

## Continuing Education Units (CEUs)

The Continuing Education Unit (CEU) is used by Guam Community College 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. 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 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
- 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.
- 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.
- Review, evaluation and approval of CEUs for an educational experience is the responsibility of the Office of Continuing Education & Workforce Development, in consultation with the Vice President for Academic Affairs. Contact (671) 735-5574 for additional questions.

## 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. To register for ESL, please call the Adult Education Office (671) 735-6016 or visit the office staff in the Foundation Building, 2nd floor.

## 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.

The ILOs link 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 is a leader in career and technical workforce development, providing the highest quality student centered education and job training for Micronesia, the College community has established the following Institutional Learning Outcomes<sup>2</sup>:

**G**uam 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:

**U**se of acquired skills in effective communication, and quantitative analysis with proper application of technology

**A**bility to access, assimilate and use information ethically and legally

**M**astery of critical thinking and problem-solving techniques

**C**ollaborative skills that develop professionalism, integrity, respect, and fairness

**C**ivic 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.

Requirements for General Education 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)**  
 EN 110.....Freshman Composition (3)  
 EN 111\* .....Writing for Research (3)
2. **Mathematics: (3-4 credits from the following list)**  
 MA 110A\* .....Finite Mathematics (3)  
 MA 161A\* .....College Algebra & Trigonometry I (4)  
 MA 161B\* .....College Algebra & Trigonometry II (4)

---

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