

OA 101	Keyboarding Applications	3
OA 103	Filing Systems+	3
OA 130	Information Processing+	3
OA 210	Database Management Systems+	3
OA 211	Business Communications+	3
OA 220	Spreadsheet Systems	3
OA 230	Advanced Information Processing+	3
OA 250	Office Procedures+	3
Total Technical Requirements		24
C. Technical Electives		
COURSE#	COURSE	CREDITS
	Complete 6 credits from the following courses:	
AC 100	Fundamentals of Bookkeeping and Accounting+	3
OA 109	Business Math Using Excel	3
SM 108	Introduction to Business	3
Total Technical Elective Requirements		6
TOTAL CREDITS REQUIRED		42

Certificate in PRACTICAL NURSING

Program Mission

The mission of the Nursing and Allied Health 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 from 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 Nursing program, graduates are eligible to take 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:

- admission requirements established by the department
- advisement from Allied Health Department faculty
- 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: The Guam Board of Nurse Examiners requires microbiology as a subject area 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. 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.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Completion of the general education requirements or equivalent course work at GCC or from accredited U.S. institutions.		
Total General Education Requirements		0

B. Technical Requirements

COURSE#	COURSE	CREDITS
NU 110	Nursing Foundations & Basic Skills+	8
NU 140	Mental Health Nursing	2
NU 160	Pharmacology for Practical Nurses+	4
NU 220	Adult Medical-surgical Nursing+	8
NU 230	Maternal/Newborn Concepts & Skills+	3
NU 240	Pediatric Nursing Concepts & Skills+	3
NU 280	Nursing Trends+	1
NU 281	NCLEX-PN Review and Transition	2
NU 292	Practical Nursing Clinical+	6
Total Technical Requirements		37

C. Related Technical Requirements

COURSE#	COURSE	CREDITS
Completion of the related technical requirements or equivalent course work at GCC or from accredited U.S. institutions.		
Total Related Technical Requirements		0
TOTAL CREDITS REQUIRED		37

Certificate in SIGN LANGUAGE INTERPRETING**Program Mission**

GCC's Certificate in Sign Language Interpreting program prepares students to facilitate communication for the Deaf in a variety of community and educational settings.

Program Description

The Certificate in Sign Language Interpreting is designed to train individuals to become Sign Language Interpreters and facilitators of communication for the Deaf. The program combines theoretical and practical learning experiences that will further develop the students' linguistic knowledge and understanding of American Sign Language (ASL), as well as their awareness of Deaf culture.

Program Student Learning Outcomes (SLOs):

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

1. Demonstrate effective communication skills using American Sign Language (ASL).
2. Demonstrate critical thinking and appropriate ethical responses required by the Registry of Interpreters for the Deaf's (RID) Code of Professional Conduct.
3. Display a non-biased attitude when working the Deaf and Hard of Hearing through proper conduct.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Test out of English and Math Placement Test, or Satisfactory completion of the following courses:		
EN 100R	Fundamentals of English/Reading+	
EN 100W	Fundamentals of English/Writing+	
MA 108	Introduction to College Algebra+ or higher+	3
Total General Education Requirements		3

B. Technical Requirements

COURSE#	COURSE	CREDITS
ASL 100	American Sign Language I+	4
ASL 110	American Sign Language II+	4

ASL 120	American Sign Language III+	4
ASL 130	American Sign Language IV+	4
AC 211	Accounting Principles I+	4
IN 145	Vocabulary Development for Intercultural Development+	3
IN 170	Introduction to Interpreting	3
IN220	Voice to Sign Interpreting	3
IN 180	Ecology of Deafness	3
Total Technical Requirements		28
TOTAL CREDITS REQUIRED		31

Certificate in SUPERVISION AND 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
EN 110	Freshman Composition+	3
MA 108	Introduction to College Algebra+ or higher+	3
Total General Education Requirements		6

B. Technical Requirements

COURSE#	COURSE	CREDITS
AC 211	Accounting Principles I+	4
CS 151	Windows Applications+ OR	
CS 152	Macintosh Applications+	3
EC 110	Principles of Economics+	3
SM 108	Introduction to Business	3
SM 208	Personnel Supervision	3
SM 211	E-commerce Management	3
SM 220	Management Skill Development	3
SM 225	Leadership	3
SM 230	Business Law Applications	3
SM 245	Ethics & Stakeholders Management	3
Total Technical Requirements		31
TOTAL CREDITS REQUIRED		37

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.