
2. Obtain the American Hotel & Motel Association certificate upon completion of all course requirements and successfully passing the national certification examination.
3. Perform analysis and interpretation of financial statements of the hospitality industry.
4. Discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.

**AC232 ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)**

A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses. Course offering: As needed. Prerequisites: AC110, AC150, AC212

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by Peachtree.

**AC233 ACCOUNTING ON THE COMPUTER USING QUICKBOOKS (3)**

Students will apply accumulated accounting knowledge and skills from accounting fields such as payroll, federal tax, inventory, merchandising, accounts receivable, accounts payable, and cash management using an accounting software called QuickBooks. Students will develop extensive skills about the features of QuickBooks. Course offering: Fall only. Prerequisites: AC110, AC150, AC212

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate computer-based skills using a current software version of QuickBooks to perform necessary procedures at each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using QuickBooks.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by QuickBooks.

**AC240 CERTIFIED BOOKKEEPER REVIEW (3)**

A detailed study and review structured to prepare students to pass the national test for Certified Bookkeeper (CB) given by the American Institute of Professional Bookkeepers (AIPB). This course covers specific topics such as adjusting entries, reconciliation and errors, payroll, depreciation, and inventory. A certificate is awarded upon the successful completion of the examinations and 3,000 hours of accounting-related work experience. Course offering: As needed. Prerequisites: AC211, AC110, AC150



**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop mastery-level skills in selected areas of accounting such as Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.
2. Obtain their CB certificate upon full completion of all AIPB requirements.
3. Discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.

**AC250 FEDERAL INCOME TAX II (3)**

This course is the second of two courses on Federal Taxation structure. Emphasis is given to the unique factors involved in taxation of individuals, and other U.S. Federal tax returns such as partnership and corporation. It includes the latest developments in federal tax laws, covering information on property transactions, retirement plans, partnerships/S corporation basis and loss limitations. Course offering: Spring only. Prerequisite: AC150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss the formation and operation of corporations related to corporate taxation.
2. Discuss corporate taxation regulations related to corporate distributions to shareholders.
3. Discuss taxation issues for stock redemptions treated as a sale or exchange or as a dividend.
4. Determine the tax treatment of the liquidating corporation including the recognition of gain or loss.
5. Identify the characteristics of the seven types of reorganization of a corporation.
6. Explore the nature of the accumulated earnings tax penalty imposed on a corporation that fails to distribute its earnings.

**AC298 Cooperative Education for Accounting (1-6)**

The cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and non-paid work experience related to Accounting. Course offering: As needed. Prerequisite: AC232, AC233

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Reinforce and develop the knowledge of accounting theory and accounting principles applied to the tasks of an accounting job.
2. Train with accounting professionals that provided work experience in the accounting process for financial recordkeeping.
3. Apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
4. Demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
5. Demonstrate organizational skills needed to work within an accounting department.

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**AE - ARCHITECTURAL ENGINEERING**

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**AE103 BASIC BLUEPRINT READING (3)**

This course introduces students to basic principles of blueprint reading and shop sketching, including a study of drafting principles and concepts and all the related technical information necessary to interpret a drawing. Trade terminology and shop and field practices are defined and applied in operational notes, which appear on drawings. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify basic specifications and codes of various trades related industries.
2. Recognize and sketch basic lines.
3. Apply symbols, notes, and conventions to the creation of drawings and sketches.

**AE121 TECHNICAL ENGINEERING DRAWING I (3)**

A study of the use of drawing instruments and techniques for mechanical, civil and architectural drawings involving freehand sketches, lettering, orthographic views and pictorial drawings. Skill development will focus on the use of drawing instruments to redraw given drawings calling for accurate measurements with detailed instructions on how to do it. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proper use of drafting instruments to draw existing plans.
2. Accurately measure existing drawings.
3. Describe basic components of a blueprint.

**AE122 TECHNICAL ENGINEERING DRAWING II (3)**

A study of how to prepare partial working drawings of simple building structures, floor plan, front and rear elevations, left and right elevations, transverse and longitudinal sections, cabinet, closet and bar details, plumbing, electrical, site and plot plans including how to prepare topographic maps. Course offering: As needed. Prerequisite: AE121

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Prepare a partial working drawing.
2. Accurately depict different elevation views.
3. Draw plumbing components found in a typical house plan.

**AE138 BUILDING CODES, SPECIFICATIONS & CONSTRUCTION MANAGEMENT (3)**

An interpretation and study of local and national building codes and standards, construction documents and office organization. This course will be of value to anyone who plans to enter, or is presently working in the field of construction. Course offering: As needed. Prerequisite: EN100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain local and national building codes and standards.
2. Identify the process for acquiring a building permit.
3. Explain the various agencies' functions in the permitting process.

**AE150 COMPUTER AIDED DESIGN & DRAFTING (CADD) I (3)**

An introduction to computer aided design and drafting software as a drafting/design tool. This course is designed to introduce students to the use of computers in producing line drawings. Topics include equipment components, terminology, drawing with the computer, storing and retrieving drawings, and printing and plotting. This hands-on course uses the design computer-aided drafting and design software application. Course offering: As needed. Prerequisites: AE121, CS101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Produce line drawings using computer technology.
2. Demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
3. Demonstrate basic proficiency using design software.

**AE160 COMPUTER AIDED DESIGN & DRAFTING (CADD) II (4)**

This course builds on the topics covered in AE150 and presents intermediate editing techniques. This course covers the fundamentals of how to utilize Computer Aided Design and Drafting (CADD) to create and manage a set of construction documents for a single building project. Students will gain knowledge and practical experience leading to entry level jobs by performing many of the duties of an architectural or engineering CADD operator. Course offering: As needed. Prerequisites: AE121, AE150, or consent of instructor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
2. Compile information about a building from architectural and engineering reference materials and produce an appropriate document that complies with building codes and save it in an electronic medium.
3. Demonstrate intermediate two and three dimensional editing techniques.
4. Demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical and structural engineering, and other design fields.

**AE216 DESCRIPTIVE GEOMETRY (3)**

This course covers the analysis and solution of three-dimensional problems through application of the principles of multiview projection. Topics include spatial relationships typical of engineering problems, auxiliary views, revolutions, curved lines and surfaces, intersections of surfaces and shades and shadows. This course is recommended for pre-engineering students and drafting majors. Course offering: As needed. Prerequisite: MA161B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply graphical methods to solve three-dimensional space problems.
2. Set up projection planes to satisfy specific requirements.
3. Use computer drafting software such as AutoCAD® to create a three-dimensional object with integration of geometric shapes and save to an electronic medium.

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**ASL - AMERICAN SIGN LANGUAGE**

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**ASL100 AMERICAN SIGN LANGUAGE I (4)**

The purpose of this course is to provide students with basic conversational skills in American Sign Language, to develop visual acuity, and to build comfort with the use of body/facial expressions to convey information. This course is one in a series of courses designed to allow an individual to develop ASL conversational skills and is a prerequisite for ASL110. Formerly IN110. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, finger spelling the alphabet and numbers.
2. Demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
3. Demonstrate acceptable behavior with the Deaf Community.

**ASL110 AMERICAN SIGN LANGUAGE II (4)**

This course is a continuation of American Sign Language I. The course objective is to continue to develop basic syntactic knowledge of American Sign Language, vocabulary, fingerspelling and conversational skills. Aspects of the deaf community and culture are also incorporated. Course offering: As needed. Prerequisite: ASL100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually-coded English and finger spelling.
2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.

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**AST - AUTOMOTIVE SERVICE TECHNOLOGY**

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**AST100 INTRODUCTION TO AUTOMOTIVE SERVICE (3)**

This course comprehensively prepares students for study within specific areas of Automobile Service Technology. Topics include safety, proper use of shop tools and equipment, checking and adjusting fluid and pressure levels, checking for wear of mechanical and hydraulic components, replacing expendable fluids and parts, performing preventive maintenance, replacing minor external mechanical, electrical and hydraulic components and basic diagnoses and troubleshooting of common automobile malfunctions. Formerly ME150 & ME150B. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate shop safety concepts and practices.
2. Depict good customer relations.
3. Identify basic hand tools and shop equipment and demonstrate proper use.
4. Explain the basic functions and perform elemental service procedures on the engine, electrical, and ignition systems.
5. Perform basic automotive measurements and compare results to specifications.

**AST110 ENGINE REPAIR (3)**

This course covers elements of engine repair including diagnoses, adjustments and repair of external engine accessory such as batteries and starting systems, fuel, air induction, ignition, lubrication, cooling, and exhaust systems, and repair of the valve train, cylinder heads, valve train synchronization, engine short blocks and complete engine assemblies. Formerly ME178A & ME178B. Course offering: Spring only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the basic functioning of the engine mechanical system.
2. Identify and interpret engine mechanical concerns and determine necessary action.
3. Perform basic service and repair procedures on an engine.
4. Inspect cylinder head, water and oil passage condition, and identify wear patterns, determine necessary action.

**AST120 AUTOMATIC TRANSMISSION AND TRANSAXLE (3)**

This course covers all on-car diagnosing, adjusting, replacing, and repairing of both domestic and foreign automatic transmissions, as well as the process of rebuilding complete transmissions/transaxles. Formerly ME168A & ME168B. Course offering: As needed. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Diagnose general transmission and transaxle faults.
2. Perform maintenance and adjustment procedures on transmission and transaxle.
3. Explain in-vehicle transmission repair procedures.
4. Demonstrate basic off-vehicle transmission repair procedures.

**AST130 MANUAL DRIVE TRAIN AND AXLES (3)**

This course covers diagnoses, performance checks, repair of air conditioning compressors, replacement of heating and air conditioning components, repairs and/or replacement of liquid cooling system components, and servicing of ventilation systems. Prerequisite: AST100. Formerly ME167. Course offering: Fall only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Diagnose general drive train faults.
2. Diagnose clutch related problems and perform needed repairs.
3. Explain elemental manual transmission/transaxle, and differential repair procedures.
4. Depict how to diagnose and repair four-wheel drive and all-wheel drive systems.

**AST140 SUSPENSION AND STEERING (3)**

This course covers wheel alignment and correction, wheels and tires, active and passive suspension systems, steering and steering assist, progressive steering systems, and replacement of worn or damaged parts. Formerly ME166. Course offering: Spring only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify and interpret short and long arm and strut suspension faults and determine necessary action.
2. Perform preventive maintenance procedures on power steering system.
3. Diagnose tire related concerns and determine necessary action.
4. Service and adjust parallelogram, and rack and pinion steering systems.

**AST150 BRAKES (3)**

This course covers combination disc/drum brake systems, friction components, power assist systems, anti-lock brake systems, hydraulic systems, parking brake systems and traction control systems. Formerly ME165. Course offering: Fall only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify general brake-related concerns and recommend actions to be taken.
2. Diagnose hydraulic related faults in a vehicle's brake system.
3. Inspect the mechanical components of a vehicle's brake system and determine necessary action.
4. Ascertain the cause/s of abnormal brake system noises, poor performance and excessive wheel shimmy and vibration.

**AST160 ELECTRICAL/ELECTRONIC SYSTEMS (3)**

This course covers diagnoses, repair and replacement of components involved in vehicular starting, charging, internal illumination, external illumination, instrumentation, horns, wiper systems, supplemental inflatable restraints (air bags) and accessories. Emphasis is given to interpretation and utilization of electrical diagrams. Formerly ME175. Course offering: Fall only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform general electrical system diagnosis.
2. Service battery and starting system.
3. Diagnose and repair lighting system.
4. Determine cause of inoperative electronic gauges and accessories, determine required action.

**AST170 HEATING AND AIR CONDITIONING (3)**

This course covers diagnoses, performance checks, repair of air conditioning compressors, replacement of heating and air conditioning components, repairs and/or replacement of liquid cooling system components, and servicing of ventilation systems. Formerly ME176. Course offering: Spring only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Conduct performance check on A/C system and determine concern.
2. Recover and recycle refrigerant and charge A/C system.
3. Service A/C system components.
4. Perform diagnostics on heating, ventilation, and engine cooling system and perform needed repairs.
5. Diagnose and repair A/C and heating related controls.

**AST180A ENGINE PERFORMANCE I (TUNE-UP, NO FUEL/EMISSION) (3)**

This course involves but is not limited to diagnoses, adjustments, repair and replacement of components in the ignition, charging, starting, engine cooling and the valve train. Formerly ME177A. Course offering: Spring only. Prerequisite: AST100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform general engine diagnosis.
2. Diagnose and repair computerized engine controls.
3. Ascertain fault causes in ignition system and perform needed repairs.
4. Perform engine related maintenance and service procedures.

**AST180B ENGINE PERFORMANCE II (FUELS & EMISSIONS SYSTEMS) (3)**

This second engine performance course involves diagnoses, adjustments, replacement of worn, damaged or inoperative components in the air induction, fuel delivery, electronic engine control and emission control systems. Formerly ME177B. Course offering: Fall only. Prerequisites: AST100, AST180A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform intermediate level engine diagnostics.
2. Diagnose and repair faults in the fuel, air induction, and exhaust system.
3. Determine fault causes in the emission control system and perform needed repairs.

**AST210 THEORY/PRACTICUM: ENGINE REPAIR (3)**

This theory/practicum course builds on AST110, offering students a more in-depth conceptual understanding of engine repair and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Remove and reinstall engine assembly with minimal supervision.
2. Repair problems related to the cylinder head and valve train.
3. Diagnose and repair cylinder block related faults.
4. Service cooling and lubrication system.

**AST220 THEORY/PRACTICUM: AUTOMOTIVE TRANSMISSION AND TRANSAXLE (3)**

This theory/practicum course builds on AST120, offering students a more in-depth conceptual understanding of automatic transmissions and transaxles, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST120

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform general transmission and transaxle diagnostics with minimal supervision.
2. Demonstrate advance in-vehicle transmission and transaxle service and repairs.
3. Remove, disassemble, repair, and reinstall transmission and transaxle.

**AST230 THEORY/PRACTICUM: MANUAL DRIVE TRAIN AND AXLES (2)**

This theory/practicum course builds on AST130, offering students a more in-depth conceptual understanding of manual drive trains and axles, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform general transmission and transaxle diagnostics with minimal supervision.
2. Replace clutch pack components.
3. Remove, disassemble, repair, and reinstall transmission, transaxle, and differential assemblies.
4. Service and Repair drive shafts, half shafts, and constant velocity joints.

**AST240 THEORY/PRACTICUM: SUSPENSION AND STEERING (2)**

This theory/practicum course builds on AST140, offering students a more in-depth conceptual understanding of suspension and steering, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST140

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform general suspension and steering systems diagnostics.
2. Repair steering & suspension system faults.
3. Adjust wheel alignment angles.
4. Diagnose and repair wheel & tire failures.

**AST250 THEORY/PRACTICUM: BRAKES (2)**

This theory/practicum course builds on AST150, offering students a more in-depth conceptual understanding of brakes, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Diagnose general brake system malfunctions.
2. Repair the hydraulic system.
3. Ascertain and remedy drum brake system failures.
4. Diagnose and repair disc brake system failures.
5. Diagnose and repair antilock brake and traction control systems.

**AST260 THEORY/PRACTICUM: ELECTRICAL/ELECTRONIC SYSTEMS (4)**

This theory/practicum course builds on AST160, offering students a more in-depth conceptual understanding of electrical / electronic systems, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST160

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform advance body electrical system diagnostics.
2. Test and service battery.
3. Diagnose and repair faults in the charging and starting system.

**AST270 THEORY/PRACTICUM: HEATING AND AIR CONDITIONING (2)**

This theory/practicum course builds on AST170, offering students a more in-depth conceptual understanding of heating and air conditioning systems, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST170

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform advance diagnostics on air conditioning and heating systems.
2. Replace air conditioning and heating system components with minimal supervision.
3. Diagnose and repair operating and control system.

**AST280 THEORY/PRACTICUM: ENGINE PERFORMANCE (5)**

This theory/practicum course builds on AST180A and AST180B, offering students a more in-depth conceptual understanding of engine performance, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST180A, AST180B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform advance engine performance diagnostics.
2. Locate faults in the computerized control system with minimal supervision.
3. Diagnose and repair ignition, fuel, air induction, and exhaust related problems with minimal supervision.

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**CD - EARLY CHILDHOOD DEVELOPMENT**

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**CD110 EARLY CHILDHOOD EDUCATION ORIENTATION (3)**

The course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic knowledge of all developmental domains related to childhood.
2. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
3. Explore various careers in the early childhood education field and determine related future goals.

**CD140 ENVIRONMENTS FOR YOUNG CHILDREN (3)**

This course provides students with strategies in promoting the health, safety and nutrition of young children in the childcare settings. This includes safety and health assessments, taking care of ill children, meal planning, detecting child abuse and neglect, working with families, and planning activities for young children that teach health, safety and nutrition. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate skills needed to successfully design a safe environment for young children.
2. Demonstrate strategies for the promotion of good health practices in the early childhood environment.

**CD180 LANGUAGE ARTS IN EARLY CHILDHOOD (3)**

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge in the language development domains as it relates to young children.
2. Plan and implement activities for young children which develop and enhance language skills, and promote literacy.

**CD221 CHILD GROWTH & DEVELOPMENT (3)**

This course provides an overview of the interrelationship between physical, emotional, intellectual, language and social growth in young children from conception through the primary school years, including the effects of heredity and environment on the development of young children. The role of the family, culture, community and society and how they impact on development is also explored. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the social, physical and cognitive development of infants and toddlers.
2. Describe the social, physical and cognitive development of preschoolers.

**CD240 COGNITIVE & CREATIVE DEVELOPMENT IN EARLY CHILDHOOD (3)**

The cognitive and creative domains of development are covered in this course. Topics include science, mathematics, music, imagination, art, and pre-literacy. Developmentally appropriate activities that promote these concepts will be explored. Students will write and implement activities for infants, toddlers, preschool, and early school-age children. Course Offering: As Needed. Prerequisite: CD110, CD221 or permission.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
2. Plan, write, and implement creative lessons and activities for young children that focus on math, science, art, imagination, and pre-literacy.
3. Demonstrate knowledge of current practices and methods for teaching mathematics, art, and science.

**CD260 SOCIAL & EMOTIONAL DEVELOPMENT (3)**

This course teaches skills needed to promote social and emotional development in young children and use positive guidance strategies to handle inappropriate behavior. Temperament and child rearing issues such as feeding, potty training, and discipline are a few of the topics covered. This course also provides students with skills needed to plan appropriate activities that promote children's social and emotional development. Course offering: Fall & Spring only. Prerequisite: CD110 (or concurrently) or CD221 (or concurrently) or permission.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge in the domains of social and emotional development in young children.
2. Demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.
3. Apply skills in using positive guidance in an early childhood setting.

**CD280 PROGRAM DEVELOPMENT AND THE FAMILY PARTNERSHIP (3)**

This course provides an overview of early childhood programs such as Reggio Emilia, early intervention, Head Start, Waldorf, Montessori, High Scope, and extended school-age programs. Topics include family involvement and designing developmentally appropriate curriculum for infants and young children. Course offering: Every Semester. Prerequisite: CD110 or concurrently

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss developmentally appropriate practices that meet the needs of young children, and their families.
2. Demonstrate appropriate attitude and skills in working with parents and families.
3. Demonstrate knowledge of different early childhood programs.



**CD285 CHILD CARE MANAGEMENT (3)**

This course provides students with an overview of local requirements and national standards for starting and managing a profitable day care business on Guam. Topics covered include financing, marketing, staff supervision, staff training, writing policies, licensing requirements, and other operating procedures. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate a familiarity of the laws and regulations controlling the child care industry.
2. Become familiar with several types of child care and early education programs, and develop an understanding of the administration of such programs.
3. Demonstrate the skills needed to staff and structure a quality child care center.

**CD292 ECE PRACTICUM (3)**

This course provides students with the opportunity to implement their knowledge and skills while working with young children. A minimum of 120 clock hours of work with young children is required. Prerequisite: Permission from an advisor or Education department chairperson. Course offering: Every Semester

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition, and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

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**CE - CIVIL ENGINEERING TECHNOLOGY**

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**CE121 PROPERTIES OF MATERIALS (3)**

This course is a study of the mechanical, thermal, electrical, and chemical properties of metals, alloys, plastics, and other nonmetallic materials used in construction. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. List all the types of materials used in the building construction field.
2. Describe basic properties that differentiate the various types of building material.
3. Identify the correct application for any given material used in the construction industry.

**CE211 PLANE SURVEYING I (3)**

A beginning course in surveying techniques designed to give the student an understanding of the fundamentals of chaining, leveling, and proper use of the transit. Care and adjustment of instruments and office procedure are also considered. Provision is made by appropriate fieldwork for practical application of the techniques learned. Formerly CE241. Course offering: As needed. Prerequisite: MA122

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
2. Properly care, adjust, and use equipment in the plane surveying field.
3. Given a set of tasks, demonstrate proper use and application of surveying equipment and tools.

**CE215 CONSTRUCTION PROCEDURES (3)**

A study of construction organization, building codes, foundations, construction materials, methods and techniques of cast-in-place reinforced concrete, precast and prestressed concrete, steel and masonry construction, wood and plastics, thermal and moisture protection and building equipment. Formerly CE151. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the difference between precast and post stress concrete.
2. Describe the process involving the construction of a building foundation.
3. Chronologically sequence the steps related to the construction process.

**CE221 STRENGTH OF MATERIALS (3)**

A study of the relationship between the stresses, strains, deformations, and loads applied to structural members. Axial, torsional, bending and combined stresses are discussed. Stability and the buckling of columns are introduced. Formerly CE212. Course offering: As needed. Prerequisite: CE210

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the strengths and limitations of various types of building materials.
2. Discuss the testing process involved in determining stress, strains, deformations, and loads.
3. Explain typical applications for various types of construction materials.

**CE222 PLANE SURVEYING II (3)**

This course is a continuation of Plane Surveying I and it deals with general construction surveys and construction surveys dealing with slopes and curves. Reconnaissance procedures are discussed and the students are acquainted with the prospects of employment as surveyors. Students will be divided into survey teams and given area assignments to survey and make contour maps. Course offering: As needed. Prerequisite: CE211

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate a variety of surveying techniques.
2. Apply appropriate skills using proper surveying instruments given various tasks.
3. Discuss reconnaissance, preliminary, and construction surveys.

**CE225 CONSTRUCTION PLANNING & ESTIMATING (3)**

This course covers methods of estimating construction costs including excavation, highway, structures, piling and foundations; methods to determine qualities of materials, equipment, labor, and money required for construction projects; characteristics and capabilities of work equipment; methods of obtaining unit cost of in place construction; and field reporting practices and responsibilities of field inspection. Formerly CE252. Course offering: As needed. Prerequisites: AE121, CE215, MA161A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Determine costs needed for various construction projects.
2. Estimate the amount of time required to complete a given construction project.
3. Apply critical thinking to determine labor hours versus equipment costs versus material costs.

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**CH - CHAMORRO LANGUAGE**

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**CH110 CHAMORRO I (3)**

This course offers students the opportunity to learn basic skills and knowledge of and about Guam's indigenous Chamorro language. Students will learn conversation, and gain first-hand ability in the reading, writing, and speaking of Chamorro. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Distinguish, differentiate, and recognize the Chamorro pronunciation, accent, inflection, tempo, phonology, syntax, intonation, and basic verbs.
2. Master basic conversational sentences, such as greetings, requests, descriptions, numbers, weather, and time through active practice.
3. Build and increase their vocabulary to acquire more fluency in written self-expression.
4. Demonstrate an understanding of Chamorro cultural practices.

**CH111 CHAMORRO II (3)**

This course offers students a continuation of the basic skills and knowledge of and about Guam's indigenous Chamorro language. Students will apply conversational Chamorro with emphasis on orthographic rules in spelling, writing, grammar and reading. Course offering: As needed. Prerequisite: CH110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use advanced knowledge of grammar, vocabulary, phonetics, and social norms of the language to describe, narrate, and present arguments.
2. Write a multimedia-rich presentation of messages, poems, and songs using familiar vocabulary.

3. Orally present a multimedia-rich presentation of messages, poems, and songs using familiar vocabulary.
4. Describe in writing, people and things from the home and school environment.

### **CI - CHINESE LANGUAGE**

#### **CI110 BEGINNING MANDARIN CHINESE I (4)**

Students will learn basic Mandarin Chinese and will be able to use correct pronunciation, basic grammar, and sufficient vocabulary to engage in simple Chinese conversation. Course offering: As needed

##### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Ask simple questions, such as a person's name or the price of goods.
2. Count in Mandarin up to 100,000.
3. Order a meal in a Chinese restaurant using Mandarin Chinese.
4. Give simple directions using Mandarin Chinese.

### **CJ - CRIMINAL JUSTICE**

#### **CJ100 INTRODUCTION TO CRIMINAL JUSTICE (3)**

This course offers an overview of the criminal justice system from its early historical development to its evolution within the United States. It also identifies the various agencies of justice-law enforcement, courts, corrections, and the juvenile justice system, their functions, expectations and interrelationships. Course offering: As needed

##### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the history and development of the Criminal Justice System.
2. Identify the role of the Criminal Justice System in contemporary society.
3. Describe the functions of law enforcement, courts and corrections.
4. Describe the functions of probation, parole and the Juvenile Justice System.

#### **CJ101 JUVENILE JUSTICE PROCESS (3)**

This course is designed to introduce students to the history, philosophy, and application of the American Juvenile Justice System. Students will examine the juvenile justice responsibilities of police, the courts, and corrections with special emphasis on current practices of Juvenile Justice agencies in Guam. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

##### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the history and development of the Juvenile Justice System.
2. Identify the role of the Juvenile Justice System in contemporary society.
3. Define the concept of "parens patriae" and how the courts interpret its meaning.
4. Apply Title 19 Guam Code Annotated, Chapter 5, The Family Court Act to hypothetical situations.

#### **CJ102 FIRST RESPONDER (3)**

The First Responder course shall be at least 48 hours of classroom training. It aims to provide training in emergency medical care for those who are apt to be the first person responding to an accident. When the course is completed, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills. Can be repeated for credit. Course offering: As needed

##### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Diagnose emergency situations and provide appropriate emergency treatment.
2. Explain and discuss the role of a First Responder.
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.

**CJ104 DYNAMICS OF SUBSTANCE ABUSE (3)**

This course is designed to introduce students to the problems of substance abuse in our society. Students will examine the history of dangerous drug use, basic pharmacology and classification, the social impact of drug abuse, physical and psychological consequences of drug use and dependence, various treatment modalities, legal implications of illicit drug use, and current law enforcement efforts. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Articulate the medical, social and/or psychological aspects of addiction.
2. Demonstrate understanding of the different schedules under the Controlled Substances Act.
3. Identify and apply the detection, suppression, apprehension and prosecution procedures of substance abuse violations.

**CJ107 INTRODUCTION TO CORRECTIONS (3)**

An introduction and overview of fundamental processes, trends, and practices of juvenile and adult probation, institutional treatment, parole, and contemporary community-based correctional programs, both public and private will be covered in this course. Included is a review of the history and philosophy of corrections, with emphasis on the constitutional rights of offenders. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain and analyze the correctional process, the correctional system, and the role of corrections in contemporary society.
2. Evaluate the history and evolution of the correctional process.
3. Identify the various correctional systems.
4. Examine the administration and trends in corrections.

**CJ122/SI122 INTRODUCTION TO FORENSIC SCIENCE (4)**

This course introduces students to the field of forensic science. Students will be able to identify the various principles, methods and procedures used in the preservation, collection, processing, and investigation of the crime scene as well as identify the various scientific techniques used to evaluate and analyze the evidence to resolve criminal matters. Students will also be familiar with some of the legal and ethical issues in forensic science. Course offering: As needed. Prerequisites: CJ100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

**CJ126 OFFICER SURVIVAL (3)**

This course provides law enforcement academy recruits with the knowledge and skills necessary to perform a variety of police tasks safely and effectively. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the safety techniques to use when approaching a potentially dangerous or life threatening situation..
2. List street survival skills an officer should acquire while on duty.
3. Demonstrate the ability to apply officer safety and street survival skills at an acceptable level in mock situations.

**CJ126L OFFICER SURVIVAL LABORATORY (1)**

This course provides students with the opportunity to practice and demonstrate "hands on" application of survival skills learned in CJ126. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed. Prerequisite: CJ126

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Practice the various officer safety and street survival skills in mock situations.

2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels.

**CJ132 EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)**

This course prepares police and fire recruits to safely operate emergency vehicles used by their respective agencies. Enrollment is limited to students registered in the Criminal Justice Academy or Fire Science Academy. Prerequisite: Permission by Criminal Justice Department. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify safety skills during an emergency response.
2. Explain the proper operation of emergency vehicles.
3. Identify and properly deal with hazards involved with operating emergency vehicles.
4. Review the basics of defensive driving.
5. Understand the laws governing emergency vehicle operation.

**CJ135 FIREARMS USE/SAFETY/CARE (3)**

This course is designed to teach law enforcement and corrections students' proper use and care of firearms and chemical weapons. Emphasis is placed on safety, use of deadly force, marksmanship, judgmental shooting, and the care and cleaning of weapons. Prerequisite: Permission of CJ advisor. Firearms Identification Card required to take this course. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand the physical attributes and mechanics of a firearm.
2. Apply knowledge of firearm safety.
3. Demonstrate knowledge of firearm related laws.
4. Practice safe use of firearms within a controlled environment.
5. Demonstrate use of firearms at prevailing acceptable and passing levels.

**CJ140 DEFENSIVE TACTICS (3)**

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform control and self defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and the continuum of force.
4. Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

**CJ145 PHYSICAL DEVELOPMENT (3)**

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop a positive attitude toward physical fitness.
2. Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
3. Participate in physical development exercises.
4. Demonstrate the use of the various physical development exercises.

**CJ148 TRAFFIC LAW ENFORCEMENT (3)**

This course provides students with the knowledge and skills necessary to effectively deal with common vehicle violations and other traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of vehicle violations to include an understanding of Title 16 Guam Code Annotated, The Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to conduct traffic direction and accident investigation. Course offering: As needed. Prerequisites: CJ100, CJ150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the various traffic statutes and offenses.
2. Demonstrate knowledge and application of Title 16, Guam Code Annotated (Vehicle Code) to hypothetical situations.
3. Author a traffic accident report using the local traffic enforcement forms.

**CJ150 CRIMINAL PROCEDURE (3)**

This course provides an overview of the criminal justice process, the court system, and the U.S. Constitution with emphasis on the method of case interpretation of the U.S. Supreme Court and the Criminal Procedure Code of Guam. Course offering: As needed Prerequisite: CJ100, EN100W, EN100R

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the history and development of the U.S. Court System, court cases and sources of rights.
2. Identify the procedural Criminal Law process.
3. Define how the courts interpret cases and the concept of stare decisis.
4. Understand and apply Title 8 Guam Code Annotated, Criminal Procedure Code, to hypothetical situations.

**CJ155 SELF DEFENSE (3)**

This course is a study of the basic principle and control techniques of weapons defense. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply the basic self defense techniques through practical hands-on training.
2. Demonstrate evasive measures, personal security, and escape tactics.
3. Demonstrate proper use of defense techniques upon weapon attacks and defend against multiple assailants.

**CJ160 MOTORCYCLE TRAINING (3)**

This course is designed to provide police officers and police recruits with the skills and confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand the basic motorcycle operation skills.
2. Demonstrate and differentiate between fundamental riding skills and street riding skills.
3. Determine the proper operation of a motorcycle under normal, special, adverse, hazardous and emergency riding conditions.

**CJ200 CRIMINAL LAW (3)**

This course is designed to introduce students to the history, philosophy, and application of criminal law. It provides students with an understanding of crime classifications, matters affecting criminal responsibility, criminal statutes including those of the Territory of Guam, and the role of criminal law in contemporary society. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the history and development of Criminal Law and the U.S. Court System.
2. Identify the substantive Criminal Law process.
3. Define the elements of a crime and probable cause.
4. Apply Title 9, the Criminal Code and 16, Vehicle Code3, Guam Code Annotated, to hypothetical situations.

**CJ204 INTRODUCTION TO CRIMINOLOGY (3)**

This course provides a fundamental understanding of criminal behavior, crime topologies, and the various theories of crime causation. Students will also explore the efforts of society to remedy, correct, and prevent crime and delinquency. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W, PY120, SO130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain and analyze crime, criminology, and the criminal justice system.
2. Evaluate the history and evolution of criminology.
3. Identify the various theories of crime causation.
4. Identify the various crime typologies.

**CJ205 POLICE REPORT WRITING (3)**

Emphasis on principles and techniques of police report writing; methods of writing the basic who, what, when, where, why and how; and procedures of gathering information and developing various types of reports. With its focus on organization, sentence development and content, the course is designed to produce proficiency in police report writing and to reinforce and expand skills previously acquired. Permission from advisor and/or instructor is required. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the substantive Criminal Law process.
2. Define the elements of a crime and determine if probable cause exists to charge a defendant with a criminal act.
3. Demonstrate understanding of the various law enforcement forms and how to apply it to hypothetical situations.
4. Apply Title 9, the Criminal Code and 16, Vehicle Code, Guam Code Annotated, to hypothetical situations.

**CJ206 SOCIAL VALUES & THE CRIMINAL JUSTICE PROCESS (3)**

This course is designed to provide an in-depth exploration consistent with the philosophy that social value and ethics are basic principles of a sound criminal justice process, and the roles of the administration of justice practitioners in relation to the public they serve. Through interaction and study, the student will become aware of the interrelations and role expectations of the human dimension required by practitioners in developing empathy, sensitivity and acceptable behavior. Instruction on the importance of open communication and accountability to those within and without the justice process is explored. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: SO130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain and analyze community-based philosophy of policing.
2. Demonstrate understanding of the role of police and professionalism
3. Identify the various ethical issues of policing.
4. Identify how political, social, and economic issues relate to law enforcement.

**CJ209 CONCEPT OF POLICE OPERATIONS (3)**

This course provides students with operational knowledge needed to function successfully in a modern police agency. Concepts are particularly useful for first-line supervisors and managers. Topics include effective supervision, communication skills, problem solving, time management, motivation and morale, effective discipline, interpersonal conflict, stress management, productivity issues, and performance appraisals. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain and evaluate the structure, organization, and management of police or other law enforcement agency.
2. Explain and analyze the various types of police operations and the methods and strategies used to implement policies and other executive decisions.
3. Demonstrate understanding of the interrelations, role, conflict and trends of police and law enforcement in modern society.

**CJ225 CRIMINAL INVESTIGATION (3)**

This course provides students with the knowledge and technical skills necessary to successfully investigate crime scenes, identify suspects, and successfully present evidence in court. Skills learned and practiced include processing crime scenes, preserving and evaluating evidence collected, interviewing witnesses and suspects, case preparation, and presenting evidence in court. Course offering: As needed. Prerequisites: CJ100, CJ205, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply the various methods used in investigating criminal cases to hypothetical situations.
2. Explain and evaluate the investigation, processing, and preservation of a crime scene.
3. Identify and analyze the various methods used to obtain information.

**CJ250 POLICE ORGANIZATIONAL THEORY (3)**

An examination and analysis of the traditional concepts, techniques, policies and operating systems in the police component of the criminal justice system. Basic knowledge of organizational function, structure, processes, and behavior, theory related to practice applied to the administration of justice process; comprehension of administrative phenomena. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply the various management theories and styles.
2. Explain and evaluate the structure and organization of police and other law enforcement agencies.
3. Identify and analyze the concepts of leadership, decision making, accountability, responsibility, and liability.

**CJ260 FORENSIC COMPUTER EXAMINER (4)**

This course is designed to address training requirements for students seeking employment as forensic computer examiners in the public safety field. Specifically, this course is a requirement for the Forensic Computer Examiner concentration in the AS in Criminal Justice program. Course offering: As needed. Prerequisites: CJ122, CJ225

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge required to successfully pass the Certified Forensic Computer Examiner test.
2. Analyze electronic data including storage and retrieval.
3. Compile computer evidence.
4. Identify how to process the electronic crime scene.

**CJ290 CRIMINAL JUSTICE INTERNSHIP (3)**

This course provides students a supervised work experience to develop skills necessary to succeed in the Criminal Justice field. The experience will acquaint students with terminology, facts and conceptions relating to a specific agency within the Criminal Justice field. Also, students will evaluate the importance of that agency's role in the Criminal Justice process and their role as a Criminal Justice professional. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Integrate classroom knowledge and theories with outside work experience.
2. Develop practical work related skills.
3. Understand the operations of a criminal justice related agency.
4. Practice the daily operations policy of a criminal justice related agency.

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**CM - COSMETOLOGY**

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**CM101 CONCEPTS I (10)**

This course offers an orientation with the rules and regulations of the Guam Board of Cosmetology along with the standard procedures for the clinic/lab operations. Safety rules and regulations of the school and cosmetology lab operations will be included. This lecture will include instruction in infection control; nail care; histology of the skin; properties of the hair and scalp; draping; shampooing; rinsing, conditioning and haircutting. Formerly CM105 and CM110. Course offering: As needed  
Corequisites: CM102L

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the appropriate steps needed to control disinfection in order to combat bacterial infections
2. Describe the appropriate skills needed for the proper use and application of nail technology.
3. Demonstrate the appropriate skills needed to properly perform esthetics applications.



**CM102L SALON I (6)**

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM115. Course offering: As needed. Corequisite: CM101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to perform a basic manicure/pedicure procedure.
2. Demonstrate the ability to perform basic facial/massage treatments.
3. Demonstrate the ability to perform basic haircutting skills.

**CM103L SALON I ADVANCED (2)**

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM115. Course offering: As needed. Prerequisites: CM101, CM102L, CM117

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

**CM117 ESTHETICS (16)**

This course teaches students the basic fundamentals. They perform as skincare consultants and specialists. They perform facials and facial massage, manually and with the aid of a machine. Students will gain knowledge and practical experience so that they can begin at entry levels, performing many of the duties of a licensed Esthetician. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comply with the Guam Board of Cosmetology rules and regulations.
2. Plan and design a layout of a fully functional esthetician salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide, skin, makeup and removal of unwanted hair services.

**CM118 NAIL TECHNOLOGY (8)**

This course incorporates the basic fundamentals needed for students to perform the duties of a nail specialist. Students will gain knowledge in salon business, infection control, anatomy and physiology, chemistry, electricity and nail care. Students will gain practical experience performing many of the duties of a licensed manicurist. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional nail salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide nail care services.

**CM198 CO-OP FOR COSMETOLOGY (4)**

This course provides students a supervised work experience to develop skills necessary to succeed in the cosmetology profession. It prepares students to enter the workforce by combining academic studies with practical, on-the-job training and work experience. Course offering: As needed. Prerequisites: CM101, CM102L

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Complete supervised work experience to develop necessary skills as a cosmetologist.
2. Enter the workforce by combining academic studies with practical, on-the-job training with work experience.

**CM201 CONCEPTS II (10)**

This lecture will include instruction in chemical texture services; hair design and styling; hair coloring and chemistry. Also, the necessary preparation for the Guam Board of Cosmetology licensing examination will be covered. Formerly CM106, CM111 and CM210. Course offering: As needed. Prerequisite: CM101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the steps needed to properly perform chemical texture services.
2. Demonstrate the steps needed to correctly apply hair coloring.
3. Demonstrate the steps needed for properly cutting hair.

**CM202L SALON II (6)**

This laboratory course focuses on practice in the art of cosmetology at an intermediate level. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM116. Course offering: As needed. Prerequisite: CM102L. Corequisite: CM201

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to correctly perform a chemical texture service.
2. Demonstrate the ability to correctly apply hair color service.
3. Demonstrate the ability to perform haircutting services to customer satisfaction.

**CM203L SALON II ADVANCED (2)**

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM116. Course offering: As needed. Prerequisites: CM101, CM117, CM201

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

**CM204L SALON III (4)**

This laboratory course focuses on practice in the art of cosmetology at an advanced level. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. This course is taken in the third semester if CM198 Co-Op is not taken. (300 contact hrs.). Formerly CM116. Course offering: As needed. Prerequisite: CM202L

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the psychomotor skills needed for haircutting and hair coloring skills rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

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**CS - COMPUTER SCIENCE**

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**CS101 INTRODUCTION TO COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (3)**

This course provides students with an overview of computer technology, computer hardware and software, data communications, the Internet, social and ethical impacts on society, and an exploration of career opportunities. Course offering: As needed. Prerequisite: EN100W, EN100R

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of computer hardware and software concepts.
2. Apply computer skills to navigate around a computer, choose the proper application software to produce a desired result and access information on the World Wide Web.
3. State the social and ethical implications of computers in business and society.

**CS102 COMPUTER OPERATIONS (3)**

This course features hands-on experience on multiprogramming computer systems with various I/O devices. Operation procedures are given on the data entry stations, workstations, diskette drives, and system printers. Students learn control commands of display and console stations. CL statements, supplied procedures, utility programs, and program products. They are also introduced to the organization of a data processing center and its operations procedures. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CS101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Contract single user and multi-user operating systems.
2. Use system utilities at the basic level on AS/400.
3. Create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).

**CS103 RPG (3)**

This course provides the student with the programming concepts and techniques necessary to solve business type problems. Students learn program logic. They are also taught how to code, compile, test, debug, and execute programs. RPG (Report Program Generator) is the programming language used in this course. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS104 VISUAL BASIC PROGRAMMING (3)**

This course covers the introductory fundamentals of the Visual Basic programming language. Students will learn object oriented and event-driven programming concepts and develop applications using Visual Basic. Permission from instructor and/or from a computer science advisor is required. Course offering: Fall & Spring only. Prerequisites: CS101, MA108

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of Visual Basic Programming.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS110 INTRODUCTION TO THE INTERNET (3)**

This course introduces the student to the many resources on the Internet. Student will use the Internet and World Wide Web resources to communicate, collaborate and retrieve information. The course will also cover simple web page development using a variety of web editing tools. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use the Internet to communicate, collaborate and retrieve information.
2. Identify positive social and ethical behaviors when using technology and the consequences of misuse.
3. Plan, design and publish a Web site.

**CS151 WINDOWS APPLICATIONS (3)**

The purpose of the course is to teach students the fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands on experience with "real world" applications using the Windows environment and the application software for Windows: Word Processing, Spreadsheet, Database and Presentation. Formerly CS150. Course offering: As needed. Prerequisites: OA101, OA120

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create, edit, format and print documents using Microsoft Word.
2. Create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.

3. Create databases to store, retrieve, analyze and print information using Microsoft Access.
4. Create, edit, and format professional presentations using Microsoft PowerPoint.

**CS152 MACINTOSH APPLICATIONS (3)**

This course provides students with a basic understanding of the first computer operating system with a Graphic User Interface. The goals of this course include hands-on familiarization with the basic Mac OS and common everyday applications such as word processing, spreadsheet, database and Internet access; and an introduction to areas in which the Mac pioneered and remains the leader in: Desktop Publishing and Graphics. Most of all, this course is designed to show students how to enjoy and have fun with their computers. This course is a prerequisite for courses in Visual Communications. Permission from instructor and/or a computer science advisor is required. Course offering: Fall & Spring only. Prerequisite: OA101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create, edit, format, and print documents using Microsoft Word.
2. Create and edit basic worksheet and workbook formulas and charts using Microsoft Excel.
3. Create, modify, and design basic database tables, queries and forms using FileMaker Pro.
4. Create, edit, and format electronic presentations using Microsoft PowerPoint.

**CS202 COBOL (3)**

The purpose of the course is to teach computer programming in COBOL (Common Business Oriented Language). A number of practical programs are written. Program problems deal with processing small volume of data using workstation keyboard and large volume of data using the printer and disk/diskette drives. Printer output includes titles, headings, vertical and horizontal spacing, etc. Statements of input/output, data manipulation, arithmetic, conditional, and procedure branching are covered. Arrays and subscripts, tables, subroutines, files, and other COBOL features are also discussed. Permission from instructor and/or a computer science advisor is required. Course offering: As needed. Prerequisite: CS101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of COBOL.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS203 SYSTEMS ANALYSIS & DESIGN (3)**

This course will emphasize systems analysis and stress information flow as the best approaches to understanding business data processing requirements. Computer hardware/software, systems design, and systems management will be described. Organizational aspects will be explained and examples of various systems will be presented. Course offering: Fall only. Prerequisites: CS101 and CS103 or CS104 or CS202.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Investigate the initial system request.
2. Analyze various aspects of the system request, and produce system requirement documents.
3. Design the solution to meet the system requirement documents (virtual solution).
4. Develop program codes to meet the system requirement (actual solution).
5. Implement the actual solution into the system and fine tune it to best meet the needs of the users.

**CS204 C PROGRAMMING (3)**

The purpose of the course is to teach students how to use the C language. The C language concepts and methods to be covered include program development, algorithms, data types, operators, expressions, input/output and files, program control, pointers, functions and macros, variable storage and memory models, arrays, data structures, unions, graphics, and BIOS services. Structured program design will be emphasized. Formerly CS105. Course offering: As needed. Prerequisites: CS101, CS103, CS104, CS202, MA110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of C Language.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS205 NETWORK COMMUNICATIONS (4)**

This course provides the latest technology in network communications. Students will learn to add and delete user groups, back in the file server, create and debug login scripts, load application software, maintain network security, configure printer and printer servers and troubleshoot. Course offering: Spring only. Prerequisite: EE111

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the hardware and software components of a local area network.
2. Describe various LAN topologies and communication standards.
3. Identify and perform LAN backup procedures.

**CS206 JAVA I (3)**

Students who take this course do not need to have previous programming background. This course introduces problem-solving methods and algorithm development using the high-level programming language Java. Students will learn to design, code, debug, and document programs using modern engineering techniques in PC or Linux based environment, create Java applications that leverage the object-oriented features of the Java language, such as encapsulation, inheritance, and polymorphism, execute and run a Java application, use Java data types and expressions, use Java flow control constructs, use arrays and other data collections, and improvement error-handling techniques using exception handling. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify basic syntax and command structure in Java.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS240 MICROSOFT® OFFICE ACCESS 2007 (2)**

This course will provide students with a solid foundation in the basic and intermediate skills of Microsoft® Office Access 2007 such as working with tables, queries, forms, and reports. This course will also extend students' knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database. Course offering: As needed. Prerequisites: OA101 or Instructor's approval

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create and modify new databases and their various objects.
2. Improve queries, forms, and reports.
3. Integrate Microsoft® Office Access™ 2007 with other applications.
4. Create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.
5. Customize reports by using various Microsoft® Office Access™ 2007 features.

**CS241 MICROSOFT® OFFICE EXCEL 2007 (2)**

Students will receive a solid foundation in the basic and intermediate skills for Microsoft® Office Excel® 2007 such as running calculations on data, sorting and filtering numeric data. In this course, students will extend their knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. Course offering: As needed. Prerequisites: OA101 or Instructor's approval

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create, edit, and enhance Microsoft® Office Excel 2007 workbooks.
2. Demonstrate how to perform calculations, format, print workbook contents, and manage large workbooks.
3. Apply visual elements and advanced formulas to a worksheet to display data in various formats.
4. Calculate with advanced formulas.

**CS242      MICROSOFT® OFFICE OUTLOOK 2007 (2)**

This course will provide students with the skills needed to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes. In this course, students will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. Students will also learn how to customize their Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items. Course offering: As needed. Prerequisites: OA101 or Instructor's approval

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Compose and send email, schedule appointments and meetings, manage contact information and tasks, use notes, and create a custom form.
2. Identify the components of the Outlook environment.
3. Customize their environment, Calendar, and mail messages to meet specific needs as well as track, share, assign, and quickly locate various Outlook items.
4. Work efficiently with public folders and the advanced features of Outlook.
5. Personalize email and work offline (and remotely).

**CS243      MICROSOFT® OFFICE POWERPOINT 2007 (2)**

This course will provide students with the skills needed to create a presentation and convey information effectively with Microsoft® Office PowerPoint 2007. In this course, students will enhance presentations with features that transform basic presentations into a powerful means of communication. Course offering: As needed. Prerequisites: OA101 or Instructor's approval

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explore the PowerPoint environment and create a new presentation.
2. Add graphical objects, tables, and charts to a presentation and modify them.
3. Finalize a presentation and successfully deliver it.
4. Enhance presentations with special features that improve communication.
5. Customize the PowerPoint interface to suit their requirements.
6. Finalize a presentation and secure it to authenticate its validity

**CS244      MICROSOFT® OFFICE WORD 2007 (2)**

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. Students will gain all the basic skills that they need to create a wide range of standardized business documents. In this course students will learn how to improve the quality of their work by enhancing documents with customized Microsoft® Word 2007 elements. Students will create complex documents in Microsoft® Word 2007 by adding components such as, customized lists, tables, charts, and graphics in addition to creating personalized Microsoft® Word 2007 efficiency tools. Course offering: As needed. Prerequisites: OA101 or Instructor's approval

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create, edit, and enhance standard business documents using Microsoft® Office Word 2007.
2. Work with customized lists, tables, charts, and graphics in addition to creating personalized Microsoft® Office Word 2007 efficiency tools.
3. Work collaboratively on documents.
4. Successfully manage different versions of documents.

**CS252      ADVANCED RPG II (3)**

This course provides the students with advanced application techniques in computer programming in the RPG language. The concepts of structured programming and top down design, RPG advanced statements, and utility programs are taught. The students learn how to apply the above concepts to program design and coding and to prepare various types of flowcharts for program planning, presentation, and documentation. A number of application programs and case studies such as program data conversion are given to individual students or work groups. In order to complete these assignments, the students are required to have hands-on experience in the use of a minicomputer and/or a microcomputer and to participate in all phases of programming development from program planning to program documentation. Also, the students learn how to use CL statements and analyze program map and dump in program compiling, testing, debugging and executing. Permission from instructor and/or a computer science advisor is required. Course offering: Spring only. Prerequisites: CS101, CS103

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend basic syntax and command structure of advanced RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.'
4. Integrate the previously covered material into a larger complex system (using RPG, CL, SEU, SDA, IDDU, etc).

**CS290 SPECIAL PROJECT (1-6)**

This course is open to first year and second year students enrolled in Computer Science. The type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved (if required). Practical/specialized working experience in the area of data entry, data control, computer operations, computer programming and or systems analysis may be arranged. The student will be expected to meet at least once a week in conferences with the instructor. A term report summarizing his or her experience will be written by the student. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform beginning or intermediate level tasks of a data entry clerk, data control clerk, computer programmer, or a systems analyst.
2. Program in a specific computer language.
3. Refine problems and data into programmable format of a specific computer language.
4. Test and debug programs in a specific computer language.

**CS298 CO-OP/WORK-LEARN (1-6)**

This course provides students a supervised work experience where they develop skills necessary to be successful in an information technology position. Course offering: As needed. Prerequisite: Complete at least 18 credits in Technical Requirements.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Obtain supervised work experience to develop skills necessary to succeed in information technology positions.
2. Demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
3. Apply principles of personal responsibility and ethical behavior to the community and in the workplace.

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**CT - CONSTRUCTION TRADES**

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**CT100 INTRODUCTION TO CONSTRUCTION TRADES (5)**

This course introduces students to core principles in the construction trades, providing them with the foundational knowledge necessary for study and experiential development of skills in each of GCC's construction trades areas. This course focuses on basic construction safety, construction mathematics, hand tools, power tools, reading of blueprints, basic rigging, communication skills and employability skills. It also focuses on the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the construction trades. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe basic knowledge and skills needed in various construction trades areas.
2. Identify the proper names of tools and equipment used in the construction technology field.
3. Develop an appropriate work ethic and attitude necessary to succeed in the construction field.

**CT140 INDUSTRIAL SAFETY (3)**

This course develops safe working concepts and habits for the prevention of accidents resulting in personnel injury and damage to building facilities and equipment. Students also learn about requirements of federal and local legislation for personnel and equipment safety. Formerly SP153. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify accident prevention practices within the construction trades industry.
2. Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
3. List national (international) and local agencies that provide safety standards and be familiar with available resources.

**CT152 FUNDAMENTALS OF PLUMBING (4)**

This course introduces the student to the use, safety, care and maintenance of special tools and equipment for basic cold water supply (pipes, fittings, valves, safety devices, appliances), and drainage systems (sewers, drains, vents, traps, test, and maintenance). Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
2. Explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
3. Discuss the various local and global career opportunities for professional plumber/pipe-fitters.
4. Demonstrate basic knowledge of cold water supply and drainage system concepts.
5. Identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
6. Discuss industry related safety standards.

**CT152A PLUMBING LEVEL I (4)**

This course builds on content from CT152, and introduces students to core principles in plumbing, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in this trade area. This course focuses on the use, care, safe operations and maintenance of hand and power tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional plumbing work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in plumbing. Specific emphasis is placed on cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
2. Develop and exhibit professionalism and work ethic as related to the plumbing and pipefitting career.
3. Demonstrate understanding of cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems.

**CT153 INTRODUCTION TO CARPENTRY (3)**

This introductory course is designed to familiarize students with the use, care, safe operations and maintenance of hand and power tools; to develop their skills in the use, care, and safe handling of supplies and materials; and to provide them with occupational information about carpentry. Formerly CT053. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify commonly used tools, supplies, and equipment in the carpentry profession.
2. Explain the safe use and care of various carpentry tools, supplies and equipment.
3. Identify common terminology in the carpentry field.
4. Discuss the various local and global career opportunities for professional carpenters.

**CT154A MASONRY LEVEL I (4)**

This course focuses on the skills and academic competencies necessary for safe, professional, as well as effective practice of basic masonry in entry-level masonry-related occupations. Safety, proper use, care and maintenance of masonry tools and equipment will be emphasized. Mastery of selected construction-related competencies will be demonstrated through the completion of projects. Students will be oriented to the process of securing entry-level masonry positions. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills needed to properly construct a concrete structure.
2. Properly complete the laying of blocks for walls and columns.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.



**CT154B MASONRY LEVEL II (4)**

This course builds on content addressed in CT154A, and introduces students to core principles in masonry, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on masonry design, layout and project planning, on laying blocks, walls and columns, and on construction procedures. It also reviews students' knowledge of, and ability to safely use supplies, equipment, hand tools, and power tools. Course offering: As needed. Prerequisites: CT100, CT154A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Design the layout of a masonry project.
2. Demonstrate understanding of core principles in masonry.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project adhering to all industry safety standards.

**CT158 HEAVY EQUIPMENT OPERATION (3)**

This course offers training in the maintenance and operations of selected power construction equipment ranging from air compressors to dozers. Can be repeated for credit. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify all heavy equipment components and their functions.
2. Demonstrate how to properly operate any given heavy equipment.
3. Demonstrate how to properly service any given heavy equipment.

**CT165A ELECTRICITY LEVEL I (5)**

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to introductory electrical concepts, safety procedures, hand bending, hand and power tools, fasteners and anchors, electrical mathematics, electrical concepts and theories and electrical test equipment. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain skills needed by a licensed electrician.
2. Demonstrate understanding of safe operation and maintenance of electrical tools.
3. Develop an appropriate attitude related to professional electrical work.
4. Discuss the variety of electrical career paths.

**CT165B ELECTRICITY LEVEL II (5)**

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, electrical blueprints, and commercial, industrial and residential electrical wiring. Course offering: As needed. Prerequisites: CT100, CT165A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate appropriate use and care of various hand and power tools used by professional electricians.
2. Develop the knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, and electrical blueprints.
3. Demonstrate knowledge and skills needed in the electrical wiring of commercial, industrial, and residential areas.

**CT165C ELECTRICITY LEVEL III (5)**

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to alternating current, motors, grounding, conduit bending, boxes and fittings. Course offering: As needed. Prerequisites: CT100, CT165A, CT165B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
2. Demonstrate knowledge and skills related to alternating current, motors, grounding, conduit bending, boxes and fittings.
3. Demonstrate knowledge of basic physics concepts related to electricity and identify common terminology.

**CT165D ELECTRICITY LEVEL IV (5)**

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contactors and relays, and electric lighting. Course offering: As needed. Prerequisites: CT100, CT165A, CT165B, CT165C

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
2. Demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contactors and relays, and electric lighting.
3. Demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.

**CT172 PLUMBING INSTALLATION AND DESIGN (3)**

This course provides the student with the application of methods and theory in installation and design of residential and commercial plumbing systems of cold water supply, hot water supply and drainage systems. Course offering: As needed. Prerequisite: AE103

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Determine correct elevations required in setting up wastewater lines.
2. Properly install water pipes as detailed by given blueprints.
3. Test all plumbing systems using a pressurized method.

**CT173 ROUGH FRAMING AND EXTERIOR FINISHING (3)**

This course concentrates on basic structure construction, which includes footing and foundation, sill, floor, wall partition, roof framing, and door and window framing. Course offering: As needed. Prerequisites: AE103, CT153

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills needed to properly construct a structure.
2. Demonstrate basic skills needed to complete the framing of a given project.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.

**CT182 UNIFORM PLUMBING CODE (3)**

This course concentrates on achieving familiarity with and understanding of the Uniform Plumbing Code. Students will be expected to use the Uniform Plumbing Code manual as a resource to determine specifications during design, construction and

installation of plumbing systems. This course does not require any previous knowledge or skill in plumbing. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of laws and ordinances governing plumbing systems.
2. Explain the dynamics of the installation of residential and commercial plumbing systems.
3. Efficiently use the Uniform Plumbing Code manual.

**CT183 FINISHING (3)**

This course is designed to help students know and understand the use, methods, and materials needed in finishing a residential house. The course covers the installation of wall and ceiling panels, hanging windows and doors, construction of cabinets and closets, application of molds and trims, bathroom materials and finishing hardware. Course offering: As needed. Prerequisite: CT153

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Dial in angles and make accurate cuts with a slide compound saw.
2. Demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
3. Install a variety of trims as specified in given blueprints.

**CT185A REFRIGERATION AND AIR CONDITIONING LEVEL I (5)**

This course introduces students to core principles in air conditioning and refrigeration, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on refrigeration and air conditioning safety, blueprint reading, copper and plastic piping, soldering and brazing, ferrous metal piping, basic electricity, and introduction to cooling. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
2. Identify the safe use of equipment, supplies, and materials used in heating, ventilation, and air-conditioning (HVAC).
3. Explain the various careers associated with the HVAC industry both locally and globally.

**CT185B REFRIGERATION AND AIR CONDITIONING LEVEL II (5)**

This course introduces students to core principles in air conditioning and refrigeration, providing them with basic knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on introductory HVAC, trade mathematics, tools, air distribution systems, chimneys, vents and flues, and maintenance skills for the service technician. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed. Prerequisite: CT100, CT185A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Demonstrate basic mathematical skills needed in the HVAC industry.
3. Acquire skills needed for the HVAC service technician.

**CT185C REFRIGERATION AND AIR CONDITIONING LEVEL III (5)**

This course introduces students to core principles in air conditioning and refrigeration, providing them with basic knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on alternating current, introduction to control circuit troubleshooting, metering devices, and leak detection, evacuation, recovery and charging. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional

refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed Prerequisite: CT100, CT185B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the proper use, care, and safe operation and maintenance of equipment, supplies and materials used in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and air-conditioning technician.

**CT193 CABINET MAKING AND MILLWORK (3)**

This course covers the fabrication and installation of custom and factory-built cabinets and millwork. Course offering: As needed. Prerequisite: CT153

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Correctly assemble cabinetry following a given set of plans.
2. Design and build a cabinetry project.
3. Discuss current practices and materials used in cabinetry design.

**CT196A FUNDAMENTALS OF OXYACETYLENE WELDING I (5)**

This course introduces students to core principles in oxyacetylene welding, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the identification, use, care, safe operations, maintenance, assembling and disassembling of welding equipment and tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the foundational knowledge necessary for a professional welding career.
2. Discuss the various local and global career opportunities for professional welders.
3. Identify commonly used tools, supplies, and equipment in the welding profession.
4. Explain the safe use and care of various welding tools, supplies and equipment.
5. Identify and explain codes governing welding.

**CT196B FUNDAMENTALS OF OXYACETYLENE WELDING II (5)**

This course builds upon content of CT196A, introducing students to core principles in oxyacetylene welding, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course reviews students' knowledge and skills as related to careers and occupations using oxyacetylene welding, safety procedures, identification of supplies, equipment and tools, setting up and disassembling equipment and working with the torch flame. The course then focuses in-depth on performing cutting procedures and on portable oxyfuel cutting machine operation. Course offering: As needed. Prerequisites: CT100, CT196A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills required for basic oxyacetylene welding.
2. Demonstrate the correct use of supplies, tools, and equipment adhering to all industry safety standards.
3. Correctly set up, assemble, and disassemble equipment such as a torch flame and oxyfuel cutting machine.

**CT197 NON-FERROUS WELDING LEVEL I (5)**

This course focuses on the skills and academic competencies necessary for safe, professional, and effective practice in non-ferrous welding. This course also introduces and emphasizes basic non-ferrous welding skills, including gas metal arc welding, gas tungsten arc welding, flux cored arc welding, submerged arc welding, and plasma arc cutting. Mastery of competencies is demonstrated through completion of projects. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate skills needed to weld select non-ferrous material using oxyfuel, shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), and metal to inert gas (MIG) processes.

2. Cut select non-ferrous materials using a plasma cutter.
3. Identify select non-ferrous material and explain its properties.

**CT197A SHIELDED METAL ARC WELDING I (5)**

This course focuses on the skills and academic competencies necessary for safe, professional and effective practice in basic shielded metal arc welding. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.
2. Demonstrate the professionalism and an appropriate attitude necessary in the welding field.
3. Acquire skills needed for an entry-level position in the welding field.

**CT197B SHIELDED METAL ARC WELDING II (5)**

This course builds on the content addressed in CT197A, focusing on the skills and academic competencies necessary for safe, professional and effective practice in intermediate shielded metal arc welding. This course concentrates on knowledge and skills necessary for completion of SMAW open V-butt welds in all positions. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate skills needed in intermediate level shielded metal arc welding.
2. Perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
3. Demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.

**CE210 STATICS (3)**

Statics is the study of bodies at rest - in a state of balance with their surroundings. Through the applications of the principles of statics, several questions emerge: What load will the column have to support? What is the tension of the bridge cable? What is the mechanical advantage of the block and tackle? Statics is an analytical subject and it makes extensive use of mathematics in all of its forms: Algebra, Geometry, and Trigonometry. Course offering: As needed. Prerequisite: MA161B, SI141

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Successfully apply Algebra, Geometry, and Trigonometry as needed when solving problems.
2. Identify and describe key concepts of Force Systems, Center of Gravity, Equilibrium, Force Analysis of Structures, Friction, and Moment.
3. Identify and analyze given information and data and employ proper procedures and formulas to solve problems.
4. Solve problems using appropriate technology.

**CT292 CONSTRUCTION PRACTICUM (3)**

This course covers the application of field work related to the skills acquired in one of the seven concentration areas: carpentry, electricity, HVAC, masonry, plumbing, reinforcing metal worker, and welder. Students will experience a real work environment under the supervision of an industry qualified manager. Through on-the-job experience, students will gain a greater vision of what it means to be employed in the construction industry. Course offering: As needed. Prerequisite: Must complete all required CT courses under concentration area or with department chair approval

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the operations of equipment and instruments needed for concentration area.
2. Demonstrate professional and ethical conduct as required by specific trade.
3. Apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
4. Troubleshoot problems within discipline area and make appropriate corrections.

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**EC - ECONOMICS**

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**EC110 PRINCIPLES OF ECONOMICS (3)**

This course is designed to help students understand the economic challenges and opportunities found in the United States mainland and Guam. This introductory course focuses on describing economic events, explaining why they occur, predicting similar future events, and recommending solutions. Financial responsibilities always impact people's lives and their dependents. Understanding the relationship between financial decisions and outcomes is extremely important for all citizens. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss with understanding the basic principles and theories of economics.
2. Apply economic principles and theories to decisions societies make (Micro).
3. Demonstrate understanding of the relationships between various global markets and the impact those relationships have on the entire world economy (Macro).

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**ED - EDUCATION**

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**ED150 INTRODUCTION TO TEACHING (3)**

This course presents a unique and realistic approach to the fundamentals of teaching as a career. Not only are the rewards of teaching established and explored, but also the challenges educators face in the classroom. The course also introduces students to the larger topics of education, including discipline, history, philosophy, learning theories, teaching techniques, assessment, classroom management and diversity. Course offering: Fall/Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Articulate a comprehensive academic plan to include goals and objectives towards a profession in education.
2. Develop a philosophy of education that includes personal efficacy.
3. Synthesize and apply diverse teaching/learning strategies towards a cohesive presentation on a topic.

**ED180 EDUCATIONAL METHODS (3)**

This course provides the knowledge and skills necessary to plan, prepare, and implement educational activities and teaching strategies in a school system. It is designed for individuals interested in pursuing a career in an educational setting. Course content includes communication skills, instructional delivery, planning and preparing activities, record keeping, tracking student progress, and basic health and safety practices. Formerly ED190. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic knowledge of educational methods.
2. Plan and implement lesson plans, including the preparation of instructional materials that incorporate different methodologies and strategies.
3. Plan and implement educational games and activities.

**ED181 CAREER & TECHNICAL EDUCATION METHODS I (3)**

This course will assist the prospective and practicing teacher in developing and implementing career and technical education curriculum and teaching methods in the classroom. Formerly: Vocational Methods I. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize career and technical education teaching methods.
2. Demonstrate an understanding of the different aspects of learning.
3. Demonstrate an understanding of teaching as a profession.

**ED200 INSTRUCTIONAL TECHNOLOGY (3)**

This course will cover the knowledge and skills needed to operate and incorporate instructional technology in the classroom. Students will learn how to use various types of technology including computers, software, assistive devices, audiovisual equipment and other related equipment and materials. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use computers as a teaching tool and resource.
2. Develop computer-based instructional tools.
3. Operate basic technologies that support teaching and learning in the classroom.

**ED201 CREATING AN ONLINE ENVIRONMENT USING MOODLE(3)**

Students will use Moodle – “Modular Object-Oriented Dynamic Learning Environment” – as a supplement to traditional teaching methods in order to manage student learning outcomes. Moodle is a course management system designed to help educators create quality online courses. Moodle is considered Open Source software and runs without modification on Windows, Mac OS X and other systems. Upon completion of this course, students will be able to configure class settings, and set up “side blocks” using Moodle. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create a new user account and complete user profile.
2. Identify basic Moodle screen elements (navigation bar, side blocks, course content area, editing button).
3. Set up “side blocks” for courses, to include the following blocks: people, activities, calendar.
4. Access other blocks in the system, including: Upcoming Events, Search, Administration, Courses, Latest News, Activities, Recent Activity, and Online User.
5. Upload pictures and files.
6. Configure class settings, by setting up activities such as: assignments, chats, choices, forums, glossaries, quizzes, resources, surveys, wikis, workshops, and scroms.
7. Add content, summary, and resources.
8. Add or change discussion boards, journals, tests, quizzes, and online resources.
9. List the steps in instructing students to enter the classroom.

**ED202 CREATING ONLINE LEARNING COMMUNITIES (3)**

Students and teachers must acquire both the knowledge and the technical aspects of how to integrate the Internet into their learning environment. This course will stress the use of the computer and the Internet to establish online learning communities. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

10. Review, modify and manipulate Internet resources to help meet curricular needs.
11. Use major software tools, such as word processing, Internet browsing applications, Internet search engines, and presentation tools.
12. Evaluate software for the classroom.
13. Create an educational website using free template-based software.

**ED210 CAREER AND TECHNICAL EDUCATION METHODS II (3)**

This course is an extension of ED181 and provides students an opportunity to strengthen their skills in career and technical education curriculum development and instructional techniques. Students also prepare and utilize materials and techniques that support students with disabilities and those from diverse cultural and linguistic backgrounds. Formerly Vocational Methods II. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Plan, develop and implement a microteaching lesson plan focusing on a career and technical education area.
2. Demonstrate an understanding of working with students with disabilities and those from diverse cultures and linguistic backgrounds.

**ED220 HUMAN GROWTH & DEVELOPMENT (3)**

This course covers the study of human growth and development from birth to death with special emphasis on the formative and school years of the child. An overview of the interrelationship between physical, emotional, intellectual, and social growth will be presented. Formerly ED170. Course offering: Fall, Spring & Summer.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the social, physical and cognitive development of adolescent and adult learners.
2. Demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
3. Describe the social, physical and cognitive development of school-age learners.

**ED231 INTRODUCTION TO EXCEPTIONAL CHILDREN (3)**

This course provides students with an introduction to exceptionalities, including gifted children and children with disabilities. An overview of all aspects of exceptionality including etiology, legal aspects, observations, and service delivery will be provided. Formerly CD231. Course offering: Spring only. Prerequisites: CD221 or ED220 or permission

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe ways to modify curriculum and provide accommodations for students with disabilities.
2. Demonstrate an understanding and respect for families who have children with disabilities, and develop strategies to empower families.
3. Demonstrate an understanding of the process of referral, screening, and assessment, including knowledge of the roles and responsibilities of primary team members.

**ED240 REGGIO-INSPIRED APPROACH (3)**

The Reggio-Inspired approach is based on students' interest; the teacher takes the role of a facilitator, assisting the students as they develop their projects. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Plan, develop and implement a long-term project in the classroom applying the philosophy of the Reggio-Inspired approach to learning.
2. Evaluate the Reggio-Inspired Approach process.

**ED241 READING STRATEGIES FOR THE CLASSROOM TEACHER (3)**

This course incorporates strategies from the Motherhead® curriculum, and presents methods and activities that strengthen reading and writing skills which will assist the practicing teacher in promoting literacy in the school environment. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate strategies that build literacy skills through storysharing activities.
2. Demonstrate strategies that provide appropriate reading role models through storysharing activities.
3. Share stories with a small group of students implementing Motherhead's® five-step storytelling process.

**ED251 CAREER AND TECHNICAL EDUCATION PHILOSOPHY (3)**

This course examines the history and philosophy of career and technical education. Students will engage in current debates about career and technical education in particular, and the purpose of public education more generally. In addition, this course is designed to help students examine the diverse philosophical views that have affected, and are affecting, educational philosophy in the United States. Students will explore questions about the purposes, ends, and means of education, and assess their own philosophy through readings, discussion, and lectures. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop and articulate an educational philosophy related to career and technical education.
2. Explain the basic theories of the foundations of education.

**ED252 CAREER AND TECHNICAL EDUCATION ASSESSMENT (3)**

This course will provide the practicing teacher with the knowledge of basic principles and methods of assessment, including measurement, test construction and evaluation that can be applied in the career and technical education classroom. Course offering: As needed. This course is equivalent to CEPD390.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Construct and use an instrument to evaluate manipulative performance.



2. Analyze and interpret test results.

### **ED253 ORGANIZATION AND MANAGEMENT OF CAREER AND TECHNICAL EDUCATION/TECHNICAL EDUCATIONAL LABORATORIES (3)**

This course assists students in the development of knowledge and skills necessary to organize and manage career and technical education laboratories. This includes utilizing knowledge of curriculum planning as a basis for development of a model laboratory plan suitable for actual use in the teaching field. This course also offers the student selected classroom and laboratory teaching and management techniques commonly used by career and technical educators. Course offering: As needed. This course is equivalent to CEPD391.

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop a plan, including a realistic budget, to configure a career and technical classroom and training laboratory.
2. Develop related student resources and programs.

### **ED254 CAREER AND TECHNICAL EDUCATION CURRICULUM (3)**

This course examines the development of career and technical education curriculum at the secondary and postsecondary levels. The use of resources and the integration of student organizations and service learning activities are also discussed in relation to developing career and technical education curriculum. Course offering: As needed. This course is equivalent to CEPD392.

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop a course and program career and technical education curriculum using appropriate resources.
2. Evaluate and modify curriculum.

### **ED270 BEHAVIOR MANAGEMENT (3)**

This course provides students with basic knowledge and skills in the area of behavior management including specific techniques which promote and encourage positive behavior while working with children in a variety of settings and situations. Course offering: Fall & Spring only

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills in the area of behavior management.
2. Demonstrate teaching strategies to promote and encourage positive classroom behaviors.
3. Develop various modification plans given different scenarios.

### **ED281 BILINGUAL/BICULTURAL EDUCATION (3)**

This course deals with all aspects of bilingualism and biculturalism. It also prepares students to work with children and families who speak languages other than English and/or who come from different cultural backgrounds. Students will gain knowledge on existing program models for multicultural education and develop awareness and skills in working with young children and their families. Emphasis will be placed in serving children and families from cultural groups found on Guam. Formerly CD281. Course offering: As needed

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate ways of creating a multicultural environment.
2. Demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.
3. Demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

### **ED283 REACHING DIVERSE LEARNERS (1)**

Teachers face many challenges in the classrooms, including meeting the needs of diverse learners. This course targets practicing teachers and provides them with tools to assist them in meeting the needs of diverse learners and their families. Course offering: As needed

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Increase knowledge of practices and skills in meeting the needs of culturally and linguistically diverse learners.
2. Understand nontraditional careers and the use of career assessment tools.
3. Use technology as a resource in meeting the needs of diverse learners.

4. Increase knowledge of practices and skills in meeting the needs of special populations and/or their families, such as those with disabilities, homemakers, single parents, and displaced workers.

**ED292 EDUCATION PRACTICUM (3)**

This practicum experience provides students with the opportunity to demonstrate professional behaviors and document competence while working with students in a variety of school settings under the supervision of a credentialed education. This course requires 120 hours of on-site work experience. Prerequisite: Permission from advisor or Education Department Chairperson. Course offering: Every Semester

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate disposition and skills needed to effectively work with diverse students, including those from different cultural and linguistic backgrounds, and those with special needs.
3. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

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**EE - ELECTRONICS**

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**EE103 ELECTRICITY I: DIRECT CURRENT CIRCUITS (4)**

This is an introductory course covering the fundamentals of electricity. Students are introduced to the basics of Direct Current circuits: atomic structure, charges, electron current, Ohm's Law, DC components, simple series and parallel circuits, Watt's Law, Kerchief's Law and Thevin and Norton equivalent circuits. The course will also cover the use of VOM, soldering and reading simple circuit diagrams. Formerly EE103A & EE103B. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe how to measure voltage, current and resistance on electrical circuits.
2. Identify different types of conducting materials and its electrical properties.
3. Describe and apply Ohm's law formulas in solving electronic and electrical problems.
4. Use electronic and electrical hand tools properly.
5. Perform laboratory experiments in direct current circuits.

**EE104 ELECTRICITY II: ALTERNATING CURRENT CIRCUITS (4)**

This is a continuation of course content introduced in Electricity I. Students learn the fundamentals of Alternating Current circuits: sine waves, coils, capacitors, transformers, motors, AC residential applications, series and parallel AC circuits, tuned circuits and resonance. Students will demonstrate the use of VOM and DVM for making AC measurements, use of an oscilloscope and other AC test instruments. Formerly EE104A and EE104B. Course offering: As needed. Prerequisites: EE103, MA110A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify and describe safety rules as applied to electricity and electronics.
2. Describe how to use laboratory oscilloscope to measure voltage, frequency, and period (time).
3. Illustrate and explain different transformers turn's ratio, voltage ratio, and current ratio.
4. Describe resonance and its effects in electronic communications circuits.
5. Perform laboratory experiments in alternating current circuits.

**EE107 INTRODUCTION TO INSTRUMENTATION (3)**

This is an introductory course in instrumentation that covers typical metered electronic measuring devices used in a wide range of technical and scientific fields. The student will receive a thorough grounding in meter theory, design, and application. Prerequisite: EE112

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate and explain the purpose and use of voltmeters, ammeters, and ohmmeters in measuring voltages, currents and resistances.
2. Illustrate and calculate the meter shunt, resistance multiplier, and the current limiting resistances of a voltmeter, ammeter and ohmmeter.
3. Explain and illustrate the advantages of digital meters over an analog type of meters.

4. List four integrating techniques as applied to digital meters and explain the operation of each.
5. Identify the various oscilloscope controls and illustrate how they are being used to measure average value, RMS or effective value, peak value, peak to peak value, frequency, period, pulse time, pulse repetition frequency, and phase shift of an AC circuits.

**EE112 ELECTRONIC DEVICES (4)**

This is a preparatory course covering the fundamentals of semiconductor devices as applied to electronic circuits. Through lecture and lab work, students will become familiar with basic and advanced semiconductor devices and electronic circuits with an emphasis on electronic troubleshooting. Formerly EE105 & EE106. Course offering: As needed. Prerequisite: EE104

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Design a power supply circuit.
2. Identify each part of a power supply system.
3. Calculate the voltage gain for a transistor amplifier circuit.

**EE116 DIGITAL TECHNOLOGY (4)**

This course provides an introduction to digital techniques, semiconductor devices for digital integrated circuits, Boolean Algebra, flip-flop registers, sequential logic circuits, counters, clocks, shift registers, combination logic circuits, digital design and applications. Course offering: As needed. Prerequisites: EE104, EE112

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Design a simple counter circuit.
2. Simplify logic circuits using k-map.
3. Identify different types of logic circuits.

**EE211 IT ESSENTIALS I (4)**

IT Essentials I presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities in the lab, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for CompTIA's A+ certification. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the internal components of a computer.
2. Assemble a computer system.
3. Install an Operating System.
4. Troubleshoot using system tools and diagnostic software.

**EE215 IT ESSENTIALS II (3)**

IT Essentials II helps students prepare for the CompTIA A+ Practical Application exam, which builds on the CompTIA A+ Essentials knowledge and skills, with more of a hands-on orientation and scenarios in which troubleshooting and tools must be applied to resolve problems. Course offering: As needed. Prerequisite: EE211

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Upgrade laptop components based on customer needs.
2. Perform preventive maintenance and troubleshooting on components of a printer/scanner.
3. Install a network; upgrade components based on customer needs and perform preventive maintenance and advanced trouble shooting.

**EE242 PRINCIPLES OF VOICE AND DATA CABLING (2)**

This course is designed for students interested in the physical aspects of voice and data network cabling and installation. This course stresses documentation, design, installation, laboratory safety, as well as working effectively in group environments. Students will become familiar with cabling issues related to data and voice connectivity, media and transmission practices, and cabling customer support. This course provides an overview of cabling and networking industry standards as well as emerging cabling technologies. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Design basic network infrastructure systems.
2. Install, terminate, and test network cabling systems.
3. Define standards and codes pertaining to the IT field.
4. Pass the National Certification Exam (Data Cabling Installer Certification), sponsored by Electronics Technicians Association (ETA).

**EE243 FIBER OPTICS INSTALLATION (3)**

This course is designed for personnel who work with fiber optic cables or individuals who want a working knowledge of fiber optics. Students in this course will learn how to splice, terminate, and test fiber optics cables/systems. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Install, terminate, and splice fiber optic cables.
2. Troubleshoot and repair fiber optic cables.
3. Use test equipments for troubleshooting (light source & power meter, optical time domain, reflectometer, & visible light source).

**EE265 COMPUTER NETWORKING I (4)**

This basic networking course begins to prepare students for configuration of networks using routers, switches, and hubs. Students will learn network topologies, OSI model, IP addressing, subnetting, routing protocols, Local Area Network (LAN) design, and network management. Students will also perform extensive 30 hours lab work that simulates real-world networking. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize the devices and services that are used to support communications across an Internetwork.
2. Design, calculate, and apply subnet masks and addresses to fulfill given requirements.

**EE266 COMPUTER NETWORKING II (4)**

Computer (Cisco) Networking II starts with a brief LAN overview covered in Computer (CISCO) Networking I and continues to Wide Area Networks (WAN) Topics of Networking II include: Network layer, Cisco IOS (Internet Work Operating System) software user interface, display router configuration information, router start up and setup configuration, sources for Cisco IOS software, TCP/IP, configuring router interfaces with IP, and routing protocols (RIP and IGRP). Course offering: Every 8 Weeks, based on industry demand. Prerequisite: EE265

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
2. Describe the Open systems Interconnect (OSI) model and the process of encapsulation.

**EE267 COMPUTER NETWORKING III (4)**

Computer Networking III provides a foundation in LAN design and implementation. This course will prepare you for the next step in Internetworking which is Wide Area Networks. Topics include Spanning Tree Protocol, Virtual LANs, an in depth look at Ethernet technology, configuring Cisco routers to support Novell networks, and designing access lists for security and traffic control. Course offering: As needed. Prerequisite: EE266

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Configure a switch with VLANs and inter-switch communication.
2. Implement access lists to permit or deny specified traffic.
3. Configure routing protocols on Cisco devices.

**EE268      COMPUTER NETWORKING IV (4)**

This covers the fundamentals of Wide Area Networking (WAN). Topics include common Wide Area Network technologies, WAN frame encapsulating formats, WAN link options, WAN design including core, distribution, and access layers, traffic patterns, server placement, and router configuration: PPP, ISDN, and frame relay. Course offering: As needed. Prerequisite: EE267

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Design a simple Internetwork using Cisco technology.
2. Design an IP addressing scheme to meet LAN requirements.
3. Install and configure a prototype Internetwork.

**EE271      ADVANCED COMPUTER NETWORKING I (4)**

This course is the first course in the Cisco Certified Networking Professional (CCNP) curriculum. This course will cover the configuration of Cisco routers for operation in large or growing multiprotocol Internet works. This course includes lectures and labs that focus primarily on scalable technologies and the Cisco IOS software features that are most useful in building large or growing Internet works. These features that are most useful in building large or growing Internet works. These features include scalable routing protocols such as Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Intermediate System to Intermediate System (IS-IS), Border Gateway Protocol (BGP), Variable Length Subnet Mask (VLSM), Classless Inter Domain Routing (CIDR), route redistribution, and route summarization. Course offering: Fall only. Prerequisites: EE268 or CCNA Certification

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Implement EIGRP and OSPF in an enterprise network.
2. Implement BGP to allow an enterprise network to connect to an ISP.
3. Implement IPv6 in an enterprise network.

**EE275      ADVANCED COMPUTER NETWORKING III (4)**

CCNP 3: Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 3 introduces students about the deployment of the state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multiplayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments. Course offering: As needed. Prerequisites: EE268 or CCNA certification

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Implement, monitor, and maintain switching in an enterprise campus network.
2. Implement VLANs in campus networks.
3. Configure and optimize the Hot Standby Routing Protocol (HSRP) on switches.

**EE280      NETWORK SECURITY I (4)**

Cisco Certified Network Associate (CCNA) Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. CCNA Security is a blended curriculum with both online and classroom learning. The course covers theory and practice of computer security, focusing in particular on the security aspects of the web and Internet. It surveys cryptographic tools used to provide security, such as shared key encryption (Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), RC-4/5/6, etc.); public key encryption, key exchange, and digital signature (Diffie-Hellmann, Rivest, Shamir and Adleman (RSA), Digital Signature Standard (DSS), etc.). Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Secure network device access.
2. Mitigate threats to networks using access-lists (ACLs).
3. Implement the Cisco Internet Operating System (IOS) firewall feature set.

**EE283      NETWORK SECURITY + (3)**

This course is targeted toward an Information Technology (IT) professional with the recommendation that he/she has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS/2, who wants to: further a career in IT by acquiring a foundational knowledge of security

topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify fundamental concepts of computer security.
2. Identify security threats.
3. Secure network communications.
4. Monitor the security infrastructure.

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**EM - ELECTRO MECHANICAL**

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**EM112 NATIONAL ELECTRICAL CODE (3)**

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems. Formerly EM092. Course offering: As needed. Prerequisite: EM111

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Correctly reference information using the National Electric Code in various electrical appliances.
2. Identify faulty installations based on the National Electric Code.
3. Select the proper codes to apply to residential or commercial applications.

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**EMS - EMERGENCY MEDICAL SERVICE**

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**EMS103 EMERGENCY MEDICAL TECHNICIAN (EMT) - BASIC (7)**

This course is designed for ambulance service members and others who need to be trained to the level of EMT Basic. Students will learn how to provide quality emergency care to victims of accidents and illness, recognize the nature and seriousness of the patient's condition, assess the patient's requirements for emergency care, and administer appropriate emergency care to stabilize the patient's condition. Permission of instructor or advisor is required. Formerly CJ103. Course offering: As needed. Prerequisite: 18 years old

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize all types of emergencies.
2. Demonstrate skills needed to provide emergency care to victims.
3. Determine the extent of a patient's condition and assess requirements for care.

**EMS109 EMERGENCY MEDICAL TECHNICIAN - REFRESHER (3)**

This course is a refresher for qualified EMT's who must update their training and must re-certify every two (2) years. The course involves review and updating of the materials presented in EMS 103. Formerly CJ109. Course offering: As needed. Prerequisite: 18 years old, EMS103

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain various types of emergencies.
2. Demonstrate knowledge and skills needed to care for victims in emergencies.
3. Demonstrate most current practices of Emergency Medical Technicians.

**EMS170 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE I (7)**

This course is the first of two modules of EMT-Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Can be repeated for credit. Formerly CJ170. Course offering: CJ Academy only. Prerequisite: 18 years old, Valid EMT-Basic Certification from Guam or the NREMT

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the roles and responsibilities of an Intermediate Emergency Medical Technician.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an intermediate level.

**EMS175 EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE II (7)**

This course is the second of two modules of EMT Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Formerly CJ175. Course offering: As needed. Prerequisite: 18 years old

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain various types of emergencies and care needed at an advanced level.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an advanced level.

**EMS176 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE REVIEW (3)**

This course is designed to maintain EMT-Intermediate's proficiency and certification. Students will review essential components of the National Standard Curriculum for EMT Intermediates and will also be presented with additional EMT-Intermediate knowledge and skills pertaining specifically to Guam's EMS system. Course offering: As needed. Prerequisite: 18 years old, Valid EMT-Intermediate certification from either Guam or the NREMT, EMS175

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of the National Standard Curriculum for EMT Intermediates.
2. Demonstrate knowledge and skills needed for the local EMS system.
3. Acquire nationally recognized EMT certification.

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**EN - ENGLISH**

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**EN066 READING WORKSHOP (3)**

This course is designed to develop and improve the student's current reading skill level as determined by the Comprehensive Adult Student Assessment System (CASAS) pre-test reading scale score for Adult Basic Education. This course provides adult students with an opportunity to develop and improve their reading skills. Relevant individualized instruction provides reading activities to enable students to become empowered, competent, critical, and reflective in their reading. At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Student scoring 246 or above in the CASAS Reading scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and can be awarded a CR grade for the course. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an increase in reading skills.
2. Demonstrate an understanding of reading as a process.
3. Apply reading skills in a lifelong-learning context.

**EN067 WRITING WORKSHOP (3)**

This course provides adult students with the opportunity to improve their writing skills. Relevant individualized instruction provides writing activities to enable students to become empowered, competent writers. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate that writing is a progressive activity.
2. Utilize the components of the writing process to improve individualized skill levels.
3. Use basic skills in organizing an effective message.
4. Gain self-confidence in expressing ideas to others.
5. Apply writing skills in a variety of individual, group, organizational, and related social settings.

**EN081 LITERATURE SURVEY (3)**

This course is designed to familiarize the student with a selection of writings by noted authors of the shorter genre of Literature: the short story, poetry, the essay, and short dramatic selections. Areas of instruction include the structure of and literary elements contained in these genre, reading comprehension, vocabulary development, and Literature-based composition. Course offering: As needed. Prerequisites: The student must have successfully completed Junior English (second semester), or be recommended to the class by a counselor or a Language Arts teacher

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Differentiate between literary forms to include a short story, play, lyric poem, personal narrative, and essay.
2. Identify plot, character, point of view, setting, mood, irony and satire, and theme.
3. Demonstrate information gathering skills and composition skills.

**EN091 FUNDAMENTALS OF COMMUNICATION (3)**

This course is a study of communication and speech, and introduces students to the ongoing, everchanging process of communication. This course will focus on the basic channels of communication, the principles of interpersonal communication, communication within groups, and the process of preparing and delivering speech presentations. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply oral communication skills and participate in the communication process.
2. Demonstrate effective listening and nonverbal skills.
3. Develop and present speeches for a variety of purposes.

**EN100B FUNDAMENTALS OF ENGLISH-BASIC (4)**

This course is designed to meet the needs of those students scoring between 15-37 on the reading section of the placement test who need developmental work in basic English skills. ( main emphasis is on reading) prior to entry into Fundamentals of English/Reading (EN100R). Student will work on an individualized basis with the assistance of instructor to increase and improve reading ability. Course offering: As needed. Prerequisite: Score between 15-37 on the currently utilized College placement test (COMPASS) .

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate growth in vocabulary level
2. Improve in comprehension level.
3. Show a more positive attitude toward reading.
4. Understand the basics of the "reading process."

**EN100R FUNDAMENTALS OF ENGLISH/READING (3)**

This course is designed to meet the needs of those students requiring additional reading skill development. Students scoring 38 - 67 on the COMPASS placement test are required to enroll in this course, EN100R. If student scores between 38-47, student is required to enroll in this course only. If student scores between 48-67 on the COMPASS placement test, student may choose to enroll in both this course (EN100R) and EN100W. It is the recommendation of the English Department that student first completes the reading requirement. Course offering: As needed. Prerequisite: EN100B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate growth in vocabulary and comprehension levels.
2. Demonstrate an improved attitude toward reading.
3. Demonstrate a clear understanding and extensive practice of the "reading process".

**EN100W FUNDAMENTALS OF ENGLISH-WRITING (3)**

Students work toward improving their writing skills in this course. Instruction is individualized to meet each student's level of ability. EN100W incorporates the writing process approach, providing time and opportunities for writers in student instructor/student-student conferencing process. Students with a composition score below PASS are placed in EN100W. Course offering: As needed. Prerequisites: Students scoring above 35 on the reading section of the currently utilized placement test and 4, 3, or 2, on the composition sample or UOG placement test, EN100R

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate improvement in their overall writing abilities.
2. Demonstrate a clear understanding and extensive practice of the "writing process."
3. Utilize word processing applications to facilitate the writing process.



**EN110 FRESHMAN COMPOSITION (3)**

Emphasizing critical reading, writing, and thinking, this course focuses on communicating clearly and effectively, using standard written English in an academic setting, as well as in other communities. Students will practice exploring ideas, conveying information, and adopting a persuasive stance in writing. They will demonstrate logical reasoning, adequate factual support, clarity, organization, and appropriate language choices in their writing. Course offering: As needed. Prerequisite: Placement into EN110 or successful passing of EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Employ the writing process (invention, drafting, revising) and writing strategies.
2. Demonstrate understanding of the connection between reading and writing.
3. Identify and apply the connection between an author's purpose, audience, and strategies.
4. Compose essays using prose patterns in narration and description, exposition, cause and effect, and argument and persuasion.
5. Identify and apply critical thinking skills.

**EN111 WRITING FOR RESEARCH (3)**

This course is a continuation of EN110. Emphasis is placed on accuracy of information, meticulous observance of format, and clarity and effectiveness in written English. Students will develop critical reading skills and learn the techniques of both primary and secondary research. Prerequisite: Students must complete EN110 with a "C" or better before enrolling in this course

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Generate a focused and mature thesis.
2. Engage in primary and secondary research.
3. Report, analyze, argue, paraphrase and summarize.
4. Coherently synthesize information from multiple sources.
5. Evaluate sources intelligently and apply proper documentation.

**EN125 INTRODUCTION TO SPEECH (3)**

This course surveys speech communication theories, concepts and skills existing in interpersonal, intercultural, small group, and organizational interactions, as well as oral public presentations. This course offers a combination of humanistic and pragmatic approaches to understanding and evaluating communication. A significant portion of the course covers the preparation and presentation of oral assignments (speeches). Course offering: As needed. Prerequisite: Placement into EN110 or successful passing of EN100R/W.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate listening and information gathering skills.
2. Explain the differences in cultural communication patterns.
3. Apply oral communication skills through actual applications.
4. Develop and deliver speeches for a variety of purposes.

**EN194 TECHNICAL REPORT WRITING (3)**

This course prepares students to write for business, industry, and professions. Students will engage in the writing and speaking process and will develop examples of technical "products" including letters, memos, formal reports, interviews, and oral presentations. Course offering: As needed. Prerequisite: EN110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Communicate effectively in written form for specific situations.
2. Communicate effectively in written form for a definite purpose.
3. Communicate effectively in written form to enable the reader to react.

**EN210 INTRODUCTION TO LITERATURE (3)**

This course is designed to familiarize students with the major division of literature: poetry, prose, and drama. Students will develop an understanding of and appreciation for literary elements. Special attention will be given to literary criticism. Course offering: Fall & Spring only. Prerequisite: Students must complete EN110 with a "C" or better before enrolling in this course

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Analyze critically acclaimed poetry, fiction, and drama from diverse cultures.
2. Recognize and employ terminology for discussing literature.
3. Demonstrate an understanding of drama through analysis and the performance of plays.
4. Analyze film as literature.
5. Identify different approaches to literary criticism.

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**FS - FIRE SCIENCE TECHNOLOGY**

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**FS100 INTRODUCTION TO FIRE PROTECTION (3)**

This course covers the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies, survey of professional fire protection career opportunities. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify career opportunities in the fire science field.
2. Research and examine local, state and federal fire protection agencies.
3. Discuss the philosophy and history of fire protection.

**FS101 INTRODUCTION TO FIRE SUPPRESSION (3)**

This course is a study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction, inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain strategies for effective fire protection.
2. Identify inspection techniques used in fire protection careers.
3. Identify various types of building structures and explain the importance of basic fire resistance requirements.

**FS102 FIRE SERVICE ON GUAM (3)**

A study of the topographical layout of Guam and the techniques and methods used in grassland fire fighting will be explored. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize and identify key features of the topographical layout of Guam.
2. Integrate knowledge of the topographical layout of Guam to gain maximum advantage when fire fighting.
3. Properly apply the techniques and methods used for grassland fire fighting.

**FS103 FIRE OPERATIONS I (6)**

Course emphasis is on understanding the principles and application/operation/procedures of fire behavior, fire extinguishers, fire extinguishments, tools and equipment that a firefighter must use. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required, FS100, FS101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe and demonstrate the use, application, care and maintenance of personal protective equipment (PPE).
2. Understand the concepts & techniques of various fire ground operations to include rescue, ventilation, and forcible entry.
3. Identify and demonstrate the use and application of fire service tools and equipment to include fire service tools, ropes and knots, and various ground ladders.

**FS104 FIRE OPERATIONS II (3)**

The focus of this course is on the practical application of the theories, techniques and methods of basic fire fighting learned in FS103. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisites: FS103 and permission from the instructor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the proper use and care of personal protective equipment.
2. Understand the safety requirements of fire ground operations and training.
3. Demonstrate the use of fire hose lays, streams, and water supply to include fire apparatus implementation.
4. Demonstrate the use of fire service tools and equipment to include fire ground ladders.

**FS105 FIRE PREVENTION (3)**

A study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction; inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the authority to inspect, responsibilities of the fire inspector, the types of organizational structures that may affect inspection activities and public education.
2. List the steps involved to prepare for inspection and inspection procedures and the purpose of follow up inspections.
3. List and explain the different types of occupancy classifications and the different components of the means of egress.
4. List and describe the different types of fire protection systems, and list the components of an effective water distribution system.

**FS107 REPORT WRITING FOR THE FIRE SERVICE (3)**

Emphasis on principle and techniques of report writing; methods of writing the basic who, what, when, where, why and how; and procedures of gathering information and developing various types of reports. Study is designed to produce proficiency in report writing and to reinforce and expand skills previously acquired. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand the importance of accurate report writing and record keeping.
2. Understand the standards and formats of basic fire service report forms.
3. Properly complete required reports relative to fire and other emergency incidents.
4. Develop administrative reports, memorandums, and correspondence related to the fire service organization.

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**HI - HISTORY**

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**HI121 HISTORY OF WORLD CIVILIZATION I (3)**

Students will explore the most important aspects of world civilizations from pre-historic time to 1500 A.D. from the Fertile Crescent to the medieval feudal states. Students will study the birth of ancient peoples and societies. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with world civilizations.
2. Explain the development and evolution of ancient people and societies.
3. Develop an appreciation of world civilizations from pre-historic to 1500 A.D. from the Fertile Crescent to the medieval feudal states.

**HI122 HISTORY OF WORLD CIVILIZATION II (3)**

The course plots civilizations from the 1500's to the modern era. Students will examine a variety of historic experiences, discoveries, and inventions as well as the cultural, political, and economic forces that have shaped modern society. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with world civilizations.
2. Apply principles and theories to major events related to world civilizations.
3. Develop an appreciation of world civilizations from the 1500's to modern day period.

**HI176 GUAM HISTORY (3)**

Guam History covers the ancient settlement period prior to Ferdinand Magellan's arrival in 1521 up to the modern United States military buildup on Guam. The Spanish, Japanese and United States administration periods and development of self-rule will be discussed and analyzed. This course is designed to inform those interested about the diverse influences that have contributed to the culture and history of Guam. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of Guam history.
2. Respect Chamoru culture and values.
3. Appreciate the qualities that make Guam unique.

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**HL - ALLIED HEALTH**

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**HL120 MEDICAL TERMINOLOGY (2)**

This course provides students with the elements of medical terminology. The study includes origins of medical terminology, word building system, specific terminology for all systems of the human body, and terminology related or applicable to specialty areas in medical and selected paramedical fields. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of medical terms.
2. Define 350 medical words and elements.
3. Define medical abbreviations and symbols.

**HL130 FIRST AID & SAFETY (1)**

This course provides students with the basic knowledge and skills necessary in an emergency to call for assistance and provide standard first aid care, including CPR. This course also includes information on the prevention of injury and illness with a focus on personal safety. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills of first aid and safety including cardiopulmonary resuscitation (CPR).
2. Explain the Chain of Survival according to the American Red Cross.

**HL131 BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS (1)**

This course is designed for healthcare professionals, including medical assistants, nursing assistants, practical nurses, and a wide variety of persons working in the healthcare industry. Basic Life Support for Healthcare Providers provide students with the knowledge and skills necessary in an emergency such as rescue breathing and cardiopulmonary resuscitations (CPR). Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills of cardiopulmonary resuscitation for adult, child and infant.
2. Demonstrate the appropriate use of automated external defibrillator.
3. Identify the warning signs for life threatening conditions such as stroke and heart attack.
4. Identify and describe the Chain of Survival according to the American Heart Association.

**HL140 INTRODUCTION TO CLINICAL LABORATORY (2)**

This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique. Course offering: Spring only. Prerequisites: HL120, HL130, MS101, SI130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate use of basic to moderate lab equipment.

2. Demonstrate competence in obtaining specimens of blood and other body fluids.
3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.
4. Describe quality control in the clinical lab.

**HL150 STUDY OF DISEASES (3)**

This course provides the basic concepts and characteristics of disease processes, which include disease description, etiology, signs and symptoms, diagnosis, treatment, prognosis, and prevention and terminology pertaining to injuries and disease process. Formerly HL152. Course offering: As needed. Prerequisites: EN110, HL120, SI130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the etiology of the more commonly encountered diseases and identify their methods of prevention, control and treatment.
2. Identify signs and symptoms of common diseases.
3. Demonstrate proficiency in defining medical terminology as related to diseases.

**HL160 INTRODUCTION TO PHARMACOLOGY (1)**

This course provides students with the scope of pharmacology including definitions, classifications, common drugs within each classification, drugs, commonly used in prevention, diagnosis, and treatment of disease (action, side effects, related responsibilities), major factors which affect drug action, abbreviations, and symbols related to drug administration, drug standards and legislation, and references for drug information. Course offering: Summer only. Prerequisite: SI130, HL150, HL152. Corequisites: HL161, HL162

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify major drug classifications and common drugs within the group.
2. Identify drugs commonly used in the prevention, diagnosis and treatment and treatment of diseases.
3. Recognize major factors affecting drug actions.
4. Identify standards of legislations as they apply to drugs and their administration.

**HL161 PHARMACOLOGICAL TREATMENT OF DISEASE (1)**

This course is a survey of medications commonly used in the prevention, diagnosis, and treatment of diseases, with discussion of pharmacological action, side effects and related responsibilities. Course offering: Summer only. Prerequisites: HL150, SI130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify specification, side effects, and responsibilities related to use of all pharmaceuticals studied.
2. Demonstrate proficiency in using the Physician's Desk Reference (PDR).

**HL162 ADMINISTRATION OF MEDICATIONS (1)**

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations. Course offering: Summer only. Prerequisites: HL150, SI130, HL152. Corequisites: HL160, HL161

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

**HL202 NUTRITION (3)**

This course provides students with the basics of nutrition, with emphasis on food preparation, food safety, and recipe modification to meet specific body needs. The course also covers the relationship between nutrition and health and the importance of combining good diet with regular exercise in order to promote healthy lifestyles. Formerly HS202. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify and recognize the major food groups and importance of each group.
2. Recognize factors in formulating good sources of nutrients.

3. Demonstrate the correlation among health, nutrition, and food safety.
4. Identify and recognize the Food and Drug Administration (FDA) guidelines for food and nutrition.
5. Illustrate the impact of health and exercise in human body and lifestyle.
6. Design and tailor different diets to suit needs, requirements and diagnosis.

### **HL252 PATHOPHYSIOLOGY (3)**

This course is a clinical case study approach to the study of underlying principles, manifestations and clinical implications of disease processes and alterations of function in body systems in all groups. Course offering: Spring only. Prerequisites: HL120, SI130

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the basic concepts of pathophysiology.
2. Discuss clinical implications of the disease process and alterations in body function and systems across the lifespan.

## **HS - HOSPITALITY**

### **HS140 MENU PLANNING (3)**

This course is designed to give students an understanding of menu planning, its qualities and importance in a food operation. Students will learn how to write, plan, and adjust menus for a variety of food service operations as well as different meals. Course offering: Spring only

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethic required of them in the field of Culinary Arts.
2. Demonstrate knowledge in culinary terms, methods, and application.
3. Interpret the fundamentals of food service as it applies to the work of a Culinarian.

### **HS145 CULINARY MATH (3)**

This course provides the student with the understanding of the basic math concepts required of being a successful professional in the food service industry. This course is reserved exclusively for declared Associate of Arts in Culinary Arts students and Apprentices and meets the General Education Math requirement for the degree. Course offering: As needed. Prerequisite: MA095

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Convert units of measure of volume or weight.
2. Calculate yield percentages for food recipes.
3. Calculate kitchen ratios.
4. Calculate various costs including, As Purchased Cost Vs Edible Portion Cost.

### **HS150 WELCOME TO HOSPITALITY (3)**

This course explores the fascinating worlds of lodging, foodservice, meeting planning, travel and tourism, and the related businesses that make up the hospitality industry. This course identifies the latest trends found throughout the industry, and addresses what the industry is doing to adapt to modern technology. Course offering: As needed

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe all facets and segments of tourism and hospitality industry.
2. Identify career opportunities in the tourism and hospitality industry.
3. Explain how tourism and hospitality segments work together to achieve objectives and goals.

### **HS152 CUSTOMER SERVICE (3)**

This course is designed to examine, challenge and refine the principles of guest service management in various service organizations. Students will gain an understanding of "service products" and apply the tools to deliver these services and use these concepts in their own work experiences. Course offering: As needed

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the accepted protocol for answering the telephone within 10 seconds; 1) Greet the caller b) Name the location c) Identify self d) Offer help.
2. Assess the customer's wants and needs through the use of demographics and other database information.
3. Apply the steps to take a negative customer encounter and turn it into a positive customer service experience using a checklist a minimum of three (3) times.

**HS153 DESTINATION GEOGRAPHY (3)**

This course is intended to introduce World Geography to students to help develop research skills and understand the reason why travel destinations are selected. The course will highlight regions and/or countries. Formerly HS143. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry with the use of industry accepted methods.
2. Demonstrate knowledge in researching, planning, and selling a destination by creating a travel itinerary with the required components.
3. Create and present a destination with a wide range of knowledge spotlighting the travel and tour activities found at that location.

**HS155 BASIC HOTEL & RESTAURANT ACCOUNTING (3)**

This course is designed to prepare students to understand the financial reporting procedures of Hotel and Restaurant Accounting. Students who successfully complete this course will be better prepared to prepare financial reports and participate in the bookkeeping practices of the hospitality industry. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Define and describe bookkeeping and double entry accounting and identify common bookkeeping accounting tools.
2. Describe the income statement, identify the accounts used to prepare an income statement, define the revenue classification, and explain when a sale is recognized.
3. Describe the income statements and accounting procedures for full service and fast food restaurants in accordance with the uniform system of accounts for the lodging industry.
4. Discuss all budgeting and forecasting related competencies.

**HS158 INTRO TO MEETINGS, INCENTIVES, CONFERENCES, AND EXHIBITIONS (MICE) (3)**

This course provides a broad overview of the Meetings, Incentives, Conferences, and Exhibitions (MICE) segment of the travel, tourism and hospitality industry. The course will cover a wide range of topics that include the basics in meeting planning, event organizing, and conference and exhibition set up. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.
2. Demonstrate basic skills and knowledge in the successful planning of a MICE.
3. Explain career opportunities within the MICE industry.

**HS160 HOSPITALITY SUPERVISION (3)**

This course provides hospitality students with proven ways to get maximum results by directing and leading. They will be prepared to juggle the expectations of management, guests, employees, and governmental agencies. In addition, students will be able to develop creative strategies for effectively managing change and resolve conflicts. Course offering: As needed. Prerequisite: HS150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify characteristics of a successful supervisor, and describe the general functions of a supervisor.
2. Identify and describe methods used to ensure high quality and productivity.
3. Describe workplace safety and health problems, including their benefit and the supervisor's role in them.
4. Explain how supervisors can initiate conflict resolution, respond to a conflict, and mediate conflict resolution.
5. Propose feasible strategies to manage a hospitality department efficiently and effectively.

**HS203A FOOD SAFETY & SANITATION (SERVESAFE®) (1)**

This course provides the students with the knowledge and skills to obtain the National Restaurant Association Education Foundation, ServSafe® Food Protection Manager Certification. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify food that is most likely to become unsafe, known as temperature control for safety (TCS) foods.
2. Identify the factors that affect the growth of food-borne bacteria in TCS foods.
3. Demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
4. Identify how active managerial control can impact food safety.

**HS203B FOOD SAFETY & SANITATION (HACCP) (2)**

This course provides students with the knowledge and skills, through “hands-on” experience to develop and implement a Sanitation Risk Management (SRM) Program using the Hazard Analysis Critical Control Point (HACCP) method. Course offering: As needed. Prerequisite: Completion of HS203A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the benefits of a food safety risk management program.
2. Explain why the temperature danger zone (TDZ) is important to food safety.
3. Identify the seven HACCP Principles and ten Critical Control Points.
4. Develop a SRM using the HACCP method.

**HS206 PRINCIPLES OF MIXOLOGY AND BEVERAGE MANAGEMENT (3)**

Students will acquire knowledge of the history of alcoholic and non-alcoholic beverages, beer, wines, and spirits that have made the beverage industry a popular field within Food and Beverage operations. Applied hands-on tasks will allow the student to learn effective and efficient mixology techniques and management procedures. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe and evaluate the effectiveness of front office (a) procedures, (b) operations, (c) human resource management, and (d) management.
2. Explain the history of popular beverages.
3. Demonstrate effective mixology techniques.

**HS208 FOOD & BEVERAGE SERVICE (3)**

The purpose of this course is to prepare the students with the practical attitude, knowledge, and skills to become effective and successful supervisors and managers in food and beverage operations. The emphasis will be on service management, leadership skills development, menu development and management of different restaurant styles and procedures. Course offering: Fall only. Prerequisite: HS150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.
2. Identify causes, assess potential solutions, and formulate a plan of action to address all negative moment of truth encountered by guests.
3. Develop an appropriate sequence of service for various food and beverage establishments.
4. Prepare a three day training program and outline training objectives for a fine dining restaurant.
5. Demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.
6. Evaluate if a food and beverage establishment's service procedure is properly implemented and managed.

**HS211 FRONT OFFICE MANAGEMENT (3)**

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to checkout and settlement. This course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources



management. Front office procedures and management are placed within the context of the overall operation of a hotel. Course offering: As needed. Prerequisite: HS150

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe and evaluate the effectiveness of various front offices.
2. Explain procedures, operations, and management of the front office to include human resource management.

**HS215 HOUSEKEEPING MANAGEMENT (3)**

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Course offering: As needed. Prerequisite: HS150, HS160 or instructor's permission

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify, describe and evaluate elements needed for effective housekeeping operations and management.
2. Explain the systematic approach to managing housekeeping operations.

**HS217 HOTEL SECURITY MANAGEMENT (3)**

Because security is such a vital issue in today's hospitality industry, students must be prepared to tackle challenges of safety and security. This course will present proven strategies that protect employees and guests and help prevent potential lawsuits and deal with post-9/11 concerns. Course offering: Spring, Even Years. Prerequisite: HS150. Co-requisite: HL130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the key issues in developing and setting up a security program.
2. Discuss techniques that promote hotel safety and security.

**HS219 TRAINING & DEVELOPMENT IN THE HOSPITALITY INDUSTRY (3)**

This course provides a comprehensive overview of hospitality training and development by addressing how to assess and analyze training needs, design, implement, and evaluate training programs. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify and describe required techniques and knowledge to manage hospitality industry human resource efficiently and effectively.
2. Design and evaluate various training programs.

**HS222 FOOD & BEVERAGE COST CONTROL (3)**

This course presents the procedures and techniques to help practicing hospitality managers and students understand the complexities of controlling the primary resources, products, labor, and revenue in food and beverage operations. Course offering: As needed. Prerequisite: MA110A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe essential attitude, knowledge and skills needed to become efficient and effective food and beverage cost controller.
2. Develop food and beverage standards for various food and beverage establishments.
3. Formulate effective revenue control systems.
4. Design effective labor cost control systems.
5. Calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.
6. Evaluate if a food and beverage establishment's food and beverage cost control function, systems and procedures are properly implemented and managed.

**HS237 PRINCIPLES OF EUROPEAN CUISINE (3)**

Students are introduced to the preparation of European Cuisine in the traditional ways. The emphasis is on French or Classical Cuisine, terminology and sauces; Mediterranean cuisines are also introduced. Course offering: As needed. Prerequisite: HS203

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethic required to use practical recipes in the preparation of European Cuisine in the traditional ways.
2. Perform skills and tasks associated with the culinary field of European cuisine through skill development and the details of preparation associated with the demands that Escoffier has established in a professional kitchen.
3. Interpret the fundamentals of Escoffier to prepare and adapt new ideas of food service, as emphasis will be placed on classical cuisine, and presentation of the different varieties foods from the regions of Europe and the Mediterranean.

**HS238 GARDE MANGER/COLD FOOD PANTRY (4)**

An introduction into the preparation of cold entrees, salads, pates, aspics, and terrines. Carving of fruits and vegetables and the techniques of platter design and presentations prepare the student for buffet presentations and culinary competitions. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethic using practical recipes in garde manger for the production of cold food preparations, salads, dressings, appetizers and hors d'oeuvres for impressive plate presentations that incorporate techniques that utilize the tools that are needed in garde manger.
2. Perform skills and tasks associated in garde manger through skill development and application of techniques under pressures associated with the demands in a professional garde manger kitchen
3. Interpret the fundamentals of garde manger; emphasis will be placed on the preparation and presentation of the different varieties of cold food preparations, salads, dressings, appetizers and hors d'oeuvres, and application of the importance of Mise en place and culinary terms used in Garde Manger.

**HS244 BAKING AND BREADS (4)**

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS245, HS248

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of the 12 steps in the baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling.
2. Discuss the importance of starters, structure builders, tenderizers, moisteners, and driers used in bread making.
3. Demonstrate the production of flat breads, yeast breads & straight dough's, yeasted pre-ferments, levain breads, sourdough breads, braiding techniques and decorative breads using various methods.

**HS245 FOOD PRODUCTION PRINCIPLES (4)**

Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed. Formerly HS117 & HS118. Course offering: Spring only. Prerequisite: HS203

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss the different types of jobs related to the culinary industry.
2. Demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manner.
3. Understand the importance of keeping the kitchen clean, proper chemical use and proper cooking techniques.

**HS246 BUFFET SERVICE / CATERING (3)**

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS245, HS248

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Write a theme buffet menu, cost the menu, prepare the menu, serve the menu, clean up after the menu and submit an event closing report.
2. Evaluate problems that can arise in the kitchen and make appropriate decisions on how to resolve such problems.
3. Lead a team of cooks through production and service professionally and in a timely manner.

**HS247 INTERNATIONAL CUISINE (4)**

This course is a study of Japanese, Italian, Spanish, French, Chinese, Indian, Mexican, Thai, Vietnamese, Pacific Rim, and Moroccan cuisines and overview of the history, culture and foods of these countries and how they have influenced the culture and cuisine of the Continental United States and the international community. Emphasis will be placed on culinary traditions, artistry and special uses of unusual fruits, vegetables, spices, herbs and other cooking ingredients commonly used in Asian, Pacific-Rim Cuisine. Course offering: As needed. Prerequisites: HS203, HS237, HS238, HS245, HS246, HS248

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss the cultural importance and the ingredients used in the countries studied.
2. Demonstrate the cooking techniques used in Asian cuisines and understand why they are used.
3. Demonstrate an understanding of the importance of the foods used and eaten in Asian cultures.

**HS248 PATISSIER - FUNDAMENTALS OF PATISSERIE (4)**

The production of cakes, puff pastries, creams, and soufflés are the results of the application of techniques and skills gained through the study of this course. Emphasis will be placed on the preparation and presentation of petit fours and cakes. Course offering: As needed. Prerequisites: HS237, HS245

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethic using practical recipes in the pastry kitchen Patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations that incorporates techniques that utilize the tools needed to produce pastries.
2. Perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques under pressures associated with the demands in a professional pastry production kitchen.
3. Interpret the fundamentals of Patisserie food service, as emphasis will be placed on the preparation and presentation of the different varieties of pastries.

**HS249 ADVANCED FOOD PREPARATION (4)**

This course is a continuation of the Food Production Principles class HS245 – further skill development, techniques and presentations. Based on contemporary North American Cuisine, this course will help students to prepare for their careers and to help professional cooks advance in their careers in the culinary arts as practiced today in the top-quality food service operations. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethic using practical recipes in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations.
2. Perform skills and tasks associated with Advanced Food Preparation through skill development and application of techniques under pressures associated with the demands in a professional kitchen after completion of this course.
3. Interpret the fundamentals of Advanced Food preparation; emphasis will be placed on the preparation and presentation through mise en place, fabrication, grilling, broiling, roasting, baking, sauté, pan frying, deep frying, steaming, submersion cooking, braising, and stewing, remaining true to the principles that govern classical and contemporary cooking concepts in the world of culinary arts.

**HS251A TICKETING AND TRAVEL DOCUMENTS (3)**

This course will present terminology, methods and case studies to issue various types of “standard” travel and tour industry related documents as they relate to current common practices. Special ticketing guidelines and electronic ticketing will be examined. Formerly HS251. Course offering: Fall only. Prerequisite: HS153

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate how to appropriately answer questions from clients regarding domestic and international airline travel.
2. Demonstrate knowledge on reservations and ticketing information, security, baggage allowance, special in-flight services, medical assistance services, unaccompanied children and have basic knowledge of the American Society of Travel Agent’s (ASTA) Air Traveler’s Bill of Rights.

**HS251B INTERNET TRAVEL (1)**

This course will provide a broad overview of the Internet and its integration into the travel and tourism industry. The Internet can be used as a valuable tool for industry professionals and consumers alike to facilitate travel. The diversity of the travelers today and their needs will determine the travel and tourism provider(s) they will use. Formerly HS251. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.
2. Demonstrate the convergence of the Internet as an alternate and additional distribution channel for travel services for travel professionals and travelers alike.
3. Demonstrate knowledge by accessing and researching travel destinations and making a pseudo-reservation using the Internet.

**HS254 HOSPITALITY & TRAVEL MARKETING (4)**

This course examines the hospitality and travel marketing system. Students will learn the different types and roles of hospitality and travel industry organizations, how marketing applies to different travel components and various departments of a hospitality organization. Topics such as core principles of marketing, marketing approaches, strategic and tactical marketing, marketing research and analysis, marketing strategy, and marketing plan development, and methods to effectively implement and control as well as evaluate the marketing plan will be covered. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the core principles of marketing and their application to the Hospitality and Travel components of the tourism industry.
2. Conduct marketing research by developing a survey relevant to the chosen topic.
3. Create and present a Marketing Plan of their choice.

**HS257 PRINCIPLES OF TOUR GUIDING (3)**

This course is designed to prepare students to become professional tour guides. Emphasis is placed on tour conducting, tour preparation and reporting, tour routines and itineraries, public speaking, guiding principles, managing group behavior, customer service, cultural diversity and knowledge of Guam History. Homeland security issues as well as the cultural diversity of Oceania, Guam and Micronesia are included. This course also includes a tour of the island of Guam, First Aid and CPR certification. Course offering: Fall, Even Years

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of the required rules and regulations, the historical, cultural, natural and government process on the island of Guam from the pre-contact time to today in an accelerated timeline.
2. Identify and describe duties and responsibilities of tour guides.
3. Complete a Practicum and additional training regarding tour guiding principles.

**HS260 THE TRAVEL PROFESSIONAL (3)**

This course will be a guide to becoming a "Travel Professional." The training will include career opportunities, domestic & international travel, marketing and selling of other travel products, niche markets, types of travelers, and the role of the travel professional in the world of the new century. Course offering: Spring only. Prerequisites: HS251A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
2. Plan and execute an itinerary to include necessary documentation to fit the needs of the travelers and their destination.
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

**HS265 ECO TOURISM (3)**

This course will describe eco-tourism, as a form of tourism that fosters learning experiences and appreciation of the natural environment within a region or a culture. It will offer the student an insight to eco-tourism and how it supports a socio-cultural industry that is sustainable, enhances a destination and promotes businesses of an ecotourism nature. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate eco-tourism as an environmentally focused, responsible and sustainable type of tourism.
2. Match the type of eco-tourism: nature based, cultural, adventure and/or alternative to the eco- traveler.
3. Explain career opportunities in the eco-tourism field and how best to use this training to become a travel professional of the new century.

**HS292 HOSPITALITY INDUSTRY MANAGEMENT PRACTICUM (3)**

This course provides students with the opportunity to apply their knowledge and skills while working in the Hospitality Industry.

Course offering: As needed. Prerequisites: Completion of all technical requirements and area of concentration requirements or by permission

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.
2. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
3. Plan and execute an itinerary to include necessary documentation to fit the needs of the travelers and their destination.
4. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

**HS293 CULINARY PRACTICUM (6)**

This course provides students with the opportunity to implement their knowledge and skills through "hands-on" experiences.

Allowing for experimentation and creative expression, the students will be placed for a minimum of 600 clock hours of work in a variety of culinary environments. Course offering: As needed. Prerequisite: Completion of all technical requirements and area of concentration requirements

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate positive work ethic in an enthusiastic manner through team work in a professional kitchen, and to work at constant speed on tasks as time permits.
2. Perform skills and tasks with minimal supervision established through skill development and application of techniques under pressures associated with the demands in a professional kitchen.
3. Interpret the duties as assigned by the supervisor in charge relevant to the competency requirements adhering to all safety regulations. (Emphasis will be placed on the preparation and maintenance of a clean and neat work area at the end of the work schedule in a professional kitchen.)

**HU - HUMANITIES****HU120 PACIFIC CULTURES (3)**

A look at the emerging nations and territories of the Pacific, comparing and contrasting their cultures, economic problems, and political statuses with emphasis on the cross-cultural problems of Micronesians living on Guam. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic understanding of the culture, economy, and politics of the Pacific territories and emerging nations.
2. Discuss the cross cultural issues of Micronesians from various islands living on Guam.
3. Compare and contrast various Pacific island cultures.

**HU220 GUAM CULTURES & LEGENDS (3)**

This course covers Guam's cultural development and conflicts. Cultural environments both past and present are explored. Emphasis is made on the study of Chamorro culture through folklore. Students will learn the effect, cultural interchange that will enable them to answer specific questions from visitors with a more accurate and deeper explanation. Formerly HU125. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories of the origin of the Chamorro people and their culture.

2. Develop a deeper understanding and appreciation of the Chamorro people and their culture.

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**JA - JAPANESE LANGUAGE**

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**JA108 SPEAK JAPANESE FOR TOURISM (3)**

This course provides basic Japanese conversational skills for those who are interested in working in the tourism industry where direct contact is with Japanese tourists. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Japanese conversation. JA108 is taught using Romanization and does not include the Japanese writing systems of Hiragana and Katakana. Formerly JA112 and JA111. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend simple spoken conversations related to shops, hotels and restaurants;
2. Communicate orally in simple Japanese information necessary for retail sales, hotel and restaurant environments.

**JA110 BEGINNING JAPANESE I (4)**

This course gives students basic Japanese language needed in real life situations for different communicative purposes. Based on various topics, language activities provide practice in listening, speaking reading and writing, and reinforce vocabulary, grammar and language functions. Students also learn to read and write the two Japanese writing systems of Hiragana and Katakana, and to identify selected Kanji (Chinese) characters. Cultural aspects of Japan are also discussed to better understand the target language. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend simple spoken conversations.
2. Communicate orally in a limited variety of everyday situations using basic Japanese.
3. Comprehend short, simple sentences written in Japanese.
4. Identify and write Hiragana, and identify Katakana and 24 Kanji characters.

**JA111 BEGINNING JAPANESE II (4)**

A continuation of Beginning Japanese I, this course provides learners with language necessary for meaningful communicative interaction. Language functions and structures are practiced and applied to real-life situations through role-play and pair/group tasks, and with a variety of audio/visual and computer activities. Listening and speaking skills are emphasized, with further practice in the reading and writing of Hiragana, Katakana and Kanji. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon completion of this course, students will be able to:

1. Comprehend additional simple spoken conversations.
2. Communicate orally in a variety of everyday situations using basic Japanese.
3. Comprehend additional short, simple sentences written in Japanese.
4. Identify an additional 50 Kanji characters.

**JA210 INTERMEDIATE JAPANESE I (3)**

This second year Japanese language course teaches students intermediate language skills needed for real life situations, through meaningful, communicative, interactive activities. It expands on the language base created in Beginning Japanese I and II with complex language structures and additional functions. Learners experience the language and culture in a variety of activities as role-play and games, video-viewing and discussions, and through computer and Internet projects. Course offering: Fall only. Prerequisites: JA111

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend oral and written narrations and conversations in low-intermediate Japanese.
2. Communicate orally in everyday situations using low- intermediate Japanese.
3. Write short narrations and conversations using limited complex structures.
4. Identify approximately 150 Kanji characters.

**JA211 INTERMEDIATE JAPANESE II (3)**

A continuation of JA210, Intermediate Japanese II expands on the language base created in JA110, JA111, and JA210 through the addition of complex grammar patterns and different levels of politeness and formality. In concert with building oral/aural

capability, limited focus is concentrated on the reading and writing of selected kanji. Course offering: Spring only..  
Prerequisite: JA210

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Comprehend additional oral and written narrations and conversations in low-intermediate Japanese.
2. Communicate orally in additional everyday situations using low- intermediate Japanese.
3. Write short narrations and conversations using limited complex structures.
4. Identify approximately 170 Kanji characters.

## KE - KOREAN LANGUAGE

### **KE110 BEGINNING KOREAN I (3)**

This is a beginning course in conversational Korean. Students will learn correct pronunciation, basic grammar, and sufficient vocabulary to be able to engage in basic Korean conversation. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Korean conversation. Course offering: As needed

**Student Learning Outcomes (SLOs)**

Upon successful completion of this course, students will be able to:

1. Ask simple questions, such as a person's name or the price of goods.
2. Count in Korean up to 100,000.
3. Order a meal in a Korean restaurant using Korean.
4. Give simple directions using Korean.

## MA - MATHEMATICS

### **MA052 GENERAL MATHEMATICS (3)**

This course is designed for practice in basic operations while introducing applications and abstractions required for the study of algebra. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify common mathematical terminology.
2. Apply the Metric and English System.
3. Demonstrate problem solving of basic applications and abstractions required for the study of algebra.

### **MA057 APPLIED MATHEMATICS (3)**

Applied Mathematics is a set of modular learning materials prepared to help the Adult High School student develop and refine job-related math skills. The course includes material that focuses on arithmetic operations, problem solving techniques, estimation of answers, measurement skills, geometry, data handling, simple statistics, and the use of algebraic formulas to solve problems. The emphasis is on the ability to understand and apply functional mathematics to solve problems, with the help of technology, in the world of work. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use technology to find solutions to given mathematical problems.
2. Apply ratios and proportions in problem solving.
3. Solve problems involving measurement.
4. Solve basic perimeter, area, and volume problems.

### **MA065 ADULT MATHEMATICS (3)**

The course is designed to be an overview of several basic mathematical areas including real numbers, Geometry, Algebra, Data Analysis, Statistics, Financial Information, etc. Students will deal with diagramming, decision-making, math models and patterns, technology, researching and other approaches to problem solving. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate skills in computing basic mathematical problems that involve real numbers, integers, equations, geometry, and algebra.

2. Use research and technology for the solving of basic mathematical problems.
3. Diagram and graph data.

**MA070 ALGEBRA I (3)**

This course is designed as a first course in Algebra. Emphasis on the following basic algebraic topics: working with real numbers, variable expression, general equations, polynomials, factoring, rational expressions, rectangular coordinates, linear equations and inequalities in two variables and graphs of linear equations and inequalities. The use of technology in the study of various topics is also emphasized. Course offering: As needed. Prerequisite: Pass with a B or better MA052 or equivalent high school course.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform basic operations involving Integers, rational numbers, exponents and variable expressions.
2. Translate or solve literal equations and word problems.
3. Perform basic operations involving polynomial expressions including factoring
4. Simplify or solve expressions and equations involving rationals or radicals.
5. Understand and apply the concepts related to equations of lines and their graphs.

**MA085 FUNDAMENTALS OF MATHEMATICS (3)**

Students enrolled in this course will work on an individualized, self-paced basis. Instructors provide class, small groups, and individualized instruction. Students will review the basic mathematical operation involving whole numbers, fractions, decimals, and percents. Formerly MA100. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Compute whole numbers, fractions, decimals, and percentages.
2. Identify and set up a ratio or proportion.
3. Solve proportions, equations, and word-problems.
4. Evaluate and simplify expressions.
5. Develop the prerequisite skills for post-secondary math courses.

**MA095 PRE-COLLEGE MATHEMATICS (4)**

This course is a continuation of MA085 and is designed to provide students with basic mathematical skills needed in the trade and technical fields. Topics include operations with fractions, percentage, units of measurement, basic geometry, basic statistics, real numbers, order of operations, simple algebraic expressions, solving equations, and inequalities in one variable, plotting points on the Cartesian coordinate system, and problem solving. Course offering: As needed. Prerequisite: Placement test or satisfactory completion of MA085

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Work with operations involving real numbers both rational and irrational, even with units of measurement.
2. Simplify or solve elementary algebraic expressions, proportions, equations, and word-problems.
3. Identify and apply basic geometric properties and concepts.
4. Summarize a set of data by finding the mean, median, mode, and range.
5. Graph points and lines.

**MA108 INTRODUCTION TO COLLEGE ALGEBRA (3)**

Mediated Learning using computer based mathematics includes the Real Number system and operations, fundamental operations with polynomials, an introduction to equations and inequalities, rational expressions including exponents, radicals, quadratic equations, and applications, in this beginning algebra course. This course articulates with UOG's MA085 level 2. Formerly MA110. Course offering: As needed. Prerequisite: Placement test or MA095

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Solve and graph linear equations and inequalities.
2. Simplify and solve rational expressions and equations.
3. Solve quadratic equations using the following methods: factoring, completing the square, and the quadratic equation.



**MA110A FINITE MATHEMATICS (3)**

This is a continuation of the MA108 (old MA110) Mediated Learning, computer based course. Topics include: elementary functions, linear equations, roots of polynomial functions, quadratic functions, exponential and logarithmic functions, systems of linear equations and inequalities, matrices and determinants, and math of finance. Formerly MA112. Course offering: As needed. Prerequisites: Placement test, MA108 or satisfactory completion of high school algebra

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of key theories and concepts, applying them to solve questions selected from the following topics: functions and their graphs, linear and quadratic equations, matrices, linear programming, and financial mathematics.
2. Solve problems in Finite Mathematics by completing daily homework assignments in problem solving.
3. Solve problems using appropriate technology translating problem from one form to another, using various problem solving strategies.
4. Think critically about Finite Mathematics by applying key theories, concepts, and methods of inquiry in Finite Mathematics to novel problems, to other disciplines, and to situations that require understanding rather than rote memory.

**MA161A COLLEGE ALGEBRA/TECHNICAL MATHEMATICS (4)**

Topics included in this course are graphs and technology, equations, and inequalities, functions and graphs, exponential and logarithmic functions, systems of equations and inequalities, and matrix applications. Formerly MA121. Course offering: As needed. Prerequisite: Placement test, successful completion of MA110A, MA108 with a "B" or better average, or permission from a math instructor and/or advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply essential facts about real numbers, exponents, rules of algebra, coordinate plane, straight lines, and graphs as needed.
2. Deal effectively with real-world problems by solving equations, inequalities, even equations involving logarithmic or exponential properties by using algebraic, numerical, and graphical methods or through the application of technology when appropriate.
3. Consider algebraic and graphical methods of solving inequalities.
4. Approximate polynomial functions or their quotients (rational functions).
5. Solve systems of linear equations using matrix operations and use linear programming for dealing with optimization problems involving several variables.
6. Apply basic mathematical concepts and methods involving the concept of sequences, counting processes, probability and mathematical induction.

**MA161B COLLEGE ALGEBRA & TRIGONOMETRY (4)**

This course is a continuation of MA161A and upon successful completion, a student will be calculus ready. Topics included in this course are polynomial and rational functions, analytic geometry, trigonometric functions, trigonometric identities and equations, and applications of trigonometry. Formerly MA122. Course offering: As needed. Prerequisite: Successful completion of MA161A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the trigonometric concepts to solve trigonometry exercises and equations.
2. Determine which definition, concept, and identity should be implemented to find solutions to application problems.

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**ME - AUTOMOTIVE**

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**ME051 DRIVER'S EDUCATION (3)**

Department of Motor Vehicle requires students to be in class for 32 hours and in the car for 8 hours of instruction covering driving procedures, vehicle code rules and laws, use of vehicle instruments and controls. The eight hours consist of 4 hours behind-the-wheel driving experience and 4 hours of in-car observation covering road driving skills as well as special skills such as backing, parallel parking, handling emergencies etc. Students must be rated as "competent" on all "required" driving skills in order to receive credit (CR) for the course. Course offering: As needed. Prerequisite: Students must be 15 years of age or older before the first day of the course

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proper road driving skills.
2. Properly reverse a passenger car.
3. Parallel park a passenger car.
4. Perform passenger car emergency handling maneuvers.

**ME161A INTRODUCTION TO AUTOBODY REPAIR (3)**

This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Follow shop safety procedures.
2. Prepare autobody components for repair.
3. Inspect, remove, replace and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

**ME161B INTRODUCTION TO AUTOBODY PAINTING (3)**

This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing. Course offering: As Needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform corrosion protection restoration, sound deadening restoration and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs involving plastics and adhesives.

**ME171A AUTOBODY COLLISION REPAIR (3)**

This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Follow painting and refinishing safety precautions.
2. Prepare surfaces for painting and refinishing.
3. Use a paint spray gun and related equipment.

**ME171B AUTOBODY REFINISHING (3)**

This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Mix, match, and apply paint.
2. Identify and correct paint defects.
3. Perform final detail procedures.

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**MHT – MEDIUM/HEAVY TRUCK**

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**MHT100A INTRO TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE PART I (3)**

This is the first of a two part introductory course that prepares students for study within specific areas of Medium/Heavy Truck Diesel Technology. Topics covered include workshop safety practices, proper usage of hand tools, special tools and testing equipment, and preventive maintenance procedures on diesel engines, fuel systems, air induction and exhaust systems. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proper workshop safety practices.
2. Identify, describe and demonstrate the proper usage of hand tools, special tools, and testing equipment.
3. Perform preventive maintenance procedures on diesel engines, fuel systems, air induction, and exhaust systems.

**MHT100B INTRO TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE PART II (3)**

This is the second of a two part introductory course that prepares students for study within specific areas of Medium/Heavy Truck & Diesel Technology. The course focuses on preventive maintenance procedures involving the cooling system, lubrication systems, cab and hood, safety equipment, hardware, heating ventilation & air conditioning (HVAC), electrical/electronics, charging systems, lighting systems, frame and chassis, hydraulic brakes, drive trains, suspension & steering systems, tires & wheels, and frame with fifth wheel. Course offering: As needed. Prerequisite: MHT100A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Execute preventive maintenance procedures on cooling systems, lubrication systems, cab and hood
2. Carry out preventive maintenance procedures on safety equipment, hardware, heating ventilation & air conditioning (HVAC), electrical/electronics, charging systems, lighting systems, frame and chassis
3. Perform preventive maintenance procedures on hydraulic brakes, drive trains, suspension & steering systems, tires & wheels, and frame with fifth wheel

**MHT110 DIESEL ENGINES PART I (3)**

This course introduces students to the theory and operation of diesel engines that includes general engine diagnostics, minor diagnosis and repair of cylinder head and valve train, engine block, lubrication system, and cooling system. Formerly ME196A. Course offering: As needed. Prerequisite: MHT100A & MHT100B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain general diesel engine operation and perform basic engine troubleshooting and repair.
2. Demonstrate cylinder head and valve train diagnostics and repair
3. Expound engine block diagnostics and repair
4. Identify lubrication system components and diagnose and repair minor problems.
5. Name the major parts and explain the functions of the cooling system and execute minor diagnostic and repair procedures.

**MHT120 MEDIUM/HEAVY TRUCK DRIVE TRAINS PART I (3)**

This is an introductory course covering the functionality of diesel transmissions, fundamentals of diesel clutches, troubleshooting, and repair of basic transmission drivability faults. Formerly ME193. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe clutch operation.
2. Discuss diesel transmission functionality.
3. Troubleshoot elemental transmission drivability problems and repair elemental faults.

**MHT130 BRAKE SYSTEMS PART I (3)**

This course provides instruction in Medium/Heavy Truck Brakes that includes basic diagnosis & repair of air supply and service systems, mechanical/foundation systems, and parking brakes. Course offering: As needed. Prerequisite: MHT100A & MHT100B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Depict air supply and service systems operation
2. Identify mechanical/foundation system components and perform minor repairs.
3. Explain parking brake operation.

**MHT140 SUSPENSION & STEERING PART I (3)**

This is a study of elements in Medium/Heavy Truck Suspension & Steering that include introductory level steering system functions, diagnostics, and repair, suspension system functions, diagnostics, and repair, and wheel alignment diagnosis, adjustment, and repair. Formerly ME192. Course offering: As needed. Prerequisite: MHT100A & MHT100B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Differentiate between different steering system designs and explain their functions.
2. Identify suspension system components and discuss basic functionality.
3. Perform wheel alignment diagnosis, adjustment, and repair.

**MHT150 MEDIUM/HEAVY TRUCK HEATING, VENTILATION, & AIR CONDITIONING (3)**

This course gives students basic instruction in Medium/Heavy Truck Heating Ventilation & Air Conditioning (HVAC) that include HVAC systems diagnosis, service, and repair, general A/C system diagnosis, service, and repair, A/C compressor and clutch, diagnosis, service, and repair, and evaporator, condenser, and related components, diagnosis, service, and repair. Course offering: As needed. Prerequisite: MHT100A & MHT100B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Depict basic HVAC system operation.
2. Troubleshoot general A/C system malfunctions.
3. Explain A/C compressor and clutch operation and perform basic repairs.
4. Describe evaporator, condenser, and related components' functionality.

**MHT160 HYDRAULICS (3)**

This course provides students with fundamental instruction in Medium/Heavy Truck Hydraulic Systems that include entry level general hydraulic system diagnosis, service, and repair, hydraulic system pump diagnosis, service, and repair, and filtration/reservoirs (tanks) diagnosis, service, and repair. Course offering: As needed. Prerequisite: MHT100A & MHT100B

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize general hydraulic system components and carry out entry level diagnosis, service, and repair.
2. Ascertain basic hydraulic system failures and perform preliminary pump diagnosis, service, and repair.
3. Perform fundamental filtration/reservoirs (tanks) diagnosis, service, and repair.

**MHT170 MEDIUM/HEAVY TRUCK ELECTRICAL/ELECTRONIC SYSTEMS PART I (3)**

This course is designed to give students an elemental understanding of Medium/Heavy Truck Electrical/Electronic Systems that include general electrical systems diagnosis, battery diagnosis and repair, and starting system diagnosis and repair. Formerly ME194. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Perform general electrical systems diagnosis.
2. Discuss battery construction and determine cause/s of battery failure.
3. Demonstrate fundamental starting system diagnosis and repair.

**MHT210 DIESEL ENGINES PART II (3)**

This course builds on MHT110; the course of study includes air induction and exhaust systems diagnosis and repair, fuel supply system diagnosis and repair, mechanical fuel injection diagnosis and repair, electronic fuel management system diagnosis and repair, and engine brakes diagnosis and repair. Course offering: As needed. Prerequisite: MHT110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Troubleshoot intermediate level air induction and exhaust system failures and perform needed repairs.
2. Diagnose, intermediate level fuel supply system failures and perform needed repairs.

3. Ascertain intermediate level mechanical fuel injection faults and perform needed repairs.
4. Determine intermediate level electronic fuel management system problems and perform needed repairs.
5. Perform intermediate level engine brakes diagnosis and repair.

**MHT230 BRAKE SYSTEMS PART II (3)**

This course prepares students to perform complex diagnostics and repairs on hydraulic brakes, power assist units, and air and hydraulic antilock brake systems (ABS) and automatic traction Control (ATC). Course offering: As needed. Prerequisite: MHT130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Ascertain hydraulic brake problem causes and rectify faults.
2. Demonstrate power assist unit failure analysis and take proper steps to correct failure.
3. Locate air and hydraulic Antilock Brake System (ABS) and Automatic Traction Control (ATC) faults and perform needed repairs.

**MHT270 MEDIUM/HEAVY TRUCK ELECTRICAL/ELECTRONIC SYSTEMS PART II (3)**

This course builds on MHT170; the course of study includes lighting systems diagnosis and repair, and the diagnosis and repair of warning devices, gauges, and related electrical systems. Course offering: As needed. Prerequisite: MHT170

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Locate faults in the lighting system and correct problems.
2. Pinpoint failure causes in gauges and warning devices and take proper action to correct situation.

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**MK - MARKETING**


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**MK123 PRINCIPLES OF MARKETING (3)**

This course is an overview of marketing concepts and applications in a competitive, global, and Internet-reliant world. Marketing opportunities are analyzed; product, pricing and distribution decisions are weighed; ethics are discussed; and an integrated marketing communications plan is constructed. Formerly SM210. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Integrate the latest technology effectively in business and marketing communications.
2. Identify desirable personality traits important to business.
3. Demonstrate an understanding of the functions and foundations of marketing.

**MK124 SELLING (3)**

In today's highly competitive business environment when dealing with sophisticated buyers who demand correct answers to complex problems, it is the consultative or relationship-building style that spells success for a salesperson. In this course, students learn techniques of professional selling and reap financial rewards and gain self-esteem. Formerly MK220 & HS220. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Prepare and execute both a consumer oriented and a business-to-business oriented sales presentation.
2. Demonstrate an understanding of the importance and techniques of relationship marketing.
3. Exhibit ethical behavior in selling.
4. Describe sales management structures.

**MK205 ENTREPRENEURSHIP (3)**

Entrepreneurship is a practical "how to" approach to small business management from creation and finance to records systems and financial management. This course is ideal for those persons considering starting a business as well as those that are already in business. Formerly MK221 & HS230. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand the characteristics and skills of a successful entrepreneur.
2. Calculate the risks and rewards of an entrepreneurial venture.

3. Understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement.
4. Determine the factors necessary to gain a competitive advantage.
5. Develop a Business Plan.
6. Understand the legal organization of a small business.

**MK206 RETAILING (3)**

This career preparation course deals with the study of the processes of retailing and the dynamic role it plays within today's changing economy. The course examines retail planning, the retail environment, market selection and analysis, retail operation management, and retail administration among other vital elements of this constantly-changing field. Formerly MK223 & HS242. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. List the major aspects of a retail career and the prerequisites for success in retailing.
2. Explain the importance of retail customers to the retail manager.
3. Discuss how the legal and ethical environment affects the retailer in making decisions.
4. Explain how retailers select and reach their target market through the location decision.
5. Explain a retailer's merchandise buying and handling.
6. Discuss the role of advertising and promotion in the operation of a retail business.

**MK207 E-MARKETING (3)**

E-Marketing introduces ways in which information technology can create a competitive advantage. Basic business models for making money on the Internet, insight to how companies manage global relationships with suppliers and customers, the growing importance of the Internet in business-to-business marketing, and how both large multinational firms and local companies can use data obtained from the Internet for market segmentation, targeting, and positioning are introduced. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the basic models for engaging in commerce on the Internet.
2. Explain how information technology can create a competitive advantage.
3. Develop product strategies for global competition.
4. Learn techniques for relationship marketing and customer services on the Internet.
5. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.
6. Explain how international channels of distribution have become key factors in determining competitive advantage.

**MK208 INTERNATIONAL MARKETING (3)**

International Marketing is ideal for students wishing to work for multi-national corporations, particularly those operating in Asia, or students interested in taking advantage of import/export opportunities in the Pacific Region. Students will be able to analyze the global marketing environment, formulate multinational marketing strategies, and understand how goods and services move between countries. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.
2. Describe export and import operations.
3. Explain how businesses work with governments and what role governmental considerations can play for the international marketer.
4. Develop marketing and management strategies for international companies.
5. Understand that there are different political and legal environments in which international companies must operate.

**MK224 ADVERTISING (3)**

Advertising is exciting and challenging. Using one's imagination and skills to convince people to purchase your product or service can be very satisfying and profitable. In this course, students learn how to entice people to buy through the application of time-proven advertising strategies and their own creativity. Great advertising campaigns are born from one "big idea" but are executed with an understanding of consumer behavior, techniques of communication, media planning, and teamwork. Formerly HS243. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop a comprehensive and effective Advertising Plan.
2. Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people be
3. Appreciate the effect of marketing and advertising on business, industry, and national economics.
4. Comprehend the strategic function of advertising within the broader context of business and marketing.
5. Discover what people in advertising do, how they do it, and the career opportunities these fields offer.

**MK298 CO-OP/WORK-LEARN (3)**

This course provides students a supervised work experience where they develop skills necessary to be successful in a marketing career. In lieu of MK298, Co-op/Work-Learn, students may, with postsecondary departmental approval, choose any of the equivalent courses: a 200 level Supervision and Management course, VC135, InDesign®, VC141, Web Design, VC161, Video I, or Special Project. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop marketing skills in a dynamic environment.
2. Demonstrate appropriate work behavior with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively, follow directions, and handle business conflict.
5. Exhibit professionalism in the conduct of marketing.

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**MS - MEDICAL ASSISTING**

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**MS101 INTRODUCTION TO MEDICAL ASSISTING (3)**

This course provides an introduction to the Medical Assisting program. The roles of the Medical Assistant in the patient care facilities are defined as well as fundamental administrative and clinical concepts and skills. Introduction to ethical and legal considerations is also provided. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate basic knowledge of administration and clinical skills in the medical assisting field.
2. Discuss ethical legal considerations and theoretical concepts regarding patient care.

**MS120 CLINICAL MEDICAL ASSISTING I (2)**

Students will acquire knowledge of basic ambulatory care concepts and principles necessary for the performance of back office duties. Students are provided with the knowledge of routine patient care and diagnostic procedures used to assess the health status of patients including vision testing, hearing testing, electrocardiography, and the knowledge to prepare the back office, equipment and supplies necessary to facilitate patient flow through the clinic and/or physician's office. Admission into Medical Assisting Program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Co requisites: MS121, MS125

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of basic medical assistant procedures in a lab and clinical setting.
2. Demonstrate ability to assist with facilitating patient flow through the clinic and/or physicians office.

**MS121 CLINICAL MEDICAL ASSISTING II (2)**

This course provides students with the opportunity to practice the application of basic ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office. Admission into the Medical Assisting program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Corequisites: MS121, MS125

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to function effectively as allied health team members in the delivery of quality patient care at entry level proficiency.
2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.
3. Demonstrate the ability to practice applying routine patient care/diagnostic procedures.

**MS125 CLINICAL OFFICE EXPERIENCE (1)**

This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co-requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Course offering: As needed. Prerequisites: Admission into the Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Co-requisites: MS120, MS121.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.
2. Demonstrate use of interpersonal and communication skills in the clinical setting.

**MS140 ADMINISTRATIVE MEDICAL ASSISTING (2)**

This course provides the student with the theoretical concepts and principles of administrative medical office practices and procedures in the clinic and/or physician's office. The students are taught the basic skills necessary for "entry-level" proficiency in the performance of duties in the administrative or front office. Admission to the Medical Assisting Program or instructor's consent is required. Course offering: Spring only. Prerequisites: MS101 or concurrently. Corequisites: MS141 or MS145

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate office procedures as performed by a medical assistant in an office setting.
2. Demonstrate knowledge of theoretical concepts and principles of medical office practice.

**MS141 ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)**

This course provides students with the laboratory setting to practice performing administrative office procedures which includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently Corequisites: MS140, MS145

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate administrative office procedures in a lab setting.
2. Demonstrate use of professional oral communication techniques in the medical office or clinic setting.
3. Demonstrate use of professional written communication techniques in the medical office or clinic setting.

**MS145 ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)**

This course is an application of the knowledge and skills gained in MS140 Administrative Medical Assisting I and MS141 Administrative Medical Assisting II. It requires the student to integrate knowledge and skills gained in MS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently. Corequisites: MS140, MS141

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate administrative office procedures in a clinical setting.
2. Discuss with supervisor/instructor procedures used in clinical settings.

**MS201 MEDICAL LAW AND ETHICS (2)**

This course provides students with the basic knowledge of legal and ethical responsibilities in patient care and management, which includes laws that affect medical practice and the practice of medical assisting and the application of medical ethics in performance of duties. Course offering: Summer only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:



1. Identify legal and ethical responsibilities in patient care and management.
2. Display knowledge of the medical ethics in performance of duties.

**MS210 MEDICAL ASSISTING CRITIQUE (1)**

This course is an analytical approach to correlate the basic patient care concepts and principles with the practical experience in the delivery of quality patient care. With the basic ambulatory patient care concepts and principles, students will analyze, synthesize and evaluate patient care management. Students will also review and prepare for examination as certified medical assistants. Course offering: Spring only. Prerequisites: MS120, MS121, MS125, MS140, MS141, MS145. Corequisite: MS292

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Analyze, synthesize, and evaluate patient care management.
2. Review and prepare for examination as certified Medical Assistants.

**MS220 MEDICAL ASSISTING SPECIALTIES (2)**

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, SI130. Corequisite: MS221, MS225

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Assist the physician in the appraisal of the patient's health status.
2. Demonstrate the ability to use advanced medical assisting techniques and procedures.

**MS221 MEDICAL ASSISTING SPECIALTIES LABORATORY (1)**

This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course Offering: Fall only. Prerequisite: MS120, MS121, MS125, SI130. Corequisites: MS220, MS225

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

**MS225 MEDICAL ASSISTING SPECIALTIES CLINICAL (1)**

This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, SI130. Corequisites: MS220, MS221

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to use advanced Medical Assistant knowledge and techniques in an ambulatory setting.
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.

**MS292 MEDICAL ASSISTING PRACTICUM (5)**

This course provides settings for the application of knowledge and skills gained in the major courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the administrative and clinical areas. Course offering: Spring only. Prerequisite: Completion of all technical and related technical requirements in the Medical Assisting Program with a grade of "C" or better and advisor consent. Corequisites: MS210

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.
2. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the administrative area.
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.

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**NU - NURSING**

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**NU101 NURSING ASSISTANT (8)**

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices and mental health. Course offering: As needed. Prerequisites: Admission to the Nursing Assistant program.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify the principles of prevention, therapy, and rehabilitation for patients of all ages.
2. Distinguish the roles of a nursing assistant in a health care team
3. Apply the nursing assistant principles studied to the clinical setting.
4. Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

**NU110 NURSING FOUNDATIONS & BASIC SKILLS (8)**

This course covers introductory concepts related to the nursing field. Topics covered are the nursing process, assessment, critical thinking, communication, ethical issues, and practical nursing standards. Students will have the opportunity to practice basic therapeutic nursing interventions that are required of practical nurses in laboratory and clinical settings. Students learn the role of the practical nurse as provider of care, and basic skills necessary to attain and maintain health. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of nursing interventions.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem solving and critical thinking skills in nursing situations.
4. Apply a variety of interpersonal and communication skills as it related to nursing interventions.

**NU140 MENTAL HEALTH NURSING (2)**

The goal of this course is to provide the student with knowledge in the nursing care of patients with mental health problems throughout the life cycle. The student is provided the opportunity to utilize critical thinking, the nursing process, nursing skills, and theoretical knowledge in a variety of health care settings. Course offering: As needed. Corequisite: PY120.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation, as it relates to mental illness.
2. Practice therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills in nursing situations.
4. Apply a variety of interpersonal and communication skills as it relates to mental health.

**NU160 PHARMACOLOGY FOR PRACTICAL NURSES (4)**

The goal of this course is for practical nursing students to acquire pharmacological skills and concepts. The course includes material about the principles of pharmacology, administration of medications, drug classifications, and the effect of medications on each of the body systems. The course prepares the student to administer and monitor the effects of medications. The target populations are students who have been admitted to the Certificate in Practical Nursing program. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply the nursing process in relation to administration and evaluation of the therapeutic use of drugs through case studies.
2. Apply problem solving and critical thinking skills.
3. Demonstrate with 100% accuracy methods to safely administer medications to adults and children.
4. Pass at 85% accuracy a comprehensive medical math calculation test.

**NU220 ADULT MEDICAL-SURGICAL NURSING (8)**

The emphasis of this course is on the application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Concepts covered include endocrine, gastrointestinal, sensory-neuron, cardiovascular, genitourinary, reproductive, musculoskeletal, and integumentary disorders. Special consideration will be given to the geriatric client. Skills include professional roles, critical thinking and guided application of research. Course offering: As needed. Prerequisite: NU110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of medical-surgical conditions.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to medical-surgical procedures.
3. Apply problem solving and critical thinking skills in nursing practice.
4. Apply a variety of interpersonal and communication skills in a nursing context.

**NU230 MATERNAL/NEWBORN CONCEPTS & SKILLS (3)**

This course provides students with the scope of obstetrics including care and assessment of newborns. This course covers theories of maternal health, the birthing process, physiology of pregnancy, maternal-infant bonding, and family dynamics including cultural considerations, ethics, and stress adaptation of children and their families. The focus is on basic health promotion, disease intervention and detection of high risk factors with childbearing families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of maternal and newborn care.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to maternal and newborn needs.
3. Apply problem solving and critical thinking skills as it related to maternal and newborn care.

**NU240 PEDIATRIC NURSING CONCEPTS & SKILLS (3)**

This course builds on child growth and development from infancy to adolescence. Health problems of each age group are explored in more detail. The role of the practical nurse in meeting the health needs of children in a variety of settings is included. This course focuses on promoting, maintaining, and restoring the health of children and their families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to pediatric care.
2. Practice therapeutic pediatric nursing interventions in a laboratory and clinical setting.
3. Apply problem solving and critical thinking skills in pediatric nursing.
4. Demonstrate a variety of interpersonal and communication skills used in pediatric care.

**NU280 NURSING TRENDS (1)**

This course focuses on issues and trends within the healthcare industry to include management and leadership styles. This course also covers professional development, employability skills, ethical problems, legal aspects, community resources, local and federal policies, and licensure. Course offering: As needed. Prerequisite: EN110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply problem solving and critical thinking skills to current trends and issues in nursing.
2. Enhance communication and interpersonal skills in the context of the health care industry.

**NU292 PRACTICAL NURSING CLINICAL (6)**

This course provides students with a clinical setting to practice basic and advanced therapeutic nursing interventions within the scope of an LPN. Selected clinical skills will involve clients/patients/residents of all ages with simple, well-defined problems. Communication, critical thinking, interpersonal, management, and leadership skills and the nursing process will be practiced as students assess and meet the duties of a practical nurse. Students will also lead educational activities that involve adult clients/patients/residents of all ages. Course offering: As needed. Prerequisite: NU220

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Meet local and national standards for practical nurses in performing nursing care.
2. Display professionalism in performing duties of the LPN.
3. Be eligible and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
4. Apply the clinical problem solving process (nursing process) and critical thinking skills within the scope of an LPN.
5. Apply a variety of interpersonal and communication skills used in the health care setting.

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**OA - OFFICE TECHNOLOGY**

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**OA101 KEYBOARDING APPLICATIONS (3)**

This is an introductory course in keyboarding that focuses on the mastery of keyboarding and using correct typing techniques. Correct procedures in formatting, simple centering, business letters and short reports will be emphasized. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
2. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer.
3. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.

**OA103 FILING SYSTEMS (3)**

This course offers basic principles and thorough study of business records control, filing procedures, records maintenance procedures, and records storage and control procedures. Four basic filing methods (alphabetic, numeric, subject, and geographic) will be emphasized. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.
2. Store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.
3. Create, maintain, and access a computerized records management database.
4. Demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.

**OA109 BUSINESS MATH USING EXCEL (3)**

This course provides students with basic business math skills and the use of Excel software needed in today's jobs. Topics to be discussed are basic math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup and markdown, interest, credit and mortgages, and depreciation. Formerly OA104. Course Offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Prepare bank statement reconciliations.
2. Calculate the components of payroll.
3. Solve simple interest and compound interest problems.
4. Use Excel to solve business problems.

**OA130 INFORMATION PROCESSING (3)**

This course provides students with basic skills and advanced concepts using word processing software for preparing of business letters, memos, tables, reports, and forms, (including meeting minutes, agendas, itineraries, articles). Speed and accuracy in the preparation of a mailable copy is emphasized. Course offering: Fall only. Prerequisite: OA101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proper techniques for keying correspondence, including letters, memorandums, reports, tables, and forms.
2. Apply skills in completing projects.
3. Demonstrate proper work attitudes for business.
4. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

**OA210 DATABASE MANAGEMENT SYSTEMS (3)**

This course provides students with an opportunity to become familiar with database management software to create, develop, utilize, and apply initial programming skills and concepts. Upon successful completion of the course, students will have a greater understanding of database management and gain marketable skills that will improve their employment prospects. Course offering: Fall only. Prerequisites: CS150, CS151

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Design, create, and modify a database.
2. Design, generate, and modify queries, forms, and/or reports for the input and/or extraction of data.
3. Integrate with other office applications and collaborate and secure data.

**OA211 BUSINESS COMMUNICATION (3)**

Students learn all the basics of business communication and are provided practice in applying them using many real-world writing forms of communication, to include composing letters, memorandums, emails, reports, proposals, employment communications, and oral presentations. This course teaches students how and when to be concise, in addition to communicating effectively. It prepares students for the job-interview process, writing resumes, and application letters. Formerly OA206, Business Correspondence. Course offering: As needed. Prerequisites: CS151, EN110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Write effective business memos, letters, and reports.
2. Prepare and deliver effective oral presentations.
3. Demonstrate effective interpersonal communications skills.
4. Communicate orally in one-on-one, small group and large group situations.
5. Develop a practical job search strategy, including writing successful resumes.

**OA220 SPREADSHEET SYSTEMS (3)**

Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.
2. Create and manipulate electronic spreadsheets databases, templates, and macros.
3. Integrate spreadsheets with other office applications and secure the data.

**OA230 ADVANCED INFORMATION PROCESSING (3)**

This course provides the student with a review of basic word processing skills and introduces advanced word processing skills, such as macros, merging techniques, graphic capabilities, sorting, fonts, page numbering, headers and footers, tables, footnotes, newspaper and column formats. Course offering: Spring only. Prerequisite: OA130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
2. Apply proper document formats when keying business correspondence--memorandums, letters, reports, tables, and forms.
3. Create and manage documents using teamwork.
4. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 60 words a minute with no more than 5 errors.

**OA240 MACHINE TRANSCRIPTION (3)**

This course provides students with basic legal transcription techniques, the formatting of legal documents, written communications, listening, and decision making skills, which are necessary to work in a legal environment. Course offering: As needed. Prerequisites: EN110, OA130

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop the ability to think and use judgment while keying correspondence.
2. Apply correct spelling, grammar usage, and style to documents.
3. Examine and use appropriate reference materials.

**OA250 OFFICE PROCEDURES (3)**

This is a finishing course for students in the Office Technology Program. It prepares students for work in today's modern office. Topics include: the work environment, workplace technologies, written communication, records, and presentations, customer and employee satisfaction, mail, travel, meetings and conferences, and career. Course offering: Spring only. Prerequisites: EN110, OA101

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.
2. Work independently and as a member of an internal team.
3. Display skills in obtaining, organizing, evaluating, and managing information.

**OA292 OFFICE TECHNOLOGY PRACTICUM (3)**

This course provides students with the opportunity to apply their knowledge and skills while working at a real-life workplace environment. Course offering: As needed. Prerequisite: 9 credits must be completed in any OA200 level courses.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop and apply administrative skills in a workplace environment.
2. Demonstrate competence using business office technology, electronic communication skills, software application, time management and organizational skills.
3. Demonstrate professionalism and ethical conduct in the work environment.
4. Demonstrate effective human relation skills with co-workers and respect others' differences in culture, race, and ethnicity.

**OA298 CO-OP/WORK LEARN (3)**

Co-Op Work/Learn emphasizes individual skills, knowledge, and attitudes in the stenographic and clerical area through a cooperative arrangement between the school and the employer. Co-Op Work/Learn is an arrangement of bringing relevancy to formal training by providing on-the-job training which is planned and supervised by the school and the employer. The student is paid by the employer while in training. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop administrative skills in a workplace environment.
2. Demonstrate competence using business office technology, electronic communication skills, software applications, time management and organizational skills.
3. Demonstrate professionalism and ethical conduct in the work environment.
4. Demonstrate effective human relations skills with co-workers and respect others' differences in culture, race, and ethnicity.

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**OR – ENGINEERING TECHNOLOGY**

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**OR101 INTRODUCTION TO ENGINEERING TECHNOLOGY (3)**

The primary intent of this course is to investigate the entire realm of engineering, its history, professional requirements, ethics, educational requirements, branches, functions and the roles of the engineering technician. This course will prepare students through the integration of technical problem solving, engineering design, ethical issues, teamwork, and communicating to diverse audiences. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Gain an awareness of the connections between engineering and the impact of engineering solutions in a societal and global context.
2. Demonstrate basic knowledge of the techniques, skills, and modern engineering tools necessary in the current civil and mechanical engineering industry.
3. Describe various engineering careers to include skills needed, required educational background, and experience with a focus on architectural engineering.

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**PI - PHILOSOPHY**

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**PI101 INTRODUCTION TO PHILOSOPHY (3)**

This course will review the great philosophical traditions surrounding the eternal questions concerning nature and the human condition. Students will review the great philosophies from Asia and the west in order to understand knowledge, reason and faith. This will challenge students to become more active and engaged ethical citizens by working with their communities. Prerequisites: EN110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of philosophical views.
2. Demonstrate a commitment to ethical behavior.
3. Foster respect for diversity.

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**PS - POLITICAL SCIENCE**

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**PS140 AMERICAN GOVERNMENT (3)**

This course provides students with fundamental knowledge about the history and principles of American government. Topics of study include citizenship, political parties, the creation of law and policy, and the functions of the three branches of government. This course also provides essential working knowledge for those seeking a career in government service. It is also appropriate for anyone seeking broader understanding of the relationships among the local, state, and federal governments. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of the basic framework and concepts which define the American system/style of democracy.
2. Explain the historical roots of American government and the events which have affected the development and course of American government.
3. Explain the three branches of government, their basic structure and functions, and how they are expected to change and interrelate with each other.
4. Develop an awareness of the factors and circumstances which may impact the direction and changes to the American system of government.
5. Demonstrate an understanding of Guam's system of government.

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**PY - PSYCHOLOGY**

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**PY100 PERSONAL ADJUSTMENT (3)**

Personal Adjustment invites students to engage in self-discovery and self-improvement in a supportive environment. Students should be willing to examine various personal and interpersonal issues such as self-concept, anger and violence, depression, happiness, love and intimacy, sexuality, moral and ethical development, gender roles, diversity, stress and other problems encountered throughout life. This course encourages students to think about their lives in a deeper and more meaningful way and to choose to live a deliberate life. "The unexamined life is not worth living."--Socrates Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain and evaluate the importance of personal adjustment and the benefits of self-awareness.
2. Evaluate emotions and the significance of their emotions on self-development.
3. Identify and demonstrate the skills necessary for healthy communication and relationships.
4. Demonstrate and understand the impact of societal expectations on human behavior.
5. Recognize and evaluate the factors affecting individual choices and their effects on one's self and adjustment within society.

**PY120 GENERAL PSYCHOLOGY (3)**

This course provides critical information about who we are and why we behave as we do. It promotes personal growth by providing insight and theoretical understanding of human thoughts and behaviors. Those with a theoretical understanding of human behavior are more likely to successfully manage their own personal and professional relationships. This course is a required general education core course for all associate degree programs. Formerly SS120. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate familiarity with the major concepts, theoretical perspective and historical trends in psychology.
2. Apply psychology principles and theories to everyday life situations.
3. Demonstrate an appreciation for the uniqueness of the individual.

**PY125 INTERPERSONAL RELATIONS (3)**

Success in people's lives depends on the interpersonal skills with which they manage their personal and professional relationships. Employers require that people cooperate as a team, work with diverse cultures, embrace change and communicate effectively to get the job done. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop interpersonal and critical thinking skills necessary to become productive members of the workforce in society.
2. Demonstrate the use of appropriate written and oral skills necessary for effective communication.
3. Demonstrate ethical, social, and environmental responsibility.

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**SI - SCIENCE**

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**SI051 EARTH SCIENCE (3)**

This course is an overall view of the dynamics of our earth relating the cause and effect of the ongoing changes on and in the earth system. An examination of water properties and ocean currents, the earth's atmosphere and weather, the different periods of history of the earth and solar system, and a brief look at the other heavenly bodies in the sky constitute the major items of study. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of the fundamental concepts of Earth's many systems.
2. Communicate about Earth Science in a meaningful way.
3. Make informed and responsible decisions regarding Earth and its resources.

**SI102 GENERAL CHEMISTRY WITH LABORATORY (4)**

This course is designed to be a general chemistry course for students. Topics covered include the theories, laws, and principles of chemistry including atomic structure, nature of the chemical bond, and stoichiometric considerations of all aspects of inorganic chemistry. This course has a 30 hour laboratory component. Course offering: As needed. Prerequisites: MA161A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate familiarity and basic use of the Periodic Table of the Elements.
2. Apply the scientific method through lab experiments and write lab reports.
3. Apply critical thinking skills to solve quantitative and qualitative chemistry problems.
4. Calculate conversions and balance chemical equations.
5. Identify various types of chemical reactions.

**SI103 INTRODUCTION TO MARINE BIOLOGY (4)**

This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor. Course offering: Fall & Spring only. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

**SI105 INTRODUCTION TO PHYSICAL GEOLOGY (3)**

Introduction to Physical Geology is the science of the earth, the materials that make up the earth and the forces and processes that shape the earth. Topics for this course will include minerals, rocks, earth's internal structure, plate tectonics, geologic structures, the rock cycle, and surface/subsurface processes. This course is to be taken concurrently with a laboratory/field course, SI105L,



where students will conduct laboratory and field investigation that will reinforce the course topics and expose students to Guam's complex geologic history. Course offering: As needed. Co-requisite: SI105L Prerequisite: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain how geologic processes shape the earth.
2. Identify basic rock and mineral samples.
3. Explain how geologic processes affect human activities and social economic welfare.

**SI105L INTRODUCTION TO PHYSICAL GEOLOGY (1)**

This course is the Laboratory portion to the course SI105, Introduction to Physical Geology. Topics for this course will include minerals, rocks, earth's internal structure, plate tectonics, geologic structures, the rock cycle, and surface/subsurface processes. This course is to be taken concurrently with the lecture course SI105. In this course students will conduct laboratory and field investigation that will reinforce the lecture course topics and expose students to Guam's complex geologic history. Course offering: As needed. Co-requisite: SI105 Prerequisite: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain how geologic processes shape the earth.
2. Identify basic rock and mineral samples
3. Explain how geologic processes affect human activities and social economic welfare.

**SI110 ENVIRONMENTAL BIOLOGY (4)**

This is a comprehensive survey course, which focuses on local environmental issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (Internet) format. Students are required to schedule additional field study with instructor. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Explain the ecological, social and/or economical implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling, as well as reflect on their personal roles in these issues.
3. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.
4. Demonstrate the ability to gather and analyze data, present results graphically, interpret results and form conclusions.

**SI122/CJ122 INTRODUCTION TO FORENSIC SCIENCE (4)**

This course introduces students to the field of forensic science. Students will be able to identify the various principles, methods and procedures used in the preservation, collection, processing, and investigation of the crime scene as well as identify the various scientific techniques used to evaluate and analyze the evidence to resolve criminal matters. Students will also be familiar with some of the legal and ethical issues in forensic science. Course offering: As needed. Prerequisites: CJ100

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

**SI130 ANATOMY & PHYSIOLOGY (4)**

This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology. Course offering: As needed. Prerequisites: EN100R, EN100W or EN110 placement

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the uses of proper anatomical terms when referring to the human body.
2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis.
3. Explain the effects of various environmental factors on how the human body functions to maintain life.
4. Demonstrate technological proficiency in the use of microscopes.

**SI141 APPLIED PHYSICS I (4)**

An Algebra-based course covering measurement, motion, forces in one (1) dimension, vectors, trigonometry, concurrent forces, work and energy, simple machines, rotational motion, nonconcurring forces, matter and fluids. The course emphasizes physical concepts as applied to an industrial technical field. Course offering: Fall only. Prerequisite: MA161A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Define key terminology used in the physics field.
2. Identify and classify common physical phenomena such as forces, friction, and center of gravity.
3. Explain common laws and rules of physics from Newton and Kepler and their application to everyday circumstances.
4. Employ basic methods and observations to identify given data graphically or numerically and employ proper procedures to solve problems applying physical rules and formulas correctly.

**SI142 APPLIED PHYSICS II (4)**

A continuation of SI141 covering temperature and heat, the gas laws, wave motion and sound, static electricity, direct current, DC sources, magnetism, alternating-current, light, and reflection and refraction. Course offering: Spring only. Prerequisite: SI141

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Relate the momentum, impulse, force and time of contact within a system.
2. Distinguish, relate, apply and analyze between rotational and translational quantities and equations.
3. Relate and apply density, specific gravity, mass and volume, pressure, area, pressure density and depth concepts.
4. Identify, relate and analyze amplitude, frequency, angular frequency, period, displacement, velocity and acceleration associated with oscillating system.

**SI150 INTRODUCTION TO MICROBIOLOGY (4)**

This course presents basic principles of microbiology, including the role of microbes in the transmission of disease, the environment and useful applications. Weekly laboratory sessions include training in compound microscopy, practice in aseptic techniques, the use of disinfectants and antimicrobial agents, identification of common microbes using staining and microscopy techniques. This course satisfies the Guam Board of Nursing Examiners' requirement for candidates seeking LPN licensure. This course can also apply toward general education science credits. Course offering: As needed. Prerequisites: SI130, HL120, EN110

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Summarize the historical events that led to development of the field and the taxonomic classification regarding microbial diversity.
2. Demonstrate knowledge of the basic chemistry in laboratory procedures, bright-field microscopy, aseptic techniques, protocols for identification of microbes and basic microbial and molecular biology.
3. Demonstrate knowledge of microbial pathogenicity mechanisms, chemotherapeutics, drug resistance, disease prevention and the causes and consequences of mutations and genetic engineering on microbes.
4. Summarize the impact of microbes in the environment and useful applications of microbes.

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**SM - SUPERVISION & MANAGEMENT**


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**SM108 INTRODUCTION TO BUSINESS (3)**

This course provides foundational knowledge for students in supervision and management as well as students studying related disciplines in business and computer science. Students will study resume preparations, ethics and social responsibility, the private enterprise system, economic challenges in a global market, entrepreneurship, goods and services distribution, e-commerce transactions, basic management concepts A-Z, technology management, financial statements, federal reserve system, and career opportunities. The central theme in this course is technology and e-commerce: "Clicks and Mortar" business concepts and practices stressing real world, real time, and real interactive business applications on the Internet via student interactive exercises and supported by text-driven CD-ROM. Formerly OA108. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system.
2. Construct the stages in the development of management ethical standards.
3. Summarize in writing ideas and feelings about applied business concepts.

**SM205 PURCHASING (3)**

This course focuses on the broad spectrum of retailers, both large and small selling either merchandise or services and making key management decisions to provide value to their customers and developing a long-term advantage over their competitors. Key strategic issues are examined in developing a retail strategy with an emphasis on the financial considerations and store management issues. The entire course is organized around a model of strategic decision-making and subsequent chapters are related back to this strategic framework. The procurement cycle is studied with emphasis on vendor partnerships, negotiations, pricing analysis, and policy considerations. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.
2. Gain an appreciation of the ethical, contractual, and legal issues faced by purchasing and supply chain professionals.
3. Demonstrate an understanding of the purchasing cycle, various types of purchasing documents, and types of purchases.

**SM208 PERSONNEL SUPERVISION (3)**

This course is designed to acquaint the student with the techniques involved in supervising people and the duties and responsibilities of a supervisor; the focus of the course is on the leading and directing function; this theme is studied throughout the course. Students will study and apply communication, motivational principles, critical thinking, and problem solving techniques. In addition, students will learn how to manage work groups and resolve employee conflicts and create a productive work climate. Formerly OA208. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills in the area of personnel supervision.
2. Identify employee needs and apply motivational skills to address them.
3. Summarize in writing ideas and feelings about applied supervision concepts.

**SM211 E-COMMERCE MANAGEMENT (3)**

This course is designed to help current and future managers better direct the E-commerce process by integrating business models, commerce, and Internet technology. The integration of text and cases will help students connect theory and real-world situations. Case study provides students with an in-depth analysis of well-known companies (i.e. Amazon.com, eBay and Boo.com) that have developed into e-successes or e-failures. Text and cases will present both the benefits and drawbacks of new ideas. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Assess "customer needs" business websites.
2. Differentiate four Internet business models-Business-to-Business (B2B), Business-to-Consumer (B2C), Consumer-to-Consumer (C2C), and Consumer-to-Business (C2B).
3. Summarize in writing ideas and feelings about applied e-commerce management concepts.

**SM215 INTERNATIONAL MANAGEMENT (3)**

This course teaches students the managerial process in a global context and illustrates how culture affects the managerial process. Students will study international strategic planning, organizing global structures, effective directing, leading, international human resources management, cross-cultural business practices, negotiations, leadership, decision making, motivation, communication process sensitive to verbal and non-verbal languages, and controlling operation results against international cross-cultural performance standards. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop strategies for sustaining international business competition in a global setting.

2. Discuss cross-cultural business ethics and corporate social responsibility in subsidiary assignments.
3. Summarize in writing ideas and feelings about applied international management concepts.

**SM220 MANAGEMENT SKILL DEVELOPMENT (3)**

This is a course in the development and application of fundamental skills needed for the successful practice of management. The focus of the course is on the goals and objectives formulated from the firm's mission statement. The student will concentrate on the Planning and Organizing functions. In addition, the student will apply the control function on the firm's performance against its strategic plan. Policy considerations drive the theme of this course. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Examine and interpret the traditional four functions of management: planning, organizing, leading, and controlling.
2. Construct and apply the eight-steps used in structured decision making process.
3. Summarize in writing ideas and feelings about applied management concepts.

**SM225 LEADERSHIP (3)**

This course uses a unique three-pronged approach of theory, application, and skill development. Students will cover all traditional theories A-Z along with cutting-edge leadership topics. Leadership study allows students to expand and focus their supervision and management skills by concentrating and emphasizing the importance of leadership. Applications develop critical thinking about the concepts—a much sought after learning outcome. In addition, proven skill-building exercises foster leadership skills that can be used in professional and personal lives. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe via reflective narratives their experiential learning in Service Learning.
2. Differentiate the four major stages of group development and the appropriate leadership style required at each stage.
3. Summarize in writing ideas and feelings about applied leadership concepts.

**SM230 BUSINESS LAW APPLICATIONS (3)**

This course is an introduction to the substantive law that governs American commerce, state and federal statutes and traditional Common Law principles. Uniform Commercial Code (UCC), and the Restatements of the Laws form the foundation upon which the following legal principles are presented: contract law, agency law, partnership and corporate law, real and personal property law, negotiable instruments, and secured transactions. Special emphasis, however, is placed on Cyber law (laws governing Internet transactions) as it applies to e-commerce transactions such as e-contracts; intellectual property rights; online issues relating to copyrights, trademarks, patents, and trade secrets; privacy rights in the online world; cyber law court jurisdictional issues; and cyber crimes (cyber theft, cyber identity theft, cyber stalking, cyber hacking, and cyber terrorism). This course is for anyone contemplating a career in business and anyone interested in the legal requirements governing business decisions and activities. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.
2. Identify the key elements of intentional, negligence, and strict liability torts.
3. Summarize in writing ideas and feelings about applied business law concepts.

**SM240 EMPLOYMENT & LABOR LAW (3)**

This course introduces Employment and Labor Law for the non-legal professional in management and labor relations. The course emphasizes employment, labor, and social issues in the work environment as they cover federal and state law governing employer/union and employee/employer relationships. The student will learn how daily supervisory and management decisions made within the context of employment and labor law can have far-reaching consequences in their firm's legal liabilities. This course provides the knowledge and tools for SM graduates to make management decisions that eliminate or minimize their firm's liability. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss the history of American labor unions and its impact on the enactment of federal labor laws.
2. Explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin.
3. Summarize in writing ideas and feelings about applied labor and employment law concepts.

**SM245 ETHICS & STAKEHOLDERS MANAGEMENT (3)**

This course uses cutting-edge research along with case histories to help students understand the relationships between business and the society stakeholders. The managerial perspective of this course emphasizes the twin themes of stakeholders and ethics. Students are shown how to integrate ethical consideration into their entire decision-making. The course employs a stakeholder management framework that emphasizes the firm's social and ethical responsibilities to both internal and external stakeholders. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.
2. Describe ethical standards in management and identify its role in contemporary business practices.
3. Summarize in writing ideas and feelings about applied ethics and stakeholder concepts.

**SM298 CO-OP/WORK-LEARN FOR SUPERVISION & MANAGEMENT (1-6)**

The Cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and paid work experience related to Supervision and Management. Prerequisites: SM108, SM208, & SM220. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Obtain supervised work experience to develop skills necessary to succeed in supervision/management positions.
2. Develop and reinforce the knowledge of supervisory theory and management principles as applied to the challenges of a business position.
3. Train subordinates in supervision/management theory and practices.
4. Apply the practice of professional business ethics related to the moral and social responsibilities of a supervisory/management position.
5. Demonstrate effective human relations skills with co-workers and subordinates according to the expectations of a business supervisor/manager.
6. Demonstrate planning, organizing, directing, and controlling skills needed for success supervising/managing within a business environment.

**SO - SOCIOLOGY****SO099 STUDENT SUCCESS WORKSHOP (3)**

Student Success provides a strong educational component to the Adult High School Program. The course draws connections between students' academic environment and the students' future in the world of work. Students will learn basic study skills for academic success. The course will encourage students to conduct activities that enhance self-concept and that promote the development of goals. In addition, the students will develop employability skills. The course will allow students to explore career opportunities and to expand their knowledge of the workplace. All Adult High School students are required to complete this requirement through successful course participation or demonstrated mastery of the identified skills. Formerly SP099. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Evaluate current study skills and obtain study skill techniques for academic success.
2. Assess interests, values, abilities, and skills and apply results of occupational choices.
3. Develop educational and career goals.
4. Acquire skills necessary for locating, evaluating, and interpreting information about career opportunities for employment.
5. Understand and identify the elements of team-building, problem-solving decision-making, and personality dynamics as they relate to the workplace environment.

**SO110 INTRODUCTION TO COLLEGE LIFE (3)**

This course is designed to enhance students' ability to survive and prosper in the college environment. It includes a survey of academic rights and responsibilities, Guam Community College resources and organization program planning, study techniques, preparing for and taking tests, and interest inventories to assist in career planning. Formerly SP110. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the academic rights and responsibilities of a college student.
2. Demonstrate skills needed to successfully study and pass tests.
3. Demonstrate an understanding of various careers and which ones match interests and abilities.

### **SO130 INTRODUCTION TO SOCIOLOGY (3)**

Sociology is the scientific study of how people behave in groups and the rules that guide group behavior. Everyone is a member of societal groups and people experience different kinds of relationships and play multiple roles in groups. This course examines those groups, people's individual roles, interpersonal relationships, cultures, and families. This knowledge is helpful to everyone including managers and professionals in any field. This course is a required general education core course for all associate degree programs. Course offering: As needed. Prerequisites: EN100R, EN100W

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Identify how societies instill values in individuals, families and groups.
2. Demonstrate familiarity with other societies objectively utilizing the sociological imagination.
3. Contrast the four primary theoretical sociological perspectives.
4. Explain various degrees of poverty and inequality to include why these patterns continue to exist generation after generation.

## **SS - SOCIAL SCIENCES**

### **SS063 AMERICAN GOVERNMENT (3)**

This course deals with the foundations of democracy in America, examining the operation of the legislative, executive, and judicial branches of government at the federal, state, and local levels. Topics covered include rights and responsibilities of citizenship, voting, political parties, interest groups, the US Constitutions (including the Bill of Rights), bureaucracy, national policies relating to foreign policy, taxation, spending priorities, government regulations, and entitlement. Course offering: As needed

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain the United States constitutional form of government.
2. Describe the political process to include voting, political parties, and interest groups.
3. Explain how laws are created within the United States.

### **SS078 WORLD GEOGRAPHY (3)**

This course deals with the geography of the world. It encompasses a detailed examination and understanding of the location of the countries of the world, and the world's major geographical regions and landmarks. An understanding of the different climatic zones and weather regions is also covered in this course. Course offering: Spring only

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Locate and identify all countries and their capitals around the world.
2. Locate and identify all oceans, major rivers, mountain ranges and deserts.
3. Locate and identify major population groups around the world.

### **SS081 US HISTORY I (3)**

This course traces the founding and development of the United States of America from early influences of Pre-Columbian Indians and European societies until the end of the Civil War Reconstruction era. The objective is to examine and evaluate the political, social and economic development of the United States. Course offering: Fall only

#### **Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of U.S. history from the foundation of the colonies ending with the Civil War Reconstruction.
2. Foster respect for the diverse cultures that make up the United States.
3. Demonstrate responsible civic behavior.

### **SS082 U.S. HISTORY II (3)**

U.S. History II will analyze the causes and consequences of industrialization and America's growing role in the world. Students will study the goals and accomplishments of the Progressive movement and the New Deal. Students will also learn about the various factors that led to America's entry into world wars as well as their consequences on American life. Finally, students will

study the important economic and political changes during the Cold War, including the Civil Rights movement, and recent events and trends that have shaped modern-day America. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of U.S. history from the time of westward expansion to the modern era.
2. Foster respect for the diverse cultures that make up the United States.
3. Demonstrate responsible civic behavior.

**SS083 WORLD HISTORY I (3)**

This course explores World History from a global perspective. After examining the rise of civilizations in the Middle East and in Asia, the course will cover the development of societies-traditional and modern-in Asia, the Middle East and Africa, Europe, and the Americas. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with world civilizations in the Middle East, Asia, Africa, Europe, and the Americas.
2. Apply principles and theories to major events related to the rise and development of civilizations
3. Develop an appreciation of world civilizations.

**SS084 WORLD HISTORY II (3)**

This course is a continuation of World History I, covering the development of societies-traditional and modern-Europe and the Americas on the influence of great personalities on world history. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop an understanding of the basic principles and theories involved with traditional and modern societies of Europe and the Americas.
2. Apply principles and theories to major events related to the influence of great personalities on world history.
3. Develop an appreciation of world civilizations.

**SS091 MULTICULTURAL WORKPLACES (3)**

This course is designed to prepare students to be successful through the development of interpersonal skills and cultural awareness to work productively with all people. Module One: Multicultural workplace, values, human relations, attitude and stress management. Module Two: Organizational chart, productivity, group development, Asian values and ethics. Module Three: Effective communication, cross-cultural communication, developing good relations with one's supervisor, conflict management. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Complete various types of job applications, produce a written resume, and practice interview skills.
2. Demonstrate appropriate workplace attire, positive attitude, work ethics, initiative, and assume responsibility.
3. Describe major local and regional cultural groups and their values.
4. Practice enhanced human relation skills related to the workplace.
5. Demonstrate effective communication and conflict resolution skills.

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**SU - SURVEYING**

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**SU100 SURVEYING DRAFTING (3)**

This course deals with typical job responsibilities of an office draftsman or survey party chief in completing a graphic description of survey fieldwork. These descriptions/ plans result from a great variety of engineering fieldwork requiring diverse methods of graphic resolution. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Discuss the roles of office draft persons or survey party chiefs.
2. Define common terminology in the surveying drafting career.
3. Explain the diverse engineering fieldwork and methods of graphic resolution used.

**SU101 SURVEYING PROBLEMS I (3)**

This is a mathematics course designed to give the student an understanding of the fundamentals of basic survey computation. Emphasis is placed on basic arithmetic, trigonometric and geometric operations pertaining to traverse, triangulation and general survey calculation. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of basic mathematics needed for survey computations.
2. Apply basic arithmetic, trigonometry and geometric operations to given surveying problems.
3. Discuss and identify solutions to various surveying problems encountered in the work setting.

**SU230 ADVANCED SURVEYING (3)**

This course will cover advanced topics in surveying including highway and construction surveying, property and legal issues in boundary surveying, concepts of elementary geodetic surveying, and an overview of Global Positioning Systems (GPS) as applied to surveying for centimeter accuracy measurement. Course offering: As needed. Prerequisite: CE222

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the mathematical computations of horizontal and vertical surveys including the process of laying out horizontal and vertical curves.
2. Apply proper survey processes in construction surveys and layouts.
3. Demonstrate an understanding of boundary surveying and the legal aspects of property surveying.
4. Analyze boundary and property survey problems using applicable survey methods.
5. Demonstrate understanding of concepts of geodetic and GPS surveying.

**SU240 BOUNDARY LAW I (3)**

This course introduces the concepts of boundary control and legal principles. Topics covered include proportionate measurement, rights in land, junior/senior title rights, retracement of original surveys, deed first/survey first, common and case law, ranking/prioritizing evidence, controlling monuments and corners, error in legal descriptions, and plats and case studies. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of boundary control and legal principles to include identification of error in legal descriptions.
2. Discuss legal principles such as deed/first/survey first, common and case law.
3. Define the basic elements of a boundary survey and the proper sequence of events/actions.
4. Evaluate boundary evidence and make decisions based on this ranking.
5. Identify controlling corners and boundaries.

**SU241 BOUNDARY LAW II (3)**

This course is a continuation of Boundary Law I and covers the subjects of evidence and procedures for determining real property boundaries. Statutes and case law, conflicting evidence, proper methods and procedures for collecting evidence, riparian rights, surface and subsurface rights and eminent domain are studied in detail. Boundary agreements and legal instruments prepared by the land surveyor are introduced. The role of the land surveyor as an expert witness is presented. Course offering: As needed. Prerequisite: SU240 and permission of Advisor.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Explain in detail the subjects of evidence and procedures used for determining real property boundaries.
2. Demonstrate proficiency of reading legal instruments prepared by land surveyors.
3. Describe the surveyor's role in court cases.
4. Write a legal and technical description and prepare a surveyor's report.

**SU250 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3)**

This course will provide students with basic knowledge of Geographic Information Systems (GIS) (e.g., sources of GIS data, various data models). Special emphasis will be given to the manipulation of digital spatial vector data with application to cadastral surveys. One of the objectives of the course is to provide students with hands on experience with GIS software and hardware components. The course emphasizes practical GIS skills. Course offering: As needed



**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.
2. Explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems.
3. Demonstrate an understanding of the basics of geodatabase and the more advanced functionality that makes the geodatabase such a powerful data model.
4. Design presentation-quality maps and create a person geodatabase.

**SU251 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (3)**

This course is a more advanced study of Geographic Information Systems (GIS) with particular emphasis on manipulation and analysis of raster data. This course will also provide introduction to ArcGIS Spatial Analyst and 3D Analyst. Course offering: As needed. Prerequisite: SU250

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Produce and control raster data using ArcGIS Spatial Analyst.
2. Work within the new ArcGIS geoprocessing environment to create, execute, and automate spatial analysis work flows.
3. Analyze three-dimensional modeling using ArcGIS 3D Analyst software.
4. Create realistic models by draping aerial photographs over surfaces and displaying two-dimensional features in three dimensions.

**SU280 SPECIAL TOPICS IN GEOGRAPHIC INFORMATION SYSTEMS (3)**

This course will introduce students to the applications of Geographic Information Systems (GIS) in cadastral and land information systems and in land use planning. Geographic data is increasingly important in understanding society and the environment. Using advanced tools and software, students will have an opportunity to focus on local and global planning problems. Course offering: As needed. Prerequisite: SU250

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
2. Apply Survey Analyst GIS tools on cadastral datasets and perform analysis of these datasets to ensure survey accuracy.
3. Use ArcGIS tools to address real-world social, economic, and environmental planning problems.

**SU292 SURVEYING PRACTICUM (1)**

This course covers the application of field and office techniques related to the lessons covered in the surveying and drafting courses. Students will do actual field and office survey work to learn proper use of surveying and related instruments including computers and data collectors. Course offering: As needed. Prerequisite: CE222

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.
2. Apply proper field operations in traversing, leveling, and topographic surveying.
3. Demonstrate proficiency in the preparation of survey drawings using computer aided surveying software.
4. Transfer data to and from survey instruments, data collectors, and computers.
5. Demonstrate an understanding of errors and error propagation field work.

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**TH – INTRODUCTION TO THE THEATER**

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**TH101 INTRODUCTION TO THE THEATER (3)**

This course is designed to provide a basic introduction to the study of theater. It explores theater as a fine art and how theater practitioners work. Course lectures include theater history and production practices. Attendance at a local theater production is required. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an appreciation for theater as a fine art.
2. Demonstrate a clear understanding of theater history.

3. Demonstrate knowledge of production practices.

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**VC - VISUAL COMMUNICATIONS**

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**VC101 INTRODUCTION TO VISUAL COMMUNICATIONS (3)**

This course introduces graphic media principles and concepts. The course emphasizes the historical development and current uses and applications of the various visual and audio processes in digital media production. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.
2. Identify the six typeface families and demonstrate how each one expresses a mood.
3. Find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.
4. Distinguish basic visual processes, physiological aspects and sensual and perceptual theories.
5. Develop an understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.
6. Know the ethical and legal standards regarding the uses of graphic design and images and computer applications.

**VC102 DESIGN PRINCIPLES AND ELEMENTS (3)**

This course will provide graphic artist students with basic knowledge ability to create effective graphic design. Formerly VC101. Course offering: As needed. Prerequisites: VC125, VC126

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply procedures to solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license.
2. Recognize and apply the elements of graphic design including space, line, shape, value, texture and color space and balance, contrast and variation.
3. Use basic analog (drawing) and digital (computer) methods to create graphic design projects.
4. Select effective typography and text composition in graphic design.
5. Think conceptually about the meaning of text and image in combination.
6. Demonstrate an understanding of three-dimensional design.

**VC125 DIGITAL GRAPHICS: PHOTOSHOP® (3)**

This course is designed to provide students with fundamental knowledge and skills with the industry-standard raster image editing tools of Adobe PhotoShop to produce graphics for print and for the Web. Formerly VC121. Course offering: Fall & Spring

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand and use the vocabulary of PhotoShop activity.
2. Apply the principles of good graphic design to computer graphic projects.
3. Navigate with the tools of Photoshop to create and edit graphics for print and for the web.
4. Employ basic photo and scan editing and corrections including cloning, healing and patching.
5. Use layers, masks paths and channels to produce graphic images.
6. Differentiate between vector and raster (bit-map) graphics.
7. Prepare images for two-color printing.
8. Produce and print consistent color.
9. Optimize web images and image maps.

**VC126 DIGITAL GRAPHICS: ILLUSTRATOR® (3)**

This course presents the use of the industry-standard vector image creation tools of Adobe Illustrator to produce graphics and typography for print and for the Web. Using Illustrator is profoundly necessary in digital graphics production. Formerly VC122. Course offering: Fall & Spring

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Apply the principles of good graphic design to create artwork required by computer graphic projects.
2. Work with type including creation of type, type masks, formatting and wrapping text.

3. Understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.
4. Understand and use the common vocabulary of Illustrator.
5. Combine Illustrator graphics and PhotoShop images.
6. Draw cylinders and boxes and use gradients and brushes to draw shapes.
7. Create images for web publication including exporting in GIF and JPEG formats.

**VC131      DESKTOP PUBLISHING (3)**

This course is designed to provide students with the basic knowledge and skills for desktop publishing (DTP). The application used in the course is QuarkXpress, an industry standard. Course offering: Spring only. Prerequisite: VC102

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand the standard vocabulary of desktop and print publishing.
2. Use application tools and functions common to desktop publishing and page layout software.
3. Locate and choose fonts needed for DTP projects.
4. Employ palettes and apply functions common to DTP including color, layout style sheets and measurements.
5. Setup up documents using forms, rules and tables.
6. Distinguish between effective usage of inkjet and laser printers.
7. Use efficient digital project file management.
8. Practice efficient working techniques.

**VC135      InDesign® (3)**

Students will learn to use Adobe InDesign, a powerful desktop publishing tool that can be used with other professional graphics applications to produce professional-quality, full-color output on high-volume color printing presses or a wide range of output devices and formats, such as desktop printers, PDF files, and HTML files. Course offering: As needed. Prerequisites: VC102 and VC131

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use Adobe InDesign® publishing software to complete page layouts and designs for a variety of professional publishing purposes.
2. Utilize professional graphic design, layout, and typography techniques.
3. Import existing files from word processing and raster and vector graphics programs into the publishing program.
4. Produce sophisticated layouts including text and graphic images.

**VC141      WEB DESIGN (3)**

Students learn the basics of planning, constructing, testing, publishing, marketing and maintaining a web site in this course. They also learn to use Dreamweaver to actually design a web site. Course offering: As needed. Prerequisite: VC102

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Produce a simple multi-page web site.
2. Use effective web typography.
3. Upload web sites and modifications to web servers.
4. Employ current practices of web site graphics.
5. Create Cascading Style Sheets.
6. Write simple HTML coding.
7. Create rollover buttons.

**VC145      MACROMEDIA SUITE (3)**

This course introduces Flash and advances skill with Fireworks and Dreamweaver to develop animations and interactive actions for web sites. Formerly VC142. Course offering: As needed. Prerequisites: VC102, VC141

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Create web site photo viewers.
2. Demonstrate advanced design techniques with Fireworks.
3. Include movies and filmstrips in web pages.
4. Design and create animations including animated maps with Flash.

5. Employ Computer-Generated Imagery (CGI) and other interactive actions.

**VC161 VIDEO I (3)**

This course introduces the basic video production process including conceptualization, storyboarding, shooting and editing.  
Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Produce simple video productions from planning through editing.
2. Plan and create storyboards for video productions and shoot video according to plans.
3. Operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.
4. Understand and use the common vocabulary of video productions.
5. Use and control natural and artificial lighting.
6. Demonstrate use of a variety of industry-standard shots.
7. Employ a variety of microphones and audio mixers used in audio recording.
8. Employ simple computer digital editing including titling and audio dubbing.

**VC165 DIGITAL EDITING: FINAL CUT PRO (3)**

This course presents video editing using a powerful and well-accepted editing application. This course is advanced editing. Formerly VC162. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Capture video and import audio into the computer to establish the content for the editing process.
2. Apply animation to incorporate motion to still images.
3. Add and edit voice and music tracks.
4. Understand and use the common vocabulary of digital video editing.
5. Use the tools, commands and procedures of Final Cut Pro.
6. Cut up shots and build video sequence of shots.
7. Create titles and credits in a variety of styles.
8. Convert video to various final export formats including DVD and Web.

**VC172 IMAGING CONCEPTS AND ELEMENTS (3)**

Because a picture is worth a thousand words, students learn what it takes to get the perfect picture in this course. This three-part course covers the tried-and-true techniques in capturing the right image from anyone's camera, the different processes in digitizing it into the computer, and the various methods in manipulating it to anyone's heart's desire. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Understand and use the common vocabulary and terms of cameras, scanning and digital imaging.
2. Recognize and apply the elements of effective aesthetic composition to produce good photographs with cameras.
3. Use camera controls of focus, shutter speed and f-stop to vary light entering the camera for effective photography.
4. Utilize studio lighting principles for basic portraiture and small product photography.
5. Scan photos, negatives, slides and printed images, including text, to produce digital images.
6. Employ basic digital photo and image editing using the software included with scanners and other simple computer editing applications.

**VC201 PROJECT MANAGEMENT AND MARKETING SOLUTIONS (3)**

This course integrates all the skills and concepts acquired in the required 100 level courses. Course offering: As needed.  
Prerequisites: MK123, MK224, VC101, VC102, VC125, VC126, VC131, VC141, VC161

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Use cooperative teamwork for visual communications problem solving and production.
2. Research potential products identifying customers to be targeted.
3. Conceptualize and create visual messages for clients and customers using print, video and web media.

**VC298 COOPERATIVE EDUCATION/WORK-LEARN (3)**

The Work Experience program provides an opportunity for qualified students to receive credit and work experience in the Visual Communications field. Students serve under qualified professionals to practice skills and gain insights in the industry. Students will be employed in the private and/or government (non-education) arena. College regulations regarding Co-Op Work Learn apply. In the event Co-op/Work-Learn cannot be taken, the student, with postsecondary departmental approval, may take any 200 level Marketing course or a Special Project in lieu of Co-op/Work-Learn. Course offering: As needed. Prerequisites: VC101, VC102, VC125, VC126, VC131, VC141, VC161, MK123, MK224, and permission of the Department Chair and the Work Experience Coordinator.

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Develop visual communications skills in a dynamic environment.
2. Work harmoniously with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively.
5. Exhibit professionalism.
6. Conceptualize and create visual messages for the host using print, video and web media.

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**WA - WATER**

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**WA200 WATER SUPPLY AND HYDROLOGY (3)**

This course is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT100, MA095

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.
2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks treatment facility, or its distribution or collections system.
5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

**WA210 TREATMENT PROCESSES AND PROCEDURES (3)**

This course focuses on potable and waste water treatment processes using waterworks troubleshooting techniques. WA210 is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the USEPA's Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT100, MA095

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize and understand potable and waste water treatment processes, regulatory standards, and maintenance practices.
2. Identify and select processes that yield the most effective treatment.
3. Predict the efficiency of treatment processes, using waterworks troubleshooting techniques.
4. Recognize and utilize safe practices for operating potable and waste water equipment and/or appurtenances.
5. Recognize and understand the biological, chemical, microbial, and physical relationships within waterworks treatment processes.

**WA215 WATER DISTRIBUTION SYSTEMS (3)**

This course prepares students with the knowledge and skills required for operator certification. WA215 is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, the Water Pollution Control Act, and the National Environmental Policy Act (NEPA). Course offering: As needed. Prerequisites: WT100, MA095

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize and understand water distribution system nomenclature, components, and NEPA standards.
2. Identify water distribution modes and their methods for operation.
3. Predict the efficiency of a water distribution system using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating and managing a water distribution system and its appurtenances.
5. Recognize and understand the subject matter required for operator certification.

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**WE - WELDING**

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**WE115 METAL FABRICATION (3)**

Students develop fabrication knowledge and skills in cutting and assembling projects from given specifications using various hand tools, power tools and machines. Course offering: As needed. Corequisites: CT196A, CT197A

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Accurately cut a variety of metal structural shapes.
2. Accurately bend select types of metal.
3. Accurately fit select angles as determined by particular projects.

**WE220 EQUIPMENT MAINTENANCE (2)**

Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Disassemble oxyfuel gages and electric arc welders
2. Determine which components need to be replaced or adjusted within a given unit.
3. Reassemble each electrical and mechanical component to a functioning level.

**WE228 BASIC METALLURGY (3)**

This course offers instruction in metals of classification and their manufacture. Joining methods and processes, structure of metals, mechanical properties, effects of alloying, fluxes, preheating, post heating and general heat treatment are also examined. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate an understanding of basic terminology involved with metallurgy.
2. Demonstrate basic methods and processes involved in metallurgy.
3. Demonstrate knowledge of the elements that contribute to characteristics of alloy steel.

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**WT - WATERWORKS TECHNOLOGY**

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**WT100 INTRODUCTION TO WATERWORKS TECHNOLOGY (3)**

Introduction to Waterworks Technology is a three credit course designed for a waterworks operator or prospective operator. This course provides basic knowledge of water and wastewater treatment, microbial, physical, and chemical analysis, a basic introduction to fluid transport and hydraulics and in-depth examination of water treatment operations. Course offering: As needed

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

**WT110 INTRODUCTION TO WATERWORKS SCIENCE (3)**

This course is designed to prepare individuals working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisite: WT100, MA095

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.
2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks treatment facility, or its distribution or collections system
5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

**WT140 MANAGEMENT OF WATER AND WASTEWATER SYSTEMS (3)**

This course focuses on environmental and regulatory compliance using Best Methods and Practices (BMP) for potable water and domestic wastewater treatment, as well as their respective distribution and collection systems. WT140 is designed to prepare individuals working in waterworks to foresee, plan, and implement strategies for maintaining environmental compliance, as outlined in the United States Environmental Protection Agency's (USEPA) Clean Water Act, Safe Drinking Water Act, Water Pollution Control Act, and National Environmental Policy Act. Formerly WA200 & WW220. Course offering: As needed. Prerequisite: WT110, MA095 or higher

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize and demonstrate understanding of water-based constituents (e.g., bacterial, chemical, microbiological, radiological, and viral) that are regulated within the waterworks industry.
2. Recognize and demonstrate understanding of potable water and domestic wastewater regulatory standards, and their respective sampling protocols.
3. Predict compliance by using *Standard Methods for the Examination of Water and Wastewater*.
4. Identify and apply "Best Methods and Practices" to ensure waterworks systems operate within regulatory compliance and/or standards.

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**WW - WASTEWATER TECHNOLOGY**

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**WW200 PRIMARY TREATMENT (4)**

This course focuses on the primary stages of treatment for domestic wastewater treatment systems, both its operations and mechanical components. WW200 is specifically designed to prepare individuals working within a domestic wastewater facility to foresee, plan, and implement strategies for operating and maintaining an efficient and safe facility, as regulated by the United States Environmental Protection Agency's (USEPA) Water Pollution Control Act and National Environmental Policy Act. Course offering: As needed. Prerequisite: WT110 and MA095 or higher

**Student Learning Outcomes (SLOs):**

Upon successful completion of this course, students will be able to:

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

# **Governing Board, Administration and Faculty**

**(as of July 2011)**



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Wesley T. Gima .....	Program Specialist, Communications & Promotions
Lolita C. Reyes .....	Assistant Director, Development & Alumni Relations
Bonnie Mae M. Datuin .....	Program Specialist, Development & Alumni Relations
Laura Beth C. Nelson .....	Program Specialist, Development & Alumni Relations
Doris U. Perez .....	Assistant Director, Planning & Development
Jose C. Quitugua .....	Coordinator, Facility Maintenance/Planning

**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

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Virginia C. Tudela, Ph.D. ....	Assistant Director, Assessment, Institutional Effectiveness & Research
Victor Rodgers. ....	Assistant Director, Continuing Education & Workforce Development
Rowena Ellen Perez .....	Program Specialist, Continuing Education & Workforce Development
Patrick L. Clymer .....	Coordinator, Admissions & Registration
Marlena O.P. Montague .....	Institutional Researcher, Assessment, Institutional Effectiveness & Research
Priscilla C. Johns .....	Program Specialist, Assessment, Institutional Effectiveness & Research
Joseph L.G. Benavente .....	Planner IV, Assessment, Institutional Effectiveness & Research
Ava M. Garcia .....	Administrative Officer

**SCHOOL OF TRADES AND PROFESSIONAL SERVICES**

Reilly A. Ridgell .....	Dean, School of Trades & Professional Services
Geraldine S. James, Ed.D. ....	Associate Dean, School of Trades & Professional Services
Terry L. Barnhart .....	Program Specialist, Apprenticeship & Training Program
Huan F. Hosei .....	Program Specialist, Adult Education/GED
Tracy L. Mullins .....	Program Specialist, Area Health Education Center
Fermina A. Sablan .....	Program Specialist, Go'ti Yan Adahi I Fino'ta Chamorro

**SCHOOL OF TECHNOLOGY AND STUDENT SERVICES**

Michelle S. Santos, Ed.D. ....	Dean, School of Technology & Student Services
Vacant .....	Associate Dean, School of Technology & Student Services
Michael L. Chan, Ed.D. ....	Adjunct Associate Dean
Joanne A. Ige .....	Associate Dean, Student Support Services
John F. Payne .....	Program Specialist, Student Support Services/Night Administration
Barbara B.B. Leon Guerrero .....	Program Specialist, Center for Student Involvement
Kasinda C. Ludwig .....	Program Specialist, Accommodative Services
Christine B. Sison .....	Program Specialist, Project Aim
Mildred L. Afaisen .....	Program Specialist, College Access Challenge Grant

**OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION**

Carmen Kwek Santos .....	Vice President, Finance and Administration
Joann Waki Muña .....	Administrator, Human Resources
Micki L. Lonsdale .....	Coordinator, Financial Aid
Francisco C. Camacho .....	Administrator, Data Processing Systems/MIS
Edwin E. Limtuatco .....	Controller
Joleen Evangelista .....	Administrator, Procurement and Inventory
Cheryl B. San Nicolas .....	General Accounting Supervisor
Gregorio T. Manglona .....	Administrator, Environmental Health & Safety

**EEO OFFICE**

Micki L. Lonsdale .....	EEO Compliance Officer
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\*Subject to confirmation by the 31<sup>st</sup> Guam Legislature, as of July 2011.

## GUAM COMMUNITY COLLEGE ADMINISTRATORS

### **Afaisen, Mildred L.**

Program Specialist, College Access Challenge Grant  
M.Ed. Education  
University of Portland 2007  
B.A. Early Childhood/Elementary Education  
University of Guam 2002

### **Barnhart, Terry L.**

Program Specialist, Apprenticeship Training Program  
B.A. Sociology  
Washington State University 1977

### **Benavente, Joseph L.G.**

Planner IV, Assessment, Institutional Effectiveness & Research  
B.S. Public Administration  
University of Guam 1993

### **Camacho, Francisco C.**

Data Processing Systems Administrator, MIS  
M.S. Instructional Technology & Telecommunications  
Western Illinois University 2002  
B.B.A. Management  
University of Guam 1988  
A.S. Computer Science  
Guam Community College 1989  
IT Business Manager Certificate  
Belmont University / MDE Ent, Inc.  
Certified Novell Administrator NetWare 5  
Certified Novell Engineer  
Microsoft Certified Systems Administrator  
Microsoft Certified Systems Engineer  
Microsoft Certified Professional  
Check Point Fire Wall-1  
Check Point Certified Security Expert  
Check Point Certified Security Administrator

### **Chan, Michael L., Ed.D.**

Adjunct Associate Dean, Technology & Student Services  
Ed. D. Educational Leadership  
Argosy University 2011  
M.Ed. Education  
University of Portland 2003  
B.A. Mathematics  
California State University, Sacramento 1999

### **Clymer, Patrick L.**

Coordinator, Admissions & Registration  
B.B.A. Management / MIS  
University of Notre Dame 1989

### **Cruz, John T.**

President Emeritus, June 1988-June 2000  
M.Ed. Administration and Supervision  
University of Guam 1983  
B.A. Secondary Education, General Social Science  
University of Guam 1973

### **Datuin, Bonnie Mae M.**

Program Specialist, Development & Alumni Relations  
B.A. Psychology  
University of Guam 2006

### **Evangelista, Joleen M.**

Procurement and Inventory Administrator  
B.A. Business Administration  
Seattle University 1992

### **Flores, Jayne T.**

Assistant Director, Communications & Promotions  
B.S. Journalism  
University of Illinois 1981

### **Garcia, Ava M.**

Administrative Officer, Academic Vice President's Office  
M.P.A. Public Administration  
University of Guam 2007  
B.S. Criminal Justice  
University of Guam 2006  
B.S. Public Administration  
University of Guam 2006

### **Gima, Wesley T.**

Program Specialist, Communications & Promotions  
A.S. Supervision and Management  
Guam Community College 1991

### **Hosei, Huan F.**

Program Specialist, Adult Education/GED  
M.A. Education, Educational Leadership  
San Diego State University 2003  
B.A. Anthropology  
University of Guam 1992

### **Ige, Joanne A.**

Associate Dean, Student Support Services  
M.S. Criminal Justice  
California State University-Long Beach 1987  
B.S. Criminal Justice  
Seattle University 1985

### **James, Geraldine S., Ed. D.**

Associate Dean, School of Trades & Professional Services  
Ed. D. Educational Leadership  
Argosy University 2008  
M.Ed. Education  
University of Portland 1990  
B.A. Mathematics Secondary Education  
University of Guam 1978

### **Johns, Priscilla C.**

Program Specialist, Assessment, Institutional Effectiveness & Research  
B.S. Public Administration  
University of Guam 1997

### **Leon Guerrero, Barbara B.B.**

Program Specialist, Center for Student Involvement  
B.B.A. Management  
University of Guam 1981

### **Limtuatco, Edwin E.**

Controller, Finance and Administration  
B.B.A. Accounting  
University of Guam 1997

**Lonsdale, Micki L.**

Coordinator, Financial Aid; EEO Officer  
 M.A. Counseling  
 University of Guam 2000  
 B.A. Cultural Anthropology  
 University of Colorado 1971

**Ludwig, Kasinda C.**

Program Specialist, Accommodative Services  
 M.S. Rehabilitation Counseling  
 San Diego State University 2005  
 B.S. Criminal Justice  
 University of Guam 1992  
 A.S. Criminal Justice  
 Guam Community College 1984

**Manglona, Gregorio T.**

Environmental Health & Safety Administrator  
 Richmond High 1972

**Montague, Marlena O.P.**

Institutional Researcher,  
 Assessment, Institutional Effectiveness, & Research  
 M.S. Computer Information Systems  
 University of Phoenix, 2006  
 B.S. Business Administration: Management Information  
 Systems  
 California State University 1993  
 Certified A+ Professional

**Mullins, Tracy**

Program Specialist, Area Health Education Center  
 M.H.A. Health Administration  
 University of Phoenix 2006  
 B.S. Organizational Management  
 Daniel Webster College 2004

**Muna, Joann Waki, SPHR**

Human Resources Administrator  
 M.P.A. Public Administration  
 University of Guam 1997  
 B.S. Public Administration  
 University of Guam 1993  
 Senior Professional in Human Resources  
 Human Resource Certification Institute 2003

**Nelson, Laura Beth C.**

Program Specialist, Development & Alumni Relations  
 M.B.A. Business Administration  
 University of Guam 2010  
 B.A. Marketing  
 Chaminade University 2007

**Okada, Mary A. Y., Ed. D.**

President  
 Ed.D. Educational Leadership  
 University of Phoenix 2009  
 M.P.A. Public Administration  
 University of Guam 1997  
 B.B.A. Accounting & Management  
 University of Guam 1988

**Payne, John F.**

Program Specialist, Student Support Services/Night  
 Administration  
 M.H.R. Human Relations  
 University of Oklahoma 1991  
 B.S. Social Science  
 University of Guam 1985

**Perez, Doris U.**

Assistant Director, Planning & Development  
 B.S. Business Administration/Accounting  
 California State University, Los Angeles 1984

**Perez, Rowena Ellen**

Program Specialist, Continuing Education & Workforce  
 Development  
 B.S. Health and Safety  
 Indiana University 1987

**Quitugua, Jose C.**

Coordinator, Facilities Maintenance/Planning  
 B.B.A. Business Management  
 University of Guam 1982  
 A.S. Civil Engineering  
 University of Guam 1975

**Reyes, Lolita C.**

Assistant Director, Development & Alumni Relations  
 M. Ed. Reading  
 University of Guam 1985  
 B.A. Bilingual Bicultural/Elementary Education  
 University of Guam 1982

**Ridgell, Reilly A.**

Dean, School of Trades & Professional Services  
 M.A. Political Science  
 University of California at Santa Barbara 1970  
 B.A. Political Science  
 University of California at Los Angeles 1969

**Rodgers, Victor**

Assistant Director, Continuing Education & Workforce  
 Development  
 B.S. Human Resources Management  
 Park University 2006  
 A.A. Business  
 Columbia College 1987

**Sablan, Fermina A.**

Program Specialist, Go'ti Yan Adahi I Fino'ta Chamorro  
 M.P.A. Public Administration  
 University of Guam 2007  
 B.B.A. Business Administration Human Resource  
 Management  
 University of Guam 2006

**San Nicolas, Cheryl B., CB**

General Accounting Supervisor  
 A.S. Accounting  
 Guam Community College 1997  
 Certified Bookkeeper  
 American Institute of Professional Bookkeepers

**Santos, Carmen Kwek, CPA**

Vice President, Finance and Administration  
 M.B.A. Business Administration  
 University of Phoenix 2010  
 B.A. Business Administration  
 Washington State University 1993  
 Certified Public Accountant  
 Guam Board of Accountancy 1993

**Santos, Michelle M.S., Ed. D.**

Dean, School of Technology & Student Services  
Ed.D. Leadership Studies  
University of San Diego 2003  
M.Ed Administration Supervision  
University of Guam 1996  
B.A. English  
University of California at Santa Barbara 1989

**Sison, Christine B.**

Program Specialist, Project Aim  
M.P.A. Public Administration  
University of Guam 2002  
B.B.A. International Business  
Seattle University 1995

**Somera, Rene Ray D., Ph. D.**

Vice President, Academic Affairs  
Ph.D. Anthropology  
Michigan State University 1991  
M.A. Anthropology  
Michigan State University 1988  
M.A. Philippine Studies (Interdisciplinary)  
University of the Philippines 1983  
B.A. Communication Arts (Writing)  
University of the Philippines 1977

**Tudela, Virginia C., Ph. D.**

Assistant Director, Assessment, Institutional Effectiveness &  
Research  
Ph.D. Education  
University of Southern California 2002  
M.P.A. Public Administration  
University of Guam 1997  
B.B.A. Management  
University of Guam 1992

## GUAM COMMUNITY COLLEGE FACULTY

### **Abshire, Ronnie J.**

Associate Professor, Cosmetology  
B.S. General Studies  
University of Southwestern Louisiana 1982  
Cosmetology Diploma  
Institute of Cosmetology, Trichology & Esthetics 1980  
Cosmetology Instructor License, Guam 2003

### **Aguilar, Norman L.**

Assistant Professor, Tourism & Hospitality  
M. Ed. Education  
University of Portland 2008  
M.B.A. Business Administration  
University of Guam 1999  
B.A. Business Administration  
University of Guam 1991  
ServSafe Food Protection Manager Certification  
National Restaurant Association Education Foundation  
2008

### **Aguon, Rebecca T.**

Assistant Professor, English Language Institute  
B.A. Speech: Rhetoric and Communication  
University of Oregon 1987

### **Analista, Hernalin R.**

Assistant Professor, Assessment & Counseling  
M.A. Counseling  
University of Guam 2002  
B.A. Psychology  
University of Guam 1998

### **Armstrong, John M.**

Associate Professor, Criminal Justice/Social Science  
M.Ed. Curriculum Development  
University of Portland 1991  
B.A. Spanish/Latin American Studies  
University of Arkansas 1981

### **Artero, Jennifer B., R.N.**

Instructor, Practical Nursing Program  
B.S. Nursing  
University of Texas at El Paso 1994  
Registered Nurse, Guam License

### **Atalig, Adrian M.**

Instructor, Electronics  
B.A. Computer Information Systems  
University of Guam 2004  
A.S. Electronics Technology  
Heald Institute of Technology 1989  
Cisco Certified Network Associate (exp. 2012)  
A+ Certified Professional 2001  
Certified Data Cabling Installer (exp.2013)  
Certified Fiber Optics Installer (exp.2013)  
Microsoft Certified Professional, MCP+1 MSCE 2000

### **Balbin, Sandy R.**

Associate Professor, Business  
M.Ed. Education  
University of Portland 1996  
B.A. Biology and Psychology  
University of Guam 1984  
A.S. Computer Science  
Guam Community College 1987

Certificate Travel & Ticketing Operations  
Guam Community College 2000

### **Bataclan, Emma R., R.N.**

Instructor, Health Services Center  
B.S. Nursing  
St. Joseph College, Philippines 1979  
Registered Nurse, Guam License

### **Baza-Cruz, Lisa Ann, Ed. D.**

Professor, English Language Institute  
Ed. D. Educational Leadership  
Argosy University 2010  
M.Ed. Reading  
University of Guam 1988  
B.A. Special Education/Elementary Education  
Washington State University 1982

### **Blas, Doreen J.**

Associate Professor, Tourism & Hospitality  
Graduate Diploma, Teaching English as a Second Language  
South Australian College of Advanced Education 1983  
B.A. Japanese Language  
University of Hawaii 1978

### **Bordallo, Angela T., R.N.**

Instructor, Practical Nursing Program  
B.S. Nursing  
University of San Francisco 1988  
Registered Nurse, Guam License

### **Bukikosa, Ines E.**

Assistant Instructor, Cosmetology  
H.S.  
John F. Kennedy High School 1975  
Cosmetology Instructor License Guam 2003

### **Camacho, Clare A., Ph.D.**

Professor, Early Childhood Education  
Ph.D. Postsecondary & Adult Education  
Capella University, 2007  
M.S. Speech and Language Pathology  
University of Hawaii at Manoa 1989  
M.Ed. Special Education  
University of Guam 1994  
B.A. Communication  
University of Guam 1987

### **Cejoco, Jose L.**

Instructor, Automotive  
B.S. Business Administration  
University of the East, Philippines, 1979

### **Chargualaf, Katherine M.**

Assistant Instructor, Marketing  
A.S. Marketing  
Guam Community College 1996

### **Chong, Eric K. L.**

Associate Professor, Tourism & Hospitality  
M.H.R. Human Relations  
University of Oklahoma 2000  
B.A. Business Administration  
Washington State University 1982  
B.A. Hotel & Restaurant Administration  
Washington State University 1982  
Certified Customer Service Specialist (CSS)

Electronics Technicians Association International (ETAI)  
2000

Certified Hotel Administrator (CHA)  
Educational Institute of the American Hotel & Lodging  
Association (EI/AH&LA) 1998  
Certified Hospitality Educator (CHE)  
Educational Institute of the American Hotel & Lodging  
Association (EI/AH&LA) 1998  
Certified Rooms Division Executive (CRDE)  
Educational Institute of the American Hotel & Lodging  
Association (EI/AH&LA) 1997

**Clymer, Imelda D.S.**

Instructor, Enrollment Services  
B.B.A. Marketing  
University of Guam 1989

**Cruz, Carol R.**

Assistant Professor, Tourism & Hospitality  
M.B.A. Business Administration  
University of Guam 1999  
B.B.A. Business Administration  
University of Guam 1991

**Cruz, Donna M., Esq.**

Associate Professor, Criminal Justice/Social Science  
J.D. Law  
University of San Diego Law School 1990  
B.S. Management and Marketing  
University of Guam 1985

**Cruz, Jesse Q.**

Assistant Instructor, Automotive  
A.S. Occupational Studies, Automotive and Diesel  
Technology  
Universal Technology Institute Phoenix 1996  
ASE Certified Master Automobile Technician

**Datuin, Theresa A. H.**

Assistant Professor, Mathematics  
M.S. Environmental Science  
University of Guam, 2009  
B.A. Math & Secondary Education  
University of Guam 2001

**De Oro, Vera S.**

Assistant Professor, Adult Education/G ED  
M.A. Counseling  
University of Guam 2006  
B.A. Special Education  
University of Guam 1982

**Delos Santos, Maria Cecilia H., R.N.**

Assistant Professor, Health Services Center  
M.H.R. Human Relations  
University of Oklahoma 2004  
B.S. Nursing  
University of Guam 1990  
A.S. Nursing  
University of Guam 1986  
Registered Nurse, Guam License

**Dennis, Christopher T.**

Instructor, Automotive/Transportation  
A.A. Education  
Guam Community College 2010  
Certificate Education  
Guam Community College 2010  
ASE Certified Master Automobile Technician

**Dietrichs, Kevin J.**

Assistant Instructor, Tourism & Hospitality  
A.A.B. Culinary Arts  
Hocking Technical College 2004  
ServSafe Food Protection Manager Certification  
National Restaurant Association Education  
Foundation 2001

**Dumchus, Karen I., R.N.**

Instructor, Allied Health  
A.A. Nursing  
Bucks County Community College 1981  
Registered Nurse, Guam License

**Egana, Joel E.**

Instructor, Automotive  
A.A. Education  
Guam Community College 2010  
Certificate Education  
Guam Community College 2010  
ASE Certified Master Automobile Technician

**Evangelista, Frank F.**

Instructor, Tourism & Hospitality  
A.S. Food and Beverage Management  
Guam Community College 2006  
Certified Hospitality Educator (CHE)  
Educational Institute of the American Hotel &  
Lodging Association (EI/AH&LA) 2001  
Certified Food & Beverage Executive (CFBE) Educational  
Institute of the American Hotel & Lodging  
Association (EI/AH&LA) 2004  
ServSafe Food Protection Manager Certification  
National Restaurant Association Education  
Foundation 2005

**Fejerang, Elaine C.**

Instructor, Computer Science  
A.S. Computer Science  
Guam Community College 2007  
Microsoft Certified Trainer  
Microsoft Office 2010 Certified Specialist (Access, Excel,  
Outlook, PowerPoint® & Word)  
Microsoft Office 2007 Master  
Microsoft Certified Professional

**Flores, Joseph L.**

Instructor, Automotive/Transportation  
A.A. Education  
Guam Community College 2010  
Certificate Education  
Guam Community College 2010  
ASE Certified Master Automobile Technician

**Flores, Yvonne C.**

Assistant Professor, Computer Science  
B.S. Computer Science  
California State University-Long Beach 1986

**Galvez-Reid, Carol L., Ph. D.**

Assistant Professor, English Language Institute  
Ph.D. English  
University of the West Indies 2005  
M.A. British Literature  
University of Leeds 1995  
B.A. English  
Viterbo College 1986

**Gamble, Helen L.**

Associate Professor, Tourism & Hospitality  
 B.S. Travel, Transportation and Tourism  
 Parks College of Aeronautical Technology 1978  
 Certified Hospitality Educator (CHE)  
 Educational Institute of the American Hotel & Lodging  
 Association (EI/AH&LA) 1999  
 Certified Travel Associate (CTA)  
 The Travel Institute 2004  
 ServSafe Food Protection Manager Certification  
 National Restaurant Association Education  
 Foundation 2009

**Guerrero, Norma R.**

Instructor, Marketing  
 B.B.A. Marketing  
 University of Guam 1992

**Hartz, Ronald Gary**

Assistant Professor, Assessment & Counseling  
 M.Ed. College Student Personnel Administration  
 Colorado State University 1989  
 B.Ph. Interdisciplinary Studies  
 Miami University 1987

**Huseby, Polli R.**

Assistant Professor, English Language Institute  
 M.Ed. Education  
 University of Portland 1990  
 B.A. Education  
 University of Guam 1985  
 A.A. Mental Health Technology  
 Maricopa Technical College 1976

**Ikeda, Daisaku**

Honorary Professor  
 Honorary Doctorates and Professorships from over 270  
 Academic Institutions  
 Graduate of Fuji College Economics Department, 1967  
 (now Tokyo Fuji University)

**Jocson, John M.U.**

Instructor, Science  
 M.S. Environmental Science  
 University of Guam 1998  
 B.A. Mathematics  
 University of Guam 1995

**Kerner, Paul N.**

Instructor, Tourism & Hospitality  
 A.A. Education  
 Guam Community College 2010  
 Certificate Education  
 Guam Community College 2010  
 ServSafe Food Protection Manager Certification  
 National Restaurant Association Education  
 Foundation 2001

**Kerr, Jonita Q.**

Assistant Professor, Science  
 M.S. Biology  
 University of Guam, 1994  
 B.A. Chemistry  
 North Carolina State University, 1985

**Korenko, William E.**

Instructor, Tourism & Hospitality  
 B.S. Social Science  
 Southern Oregon State College 1976

**Kuper, Terry F.**

Instructor, Electronics  
 A.S. Computer Networking  
 Guam Community College 2008  
 A.S. Electronic Networking  
 Guam Community College 2008  
 Cisco Academy Regional Instructor  
 Cisco Systems, Inc. 2000  
 Certified Fiber Optics Installer (CFOI)  
 Electronics Technician Association 2000  
 A+ Certified Technician  
 The Computing Technology Industry Association 1995  
 Cisco Certified Network Professional  
 Cisco Systems, Inc. 2010  
 Cisco Certified Design Associate  
 Cisco Systems, Inc. 2010

**Lam, Steve**

Associate Professor, Math  
 M.Ed. Secondary Education Instructional Technology  
 University of Guam 2000  
 B.A. Mathematics and Computer Science  
 Carson-Newman College 1984

**Lawcock, Danilo J.**

Assistant Instructor, Automotive  
 A.S. Automotive Technology  
 Guam Community College 1992  
 ASE Certified Master Automobile Technician  
 ASE Certified Truck Equipment Technician  
 ASE Certified Medium/Heavy Truck Technician  
 ASE Certified School Bus Technician

**Lee, Hee Suk (Rachel)**

Instructor, Electronics  
 M.A. Engineering  
 Chungbuk National University 1998  
 B.A. Engineering  
 Chungbuk National University 1994  
 CISCO Certified Network Associate (CCNA)  
 Cisco Career Certification 2003

**Leon Guerrero, Catherine U.**

Associate Professor, Construction Trades  
 M.H.R. Human Relations  
 University of Oklahoma 1996  
 B.S. Marketing  
 Arizona State University 1986  
 Certified Hospitality Educator (CHE)  
 Educational Institute of the American Hotel & Lodging  
 Association (EI/AH&LA)

**Leon Guerrero, Sarah S.**

Professor, Education  
 M.Ed. Special Education  
 University of San Diego 1982  
 B.A. Education/Special Education  
 Augustina College 1979

**Limtiaco, John B.**

Assistant Professor, Electronics  
 B.S. Electronics Technology  
 Chapman College 1989  
 Certified Fiber Optics Installer (CFOI)  
 Electronics Technicians Association International, Inc.  
 1998

**Limtiaco, Michael D.**

Assistant Instructor, Construction Trades  
H.S.

Big Bend Community College 1983

**Lizama, Troy E.**

Assistant Professor, Assessment & Counseling  
M.A. Counseling

University of Guam 1996

B.A. Psychology

University of Guam 1992

**Loveridge, Rosemary J., R.N.**

Instructor, Allied Health

B.S. Nursing

Monash University 1999

Registered Nurse, Guam License

**Mafnas, Barbara C., R.N.**

Instructor, Allied Health

A.A. Nursing

Alpena Community College 1992

Registered Nurse, Guam License

**Manglona, Dorothy-Lou M., R.N.**

Instructor, Allied Health

B.S. Nursing

University of Portland 2003

Registered Nurse, Guam License

**Manzana, Amada A.**

Associate Professor, Marketing

M.A. Business Administration

University of Guam 1995

B.B.A. Marketing

University of Guam 1992

**Matson, Christine B.**

Assistant Professor, Learning Resource Center

J.D. Law

University of Washington 1989

M.A. Counseling

University of Guam 2001

M.A. Information Resources & Library Science

University of Arizona 1999

B.A. History

University of Washington 1986

**Mead, Barry L.**

Assistant Professor, Tourism & Hospitality

B.S. Management

Hawaii Pacific College 1979

A.A. Finance

St. Leo College Florida 1976

Certified ServSafe Instructor

National Restaurant Association Education  
Foundation 2008

Registered ServSafe Examination Proctor

National Restaurant Association Education  
Foundation 2008

ServSafe Food Protection Manager Certification

National Restaurant Association Education  
Foundation 2006

Certified Food & Beverage Executive

Educational Institute of the American Hotel & Lodging  
Association (EI/AH&LA) 1999

Certified Hospitality Educator (CHE)

Educational Institute of the American Hotel & Lodging  
Association (EI/AH&LA) 1999

**Melegrito, Loressa M., R.N.**

Instructor, Practical Nursing

B.S.N. Nursing

University of Guam 2004

Registered Nurse, Guam License

**Meno, Charles Roy M.**

Assistant Instructor, Automotive

A.S. Automotive Technology

Guam Community College 2002

**Munoz, Jose U.**

Associate Professor, Criminal Justice/Social Science

M.Ed. Education

University of Portland 1994

B.A. Political Science

University of Colorado 1984

**Nanpei, Rose Marie D.**

Assistant Professor, Assessment & Counseling

M.A. Counseling

University of Guam 2002

B.A. Psychology

University of Guam 1995

**Neff, Bernard R.**

Associate Professor, Learning Resource Center

M.L.S. Library Science

University of Hawaii 1987

M.A. Education

Pepperdine University 1974

B.S. Music Education

University of Dayton 1969

**Olson, Todd**

Assistant Instructor, Construction Trades

H.S.

Columbia River High School 1979

**Pajarillo, Lyndon B.**

Assistant Instructor, Automotive

Journeyman Certificate, Construction Equipment

Mechanic 1989

Guam Community College 1985

H.S. Diploma

Guam Community College 1985

ASE Certified Master Automobile Technician

ASE Certified Medium/Heavy Truck Technician

**Palomo, Melissa L.**

B.S. Speech & Hearing Sciences

University of Arizona, 1998

A.S. Early Childhood Education

Guam Community College, 2005

**Pangelinan, Pilar O.**

Assistant Professor, Business

M.B.A. Business Administration

University of Guam 1998

B.S. Business Administration

University of Arizona 1991

A.S. Business Administration

Pima Community College 1991



**Parvin, Paul D.**

Instructor, Marketing  
B.S. Communication Technology  
Eastern Michigan University 1995

**Perez, Jonathan J.**

Assistant Instructor, Automotive  
A.S. Occupational Studies, Automotive and Diesel  
Technology  
Universal Technology Institute Phoenix 2003  
ASE Certified Master Automobile Technician  
ASE Certified Advanced Level Specialist

**Perez, Nenita R.**

Instructor, Marketing  
B.S. Business Administration  
San Francisco State University 1994

**Poliquit, Christopher D.**

Assistant Instructor, ProStart Culinary  
B.B.A. Marketing  
University of Guam 2003  
A.A. Culinary Arts  
Guam Community College 2008  
Journeyman Certificate, Cook  
Guam Community College 2008  
ServSafe Food Protection Manager Certification  
National Restaurant Association Education  
Foundation 2006

**Postrozny, Marsha M., Ed. D.**

Associate Professor, Early Childhood Education  
Ed. D. Child & Youth Studies  
Nova South Eastern University 2006  
M.Ed. Education  
University of Florida 1995  
B.A. Education  
University of Florida 1994

**Quintanilla, John J.**

Instructor, Construction Trades  
Journeyman Certificate in Pipefitting 1989  
H.S.  
Guam Community College Vocational High School 1982

**Realica, Tonirose V.**

Instructor, Business  
M.Ed. Education, Administration & Supervision  
University of Guam, 2009  
B.B.A. Business Administration, Accounting & Secondary  
Education  
University of Guam, 2007

**Roberson, Robin P.**

Assistant Professor, Marketing  
B.B.A. Business Administration  
University of Guam 1985

**Roberto, Anthony J.**

Associate Professor, Assessment & Counseling  
M.Ed. Counseling & Guidance  
University of Hawaii 1990  
B.S. Recreation  
University of Hawaii 1982  
National Certified Counselor (NCC)  
National Board for Certified Counselors 2000

**Rosario, Barbara Ann B.**

M.A. Counseling  
University of Guam, 2008  
B.A. Psychology  
University of Guam, 2000  
A.S. Office Administration  
Guam Community College, 1998

**Sablan, Karen M.S.**

Professor, Assessment & Counseling  
M.H.R. Human Relations  
University of Oklahoma 1991  
B.A. Social Work  
College of St. Catherine-St. Paul, MN 1984

**Sablan, Margaret I.**

Instructor, Assessment & Counseling  
M.A. Counseling  
University of Guam, 2009  
B.A. Psychology  
Ateneo De Manila University, 2002

**Sablan, Sally C.**

Associate Professor, Assessment & Counseling  
M.A. Counseling  
University of Guam 2002  
B.A. Psychology  
University of Guam 1994

**San Nicolas, Anthony**

Associate Professor, Apprenticeship Training Program  
M.B.A. Business Administration  
University of Guam 1988  
B.A. Business Management  
University of Guam 1982

**Santiago, Dana E.**

Instructor, College Access Challenge Grant Program  
M.A. Counseling Psychology  
University of Denver 2009  
B.A. Sociology  
University of Notre Dame 2006

**Santos, David T.**

Assistant Instructor, Construction Trades  
H.S.  
George Washington High School 1984

**Sawyer, Rita C., R.N.**

Assistant Instructor, Allied Health  
H.S.  
Enid High School 1964  
Registered Nurse, Guam License

**Santos, Ronald T.**

Assistant Instructor, Construction Trades  
GED Diploma  
Guam Community College 1992  
Certified Fiber Optics Installer  
Electronics Technicians Association  
Certified Data Cabling Installer  
Electronics Technicians Association

**Schrage, Marivic C.**

Assistant Professor, Tourism & Hospitality  
B.S. Business Administration/Accounting  
Lyceum University 1984  
B.S. Business Administration/Management  
University of Nueva Caceres 1980  
Certified Hospitality Educator (CHE)

Educational Institute of the American Hotel & Lodging Association (EI/AH&LA) 1999  
 ServSafe Food Protection Manager Certification  
 National Restaurant Association Education Foundation 2008

**Setzer, II, Michael D.**

Instructor, Computer Science  
 A.S. Electronic Engineering  
 Guam Community College 1986  
 Microsoft Certified Professional 2002

**Sison Jr., Benjamin C.**

Assistant Professor, Criminal Justice  
 M.L. Laws in Taxation  
 University of Washington 2004  
 J.D. Law

Boston College 1990

B.S. Biology

University of Hawaii, Manoa 1986

**Skoog, Heather N., R.N., L.P.N.**

Assistant Instructor, Allied Health  
 B.S.N. Nursing

University of Guam 2009

Registered Nurse, Guam License

License Practical Nurse, Guam License

**Sotomil, Sterlyn E., R.N.**

Instructor, Allied Health

B.S.N. Nursing

University of Guam 2006

Registered Nurse, Guam License

**Sunga, Anthony Jay J., Ph.D.**

Assistant Professor, Science

Ph.D. Biochemistry & Molecular Biology

Oregon Health & Science University 2009

M.S. Biochemistry & Molecular Biology

Oregon Health & Science University 1999

B.S. Biology

University of Guam 1997

**Tabunar, James M.**

Instructor, Automotive

A.A. Education

Guam Community College 2010

Certificate Education

Guam Community College 2010

ASE Certified Collision Repair Technician

**Tam, Wilson W.B.**

Assistant Professor, English Language Institute

M.Ed. TESOL

University of Guam 1997

B.S. Industrial Technology

Walla Walla College 1982

A.S. General Contracting

Walla Walla College 1981

**Tam, Yvonne**

Assistant Professor, Marketing

M.B.A. Business Administration

University of Guam 1994

B.B.A. Business Administration

University of Guam 1991

**Teng, Zhaopei**

Associate Professor, Computer Science

M.S. Management Administration

University of South Carolina 1999

M.Ed. Early Childhood Education

University of South Carolina 1996

B.A. Education English

Shandong Normal University 1983

Microsoft Certified Professional 2002

**Tenorio, Juanita M.**

Associate Professor, English Language Institute

M.A. English Language & Literature

University of Minnesota 1993

B.A. English

Marquette University 1986

**Terlaje, Patricia M.**

Assistant Professor, Assessment & Counseling

M.A. Counseling

University of Guam 2002

B.A. Ed. Secondary Education/Language Arts

University of Guam 1985

**Torres II, Carl E.**

Instructor, Mathematics

B.A. Math

University of Guam 2006

**Tudela, Erwin F.**

Instructor, Automotive

A.S. Automotive Technology

Guam Community College 2005

ASE Certified Collision Repair Technician

ASE Certified Painting & Refinishing

ASE Certified Mechanical & Electrical Components

**Tung, Frank C., Ph. D.**

Professor, Tourism & Hospitality

Ph.D. Education, Administration, Curriculum and Instruction

University of Nebraska-Lincoln 1998

M.S. Hotel and Food Service Management

Florida International University 1981

B.S. Hotel and Restaurant Management

California State Polytechnic University 1980

A.A. Accounting and Statistics

Tansui Oxford College 1970

Certified Hospitality Educator (CHE)

Educational Institute of the American Hotel & Lodging Association (EI/AH & LA) 2001

**Tupaz, Frederick P.Q.**

Instructor, Business

P.M.B.A. Business Administration

University of Guam 2007

B.B.A. Business Administration

University of Guam 2006

A.S. Marketing

Guam Community College 2005

**Tyquengco, Ricky S.**

Instructor, Electronics

A.A. Education

Guam Community College 2010

Certificate Education

Guam Community College 2010

Certified Fiber Optics Installer

**Uchima, Katsuyoshi**

Assistant Instructor, Allied Health  
A.A. Biological Sciences  
Mira Costa College 2000  
Certified Medical Assistant  
Maric College of Medical Careers 1993

**Valenzuela, Jovita A.**

Instructor, Electronics  
B.S. Industrial Education  
Feati University, Manila 1974  
Certified Fiber Optics Installer  
Electronics Technicians Association  
A+ Certified Professional IT Technician  
Computing Technology Industry Association

**Valenzuela, Renato F.**

Assistant Professor, Electronics  
B.S. Industrial Education, Electronics  
Feati University, Manila 1973  
PC Repair Diploma  
Thomson Education Direct 2003  
Certified Fiber Optics Installer  
Electronics Technicians Association  
A+ Certified Professional IT Technician  
Computing Technology Industry Association

**Ventura, Desiree T.**

Instructor, English Language Institute  
M.A. Rhetoric and Writing Studies  
San Diego State University, 2009  
B.A. English  
Chaminade University, Hawaii, 2004

**Vergara, Sr., Amado M.**

Instructor, Electronics  
B.S. Electronics  
Feati University, Manila 1966  
B.S. Industrial Education  
Feati University, Manila 1966  
Certified Fiber Optics Installer  
Electronics Technician Association  
A+ Certified Professional IT Technician  
The Computing Technology Industry Association

**Wong, Evon**

Instructor, Tourism & Hospitality  
B.B.A. Business Management  
University of Guam 1998

**Yanger, Gil T.**

Assistant Instructor, Construction Trades  
H.S.  
George Washington High School 1984

**Yurko, Phyllis**

Instructor, Tourism & Hospitality  
B.S. Hotel Management  
University of Hawaii 1995  
A.S. Hotel Operations  
Guam Community College 1991  
Certified Hospitality Educator (CHE)  
Educational Institute of the American Hotel &  
Lodging Association (EI/AH&LA) 2001

**Zilian, John E.**

Instructor, Construction Trades  
A.A. Education  
Guam Community College 2010  
Certificate Education  
Guam Community College 2010  
Certificate of Completion Autocadd Level II  
Guam Community College 1992

# Appendices

## **APPENDIX A: PACIFIC POSTSECONDARY EDUCATION COUNCIL (PPEC) STATEMENT ON TRANSFER AND ARTICULATION OF COURSES AND PROGRAMS**

All Pacific Postsecondary Education Council (PPEC) member colleges are accredited by the Western Association and Schools and Colleges (WASC). The two-year colleges are accredited by the WASC Accrediting Commission for Community and Junior Colleges (ACCJC), and the four-year colleges are accredited by the WASC Accrediting Commission for Senior Colleges and Universities (ACSCU). Regional accreditation not only signifies a level of institutional quality, but is a requirement for any institution to become a recipient of US government funding, including student financial aid, Title III support for developing institutions, Carl Perkins Vocational Education Act, etc. Maintaining accreditation is critical to the survival of all PPEC institutions.

PPEC higher education institutional leaders have worked collaboratively to serve the needs of member institutions as they address regional and postsecondary education. One of these issues includes articulating the compatibility of educational programs to facilitate transferability of academic credits among member institutions. Additionally, the WASC 2001 Handbook of Accreditation states, that "it is important for reasons of social equity and educational effectiveness, as well as for the wise use of resources, for all institutions to develop reasonable and definitive policies and procedures for acceptance of transfer of credit. Such policies and procedures should provide maximum consideration for the individual student who has changed institutions or objectives."

The goal of the **Pohnpei Accord** (signed by PPEC member institutions on December 11, 2003) is to clearly articulate transfer of credit guidelines for students entering the University of Guam and to exchange academic knowledge and expertise in cooperative transfer policies with the framework of accreditation and current best practices. Specifically,

1. This statement makes specific the guaranteed transfer of courses taken by students at the College of the Marshall Islands (CMI), the College of Micronesia-FSM (COMFSM), the Northern Marianas College (NMC), the Guam Community College (GCC), and Palau Community College (PCC). Guaranteed transfer credit will be awarded for courses passed with a grade of "C" or higher only.
2. Students transferring to the University of Guam to earn a baccalaureate degree must finish all courses in their major area of study and must take 32 credits in residence at the University of Guam, regardless of the transfer credit award. In residence means any course offered through the University of Guam and transcribed from the University of Guam.
3. Students transferring to the University of Guam to earn a baccalaureate degree must complete at least 40 upper division credits.
4. All students entering the University of Guam must take English and Mathematics Placement test unless exempt due to transfer credit awarded, or by other criteria as determined by the Registrar. If a student is found to be deficient (this is not expected and should be rare), developmental coursework outside of their major may be required.
5. Courses that are developmental, vocational or technical in nature may transfer individually articulated within a program or specified on a course substitution form.

Students completing an Associate of Arts of Liberal Studies degree from accredited colleges will have fulfilled lower division General Education course requirements at the University of Guam. This does not include the waiving of those general education courses that are prerequisites to upper division and major courses, unless that specific course has been articulated with the appropriate course at the University of Guam and was taken by the student in the course of his/her study. All lower division, upper division and major course requirements for a baccalaureate degree must be taken unless an equivalent was completed prior to transferring to the University of Guam. Additional degree specific requirements may need to be completed prior to graduation.

**APPENDIX B: ARTICULATION AGREEMENT**

**Articulation with the University of Guam:** The following courses are offered at the College and are transferable to the University of Guam.

**A. General Education**

GCC Courses		UOG Courses	
EN110	Freshman Composition	EN110	Freshman Composition
EN111	Writing for Research *	EN111	Freshman Composition
EN125	Introduction to Speech	CO210	Fundamentals of Communication
EN210	Introduction to Literature	Select one from the following: EN210, EN211, EN212, EN213, EN217, EN218, EN313, EN314, EN323, EN360	
MA110A	Finite Mathematics	Select one from the following: MA110, MA161A, MA161B, MA165, MA203	
MA161A	College Algebra/Technical Mathematics I		
MA161B	College Algebra AND Trigonometry		
CS151	Windows Application (Formerly CS150)	Select one from the following: CS200, CS201, BA130, BA230, IS201, MA151	
HI121	History of World Civilization I	Select one from the following: AN330/SO330, GE201, HI121, HI122	
HI122	History of World Civilization II		
EC110	Principles of Economics	Select one from the following: BA110, CO106, GE101, PS101	
SO130	Introduction to Sociology	Select one from the following: AN101, AN212, LN200, LN300, PY 101, SO101, SO202	
PY120	General Psychology		
JA110	Beginning Japanese I	Modern Language - Two 4 credit courses (8 credits total) of the same language.	
JA111	Beginning Japanese II		
ASL100	American Sign Language I		
ASL105	Fingerspelling **		
ASL110	American Sign Language II		
ASL120	American Sign Language III**		
ASL130	American Sign Language IV**		
ASL140	American Sign Language V **		
HL202	Nutrition (Formerly HS202)	Select one from the following: CF230, CF231, PE200, PE202, PY100	
PY100	Personal Adjustment		
HU120	Pacific Cultures	Select one from the following: AN310, AN320, AN325, AN/EN333, AN421, BI201, ED265, GE401, HI211, HI243, HI371, HI372, HI444, PS225, PS412, PY475, SW110	
PI101	Introduction to Philosophy	Any Philosophy course (PI) or PS410 or WG101	
SI103	Introduction to Marine Biology	Take any course included in the following category:	
SI110	Environmental Biology	AG, BI, CH, NS, PH, or AN222, 360, CF325 or GE203	

\* Course(s) that may fulfill area requirements but are not direct equivalents.

\*\* Courses are inactive and have been archived.

**B. Articulated Courses That Do Not Fall Under General Education**

GCC Courses		UOG Courses	
AC211	Accounting Principles I (Formerly AC101)	BA200	Principles of Financial Accounting
AC212	Accounting Principles II (Formerly AC102 & AC103)	BA201	Principles of Managerial Accounting
CD221	Child Growth and Development	ED251	Development in Early Childhood
CD240	Cognitive and Creative Development	ED333	Creative Arts in Early Childhood *Does not fulfill upper division credit requirements.
ED231	Introduction to Exceptional Children	ED215	Introduction to Exceptional Individuals
ED281	Bilingual/Bicultural Education	ED280	Introduction to Bilingualism/Biculturalism
CJ100	Introduction to Criminal Justice	LW101	Introduction to Criminal Justice
CJ101	Juvenile Justice Process	SO386	Juvenile Delinquency
CJ107	Introduction to Corrections	LW311	Correctional Security and Administration
CJ150	Criminal Procedure	LW202	Trial and Evidence
CJ200	Criminal Law	LW306	Criminal Justice
CJ204	Introduction to Criminology	SO385	Criminology
ED150	Introduction to Teaching	ED110	Introduction to Teaching
ED220	Human Growth and Development	ED201	Human Growth and Development
ED292	Education Practicum OR	ED192	Observation and Participation
CD292	ECE Practicum		
PS140	American Government	PS202	Government in the United States

**APPENDIX C: ARTICULATION AGREEMENT**

**Articulation with the Chaminade University of Honolulu:** Courses in the following list are acceptable to transfer to Chaminade University of Honolulu with grades of “C” or better.

**A. General Education**

GCC Courses		CUH Courses	
EN110	Freshman Composition	EN101	Introduction to Expository Writing
EN111*	Writing for Research *	EN102	Expository Writing
EN125	Introduction to Speech	COM101	Introduction to Communications
EN210	Introduction to Literature	EN201	Types of Literature OR
		EN255	Short Story and Novel OR
		EN256	Poetry and Drama
MA110A	Finite Mathematics	MA100	Survey to Mathematics
		MA103	College Algebra or higher
HI121	History of World Civilization I or	One lower level history course	
HI122	History of World Civilization II		
SI103	Introduction to Marine Biology	Two natural sciences courses with labs	
SI110	Environmental Biology		
SI130	Anatomy & Physiology		
SI141	Applied Physics I		
SI142	Applied Physics II		
PI101	Introduction to Philosophy	PH100	Introduction to Philosophy OR
		PH103	Critical Thinking OR
		PH105	Ethics
JA110	Beginning Japanese I	Foreign Language II/Global Awareness	
JA210	Intermediate Japanese I		
JA211	Intermediate Japanese II		
PY120	General Psychology	AN200	Cultural Anthropology OR
SO130	Introduction to Sociology	CJ201	Foundations in Criminology OR
		PSY101	General Psychology, OR
		SO200	Introductory Sociology
PS140	American Government	EC201	Principles of Macroeconomics OR
		GE102	World Regional Geography OR
		GE103	Human Geography OR
		HI201	America through Civil War OR
		HI202	America since Civil War OR
		POL111	Comparative Government & Politics OR
		POL211	American Government & Politics



**APPENDIX D: ARTICULATION AGREEMENT**

**Articulation with the College of Micronesia-Federated States of Micronesia (COM-FSM):** The following list indicates course equivalencies between GCC and COM-FSM for transfer purposes.

**A. General Education & Related Courses**

GCC Courses		COM-FSM Courses	
AC211	Accounting Principles I	AC131	Accounting I
AC212	Accounting Principles II	AC220	Accounting II
		BU250	Principles of Finance
AC150	Federal Income Tax	AC250	Managerial Accounting
AC210	Introduction to Financial Management	AC330	Taxation I
VC145	Macromedia Suite	MM225	Multimedia Design
VC161	Video I	MM220	Advance Video
VC172	Imaging Concepts and Elements	MM110	Introduction to Photography and Video
VC298	Cooperative Education/Work Learn	MM246	Media Studies Practicum
SI103	Introduction to Marine Biology	MR120	Marine Biology
SI110	Environmental Biology	SC117	Tropical Pacific Island Environment
SI130	Anatomy and Physiology	SC122A	Anatomy and Physiology
SM245	Ethics & Stakeholders Management	BU110	Business Ethics
CS101	Introduction to Computer Systems & Information Technology	CA100	Computer Literacy
CS102	Computer Operations	IS201	Computer Information Systems
CS104	Visual Basic Programming	IS220	Computer Programming
CS203	Systems Analysis and Design	IS230	Database Design
VC131	Desktop Publishing	IS/MM245	Desktop Publishing
VC141	Web Design	IS240	Webpage Design
EE265	Computer Networking I	IS280	Networking
CJ100	Introduction to Criminal Justice	AJ151	Introduction to Criminal Justice
CJ101	Juvenile Justice Process	AJ113	Administration of Juvenile Justice
CJ209	Concept of Police Operations	AJ158	Management Skills for Police Officers
ED231	Introduction to Exceptional Children	ED220	Education of Exceptional Children
CD110	Early Childhood Education Orientation	ECE100	Introduction to Early Childhood Orientation Education
CD180	Language Arts in Early Childhood	ECE211	Language Development in Young Children
HL202	Nutrition	SC112	Introduction to Human Nutrition
CI110	Beginning Mandarin Chinese I	FL103	Chinese I
JA110	Beginning Japanese I	FL101	Japanese I
JA111	Beginning Japanese II	FL102	Japanese II
JA108	Speak Japanese for Tourism	FL120	Basic Japanese for Hotel and Restaurant
JA210	Intermediate Japanese I	FL160	Situational Japanese for Hotel and Restaurant
EN210	Introduction to Literature	EN201	Introduction to Literature
EN125	Introduction to Speech	EN/CO205	Speech Communication
CJ150	Criminal Procedure	LAW210	Criminal Procedure
CJ200	Criminal Law	LAW215	Criminal Law
OA211	Business Communication	EN/BU121	Business Communications
SM108	Introduction to Business	BU101	Introduction to Business
MK123	Principles of Marketing	BU270	Principles of Marketing
SM220	Management Skill Development	BU260	Fundamentals of Management

SM230	Business Law Applications	BU271	Business Law
MA095	Pre-College Mathematics	MS095	Pre-Algebra
MA110	Introduction to College Algebra	MS096	Elementary Algebra
MA110A	Finite Mathematics	MS099	Intermediate Algebra
MA161A	College Algebra/Technical Mathematics	MS100	College Algebra
MA161B	College Algebra and Trigonometry	MS101	College Algebra and Trigonometry
OA109	Business Math Using Excel	BU/MS110	Business Math
PI101	Introduction to Philosophy	EN208	Introduction to Philosophy
PY120	General Psychology	SS/PY101	General Psychology
ED220	Human Growth and Development	ED/PY201	Human Growth and Development
SO130	Introduction to Sociology	SS130	Introduction to Sociology
HS160	Hospitality Supervision	HTM150	Hospitality Supervision
HS211	Front Office Management	HTM170	Front Office Management
HS208	Food and Beverage Service	HTM220	Food and Beverage Management
HS140	Menu Planning	HTM165	Food Fundamentals and Quantity Cooking
HS254	Hospitality and Travel Marketing	HTM230	Hospitality Marketing
HS292	Hospitality Industry Management Practicum	HTM250	Facilities Management and Practicum
<b>B. Career and Technical Education Courses</b>			
GCC Courses		COM-FSM Courses	
AE103	Basic Blueprint Reading	VAE103	Blueprint Sketching and Interpretation
CT152A	Plumbing Level I	VCT162	Advanced Plumbing
CT154B	Masonry Level II	VCT164	Concrete and Brick Masonry
CT153	Introduction to Carpentry	VCT153	Introduction to Carpentry
CT154	Fundamentals of Masonry	VCT154	Introduction to Masonry
CT165A	Electricity Level I	VEM103	Basic Electricity I
CT165B	Electricity Level II	VEM104	Basic Electricity II
CT165C	Electricity Level III	VEM112	Electrical Wiring II
CT172	Plumbing Installation and Design	VCT172	Plumbing Installation and Design
CT173	Rough Framing and Exterior Finishing	VCT173	Rough Framing and Exterior Finishing
CT174	Columns, Beams, Walls and Partitions	VCT174	Columns, Beams, Walls and Partitions
CT182	Uniform Plumbing Code	VCT182	Uniform Plumbing Code
CT183	Finishing	VCT183	Finishing and Trim Work
CT185A	Refrigeration & Air Conditioning Level I	VEM113	Refrigeration I
CT185B	Refrigeration & Air Conditioning Level II	VEM114	Refrigeration II
CT193	Cabinet Making and Mill Work	VCT193	Cabinet Making and Mill Work
EE103	Electricity I: Direct Current Circuits	VEE103	Electronics Fundamentals I
EE104	Electricity II: Alternating Current Circuits	VEE104	Electronics Fundamentals II
EE110	Instrumentation	VEE10	Discrete Devices I
EE112	Electronics Devices I	VEE125	Electronics Circuits
EE116	Digital Technology	VEE135	Digital Electronics I
EE243	Fiber Optics Installation	VCT261	Fiber Optics Installation
EM112	National Electrical Code	VEM212	National Electrical Code
EM182	Industrial Controls	VEM240	Industrial Wiring
WE105	Fundamentals of Oxyacetylene Welding & Cutting	VWE105	Fundamentals of Oxyacetylene Welding & Cutting
WE110	Fundamentals of ARC Welding I	VWE110	Fundamentals of ARC Welding I
EE211	IT Essentials	VEE223	PC Hardware and Software



## **APPENDIX E: U.S. ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (SROTC) AT THE UNIVERSITY OF GUAM**

**General Information:** The SROTC is an Army leadership training program that has a contractually agreed upon cooperative effort with the University of Guam (UOG). The SROTC's purpose is to commission Army Officers, the future leadership of the U.S. Army.

This information is being included in this catalog to give Guam Community College (GCC) students an opportunity to explore military career options.

**Eligibility:** Any **full-time GCC student** may take a lower level Military Science course **at no cost to the student** registering in the same manner as any other undergraduate course. However, to qualify for enrollment as an ROTC cadet in the program leading to a commission, a student must meet the following requirements:

- U.S. citizenship is required prior to commissioning.
- Be at least 17 years of age with consent at time of contracting and no more than 35 years of age at time of commissioning.
- Be a full time student at UOG, GCC, or a combination of the two. Or be a full time student at the Northern Marianas College (NMC).
- Not be convicted of a felony.
- Be approved by the Professor of Military Science.
- Specific questions regarding the above criteria should be directed to the Military Science Department at the university.

**Tuition:** Military Science courses at UOG are tuition free. However, students must be full time in order to enroll in the Advance Course (junior and senior year) of the SROTC program. All Military Science required uniform and equipment are provided on a loan basis. All Military Science course texts are also provided to students at no cost.

For particular courses, program-specific questions and other related costs, please contact Professor of Military Science Major Scott Bartley, Military Science Department at the University of Guam, phone (671) 734-3000.

## APPENDIX F: ACADEMIC DEFINITIONS

### 1. Educational Level

- Freshman: A Declared Student who has earned less than 30 credits towards the requirements of a Certificate or Associate Degree.
- Sophomore: A Declared Student who has earned 30 credits or more towards the requirements of a Certificate or Associate Degree.
- Diploma Students: Undeclared Students and Special Students are not assigned educational levels by the College.

### 2. Registration Status

- First Time Student: A new student to GCC and is the first member of their immediate family to attend college.
- New Student: A student attending the College for the first time in any one of its programs.
- Continuing Student: A student who has been registered at the College during the previous semester in the same classification.
- Returning (Former) Student: A student who has been enrolled at the College and is returning to the College in the same classification after an absence of one or more semesters (not including Summer Semester).

### 3. Program of Study

A Declared Student is admitted to the College to work toward a specific certificate or degree. That certificate or degree is that student's program of study (or Major) unless a Change of Program request has been approved.

### 4. Enrollment Status

A student's enrollment status is determined after the end of the Course Change (ADD/DROP) period.

During a regular semester, a student is:

- Full-Time: If enrolled for 12 credit hours or more.
- 3/4-Time: If enrolled for at least 9 credit hours but less than 12 credit hours.
- 1/2-Time: If enrolled for at least 6 credit hours but less than 9 credit hours.

During a summer session, a student is:

- Full-Time: If enrolled for 6 credit hours or more.
- 1/2-Time: If enrolled for less than 6 credit hours.

A student with a disability who has requested accommodations may qualify for certification as a full-time student if enrolled for at least six (6) credit hours in a regular term or three (3) credit hours in a summer session. Contact the Accommodative Services Coordinator, Suite 2139 in the Student Services & Administration Building, phone 735-5597 for further information.

Declared and Diploma Students enrolled for less than a full course of study during their final semester or summer session at the College will be considered to be full-time students during that semester or summer session for U.S. Immigration and Customs Enforcement purposes, provided that they are registered for at least those courses required to meet graduation requirements at the end of that semester or summer session.

**APPENDIX G: ACADEMIC FREEDOM – BOARD POLICY 460**

**WHEREAS**, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

**WHEREAS**, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

**WHEREAS**, the common good depends upon the free search for truth and its free exposition; and

**WHEREAS**, academic freedom is essential to these purposes and applies to both teaching and research; and

**WHEREAS**, freedom in research is fundamental to the advancement of truth; and

**WHEREAS**, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

**WHEREAS**, it carries with it duties correlative with rights.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- a. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties.
- b. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Amended & Adopted: January 8, 2009  
Resolution 9-2009

First Adopted: May 17, 2000  
Resolution 9-2000

## **APPENDIX H: ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

5. FERPA regulations can be accessed online at [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

At its discretion, the College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class for the fall term.

Requests for nondisclosure will be honored by the College for the academic year, therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Registration.

**APPENDIX I: REGIONAL ACCREDITING BODIES****Middle States Association of Colleges and Schools, Middle States Commission on Higher Education (MSCHE)**[www.msche.org](http://www.msche.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of institutions of higher education in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands, including distance education programs offered at those institutions.

Dr. Elizabeth H. Sibolski, President  
3624 Market Street, 2nd Floor Annex  
Philadelphia, PA 19104  
Phone: (267) 284-5014  
En Espanol: (267) 284-5015  
Fax: (215) 662-5501  
E-mail: [info@msche.org](mailto:info@msche.org)

**New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)**[cihe.neasc.org](http://cihe.neasc.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of institutions of higher education in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont that award bachelors, masters, and/or doctoral degrees and associate degree-granting institutions in those states that include degrees in liberal arts or general studies among their offerings, including the accreditation of programs offered via distance education within these institutions. This recognition extends to the Board of Trustees of the Association jointly with the Commission for decisions involving pre-accreditation, initial accreditation, and adverse actions.

Barbara E. Brittingham, President/Director  
209 Burlington Road  
Bedford, MA 01730  
Phone: (781) 541-5414  
Fax: (781) 271-0950  
E-mail: [CIHE.neasc.org](mailto:CIHE.neasc.org)

**New England Association of Schools and Colleges, Commission on Technical and Career Institutions (NEASC-CTCI)**[ctci.neasc.org](http://ctci.neasc.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidate status") of secondary institutions with vocational-technical programs at the 13th and 14th grade level, postsecondary institutions, and institutions of higher education that provide primarily vocational/technical education at the certificate, associate, and baccalaureate degree levels in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. This recognition extends to the Board of Trustees of the Association jointly with the Commission for decisions involving pre-accreditation, initial accreditation, and adverse actions.

Paul Bento, Director  
William C. Warren, Associate Director of Degree Institutions  
209 Burlington Road  
Bedford, MA 01730  
Phone: (781) 541-5461  
Fax: (781) 271-0950  
E-mail: [wwarren@neasc.org](mailto:wwarren@neasc.org)  
E-mail: [wwarren@neasc.org](mailto:wwarren@neasc.org)

**North Central Association of Colleges and Schools, The Higher Learning Commission (NCA-HLC)**[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of degree-granting institutions of higher education in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming, including schools of the Navajo Nation and the accreditation of such programs offered via distance education within these institutions.

Sylvia Manning, President  
30 North LaSalle, Suite 2400  
Chicago, IL 60602  
Phone: (312) 263-0456  
Fax: (312) 263-7462



E-mail: [info@hlcommission.org](mailto:info@hlcommission.org)

**Northwest Commission on Colleges and Universities (NWCCU)**

[www.nwccu.org](http://www.nwccu.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of postsecondary educational institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington and the accreditation of such programs offered via distance education within these institutions.

Sandra E. Elman, President  
8060 165th Avenue, NE, Suite 100  
Redmond, WA 98052  
Phone: (425) 558-4224  
Fax: (425) 376-0596  
E-mail: [selman@nwccu.org](mailto:selman@nwccu.org)

**Southern Association of Colleges and Schools, Commission on Colleges (SACS)**

[www.sacscoc.org](http://www.sacscoc.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of degree-granting institutions of higher education in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, including distance education programs offered at those institutions.

Belle S. Wheelan, President  
1866 Southern Lane  
Decatur, GA 30033  
Phone: (404) 679-4500  
Fax: (404) 679-4528  
E-mail: [bwheelan@asacscoc.org](mailto:bwheelan@asacscoc.org)

**Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)**

[www.accjc.org](http://www.accjc.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of community and junior colleges located in California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands, and the accreditation of such programs offered via distance education at these colleges.

Barbara A. Beno, President  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
Phone: (415) 506-0234  
Fax: (415) 506-0238  
E-mail: [accjc@accjc.org](mailto:accjc@accjc.org)

**Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)**

[www.wascsenior.org](http://www.wascsenior.org)

Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of senior colleges and universities in California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands and the Republic of the Marshall Islands, including distance education programs offered at those institutions.

Ralph A. Wolff, President and Executive Director  
985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
Phone: (510) 748-9001  
Fax: (510) 748-9797  
E-mail: [wascsr@wascsenior.org](mailto:wascsr@wascsenior.org)

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**Distance Education and Training Council (DETC) accredits online courses/programs**

[www.detc.org](http://www.detc.org)

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# Guam Community College Campus Map

Smoke & Betel Nut Free Campus





## **GUAM COMMUNITY COLLEGE**

**Created by the Community**

**College Act of 1977, Guam**

**Community College offers**

**Associate Degrees, Certificates,**

**and Industry Certification of**

**Course Series Completion in**

**more than 50 fields of study.**

**GCC also offers Adult Basic**

**Education, an Adult High School**

**diploma program, GED testing**

**and preparation, English-as-a-**

**Second Language courses, and**

**Apprenticeship support courses.**

### **ACCREDITATION**

Accrediting Commission  
for Community and Junior  
Colleges, Western Association  
of Schools and Colleges

### **ADMISSIONS AND REGISTRATION**

TEL: (671) 735-5531-4  
FAX: (671) 734-5238

### **SCHOLARSHIPS AND FINANCIAL AID**

TEL: (671) 735-5543  
FAX: (671) 734-5238

### **MAILING ADDRESS**

P.O. Box 23069  
GMF  
Barrigada, Guam 96921

### **LOCATION**

Mangilao, Guam

### **WEBSITE**

[www.guamcc.edu](http://www.guamcc.edu)

# **GCC**

**GUAM COMMUNITY COLLEGE**

