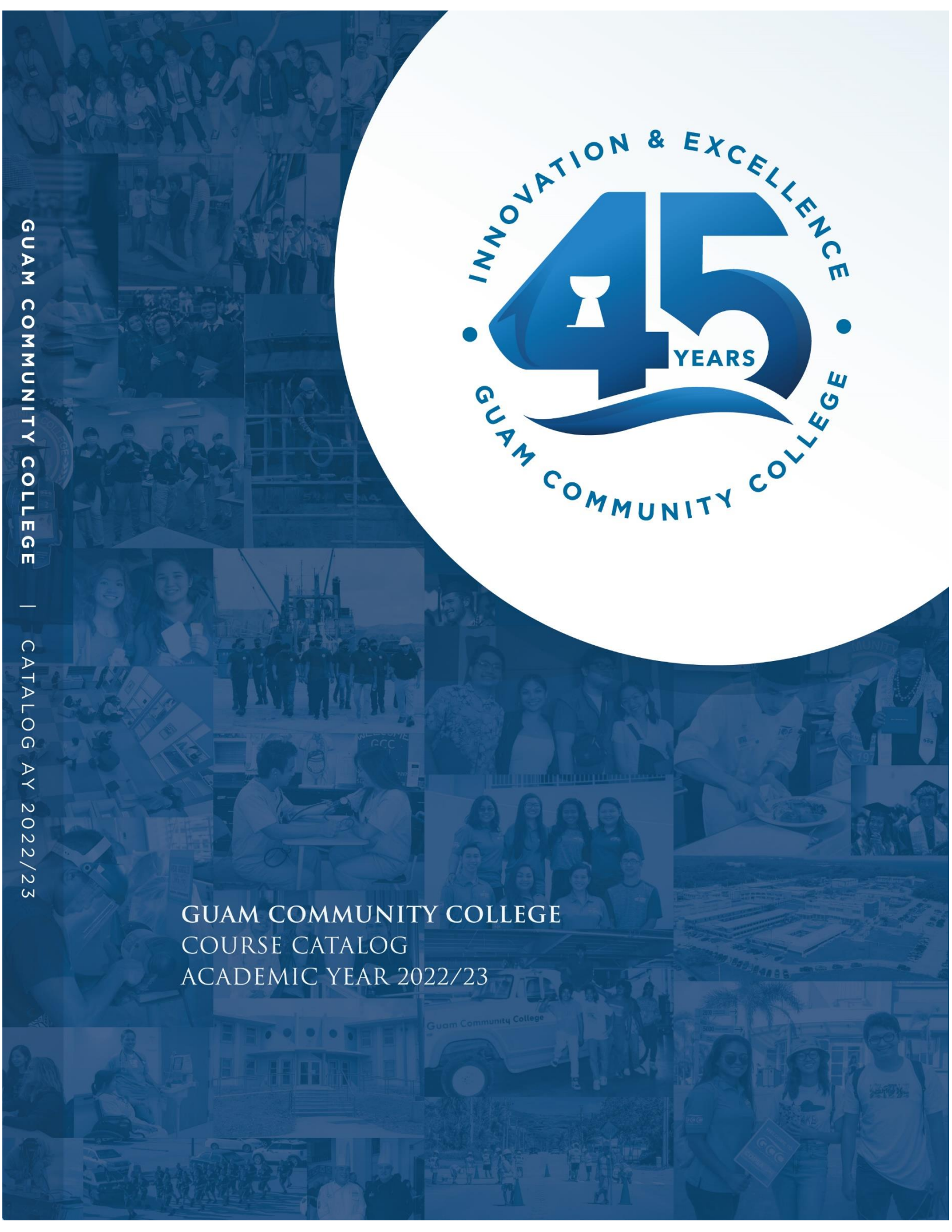


GUAM COMMUNITY COLLEGE | CATALOG AY 2022/23

GUAM COMMUNITY COLLEGE
COURSE CATALOG
ACADEMIC YEAR 2022/23

Guam Community College

Academic Year

2022-2023 Catalog

Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 331 J Street Suite 200, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. This catalog covers Fall 2022, Spring 2023 and Summer 2023.

Table of Contents

Foreword from the President 1
Message from the Vice President for Academic Affairs 2
General Information 3
Dates of Effect 4
History of the College 4
Vision 4
Mission Statement 4
Core Values 4
Accreditation 4
Facilities and Faculty 4
Catalog Contents Disclaimer 5
Student Responsibility 5
Copyright Policy 5
Non-discrimination Statement 5
Student Code of Conduct 5
Academic Integrity 5
Policy on Substance Abuse 6
Workplace Violence Prevention Policy 6
Tobacco and Betel Nut (Pugu'a)-Free Policy 6
Sexual Harassment Prevention Policy 6
Academic Calendar 2022-2023 7
Student Support Services 8
Career Guidance and Counseling Services 9
Pre-Enrollment Counseling 9
English and Mathematics Placement Test 9
Career Information and Guidance 9
Personal/Social Counseling Services 9
Student Rights Advocacy 9
Advisement 9
Health Services 10
Other Services 10
Center for Student Involvement 11
New Student Orientation 11
Leadership Development 11
Service-Learning 11
Student Governance 11

Student Organizations 11
Student Complaint Procedure 13
Educational Resources 14
Assessment, Institutional Effectiveness, and Research 15
Housing Information 15
Class Hours 15
Scheduling of Classes/Program Content 15
Admissions Information 16
Student Classifications 17
Admissions Procedures 18
Academic Information 21
Registration, Withdrawals, and Other Changes 22
Recognition of Non-Traditional Learning 23
Credits, Grades and Examinations 25
Academic Standing 27
Scholastic Honors 28
Commencement Ceremony 29
Instructional Programs 29
Continuing Education and Lifelong Learning 29
Continuing Education Units (CEUs) 29
Certificate of Enrichment or Completion 29
English-as-a-Second Language (ESL) 30
Postsecondary Policy 30
Withdrawal from Math and English General Education Required Courses 30
GCC Industry Testing Services 30
Institutional Learning Outcomes (ILOs) 31
Tuition, Fees, Payment, & Financial Assistance 32
Tuition and Fees 33
Payment Information 34
Tuition and Fee Refund Policy 34
Cost of Attendance 36
Financial Aid Services 36
Types of Financial Aid 36
Adult High School, Industry Certification & Apprenticeship 39
Adult Basic Education (ABE) 40
Industry Certification of Course Series Completion 43
Nursing Assistant Industry Certification 43

Cisco Certified Network Associate (CCNA) Industry Certification....43
Cisco Certified Network Professional (CCNP) Industry Certification....44
Industry Certification in Cosmetology....44
Apprenticeship Programs....45
Early Middle College....47
Certificate Programs....54
Graduation Requirements for Certificates....56
General Requirements for Certificates....56
Second Certificate or Degree and Multiple Tracks in Degree Programs....56
Certificate in Automotive Service Technology....57
Certificate in Computer Aided Design & Drafting....59
Certificate in Computer Science....60
Certificate in Construction Technology....61
Certificate in Criminal Justice....64
Certificate in Early Childhood Education....66
Certificate in Education....68
Certificate in Emergency Management....69
Certificate in Environmental Technician....71
Certificate in Family Services....72
Certificate in Fire Science Technology....73
Certificate in Medical Assisting....74
Certificate in Medium/Heavy Truck Diesel Technology....75
Certificate in Office Technology....76
Certificate in Sign Language Interpreting....77
Certificate in Supervision and Management....78
Certificate in Surveying Technology....79
Associate Degree Programs....80
Degree Statement....82
Graduation Requirements for Associate Degrees....82
General Requirements for Associate Degrees....82
Second Certificate or Degree and Multiple Tracks in Degree Programs....82
General Education Requirements....82
A Statement on Student Learning Outcomes (SLOs)....83
Associate of Science in Accounting....85
Associate of Science in Automotive Service Technology General Service Technician....86
Associate of Science in Automotive Service Technology Master Service Technician....87

Associate of Science in Civil Engineering Technology 88
Associate of Science in Computer Networking 90
Associate of Science in Computer Science 91
Associate of Science in Computer Science UOG Track 92
Associate of Science in Criminal Justice 93
Associate of Science in Early Childhood Education 97
Associate of Science in Emergency Management 99
Associate of Science in Foodservice Management 101
Associate of Science in Human Services 102
Associate of Science in International Hotel Management 104
Associate of Science in Marketing 105
Associate of Science in Medical Assisting 106
Associate of Science in Office Technology 108
Associate of Science in Practical Nursing 109
Associate of Science in Pre-Architectural Drafting 110
Associate of Science in Supervision and Management 112
Associate of Science in Surveying Technology 113
Associate of Science in Tourism & Travel Management 115
Associate of Science in Visual Communications 116
Associate of Arts in Culinary Arts 117
Associate of Arts in Education 119
Associate of Arts in Liberal Studies 120
Bachelor's Degree Program 128
Degree Statement 129
Graduation Requirements for the Bachelor's Degree 129
General Requirements for Bachelor's Degrees 129
Second Certificate or Degree and Multiple Tracks in Degree Programs 129
General Education Requirements 129
A Statement on Student Learning Outcomes (SLOs) 130
Bachelor of Science in Career and Technical Education 131
Course Descriptions & Student Learning Outcomes (SLOs) 133
Explanation of course numbering 134
Accounting (AC) 134
Architectural Engineering (AE) 136
American Sign Language (ASL) 138

Automotive Service Technology (AST) 139
Early Childhood Development (CD) 142
Civil Engineering Technology (CE) 144
CHamoru Language (CH) 145
Intelligence Analysis (CHLS) 146
Criminal Justice (CJ) 146
Cosmetology (CM) 151
Communications (CO) 152
Computer Science (CS) 152
Construction Technology (CT) 156
Career & Technical Education (CTE) 161
Culinary Arts (CUL) 163
Economics (EC) 167
Education (ED) 167
Electronics (EE) 168
Electro Mechanical (EM) 172
Emergency Medical Service (EMS) 172
English (EN) 173
Family Services (FA) 175
Fire Science Technology (FS) 176
Foodservice Management (FSM) 177
History (HI) 181
Allied Health (HL) 181
Human Services (HM) 183
Hospitality (HS) 184
Humanities (HU) 188
Interpreting (IN) 188
Japanese Language (JA) 189
Korean Language (KE) 189
Mathematics (MA) 190
Automotive (ME) 193
Medium/Heavy Truck (MHT) 194
Marketing (MK) 196
Medical Assisting (MS) 197
Nursing (NU) 200

Office Technology (OA) 203
Engineering Technology (OR) 205
Philosophy (PI) 205
Political Science (PS) 205
Psychology (PY) 205
Renewable Energy (RE) 206
Science (SI) 207
Supervision & Management (SM) 213
Sociology (SO) 216
Social Sciences (SS) 216
Surveying (SU) 217
Introduction to the Theater (TH) 219
Visual Communications (VC) 219
Welding (WE) 221
Women's & Gender Studies (WG) 221
Governing Board, Administration & Faculty 222
Governing Board & Administration 223
Guam Community College Administrators 224
Guam Community College Faculty 226
Appendices 234
Appendix A: Pacific Postsecondary Education Council (PPEC) Statement On Transfer and Articulation of Courses and Programs 235
Appendix B: Articulation Agreement with the University of Guam 236
Appendix C: Articulation Agreement with Chaminade University of Honolulu (CUH) 242
Appendix D: Articulation Agreement with the College of Micronesia-Federated States of Micronesia (COM-FSM) 248
Appendix E: Articulation Agreement with the University of Hawaii at Manoa (UHM) 251
Appendix F: Articulation Agreements with other Institutions & Organizations 253
Appendix G: U.S. Army Senior Reserve Officers' Training Corps (SROTC) at the University of Guam 254
Appendix H: Academic Definitions 255
Appendix I: Academic Freedom - Board Policy 460 256
Appendix J: Annual Notification of Student Rights Under the Family Educational Rights and Privacy Act (FERPA) 257
Appendix K: Regional Accrediting Bodies 258
Appendix L: Dual Credit and Dual Enrollment Articulation 260
Index 263

Foreword from the President

Buenas yan Hafa Adai,

I am excited to welcome you to Guam Community College and I encourage you to soak in the experiences you will have as part of the GCC family. Here at GCC, we remind people that Community is our middle name. Our college thrives on the interactions and experiences of our students, faculty, staff and visitors. The programs and events that happen throughout the year give you the opportunity to learn, grow, collaborate, network and stretch your capacity. Our campus community is truly a place to flourish.

Academic Year 2023 promises to be even more exciting as our campus ramps up to full capacity. As we celebrate the 45th year as the leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia, we continue to look ahead at the needs, not just of today's workforce, but to the future of workforce development. We are here to help you succeed in your chosen profession.

Learning and growing take initiative, collaboration and discourse. There is no more nurturing environment for this than the college campus. That is why GCC's priority is to maintain face-to-face instruction, in a safe and responsible manner. It also means encouraging whole person care, ensuring that you have access to social and emotional services.

Through its mandate, GCC has taken the lead in developing and advancing Guam's skilled workforce, to ensure our island is ready to meet the challenge of reenergizing our economy. The engine of our island is fueled by the work we do daily. Your intentional decision to attend GCC and gain the requisite skills that our island needs will help lead the way to a revitalized Guam. You truly are the future, and your future starts with GCC.

Welcome to the GCC family.

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

Message from the Vice President for Academic Affairs

Hafa Adai and welcome to Guam Community College.

Congratulations on your decision to take this important step toward your future. I am honored that you have chosen Guam Community College as you continue your educational journey.

GCC offers a four-year Bachelor's degree, 24 Associate degrees, and 17 Certificate programs that will prepare you for a career in many of the growth industries in Guam and the region. Thousands who have graduated from our programs form the backbone of our economy and many serve as leaders in their industries.

The GCC faculty, staff and administrators are here to support you and help you attain your goals. It is our mission to make your time with us rewarding and to prepare you for a successful and impactful career. I encourage you to connect with your faculty. They truly hold a wealth of knowledge and experience that they are eager to share with you.

You also have access to the many support services we offer on campus, from academic advisement to career counseling, free tutoring, social and emotional support services, financial aid, veterans lounge, computer labs, and the many student organizations supported through the Center for Student Involvement. Your education and growth at GCC stretches beyond academics, just as success in life does.

Your time with us here at Guam Community College will be as rewarding as you decide. I challenge you to ask questions and get involved. Explore student government and student life, and take part in the many activities that occur throughout the year.

We are excited to have you at GCC. We look forward to watching you grow through your time with us. We can't wait to celebrate your achievements as a graduate of Guam Community College.

Virginia Charfauros Tudela, Ph.D.
Vice President for Academic Affairs

General Information

Dates of Effect

The Guam Community College Catalog Academic Year (AY) 2022-2023 is in effect from 08/12/22 to 08/10/23. Any changes to catalog content during this time will be noted on addenda posted on the GCC website (**www.guamcc.edu**).

History of the College

Guam Community College is a public postsecondary educational institution, created by Public Law 14-77 in 1977 (as amended by P.L. 31-99 in 2011) to strengthen and consolidate Career and Technical Education (CTE) on Guam. The College operates secondary and postsecondary CTE 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 career and technical education under the United States Vocational Education Act of 1946, 1963, and subsequent amendments.

The College offers over 50 fields of study, and prepares students for entry into the workforce, or 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 adult education (English as a Second Language, Adult Basic Education, and Adult High School) and GED® high school equivalency exams.

Vision

Guam Community College will be the premier educational institution for providing globally recognized educational and workforce development programs.

Mission Statement

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia (Board of Trustees Policy 100).

Sinangan Misión (CHamoru translation):

Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

Core Values

Diversity

We value an engaged, inclusive culture that embraces diverse points of view and collaboration to accomplish the College's common goals.

Accountability

We value a culture of institutional and individual responsibility, transparency, and continuous assessment and improvement.

Service

We support and recognize service at all levels of the College. We strive to contribute to the benefit of the College, students, community, and our neighboring islands within Micronesia.

Integrity

We hold high standards of character and integrity as the foundation upon which the College is created.

Learning-Centered

We foster intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our programs and services to support our scholarly community.

Student-Focused

We are committed to education, inquiry and service in order to meet our students' ever growing and changing needs. We promote lifelong learning, civic and social responsibility, leadership, and career growth.

Accreditation

Regional Accreditation

Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), 331 J Street, Suite 200 Sacramento, CA, 95814, phone (415) 506-0234, fax (414) 506-0238. ACCJC is an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Documents describing the accreditation of the College may be examined at the Vice President for Academic Affairs' (VPAA) office, Bldg 2000, Suite 2234.

Program Accreditation

The Associate of Arts in Culinary Arts program is accredited by the American Culinary Federation Education Foundation's (ACFEF) Accrediting Commission, which is recognized by the Council of Higher Education Accreditation (CHEA). Initial accreditation was granted on December 31, 2014. A reaffirmation of accreditation of the Culinary Arts program was granted on February 2, 2018 and will expire on December 31, 2022. Additionally, on October 2016, the College received notification that the World Association of Chefs' Societies (WACS) or Worldchefs awarded WACS Recognition of Quality Culinary Education to Guam Community College.

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.

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 Culinary Arts programs.

The GCC faculty are qualified by their education and experience to offer courses and programs that achieve the educational objectives of the College. Faculty credentials are found at the back of this student catalog. Please 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 on the 2nd floor of the Student Services and Administration Building, Suites 2226 and 2227, with telephone numbers (671) 735-5527 ext. 5404 or 5612.

GCC also serves secondary schools by offering Career and Technical Education (CTE) programs in the Guam Department of Education (GDOE) high schools. Presently, there are six (6) 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.

Student Responsibility

It is the student's responsibility to be familiar with the information presented in this publication and to know and observe all regulations and procedures relating to the program he or she is pursuing. In no case will a regulation be waived or an exception granted because a student pleads ignorance or contends that he or she was not informed of the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for degree and certificate programs rests with the student.

Copyright Policy

Guam Community College adheres to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et sep.). 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. Further information may be obtained in the GCC Student Handbook available online at **www.guamcc.edu**, or the Dean's Office, School of Technology & Student Services in the Student Services & Administration Building, 2nd Floor, Suite 2229.

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**, click on Student Services and Student Handbook. 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 will not 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

Providing unauthorized assistance, 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.

Consequences will be severe and will include anyone who enabled or contributed to the act of plagiarism. College policy will be implemented, 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, and 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 assignment, 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 responsible for Student Services, Bldg. 2000, Suite 2233 or at the Human Resources Office located in the Student Services & Administration Building 2000, suite 2212 or 2213.

Tobacco and Betel Nut (Pugu'a)-Free Policy

As a way to promote 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. The policy was further amended on May 30, 2013 to include electronic cigarettes. 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 use electronic cigarette (e-cigs) devices 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, 2017-2023.

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**.

Academic Calendar 2022-2023

Fall 2022	
08/15/2022	Faculty Start Date
08/17/2022	First Day of Monday – Wednesday Classes
08/18/2022	First Day of Tuesday – Thursday Classes
08/19/2022	First Day of Friday Classes
08/20/2022	First Day of Saturday Classes
09/05/2022 (Observed)	Labor Day - Campus closed
09/09/2022	Last day to Withdraw - First 8 Week Courses
10/28/2022	Last day to Withdraw - Full Term Courses
11/02/2022	All Soul's Day - Campus closed
11/04/2022	Last day to Withdraw - Second 8 Week Courses
11/11/2022	Veteran's Day - Campus closed
11/24/2022-11/27/2022	Thanksgiving Break
12/05/2022	Last day of Monday-Wednesday Classes
12/01/2022	Last day of Tuesday-Thursday Classes
12/09/2022	Last day of Friday Classes
12/3/2022	Last Day of Saturday Classes
12/14/2022	Grades Due
12/08/2022	Our Lady of Camarin Day - Campus closed
Spring 2023	
01/09/2023	Faculty Start Date
01/11/2023	First Day of Monday – Wednesday Classes
01/12/2023	First Day of Tuesday – Thursday Classes
01/13/2023	First Day of Friday Classes
01/14/2023	First Day of Saturday Classes
01/16/2023	Martin Luther King, Jr. Day - Campus closed
02/03/2023	Last day to Withdraw - First 8 Week Courses
03/06/2023	Guam History & CHamoru Heritage Day - Campus closed
03/17/2023	Last day to Withdraw - Full Term Courses
03/31/2023	Last day to Withdraw - Second 8 Week Courses
04/03/2023-04/09/2023	Spring Break
5/08/2023	Last day of Monday-Wednesday Classes
05/02/2023	Last day of Tuesday-Thursday Classes
04/28/2023	Last day of Friday Classes
04/29/2023	Last day of Saturday Classes
05/11/2023	Grades Due
05/19/2023	Commencement Exercise
05/29/2023	Memorial Day - Campus closed
Summer 2023	
06/02/2023	Faculty Start Date & First Day of Classes
06/16/2023	Last Day to Withdraw
07/04/2023	Independence Day - Campus closed
07/14/2023	Last Day of Classes
07/21/2023	Liberation Day - Campus closed
07/19/2023	Grades Due

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, limited personal counseling, and student rights advocacy. Counselors are available in the Student Services & Administration Building on a walk-in, virtual, or appointment basis. Counselor hours are posted in the Student Services & Administration Building and on the GCC website, www.guamcc.edu/Assessmentand Counseling.

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. Students 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.

Services for counseling will be accessed through entry point on the GCC public website. Under the Student life header is the counseling main page where information regarding services can be found.

Announcements will be made on MyGCC to inform the college community of counseling services and how they may avail of the service. Counseling services will be provided either by email, face-to-face, phone call, or through a virtual meeting via ZOOM or Google Meet. If students prefer to communicate via email only, that option will be provided.

English and Mathematics Placement Test

Effective October 2016, ACCUPLACER replaced COMPASS as the College's 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 if other placement means are not applied (e.g. CLYMER or WorkKeys results). Students can schedule their test online after making payment by visiting **www.guamcc.edu** and clicking on Placement Test under the Admissions tab. The College reserves the right to require students to be re-evaluated using its placement test at any time.

Under GCC's CLYMER (Classroom Learning Yields Math & English Readiness) program, a recent GDOE or private high school graduate (within two years) who has earned a minimum GPA of 3.2 and taken higher level math or senior English courses can enroll into college-level math and English courses without taking a placement exam. Learn more about CLYMER at **www.guamcc.edu** under Admissions.

In addition, GCC accepts valid WorkKeys Gold and Platinum Certificates for enrollment into MA110A and/or EN110 instead of a placement exam.

Career Information and Guidance

Information, materials, and counselor assistance are available to students who need help in career educational planning and assessment of 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 limited personal counseling, or in some cases may be referred to services in the community as GCC counselors are not licensed therapists. All information related to the student receiving counseling is confidential and may be released only with the written permission of the student.

Student Rights Advocacy

Counselors are 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 confidentiality, privacy, freedom of expression and viewpoints, 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. Working collaboratively with the program advisor, students develop education and career plans consistent with the students' interests, abilities, values, and life goals.

Guam Community College partners with its students to succeed. This process 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, or resources to meet student needs.

The student is expected to meet with his/her program advisor regularly to view progress with the educational plan, make necessary changes, and/or make referrals for resources to support retention and completion. Students may also work with their program advisor remotely by receiving academic or career advisement via email, telephone, or Google Meet or Zoom (i.e.). Students may request an appointment with their program advisor via telephone call and/or email..

Program 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 one full-time registered nurse, a licensed practical nurse, 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;
- 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 and weight, blood pressure, vision, and pediculosis;*
- pregnancy testing and prenatal follow-up;*
- advocacy for persons with disabilities;
- referral services on health management;
- counseling on health and health-related issues;
- health promotion/education through class presentations; and
- STD and HIV testing and treatment in partnership with DPHSS.

*Services are rendered upon availability of staff and resources.

The health requirements for students include:

- TB clearance within one (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 a 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 two doses on or after their 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 & Diptheria (TD) received within the last 10 years;
- Oral Polio Vaccine (OPV) for students below 18 years of age
- 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 the 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. There is also accessible parking in front of Building E. 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 during the Fall and Spring semesters through local vendors Monday -Friday and closed on weekends and holidays. For more information, visit the Materials Management Office, Bldg. 2000, suite 2104, 2105 or call (671) 735-5540/5542.

Bookstore

The Bookstore is located in the Foundation Building (Bldg. 6000, Rm. 6104). The Bookstore is open Monday through Friday from 9:00 a.m. to 3:00 p.m. and closed on weekends and holidays. You may contact the Bookstore at (671) 735-6018 or via e-mail at bookstore@guamcc.edu. 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.

Center for Student Involvement

The Center for Student Involvement (CSI) oversees an array of student activities, such as New Student Orientation, Leadership Development, Service-Learning, Student Governance, and Student Organizations. Each of these initiatives is designed to foster a sense of empowerment and responsibility to the campus community and is guided by the belief that students must become intentionally involved in campus programs and activities to become fully prepared for the workplace and other life commitments. 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.

New Student Orientation

The New Student Orientation program introduces new students to Guam Community College services, resources, and opportunities that will support their academic and career goals. Title IX training is also included as part of the Student Orientation program.

Orientation for all new students may also be facilitated remotely via Zoom and Google Classroom. A live virtual orientation via Zoom will provide students an opportunity to engage with their peers and meet representatives from various GCC departments and offices. An overview of Google Classroom will also be covered during orientation. Students will be enrolled in an Orientation Google Classroom course where they will be able to access important information and documents, ask questions, and connect with their peers. For students who are unable to attend the live virtual orientation via Zoom, a recording will be made available on Google Classroom.

Leadership Development

Leadership Development assists students in realizing their leadership potential. Training and development opportunities are offered at individual and organizational levels tailored to fit the students' unique leadership needs and interests.

Student leadership development may also be held online via Zoom. Recordings of trainings, workshops, and conferences will be shared with students. Student Organization Officer and Advisor Training may be held online via Zoom.

Service-Learning

Service-Learning is 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 education are better able to connect classroom learning with real life situations through participation in community service projects.

Student Governance

The Council on Postsecondary Student Affairs (COPSA) is the official representative body for student governance at GCC. As the Student Senate, 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.

The Council on Postsecondary Student Affairs (COPSA) will meet regularly and meetings may be available online via Zoom and Google Meet. The Center for Student Involvement (CSI) may be able to work directly with the student leaders through video conferencing (Zoom and Google Meet), teleconferencing and email correspondence. COPSA will hold General Membership meetings and Executive Committee meetings which may also be available online, via Zoom.

Student Organizations

Student organizations provide excellent opportunities for students to develop personally and professionally. Student organizations will work in conjunction with the Council on Postsecondary Student Affairs (COPSA) in planning and implementing activities, events, and campus-wide programs to address the needs and interests of GCC students. Through active involvement in their campus community, students will expand their circle of influence, gain an understanding of diversity, be instilled with a sense of ownership over their educational experience, be committed to making GCC and their community a better place.

The Center for Student Involvement (CSI) may be able to work with Student Organizations through video conferencing (Zoom and Google Meet), teleconferencing, and email correspondence. Student Organization meetings may be made available through Google Meet.

The **Administrative Professionals Society (APS)** builds office knowledge and expertise by providing valuable learning opportunities in technology, communication, and professional skills to meet the needs of the individual and the community.

The **Adult High School Student Organization (AHSSO)** serves as a voice for addressing student issues, problems, and concerns for all Adult High School students.

The **American Association of University Women (AAUW)** GCC Student Chapter advances the equity for women and girls through advocacy, education, philanthropy, and research.

The **Association of Junior Accountants (AJA)** fosters the growth of the accounting and finance communities in Guam Community College (GCC) and aids organizations associated with these communities.

The **Business Organization for Student Success (BOSS)** serves its diverse membership as a business-oriented student

organization, providing leadership and career-oriented opportunities to develop and enhance tomorrow's leaders.

The **Collegiate DECA** furthers the understanding and practice of marketing principles within the business community and generates revenue for scholarships for marketing students.

The **Cosmetologists United Together (CUT)** provides opportunities for students pursuing an Industry Certification in Cosmetology to engage in fellowship and creative self-expression.

The **Criminal Justice Students' Association (CJSA)** facilitates social and criminal justice networking and career-building activities to create a more cohesive and professional student community.

The **Culinary Arts Student Association (CASA)** fosters Culinary Arts educational growth, cultural and social assimilation, ethnic appreciation, and equal access to all college Culinary Arts programs and activities.

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 **EcoWarriors** raise awareness and educate the community on sustainability issues, including recycling, energy management, and conservation of natural resources.

The **Education Student Organization (ESO)** supports students seeking a degree under the Education Department, including those studying Early Childhood Education, Education, and Sign Language Interpreting.

The **Fencing Club** encourages, promotes, and develops the modern sport of fencing at GCC.

The **Hospitality and Tourism Society (HosTS)** promotes the hospitality and tourism industry on campus and in the community.

The **Human Service Student Organization (HSSO)** promotes the fields of Human Services and Social Sciences through volunteerism and community service activities.

The **Japan Club** promotes Japan's language and culture through various activities to educate and entertain the campus community.

The **Korea Club** promotes Korea's language and culture through various activities and events that will educate and entertain the campus and community.

The **Math Club** promotes interest, understanding, and knowledge of the mathematical world throughout the College and the local community.

The **Medical Assistant Student Organization (MASO)** enables Medical Assisting students to enhance and demonstrate the knowledge, skills, and professionalism required by employers and patients.

The **Phi Theta Kappa International Honor Society (Beta Xi Chapter)** recognizes the academic achievement of GCC students and provides opportunities for its members to grow as scholars and leaders.

The **Practical Nursing Student Association (PNSA)** provides support and leadership opportunities to undergraduate nursing students.

The **Sci-πath-Club (SπC)** promotes interest, understanding, and knowledge of the mathematical and scientific world throughout the College and community.

The **Social Justice Society (SJS)** facilitates networking and career building activities in order to create a more cohesive and professional student community.

The **Society of Management Industry Leaders for Excellence (SMILE)** supports all students seeking a business degree and teaches members how to be socially aware through service to the community.

The **Sports and Recreation Club (SPARC)** furthers a common interest in physical activities through competition, instruction, participation, or performance.

The **Talent Club** increases student morale and school pride by showcasing student talent in various performing arts.

The **Technology and Gaming Society (TaGS)** promotes technology through the fun of gaming and video game design.

The **Veterans Club** provides a network of support among student veterans and promotes an understanding of student veteran issues.

The **Visual Voices Club (ViVo)** promotes the rich culture of the Deaf and Hard of Hearing community.

The **Yapese Student Organization (YSO)** promotes cultural diversity on campus and strives to preserve a common Yapese cultural identity.

Student Complaint Procedure

A complaint covers any concern or issue regarding employees (faculty, support staff, and administrators) or visitors on campus about a matter related to a student's educational experience with GCC that is not academic in nature. Examples of non-academic concerns or issues could include: perceptions and/or allegations of discrimination based on color, age, sex (to include sexual harassment and sexual/gender orientation), national origin, race, religion, political affiliation or disability condition; other forms of harassment; disruptive, threatening, or violent behavior; conduct associated with drugs and/or alcohol; and violations of other College Board policies and/or administrative regulations/directives that do not have specified procedures in place.

The use of this procedure does not apply to student disciplinary actions outlined in the GCC Postsecondary Handbook and other issues, which are covered under separate Board policies and administrative regulations that have specific procedures in place. In the above instances, the Associate Dean responsible for overseeing Student Support Services (or designee), shall inform the student of the correct procedure to follow for the former and/or refer the student to the College official through whom the request should be addressed for the latter. Complaints against employees alleging forms of misconduct described in the GCC Code of Ethics (Policy 470) shall be referred to the Human Resources Administrator.

Whenever reasonably possible, a student who encounters a non-academic problem is encouraged to seek an informal resolution of the matter directly with the College employee or visitor. If the attempt to reach an informal resolution is not successful or if an informal resolution is not advisable, then the concern or issue can be filed at the Student Support Services Office during regular office hours in order to implement the following steps of the Formal Complaint Procedure:

Step One – Initiating a Complaint

A) Complaint Initiation: The student has ten (10) working days from the date of the incident to file the complaint, utilizing the GCC Complaint Form, to the Student Support Services Office. All supporting documentation must be submitted with the GCC Complaint Form.

B) Notification of Charge: Within five (5) working days, the School of Technology & Student Services (TSS) Associate Dean who oversees the Student Support Services Office (or designee) will begin the investigation and will meet with the person to whom the complaint is addressed (respondent) to inform the respondent(s) that a student has filed a formal complaint.

Step Two – Informal Resolution:

The TSS Associate Dean (or designee) will verify if the student and the respondent met earlier in an attempt to informally resolve the matter. If not, and if the student complainant agrees, within five (5) working days, the TSS Associate Dean (or designee) will attempt to schedule the meeting to allow for an opportunity for an informal resolution between the student and the respondent.

If a satisfactory resolution is reached through the informal meeting between the student and the respondent, both the student and the respondent shall sign or acknowledge receipt via GCC email of the written summary that verifies the resolution of the complaint.

If the student finds the response/resolution through the informal meeting is unsatisfactory, the student may submit a written notice of his/her dissatisfaction to the TSS Associate Dean (or designee), within three (3) working days and request to proceed to Step Three.

If the student expresses concern with scheduling an informal meeting with the respondent that is determined by the TSS Associate Dean (or designee) to be a valid concern; the student may submit a written notice to the TSS Associate Dean (or designee) to proceed to Step Three.

For contract employees or campus visitors:

1) If the student finds the response/resolution through the informal meeting is satisfactory, the TSS Associate Dean (or designee) will prepare a written response of the resolution of the complaint to the student within three (3) calendar days. A copy will be forwarded to the affected GCC contract employee or campus visitor via email. A copy will also be filed with the original GCC Complaint Form.
2) If the student finds the response/resolution through the informal meeting is unsatisfactory, the student may submit a written notice of his/her dissatisfaction to the TSS Associate Dean (or designee) within three (3) calendar days. The TSS Associate Dean (or designee) will then schedule a meeting with the student and the respondent in an attempt to resolve the complaint.
3) If the student is still dissatisfied with the attempted resolution, the student may submit a written notice to the TSS Associate Dean (or designee) to proceed to Step Four.

Step Three – Formal Resolution:

A) Additional Attempt to Resolve: If a resolution is not reached at Step Two or the nature of the complaint is determined to require more than a resolution between the student and the respondent, the TSS Associate Dean (or designee) will:
   1. Implement one of the following:
      a. For faculty members: refer the student and the faculty member to the faculty member's Dean. Within three (3) working days, the Dean will meet with the faculty member and the student in an attempt to resolve the complaint;

      OR

b. For other College employees: refer the student and the employee to the appropriate supervisor. Within three (3) working days, the supervisor will meet with the College employee and the student in an attempt to resolve the complaint;

2. Prepare a written statement summarizing the actions taken prior to the referral and submit this written summary along with a copy of the GCC Complaint Form to the appropriate Dean/supervisor.

B) Resolution reached during Step Three with the appropriate Dean/Supervisor/TSS Associate Dean (or designee):

For Step Three 1a & 1b above:
The appropriate Dean/Supervisor will prepare a written response of the resolution of the complaint to the student within four (4) working days. A copy will be forwarded to the affected GCC employee within five (5) working days. A copy will also be provided to the TSS Associate Dean (or designee) to file with the original GCC Complaint Form.

C) Resolution not reached during Step Three with the appropriate Dean/Supervisor/TSS Associate Dean (or designee):

The appropriate Dean/Supervisor, will refer the student and/or the affected GCC employee to the President. The referral will include a copy of the GCC Complaint Form and the Dean's/Supervisor's written summary of the unresolved complaint. The student referral must be made within five (5) working days.

Step Four - Resolution by the President
For contract employees or campus visitors: The TSS Associate Dean (or designee) will include a copy of the GCC Complaint Form and a written summary of the unresolved complaint to the President's Office. The student referral must be made within five (5) working days. The President will meet with the student(s) and affected GCC employee/contract employee/campus visitor in an attempt to resolve the complaint. The President's decision is final. The President's Office will provide a memorandum of the final decision to the student and the respondent.

Time for complaints and grievances: If GCC is not in session during part of these proceedings or in instances where additional time may be required because of the complexity of the case or unavailability of the parties or witnesses, any of the time periods specified herein may be extended by the Dean of Technology and Student Services. If a time period is extended, the complainant and the person against whom the complaint has been filed will be so informed.

Note: Communication with student for conference(s) can be done through class, phone or email. Class and phone communications will be first attempted. If it is difficult to contact the student through these methods, a notice will be emailed via GCC email address or mailed to the student's address on record.

Educational Resources

Learning Resource Center/Library Services
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 (2) 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.

The Learning Resource Center librarian administers and maintains the online resources for student and faculty use. The online resources such as the SirsiDynix and EBSCO databases help support instruction and are checked to ensure availability and proper functioning of the high-quality digital resources. Individual student guidance and instruction will be provided in searching and using resources such as eBooks and ePeriodicals to help with reference questions, research papers, and other academic and reading needs. Service will be offered for reference, research and technical support via face-to-face, phone, email, or Google Meet from 8:00 am to 8:00 pm, Monday through Thursday.

Faculty assistance with planning and using online resources will be provided on an appointment basis and will be delivered via face-to- face, phone call, email, or Google Meet. This will include assistance with EBSCO ePeriodical and eBook databases, boolean searches, and presentations about formulating searches and retrieving results from the databases.

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, please visit the Office of Accommodative Services (OAS), Building 2000, Suite 2139. The office telephone number is (671) 735-5597 or TDD (671) 734-8324.

The Office of Accommodative Services may also provide services remotely to GCC students with disabilities. Contact may be made through email, phone, or virtual meetings. OAS may also provide remote assistance to help register students online and clarify questions regarding course requirements. OAS has access to Banner and will be able to help students identify issues related to courses and assist with health clearances.

Tutoring Services

Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. The focus of these services centers primarily on English and math skills.

Reach for College will provide free Tutoring & Academic Support. Tutoring services will be conducted via face-to-face, Google classroom, or Google Meet; every tutor will be assigned to a specific Google classroom based on their subject expertise. Students requiring tutoring services will be referred to a specific tutor based on the subject. The service will be offered daily, Monday through Friday from 8:00am to 5:00pm. Students may sign up electronically or call the Reach for College office for face-to-face tutoring or online virtual tutoring.

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 hardcopy 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.

The Office of Assessment, Institutional Effectiveness, and Research (AIER) is located on the 2nd floor of the Student Services & Administration Building, Suites 2226 and 2227 with telephone number (671)735-5527 ext. 5404.

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.

Class Hours

Although schedules may vary, classes are scheduled between 8 a.m. and 10 p.m. Monday to Friday. Some Saturday classes are offered. Please consult Admissions & Registration for the current schedule.

Scheduling of Classes/Program Content

GCC reserves the right to schedule classes in the order which best suits the overall master schedule and does not violate course prerequisites. Furthermore, GCC also reserves the right to change program content as it aligns with curriculum changes. Such changes are necessary to remain current with professional expectations and industry standards.

Note: Policies and procedures apply to all students, unless otherwise indicated.

Admissions Information

Student Classifications

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

Declared Student
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 international high school with equivalent programs of instruction and comparable standards; or
- Have the equivalent of a high school diploma (e.g., G.E.D/HiSet); or
- Have an AA/AS, BA/BS or higher degree from an accredited or recognized United States college or university or a foreign college or university with equivalent programs of instruction and comparable standards; or
- Successful completion of at least 45 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 fourteen (14) 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 ACCUPLACER prior to enrollment at the College.

Undeclared Student
A student taking courses who has not formally declared in a particular degree, certificate or diploma program at the College. Any person below 16 years of age may only enroll as a postsecondary 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 international students
Full-time international students at other institutions are also eligible, but international (F-1 Visa) students who are full-time students at the College may not be admitted as Undeclared Students.

Enrichment Student
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 a 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.

Note: 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.

Diploma Student
A student pursuing an Adult High School Diploma. To be eligible, a student must be at least 18 years old, not a high school graduate and not attending a regular high school program.

Special Student
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.

Training Participant
A person enrolled in courses not applicable towards a diploma, certificate, degree, or other formal credential. The courses are designed for professional development or personal enrichment and is not part of the regular schedule of classes.

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 via mail or e-mail of their admission to the College and may be assigned a specific date and time for orientation, placement testing, advisement and registration.

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

1. Certain prerequisite for the courses have not been met;
2. The maximum enrollment for the program has been met; or
3. 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.

Transcripts and Transfer Credit Evaluation
Official transcripts are required for the following:

- To declare into a program of study
- To validate prerequisites completed
- To receive credit for courses completed at another institution
- Students receiving financial aid or veteran's benefits must have transcripts on file.

Guidelines for submitting transcripts:

- Students are responsible for requesting official transcripts from each institution attended as well as providing military transcripts through the Joint Services Transcript System (JST), if applicable.

- Official transcripts must be received in the original, sealed envelope from the college or university.
- Electronic transcripts are accepted provided they are received from a credible source (Parchment, E-script, National Student Clearinghouse, etc.), scanned and emailed transcripts are not acceptable.
- Opened, faxed, or scanned and emailed transcripts will not be considered official.

Transcripts should be submitted to the Admissions & Registration Office:

Guam Community College
Attn: Admissions & Registration
P.O. Box 23069
Barrigada, Guam 96921

Students who submit transcripts from other post-secondary institutions or equivalent will have their coursework evaluated for potential transfer credit. Please note that all accepted transfer coursework may not be applied to a specific program of study.

Dual Credit Articulated Programs of Study (DCAPS)
Over 2,800 students are enrolled in GCC's Career and Technical Education programs which offer DCAPS in the six Guam public high schools. These Programs are:

- Automotive Services Technology
- Construction Trades: AutoCADD
- Construction Trades: Carpentry
- Construction Trades: HVAC
- Early Childhood Education
- Electronics-Computer Networking Technology
- Tourism: Lodging Management Program
- Marketing
- ProStart (Culinary)
- Visual Communications
- Telecommunications

Under the Dual Credit Articulated Programs of Study (DCAPS), these students can earn college credit in GCC postsecondary programs.

1. Students must be declared in the approved GCC program which corresponds with the secondary program.
2. There will be a limit of nine (9) postsecondary credits to be awarded upon successful completion of respective aligned secondary courses at NO COST. A dual credit recording fee of $30 will be assessed to award the remaining postsecondary credits should a program contain a DCAPS agreement that states that there are more than nine credits. The cap per program is 15 postsecondary credits to be awarded.
3. Students must apply for these postsecondary credits to be awarded within two years after completing high school. If a student fails to apply for DCAPS within two years, the credits will be considered null and the credits must be acquired through the successful completion of its corresponding postsecondary course(s).
4. All programs participating in DCAPS will have a course grade of a "B" or better as a minimum requirement for articulation of courses.

Students must provide the following documents to apply for DCAPS:

1. Completed Dual Credit Articulated Program of Study (DCAPS) Application Awarding of Credits Form
2. Copy of Certificate of Mastery
3. Official copy of high school transcript
4. Proof of payment of recording fee (if requesting for more than 9 credits to be awarded)

Admissions Procedures

Consideration for admission is based on the 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 requested admissions status.
If the student is admitted, the student must, in addition:

1. Clear all health requirements as outlined by the Health Services Center
2. Take placement tests, if required, and meet with a College counselor or advisor for advisement and program planning.
3. Register for classes during the registration period and pay all tuition and fees in full within the designated payment period (health services clearance is required prior to registration).

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

New Students
For students with no previous college coursework or less than 45 credits of completed college coursework or equivalent, they must submit the following:

1. Application for Admissions Form
2. Proof of high school graduation or equivalent. Submit an official transcript from an accredited and Department of Education recognized high school, or acceptable evidence of comparable academic achievement (e.g., satisfactory score on General Educational Development (GED®).
3. Other information, forms or documents as requested by the College.

Transfer Students
For students with an AA/AS or BA/BS or at least 45 credits of completed college coursework or equivalent, they must submit the following:

1. Application for Admissions Form;
2. All official transcripts from accredited institutions of higher learning are required to be submitted at the time of admission in order for transfer credit to be reviewed and awarded; and
3. Other information, forms or documents as requested by the College.

Diploma Students

For students who have not completed high school or high school equivalency and are requesting to complete the Adult High School program, they must submit the following:

1. Application for Admissions as an Adult High School Diploma Student Form;
2. Submit official transcripts from all former high schools attended; and
3. Other information, forms or documents as requested by the College.

Undeclared Students

Students taking courses who have not formally declared in a particular degree, certificate or diploma program at the College, must submit an Application for Admissions Form.

International Students

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

1. Certified translation of foreign transcripts (if applicable):
    - If transcripts are not in English, students must submit, with their Application for Admission as a Declared Student, a certified evaluation of foreign transcript in U.S. equivalencies provided by a National Association of Credential Evaluation Services (NACES) approved member (www.naces.org) or Association of International Credentials Evaluators (AICE) member (www.aice-aval.org). Document by document evaluation is recommended for secondary transcripts. Course by course evaluation is recommended for post-secondary transcripts if the student would like a transfer credit evaluation.
2. English Language Requirement: Students must meet the English Language requirement by either submitting one of the following test scores or by providing documentation that meets any of the exemptions.
    - Test of English as a Foreign Language (TOEFL) applicants are required to score a minimum of 61 (internet based), 173 (computer-based) or 500 (paper-based) on the TOEFL.
    - International English Language Testing System (IELTS). Students choosing to take the IELTS test for admission must take the Academic IELTS. For undergraduate students, the Academic Modules of the International English Language Testing System (IELTS)—a score of 5.5 overall or above for all applicants is needed to meet this requirement.
    - Provide proof of exemption.

Have their scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) submitted directly to the College. Scores must be from a test taken within the previous two years.

Test Exemptions

International student applicants are exempt from the TOEFL or IELTS examination if they meet at least one of the following:

- Those whose native language is English;
- Those who score 510 or better on the verbal and 510 or better on the writing sections of the SAT;
- Those who score 22 in English and 22 in reading sections of the ACT;
- 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 below:
    - Australia
    - Britain
    - Canada (excluding Quebec)
    - Ireland
    - New Zealand
- Those who have completed English composition at a regionally accredited U.S. institution with a C or better grade;
- 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;
- Those who place into EN110 (Freshman Composition) or higher at the Guam Community College or the 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 contacting one of the above mentioned entities (e.g. TOEFL, IELTS).

International students will not be notified of their admission to the College until all admission requirements have been fulfilled.

International students must have an official Notice of Admission and Form I-20A-B in their possession before coming to Guam.

International students must also meet the following requirements:

- Fall within the limit for international student enrollment as mandated by the College.
- Submit a Supplementary Information Form for International 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.
- International students will be admitted only to a specific certificate or degree program. International 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.
- International 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 international students rent rooms or apartments near the College. International 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 international students to accept employment while attending college. An international student should not count on being able to accept employment on Guam to work one's way through college.

Academic Information

Registration, Withdrawals, and Other Changes

MyGCC is Guam Community College's 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. 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 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 viewed and printed via GCC's website, **www.guamcc.edu.** Students should plan their program of studies using the Catalog available online at: **www.guamcc.edu/Runtime/GCCcollegecatalog.**

A student is obligated to pay the tuition and fees for registered courses unless officially dropped on or before payment deadline. Failure to make payment by the due date may result in drop from all classes. However, it is the responsibility of the student to verify whether he or she has been dropped for nonpayment prior to the start of the semester. For more information regarding dates and deadlines, please review the academic calendar.

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.** All students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisite, program requirements, or educational goals. 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 by new and returning students. Students who maintain their continuous student status, students enrolled for classes in at least one regular semester (Fall or Spring) each academic year, do not have to update their health records each academic year unless advised to do so.

Class Withdrawal

The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the academic calendar available in the catalog as well as the College's website, **www.guamcc.edu**. Any student who fails to officially withdraw from a class by this deadline will be assigned any grade, except "W" for the class. Classes officially dropped prior to the end of the schedule adjustment period will not appear on a student's academic record. Classes officially withdrawn will be assigned a "W" on the academic record.

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 or Addition of Program/Major

Declared Students enrolled at the College with a cumulative GPA of 2.0 or better may change their program or major or add a second program or major at any time during a regular semester but it will not go into effect until the following 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 international 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. Transfer credit is given for courses taken at another college or similar institution that closely correspond to those offered at GCC. When transfer credit is granted for a particular course, the requirements for the course have been successfully met (only courses with a minimum grade of "C" are considered for transfer), and credit is indicated on the student's transcript. No letter grade is provided. Transfer credit will only be considered if:

- Official transcripts are received directly from the institution where the credits were earned or can be hand delivered by student provided the transcripts are in their original sealed envelope.
- 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 awarded for life experience.

Full English translations of course descriptions as well as a NACES approved course by course evaluation are required for any international student seeking to receive transfer credit. Program faculty or Department Chair 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 Vice President for Academic Affairs.

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 Admissions & Registration Office.

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 passed but both placement and the granting of credit are at the discretion of the Registrar in consultation with the Department Chairperson, the Deans, or the Vice President for Academic Affairs, 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 (CBE) is available for some courses at Guam Community College. Interested students should contact the appropriate Dean or Department Chair to determine whether or not this option is available for any particular course.

- Only continuing students in good academic standing may apply for credit by examination.
- Examinations shall be provided to the student no more than 10 working days after the Petition for Credit-by-Examination form has been approved and all applicable fees have been paid.
- No more than 9 credits applicable to a student's declared Certificate program may be earned through CBE.
- No more than 12 credits applicable to a student's declared Associate Degree program may be earned through CBE.
- Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable fees must be paid, without exception.
- The Department Chair is responsible for determining the examination in consultation with his or her faculty and Dean. Examinations must be no more rigorous or no less rigorous than what a student may experience as a regularly enrolled student.
- Standardized examinations should be prepared by the Department Chair in conjunction with his or her faculty and kept on file by the Department Chair in anticipation for CBE requests.
- Credit-by-Examination should not be used for general education courses (English, math, science, etc.) with the exception of foreign languages offered by the institution (e.g., Japanese, Korean, CHamoru, and American Sign Language).
- A student receives a grade of CR for passing Credit-by-Examination; student receives a grade of NC for failing Credit-by-Examination. Courses passed by examination do not carry grade or grade points.
- Credit-by-Examination 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.

- Credits earned through CBE do not fulfill the residency requirement of degree, certificate or diploma.
- Credits earned through CBE do not transfer to other higher learning institutions. Typically, Credit-by-Examination is used to award credit for relevant prior training, work experience, or competencies using paper or electronic examinations or practical examinations.

Credit-by-Examination Fees

Assessment Request	$25.00 per request
Challenge Exams	$75.00 per exam, for paper or computer-based exam
Practical Exam	$100.00 per practical exam

*All fees are non-refundable

External Examinations Credit

External Examinations Credit-Granting Procedure includes the following:

- The various forms of credit evaluation are available only to students currently registered at the College.
- 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.
- Credits awarded through this program will be identified as such on the student's academic record. They may not be accepted by other institutions.
- These credits may not be used to meet the 12-credit residency requirement for degrees and certificates unless the requirement is waived by the Dean.
- Credit may be granted for either electives or required courses.
- Credit will be granted only toward a student's declared program and may require reevaluation if the program is changed.
- Evaluation of alternative learning experiences older than ten years, or any period of time designated by a department, may include review for currency.
- 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.
- 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**
1. English Composition	6
2. Humanities	6
3. Mathematics	6
4. Natural Sciences	6
5. 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
- StraighterLine

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).

Credit for Prior Learning (CPL)

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 or college learning as transfer credit and as a basis for advanced placement. The College will evaluate extra-institutional or non-college learning using the prior learning assessment process which includes, but is not limited to, departmental challenge exams or portfolio assessment. See also "Educational Credit for Training Programs" In the next section.

GCC's Prior Learning Assessment (PLA) evaluation processes include the following:

- Departmental Challenge Exams (please see Credit-By-Examination College Sponsored Examinations)
- Transfer of credit from other institutions
- Credit articulated through PLA

Prior Learning Assessment (PLA) Fees

Assessment Request	$25.00 per request
CPL Credit Award	20% of prevailing resident tuition rate

Note: No charge for CLEP, AP, credit via formal agreements, or military credit.

In addition, a variety of practices exist for awarding credit for learning which has taken place outside of higher educational institutions. These include, but are not limited to:

1. The American Council on Education: Military and Corporate
2. National College Credit Recommendation Service
3. Standardized Examinations such as AP, CLEP, DSST, and Excelsior College Exams

For more information on Prior Learning Assessment at Guam Community College, please contact the Admissions & Registration Office, or visit the PLA webpage at **https://guamcc.edu/prior-learning-assessment**

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 College Credit Recommendation Service (NCCRS) 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 (ACE) degree, certificate and diploma programs. Nationally-recognized training and certification programs will be assessed on a case-by-case basis.

Special Project 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 project 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 project course. All special project courses must be approved and start no later than two (2) weeks after the first day of classes for each semester for Fall and Spring, and one week prior to the start of Summer terms.

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 General Requirements for Certificates and General Requirements for Associate Degrees for a statement on SLOs as applied to programs in a later section of this catalog.

Prerequisite
Course Prerequisite 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 dropped from that course. Prerequisites are identified in course descriptions. Waivers for course prerequisite can only be obtained from the Department Chairperson of the department which oversees the course. For example, SO130 requires the completion of EN110; therefore, only the Department Chairperson overseeing sociology courses may waive the Prerequisite. As a general rule, however, prerequisite waivers are strongly discouraged.

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:

1. Submit a Course Substitution Form, which indicates the waiver, to a counselor/advisor who forwards the request to the Department Chairperson.
2. 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.
3. 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 via the Department Chair. The Dean's decision is final.

It is important to note that course substitution takes the place of a required course in a program, for as long as the course substitution meets the content and/or spirit of the requirement. The Department Chair must consult with the Dean to make this determination.

Repeating a Class
Credit is allowed only once for a course. A course may be repeated if a grade of "D," "F," "NC," or "Z" was received. Only the newly earned grade will be counted and used in computing the grade point average. If a student received a "C" or better and the course 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.

Official Transcripts
Official transcripts will be prepared for students upon request. Students must complete the following steps:

Submit a transcript request either in person or through the National Student Clearinghouse. There is a fee for transcripts, so please review the transcript request form for fees. The student must not owe any financial obligations to the school nor have any other holds preventing the release of an official transcript.

It is the student's responsibility to update their address and mailing information in their student records. Such information may be updated online via MyGCC or submitted to the Admissions & Registration Office.

See National Student Clearinghouse for additional information. Official transcripts will not be faxed or emailed. Additionally, transcripts 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
The assignment of final course grades is the responsibility of each faculty member, which begins with a clear statement in the course syllabus and in discussion with the students in the class. Defining the criteria upon which grades will be determined, is established by the curriculum documents. Instructors must identify the components and the weight of each that make up the final grade in the class syllabus.

In addition to defining the criteria, instructors are responsible for applying the criteria consistently and carefully, using professional judgment for their assessments, and in all cases, being fair to reflect student performance in the context of GCC's expectations for student achievement and the established grading scale. Faculty evaluation of student work may be appealed using the process described in the Student Grievance Procedure found 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. The Student Handbook can be found at **www.guamcc.edu**.

Grading System
Grades are earned for each course in which a student is officially enrolled. GCC uses a 4-point grading scale. Grade Point Average (GPA) is determined by letter grades A through F using the designated points assigned to each. The grade points assigned to the letter grades are as follows:

- A 4.0 = Excellent achievement
- B 3.0 = Above average achievement
- C 2.0 = Average achievement
- D 1.0 = Below average achievement
- F 0.0 = Failing

The following are grades issued to students which do not impact the student's GPA:

- TF = Technical Failure (student is registered for a course and does not attend a class session)
- TW = Technical Withdrawal
- W = Withdrawal
- I = Incomplete
- CR = Satisfactory Completion
- NC = Unsatisfactory Completion
- P = Satisfactory Completion/Test-Out (Used for developmental courses only)
- Z = Unsatisfactory Progress made, repeated enrollment required (used for developmental courses only)
- AU = Audit
- TC = Transfer Credit

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
Incomplete (I) grades may be assigned only when academic work has been interrupted by circumstances beyond the student's control. Incomplete grade requests must be initiated by the student and approved by both the instructor of record and Department Chair by filing an Incomplete Grade Request form. The form must be submitted by the student, along with appropriate documentation if deemed necessary, outlining the circumstances. The instructor and the program chair must approve the request before the last day of the semester in which the Incomplete will be granted.

The student must complete all academic work to replace the "I" grade according to the terms of the agreement with the instructor of record by the end of the next consecutive academic term or the grade will be determined to be an "F" ("Z" for Developmental Education courses). The grade of "I" counts as credits attempted but does not affect GPA.

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 prerequisite, 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).

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.

Academic Standing

Satisfactory Academic Progress
Satisfactory Academic Progress (SAP) standards apply to all Declared Students including all students who receive financial aid at the College. Students receiving financial aid may also visit the Financial Aid Office located in the Student Services & Administration Building 2000, Room 2114, 2115, or 2116, or call 735-5543/4.

Evaluation of Satisfactory Academic Progress (SAP)
The Admissions & Registration Office evaluates SAP at the end of each semester. Student progress is reviewed for cumulative grade point average (CGPA) and progress toward completion. The minimum CGPA for certificate postsecondary programs is 2.0. In addition, the College will determine the cumulative successful completion rate (CSCR) equals to at least 67% of credits attempted. In determining the total number of credit hours attempted, all credits attempted at GCC under the student's post-secondary academic history will be counted. Grades from transfer courses will not be included in the CGPA.

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 Academic Progress. Any Declared Student who is not making Satisfactory Academic 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. Financial Aid Students may also visit the Financial Aid Office in Room 2114, 2115, or 2116, Student Services & Administration Building or call 671-735-5543 ext. 5545 or 5556. Students will be notified of their academic standing by the Admissions & Registration Office.

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 Academic Progress, then that student may enroll for another probationary term at the College at the discretion of the Vice President for Academic Affairs. 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 is re-classed as an Undeclared Student. Once satisfactory progress is achieved, the student may re-apply for admission as a Declared Student.

Reinstatement as a Declared Student
A student who has been re-classed as an Undeclared Student may continue to enroll at the College (does not apply to an international student, F-1 Visa). Coursework 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.

Satisfactory Academic Progress (SAP) for students utilizing Veteran Education Benefits
In order to meet SAP, a Veteran student must maintain a minimum cumulative and term GPA of 2.0 and successfully complete a minimum of 67 percent of the courses attempted. Failure to do so will result in Veteran Academic Probation (VAP) being placed on the student's record, restricting open registrations for future terms. Not meeting SAP may eventually restrict a student's ability to use veteran education benefits at Guam Community College.

Veteran Academic Probation (VAP)
A student will be placed on a Veteran Academic Probation (VAP) if the cumulative or term GPA falls below a 2.0, or if the completion of courses attempted falls below 67 percent. The VAP policy requires that the student contact the Financial Aid Office at Guam Community College to be advised on the steps to have the VAP removed, and briefed on the possibility of being placed on Veteran Benefit Denial (VBD) if SAP is not met while on VAP status. A student will be allowed to register while on VAP. If the student achieves a cumulative and term GPA of 2.0 or higher and reaches a completion percentage of 67 percent for all courses attempted, the VAP will be removed, allowing the student to register for future terms without restrictions.

Veteran Benefit Denial (VBD)
If while on a VAP, the student does not meet the minimum cumulative and term GPA of 2.0 and does not successfully complete at least 67 percent of the courses attempted for that term, the student will be placed on a Veteran Benefit Denial (VBD). This action will be reported to the VA by the College through the VA's formal process. Once placed on VBD, the student will be denied the use of any and all VA benefits and will be responsible for payment of tuition and fees. Guam Community College will not certify for veteran education benefits under any chapter while on a VBD. Students on a VBD may continue to take courses at Guam Community College via alternate funding sources, such as financial aid. The VBD will be removed and upgraded to VAP when a cumulative and term GPA of 2.0 or higher and a completion percentage of 67 percent for all courses attempted is reached, allowing the student once again to utilize veteran education benefits at Guam Community College. The College will retroactively certify these successful courses after the grade is posted.

Appealing a Denial
A student can appeal a VBD decision through the College's administrative appeals process. The appeal should be submitted to the Financial Aid Office, and will be reviewed on a case-by-case basis. Please visit the Financial Aid Office to discuss your appeal or email **financialaid@guamcc.edu**.

Scholastic Honors

Deans' List
Guam Community College publishes the Deans' List in the fall and spring semesters of the academic year. Students qualify and earn the recognition by achieving the semester grade point average of 3.75 or higher with enrollment and completion of 12 or more credits for the semester (Pass/Fail and Credit/No Credit courses will not be counted). The Deans' List is published at the completion of the semester by the Admissions & Registration Office.

President's List
Guam Community College publishes the President's List in the fall and spring semesters of the academic year. Students qualify and earn the recognition by achieving the semester grade point average of 4.0 with enrollment and completion of 12 or more credits for the semester (Pass/Fail and Credit/No Credit courses will not be counted). The President's List is published at the completion of the semester by the Admissions & Registration Office.

Graduation Honors
Postsecondary 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."

Time Limit for Coursework
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 (8) 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.

Commencement Ceremony

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

Instructional Programs

Degree, Certificate, Apprenticeship, Industry Certification, 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, or to meet other academic needs. Some courses are also to meet employment requirements such as the Techniques of Alcohol Management (TAM®) training, or the procurement basic training modules. 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 ext.5579 or email **learning4life@guamcc.edu**.

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 (4) points:

1. CEU credit is for career enrichment and/or 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.
2. 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.
3. 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.
4. 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 and capable direction of 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)-735-5640 ext.5579 or email **learning4life@guamcc.edu** 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 (CEWD) to fulfill the needs of these customers. A certificate of enrichment/completion may be awarded by CEWD 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 participant or trainee.

English-as-a-Second Language (ESL)

This is recommended for 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 and Workforce Development as CEUs only. To register for ESL, please call the Adult Education Office at (671) 735-6010 ext. 5415 or visit the office staff in the Foundation Building, 2nd floor.

Postsecondary 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 EN096 Basic English Level I or EN097 Basic English Level II (or higher) general education requirement by the time they have enrolled in 12 credits of classes, and must enroll in or have completed MA098 Intermediate 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 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) 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.

Placement testing is not mandatory for admission to the College. Completion of placement testing or equivalent, however, 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.

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
- Prometrics
- A+ Service Technician
- Federal Communications Commission
- Cisco Systems and General Education Development
- Computing Technology Industry Association (CompTIA)

GCC provides professional examination services for the following:

- American Council on Exercise
- Certified Chef de Cuisine (CCC)
- Federal Bureau of Investigation
- Multistate Professional Responsibility Examination (MPRE)
- Nephrology Nursing Certification Commission
- National Academy of Sports Medicine
- National Restaurant Association
- Transportation Security Administration
- U.S. Customs & Border Protection

GCC Test Center is also recognized to administer testing for the following:

- American Culinary Federation
- Castle Worldwide, Inc.
- Certiport®
- Crane Institute Certification (CIC)
- KRYTERION™
- Pearson VUE
- Performance Network Assessment (PAN)
- Prov Inc.
- PSI Services LLC
- Western Governors University (WGU)
- WorkKeys®

For more information regarding testing services, contact the Office of Continuing Education & Workforce Development at (671)-735-5640 ext.5579 or email **learning4life@guamcc.edu**.

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 of Trustees. 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 (5) 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 which were 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.

Tuition, Fees, Payment, & Financial Assistance

Tuition and Fees

Tuition

Resident/Military & Dependents/Veteran Students - $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 as well as Veterans fall under the Resident Tuition rate.

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.

International Student - $180.00 per credit hour

An "International 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 international 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
Library Fee	$15.00
Technology Fee	$73.00
Student Activity Fee	$15.00
Student Health Fee	$15.00
Total Fees	**$147.00**

Notes on fees

Student Identification Card Fee - All students are required to have a Student Identification Card except for students enrolled exclusively in short-term courses and special offerings.

Library Fee - The Library fee is considered to be a special fee for tuition and fee refund purposes.

Technology Fee - 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 - Funds are used to support student activities organized under the purview of the Center for Student Involvement (CSI) Office.

Student Health Fee - 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.

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.

Late Fee

The College will charge a non-refundable late fee of $37.00 to be assessed for the following:
Students under "Payment Plan," or Students under financial assistance whose financial assistance does not cover 100% of student obligation by the end of the semester. The College will not assess a Late Fee if, a student registers only for non-credit courses, special course, or open-entry courses.

Application for Graduation for Degree, Certificate or Diploma

The College will charge a non-refundable $15.00 fee. The Application for Graduation fee includes one Diploma and one official set of transcripts which will be available 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. If it has been over a year since graduation, the reorder fee is $35.00. A $15.00 postage 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.

Official Transcript Requests
Students may request copies of their academic record (transcript) either online via the National Student Clearinghouse (**https://tsorder.studentclearinghouse.org/school/select**) or at the Admissions & Registration Office in the Student Services & Administration Building. Transcripts are usually prepared within five (5) working days. Each copy of a student's transcript costs $5.00. A rush service request of transcripts costs $15.00 per transcript and will be available in 2 business days. 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.

Tuition & Fee Waiver
On a space available basis, residents of Guam for at least the last 5 years and who are 55 years of age and older do not pay tuition and fees for classes appearing in the regular term. Proof of age and residency will be required at the time of registration. All applicable tuition and course fees will be charged for courses taken outside of the regular term.

Veteran Benefits and Transition Act of 2018, Section 3679 of Title 38, United States Code
Effective August 1, 2019, Guam Community College will allow a Covered Individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment or Chapter 33, Post-9/11 GI Bill benefits, and dependents under the Chapter 33 Transfer of Entitlement, to remain registered in their courses without being dropped or otherwise penalized due to delay in payment of tuition and fees by the VA. In order to receive this benefit, the student must apply for benefits by filling out the "Certification Request Form" and provide the "Certificate of Eligibility" and/or an approval from the VA Vocational Rehabilitation Counselor. These forms can be found at Guam Community College Financial Aid Office, Tiyan VA Benefits Office, or the **va.gov**.

It is the student's responsibility to pay the school any balance remaining should the student register in courses that are not within the approved education plan, or if the student is not entitled to 100% education benefits. Any award returned to the VA eligible for return of funds is the student's responsibility.

Payment Information

Payment in full of all current tuition and fees and outstanding obligations is required. Payment may be made at the Cashier's Office or online using the following payment methods:

Payment Methods Accepted at Cashier's Office: Cash, Check, VISA, and Master Card.

Payment Methods Accepted Online: VISA, Master Card, and American Express. To make payment online, please visit our website at mygcc.guamcc.edu/MyAccount.

Payment by Check: Make check payable to Guam Community College or GCC. Please include student's name, student ID number, and contact number of check writer. Check payments are subject to a ten (10) business day hold for bank clearance. Requests will be processed and documents will be released after check payment has cleared the bank.

Failure to pay full tuition by required due date will result in one or more of the following actions:

1. Student will not be allowed to register and receive grades;
2. Transcripts and/or diploma will not be processed; and
3. Outstanding accounts will be referred to a collection agency.

(The student shall assume responsibility for all collection agency fees, legal fees, and court fees necessitated by default in payment.)

Tuition and Fee Refund Policy

All students are obligated to pay for registered courses unless they officially drop a course(s) before the first day of class. Please refer to 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:

1. If the course drop occurs on or before the last day of schedule adjustment, 100% of the tuition, special fees and laboratory fees will be refunded.
2. After the last day of registration, no refunds will be made for semester long courses.
3. Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students for classes cancelled by the College.

Refund Exceptions
Any student facing extenuating circumstances during a semester resulting in withdrawal from credit classes may submit the Tuition/Refund Waiver Request Form. Requests will only be considered if it is submitted with proper documentation. Requests may only be submitted within one year of the end of the registered semester.

Students who wish to withdraw from all registered courses in a semester for the following reasons must submit a written request for a refund.

1. Student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be submitted with refund request, and any other documents that will help substantiate the request.
2. Serious illness of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild in any one incident. Serious illness verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester.
3. Death of a student's spouse/partner, child, or parent that prevents the student from attending all classes for the semester. Copy of death certificate must be submitted.
4. Death of a student. Copy of death certificate must be submitted.
5. Student is in the Armed Forces and is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund/waiver of tuition, provided courses have not been completed.

Requests for a total withdrawal from the College or courses for one of the above reasons may result in a class credit, provided courses have not been completed. All decisions made by the College are final.

Limitation
Never attending is not an allowable refund/waiver exception or an excuse of the debt incurred through registration.

Tuition Refund Process
Drop/add refund dates are widely publicized; therefore, appeals based on lack of awareness of the dates will not be reviewed.

Submitting Your Request
Refund requests must be submitted in writing ONLY via-

Mail:
Guam Community College - Refund
c/o Admissions and Registration
P.O. Box 23069 GMF
Barrigada, Guam 96921

Email (preferred):
gcc.refund@guamcc.edu

A decision will be made within 6-8 weeks of submittal and the student will be notified by either their Guam Community College email address or by mail. **Please note all decisions are final**

Consideration for Financial Aid Students
It may not be in your best interest to file a request. You may be responsible for repayment of financial aid received. Please check with the Financial Aid office before submitting a request.

Students receiving federal financial aid, including loans, who completely withdraw (officially or unofficially) before completing 60% of the semester, will be subject to the federal return of Title IV funds calculation. This calculation is based on the percentage of the semester completed. Generally the student is required to repay a portion of the federal financial aid which has been paid to the student. This calculation is mandated and must be applied regardless of the circumstances for withdrawal. For more information, contact the Financial Aid Office by e-mail at financialaid@guamcc.edu or call (671)-735-5543.

DoD: Policy of Return of Unearned Military Tuition Assistance (TA) Funds
Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws (officially or unofficially) on or before 60 percent of the course(s) meeting period has been completed, Guam Community College will comply with the Department of Defense policy to return unearned TA funds on a proportional basis through the 60 percent portion of the period for which the TA funds were provided. After a student completes 60 percent of the term, all TA funds are considered fully earned.

The return of unearned military TA funds will follow the same guidelines as the Department of Education Title IV funding, outlined in the Withdrawal Policy for Return of Title IV Funds policy. The calculation is completed for each course individually. Once the completion (earned) percentage is calculated, the College will multiply the percentage by the amount of TA funds awarded to determine the amount of TA funds earned. The unearned TA funds will be returned to the military service, not to the service member, within 45 days of the determination of withdrawal.

15 week course withdrawal
Before or by the 1st day of class:
100% returned to DoD
During Weeks 1 – 3:
75% returned to DoD
During Weeks 4 – 5:
50% returned to DoD
During Weeks 6 – 8:
25% returned to DoD
During Weeks 9 -15:
0% returned to DoD

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 dropped 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.

Outstanding Balances
Students who have an outstanding balance at the end of a semester will not be allowed to 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. If a student fails to make payment by the required due date, he or she will be dropped from courses and will be referred to a collection agency.

Cost of Attendance

AY 2022-2023
The College estimates the cost of attendance as a full-time student at the College during the 2022-2023 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
Personal Expenses	$2,650.00
Books and Supplies	$1,200.00
Total Estimated Cost of Attendance	$19,774.00

*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.

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 2022-2023 is a ten (10) month period of class attendance.

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. 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.

Financial Aid Application Deadlines
The College processes financial aid applications throughout the year. Most scholarship programs, however, 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 ensure maximum awards. No applications will be accepted after the end of the school year. For further information, contact the Financial Aid Office at (671) 735-5543 ext. 5545 or 5556.

Types of Financial Aid

Pell Grant
This is a grant, which does not need to be repaid. It is based on financial need, and upon maintaining satisfactory progress at the College. Depending on income, students can be eligible for up to $6,895.00 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 $1,000 and $4,000 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 $500 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.**

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 (FAFSA) in order to be considered for any Federal assistance. These applications are available online at www.fafsa.ed.gov. Students must apply and qualify annually on the basis of demonstrated financial need. To apply, students should first create an FSA ID and then go to www.fafsa.ed.gov to fill out the form or click on the Financial Aid links at www.guamcc.edu, then select the "Applying for Financial Aid" and follow the directions on that list. The Guam Community College school code is 015361. In addition to the FAFSA, students will need to complete an "Application for Admission" as a Declared Student" which is available on the GCC website or at the Admissions desk in the Student Services and Administration building.

Awards
To be eligible for Title IV funds, a student must be a regular student as defined in 34 CFR§ 668.32 of the General Provisions regulations. A regular student is defined as: "A person who is enrolled or accepted for enrollment at an institution for the purpose of obtaining a degree, certificate or other recognized educational credential offered by that institution." Therefore, students are not eligible to receive Title IV assistance for credit hours/coursework, which will not count towards the completion for that student's degree program requirements. Pell grants are awarded by the Financial Aid Office and disbursed at mid-term. Students can view their account information on MyGCC at **www.guamcc.edu**.

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

1. Complete all necessary application forms and pertinent documents on or before the established deadlines of each school year.
2. Be admitted as a "Declared Student."
3. Enroll in a program of study leading towards a postsecondary degree or certificate program (Adult High School Diploma may be eligible for some financial assistance, e.g., VA Benefits).
4. Enroll in courses required for declared program of study.
5. Satisfactorily meet progress standards for financial aid. For further explanation, please visit the Financial Aid website at **www.guamcc.edu**.
6. Inform the Financial Aid Office of any changes that may affect their financial assistance.
7. Pick up award checks on the scheduled disbursement dates.
8. Comply with all other policies established by the Financial Aid Office as described in the Student

9. Handbook and Financial Aid website at **www.guamcc.edu**.
10. 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 ext. 5545, 5556, or 5544

Email: **financialaid@guamcc.edu**
FAFSA website: **https://studentaid.gov/h/apply-for-aid/fafsa**

Adult High School, Industry Certification & Apprenticeship

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 by increasing their ability to function effectively in society. These courses can help adult learners prepare to enroll in the Adult High School Diploma Program or prepare for an administration of the GED®.

For more information regarding Adult Basic Education, please call (671) 735-6010 ext. 5415, 6013, or 6014 or email at adulteducation@guamcc.edu.

High School Equivalency

Adult High School Diploma Program (AHSDP) Guidelines

The mission of the Adult High School Diploma Program (AHSDP) is to assist students with the completion of a secondary high school diploma and transition into postsecondary education and/or the workforce.

GCC is mandated through Public Law 14-77 to provide adult education to individuals who are 16 years of age and not enrolled or required to be enrolled in a secondary school under Guam Law (P.L. 34-104; Compulsory Age 18 yrs. old). The AHSDP supports the College's mission statement and the personal, academic, and career goals of adults on Guam who have not earned a high school diploma. The AHSDP offers adults the opportunity to earn credits toward their diploma while receiving education and training, in preparation for the workplace and/or postsecondary education. Students will be required to apply for admission to the College as a diploma student once they are determined eligible for the Adult High School Diploma Program.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Adult High School Diploma program, students will be able to:

1. Demonstrate proficiency in basic skills areas, as necessary for entry level employment and/or postsecondary education.
2. Analyze complex informational text independently.
3. Apply technical knowledge and skills necessary for workplace productivity.

Eligibility

GCC is mandated through Public Law 14-77 to provide adult education to individuals who are 16 years of age and not enrolled or required to be enrolled in a secondary school under Guam Law (P.L. 34-104; Compulsory Age 18 yrs. old) and is:

- Basic skills deficient;
- Does not have a secondary school diploma or its recognized equivalent and has not achieved an equivalent of education; or
- An English language learner who has limited ability in reading, writing, speaking, or comprehending the English language and whose native language is a language other than English or lives in a family or community environment where a language other than English is the dominant language.

Individuals who score a 239 or higher in reading and a 236 or higher in math may enroll in the AHSDP.

Individuals scoring below 239 in the reading and 236 in the math portion of the Comprehensive Adult Student Assessment System (CASAS) will begin by taking courses to refresh basic skills until scores of 239 in reading and a 236 in math and above are met. Individuals who score above 239 in reading and 236 in math may go directly into the AHS Diploma Program or schedule to take the high school equivalency diploma (GED®). Additionally, students who score below a 236 will receive the following assistance while attending basic skills courses: Tutoring Services from the Reach for College Program.

Adult High School Diploma Requirements

Course Requirements:

Successful completion of courses in the following areas (either at GCC or through accepted transfer credit):

General Education Requirements		
Course	**Course Name**	**Credits**
EN068	Language Arts Literacy	3
EN081	Literature Survey	3
EN091	Fundamentals of Communication	3
AEMA050	Algebra I	3
AEMA060	Geometry	3
AEMA070	Algebra II	3
SI051	Earth Science	3
SI061	Biology	3
SS063	American Government	3
History (Choose 1)		
SS081	US History I	3
SS082	US History II	
Major Requirements		
Course	**Course Name**	**Credits**
SO099	Student-Centered Success in College	3
OA101	Keyboarding	3
Electives		
Course	**Course Name**	**Credits**
	Elective Choice 1	3
	Elective Choice 2	3
	Elective Choice 3	3
	Program Total	**45**

The AHSDP advisor/counselor must approve students' enrollment into courses for the semester. Students will be limited to register in no more than 12 credit hours of adult high school courses (English, Mathematics, Science, Social Studies, and Student Success Workshop) and postsecondary career and technical (CTE)/elective courses. AHS students shall adhere to the following guidelines in order to maintain eligibility to continue the AHS Diploma Program:

1. Students must attend all registered courses. Students receiving more than five (5) 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.
2. 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.

Nine (9) credits of Career and Technical Education (CTE) electives should be from the same career area as part of the student's approved educational plan. Development of an Individual Educational Plan with counselor or advisor is required.

Adult High School students must achieve a minimum cumulative GPA of a 2.0 in order to earn an Adult High School Diploma.

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 (1) Carnegie unit = three (3) credit hours on 050-099 level. Career and Technical Education (CTE) credits earned at GCC through the AHSDP articulate to GCC's postsecondary programs.

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.

High School Equivalency Diploma
Eligibility for Testing
Minimum Age:
18 years of age and not currently enrolled or required to be enrolled in high school.

Assessment
All applicants must take the free 2-hour CASAS Appraisal which is administered daily. An individual must score at least 239 in reading and 236 in math on the CASAS Appraisal in order to take the GED®.

Fees
There is no charge to take the CASAS Appraisal. GED® has four computer-based content areas (Reasoning through Language Arts, Reasoning through Mathematics, Science, and Social Studies); the cost to take each content area is $31.25 or $125 for all four content areas. Retake cost is $25.00 per content area. Payment must be made online at https://ged.com.

How to Apply
To apply for the CASAS Assessment, the applicant must present a valid driver's license, passport, military ID or other form of government-issued identification that shows his/her name, address, date of birth, signature, and photograph to a staff member at the Adult Education Office.

Testing Schedule
Assessment Test: The CASAS Appraisal is administered every Monday to Thursday at the Guam Community College campus (Adult Education Office), Bldg. 6000, Room 6215. There are two testing periods from 9:30am-12:00pm & 1:30pm-4:00pm, for Testing and Retesting; while the GED® Test has to be scheduled online at https://ged.com, at the Guam Community College Technology Center.

To Receive a Diploma
Individuals may apply for a diploma at the Guam Community College, Continuing Education and Workforce Development, Building 2000, Room 2137.

Minimum Test Scores
For the GED®, the minimum test score is 145 on each content area and a total of 600 on all four areas.

Residency

In order to take the GED®, a person must be a resident of Guam. You are considered a resident of Guam if your permanent home is on Guam and your most recent income tax forms were filed on Guam, or if you are a dependent of someone whose most recent income tax forms were filed on Guam. Active duty military personnel and their dependents are considered residents, as are citizens of the Freely Associated States of Micronesia. Please be prepared to submit a stamped copy of your income tax form as proof of residency.

*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) 735-5640 ext.5579.

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 prepare students for industry specific licensure listed below.

- Nursing Assistant Industry Certification
- Cisco Certified Network Associate (CCNA) Industry Certification
- Cisco Certified Network Professional (CCNP) Industry Certification
- Industry Certification in Cosmetology

Many of these courses are offered through the Office of Continuing Education/Workforce Development, located on the 1st floor of the Student Services & Administration Building (Building 2000).

Nursing Assistant Industry Certification

The courses listed below 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).

Prerequisite: Admission to the Certified Nursing Assistant Program.

Upon successful completion of this certification, 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 principals and skills learned in class/lab 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.

Course Requirements		
Course	**Course Name**	**Credits**
NU101	Nursing Assistant	4
HL131	Basic Life Support for Health Care Providers	1
	Total Requirements	**5**

Cisco Certified Network Associate (CCNA) Industry Certification

The courses listed below will prepare students to take Cisco's CCNA exam. These courses prepare the student for configuration of networks using routers, switches and hubs (Local Area Network). 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. Other coursework involves 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.

Course Requirements		
Course	**Course Name**	**Credits**
EE265	Computer Networking I	5
EE266	Computer Networking II	5
EE267	Computer Networking III	5
EE268	Computer Networking IV	5
	Total Requirements	**20**

Cisco Certified Network Professional (CCNP) Industry Certification

The courses listed below will prepare students 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.

Course Requirements		
Course	**Course Name**	**Credits**
EE271	Advanced Computer Networking I	5
EE275	Advanced Computer Networking III	5
EE___	Approved EE Elective Course	3-5
	Total Requirements	**13-15**

Industry Certification in Cosmetology

Successful completion of the program will prepare students to pass The National–Interstate Council of State Boards of Cosmetology Practical Examination in order to obtain a Guam license to qualify for positions in the cosmetology field. Students will acquire skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination and the two-part Guam Board of Cosmetology exam. Students will acquire skills needed to work in a variety of cosmetology-related occupations such as a cosmetologist, esthetician, salon owner, manicurist, hair color specialist, and/or makeup artist. Students will also gain effective interpersonal skills and demonstrate ethical conduct in a lab and shop setting.

The Industry Certification in Cosmetology program offers students' opportunities to develop the skill, knowledge, attitudes and leadership qualities required to meet licensure standards of the Guam Board of Cosmetology. Through lecture, demonstrations and lab practice, students will complete a minimum of 1600 hours in this four-semester program with the option of exiting earlier in the program to apply for a manicurist license. Students may recover clock hours via a Continuing Education credit course. If a student is not present by the end of the second day of class, he or she may be dropped. A minimum grade of 75% is required to demonstrate competency in all courses.

Upon successful completion of this certification, students will be able to:

1. Master the skills needed for entry-level work in a variety of cosmetology and related occupations.
2. Apply content knowledge and skills as indicated in the National-Interstate Council (NIC) of State Board of Cosmetology Practical Examination. (https://nictesting.org/).
3. Utilize effective interpersonal skills and practice professional ethics needed to succeed in the cosmetology profession.

Course Requirements		
Course	**Course Name**	**Credits**
CM101	Cosmetology I	10
CM102	Cosmetology II	10
CM104A	Cosmetology III	5
CM104B	Cosmetology IV	5
	Total Requirements	**30**
	Total Contact Hours Required	**1600**

Apprenticeship Programs

The Registered Apprenticeship Program (RAP) consists of On-the-Job Training (OJT) and the Related Technical Instruction (RTI). The College is a provider of the Related Technical Instruction (RTI) as part of the Registered Apprenticeship Program (RAP) through the State Apprentice Agency (SAA) of the Guam Department of Labor, in partnership with the Guam Contractors Association and individual employers.

As for the On-the-Job Training (OJT), the Apprentice learns a trade or occupation through formal training under close supervision of a skilled worker or journeyman during his or her term of apprenticeship. 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 weekday and/or Saturdays.

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 RTI per year plus a term of 2000, 4000, 6000 or 8000 hours of OJT, depending on his or her respective Apprenticeship Trade. Upon satisfactory completion of the required training, the Apprentice is issued a Certificate of Completion of Apprenticeship from the Office of Apprenticeship of the United States Department of Labor.

For more information on the Registered Apprenticeship Program, contact the Continuing Education and Workforce Development Office, Student Services and Administration (Building 2000), Rooms 2128 or 2129, or call (671) 735-5571 or 5578, or the State Apprenticeship Agency of the Guam, Department of Labor, in the GCIC Building, Suite 300 (3rd Floor), or call (671) 300-4572.

The terms of apprenticeship are determined by the trade or occupation in which the Apprentice is registered and being trained under. Training is available in the following occupational trades:

APPRENTICESHIP OCCUPATION	APPROXIMATE OJT HRS	CONTACT HOURS	APPRENTICESHIP OCCUPATION	APPROXIMATE OJT HRS	CONTACT HOURS
Accounting Technician	4000	288	Inspector, Quality Assurance	6000	432
Air-Conditioning and Refrigeration Mechanic	6000	432	Instrument Technician	8000	576
Automobile Body Repairer	8000	576	Insulation Worker	8000	576
Automobile Mechanic	8000	576	Internetworking Technician	8000	576
Automotive Technician Specialist	8000	576	IT Generalist	2880	216
Baker	6000	432	IT Project Manager	2000	144
Biomedical Technician	8000	576	Line Installer-Repairer	8000	576
Boiler Operator	8000	576	Line Maintainer (High Voltage Electrician)	7000	504
Cable Installer-Repairer	6000	432	Lineman	8000	576
Cable Splicer	8000	576	Load Dispatcher	8000	576
Carpenter	8000	576	Logistics Engineer	8000	576
Cement Mason	4000	288	Machinist, Marine Engine	8000	576
Chief of Party	8000	576	Machinist, Outside	8000	576
Child Care Development Specialist	3500	288	Maintenance Building Repairer	4000	288
Coach Operator	2000	144	Maintenance Mechanic	8000	576
Computer Operator	6000	432	Manager, Retail Store	6000	432
Computer Programmer	4000	288	Operating Engineer (Heavy Equipment Operator)	6000	432
Computer Support Specialist	4000	288	Painter, Shipyard	6000	432
Computer Systems Analyst	4000	288	Paralegal	6000	432

Construction Equipment Mechanic	8000	576	Paramedic	4000	288
Cook	6000	432	Pipe Fitter	8000	576
Correction Officer	4000	288	Pipe Fitter (Ship & Boat)	8000	576
Crime Scene Technician	4000	288	Plumber	8000	576
Customer Service Representative	4000	288	Police Officer	4000	288
Diesel Mechanic	8000	576	Power Plant Operator	8000	576
Drafter, Civil	8000	576	Powerhouse Mechanic	8000	576
Drafter, Structural	6000	432	Public Affairs	2500	360
Electrical Technician	8000	576	Pump Servicer	6000	432
Electrician	8000	576	Purchasing Agent	8000	576
Electrician, Maintenance	8000	576	Refrigeration Mechanic	6000	432
Electrician, Powerhouse	8000	576	Relay Technician	4000	288
Electrician (Ship & Boat)	8000	576	Rigger (Ship & Boat)	6000	432
Electrician, Substation	6000	432	Salesperson Parts	4000	288
Electronic Systems Technician	8000	576	Sheet Metal Worker	8000	576
Electronics Technician	8000	576	Ship Fitter	8000	576
Field Engineer	8000	756	Shipwright (Ship & Boat)	8000	576
Field Engineer Drafter, Civil	8000	576	Surveyor Assistant, Instrument	4000	288
Field Service Engineer	8000	576	Telecommunication Technician	8000	576
Financial Management	2000	144	Treatment Plant Mechanic	6000	432
Geospatial Specialist	4000	288	Truck Driver, Heavy	2000	144
Graphic Designer	3000	216	Water Treatment Plant Operator	6000	432
Heavy Mobile Equipment Mechanic	8000	576	Wastewater Treatment Plant Operator	4000	288
Information Management	2000	144	Welder	8000	576
Inspector Building	6000	432	Welder, Arc	8000	576
Marine Machinery Mechanic	8000	576	Welder, Combination	8000	576
Office Manager/Adm. Services	4000	288	Welder Fitter	8000	576

Early Middle College

Early Middle College

Program Mission and Description

GCC's Early Middle College is a program that provides secondary students the opportunity to obtain postsecondary education and accelerate their job training to become skilled workers. EMC students will take college courses identified in their career pathway with their required high school courses to earn stackable credentials. EMC students will participate in wraparound services to support their academic needs and to overcome social and economic barriers unique to their population. These wraparound services will also focus on EMC students' transition into the college-level mindset and their employability after graduation. This program prepares EMC graduates to be skillful, ethical, and professional for entry-level positions with a certificate of mastery, program certificate or associates degree, and other certifications related to their identified career pathway.

For secondary students, a portion of the requirements will be provided by the Dual Credit Articulated Programs of Study [DCAPS] and its Dual Enrollment Accelerated Learning [DEAL] program. The DCAPS involves the (11) Career and Technical Education programs available in Guam's six public high schools: Allied Health; Automotive; AutoCAD; Construction; Early Childhood Education; Electronics; Lodging Management Program (Tourism); Marketing; ProStart (Culinary); Telecommunications, and Visual Communication. Under DCAPS, students enrolled in the GCC CTE program will earn from three (3) to 19 college credits in the corresponding GCC postsecondary program. Under the DEAL program, eligible students are allowed to enroll in college math and English courses concurrently with high school classes and to receive both high school and college credit simultaneously. Upon successful completion of these college course(s), the student will receive credit for the corresponding high school course AND receive college credit. The career pathway identified below addresses the community need for skilled workers in Guam's construction industry as well as infrastructure technology (IT).

Program Student Learning Outcomes (SLOs):

Upon successful completion of this program, students will be able to:

1. Transition into the postsecondary environment earning college credentials leading to employment.
2. Utilize skills necessary for entry-level positions in the identified career pathway.
3. Demonstrate soft skills to be marketable and employable in an ever-changing workforce setting.

Certificate in Construction Technology Carpentry			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
Summer			AE121 (2) Technical Engineering Drawing I
11th Grade Fall	CTCT073-2A Carpentry		CT183 (3) Finishing
11th Grade Spring	CTCT073-2B Carpentry		CT154A (3) Masonry
Summer			Construction Elective (Any CE/AE/CT course not listed)
12th Grade Fall			MA094 (4) Math for Trades
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Construction Technology Masonry			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
11th Grade Fall	CTCT073-2A Carpentry		CT154A (4) Masonry Level I
11th Grade Spring	CTCT073-2B Carpentry		CT154B (4) Masonry Level II
Summer			Construction Elective (Any CE/AT/CT course not listed)
12th Grade Fall			MA094 (4) Math for Trades
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Construction Technology Reinforcing Metal Worker			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
11th Grade Fall	CTCT073-2A Carpentry		CT154A (4) Masonry Level I
11th Grade Spring	CTCT073-2B Carpentry		CT196A (4) Fundamentals of Oxyacetylene Welding I
Summer			Construction Elective (Any CE/AT/CT course not listed)
12th Grade Fall			MA094 (4) Math for Trades
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Construction Technology Electricity			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
Summer			CT165A(4) Electricity Level I

11th Grade Fall	CTCT073-2A Carpentry		CT165B(4) Electricity Level II
11th Grade Spring	CTCT073-2B Carpentry		CT165C(4) Electricity Level III
Summer			MA094 (4) Math for Trades
12th Grade Fall			CT165D(4) Electricity Level IV
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Construction Technology Heating, Ventilation, and Air Conditioning (HVAC)			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
11th Grade Fall	CTCT073-2A Carpentry		CT185A (5) Refrigeration and Air Conditioning Level I
11th Grade Spring	CTCT073-2B Carpentry		CT185B (5) Refrigeration and Air Conditioning Level II
Summer			MA094 (4) Math for Trades
12th Grade Fall			CT185C (5) Refrigeration and Air Conditioning Level III
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Construction Technology Plumbing			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
11th Grade Fall	CTCT073-2A Carpentry		CT152 (4) Fundamentals of Plumbing
11th Grade Spring	CTCT073-2B Carpentry		CT152A(4) Plumbing Level I
Summer			MA094 (4) Math for Trades
12th Grade Fall			CT182 (3) Uniform Plumbing Code
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Construction Technology Welding			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTCT053-1A Introduction to Carpentry	CT153 (3) + CT173 (3) + CT140 (3)	Reach for College Workshop + CT100 (3) Introduction to Construction Trades
10th Grade Spring	CTCT053-1B Introduction to Carpentry		AE103 (3) Basic Blueprint Reading HL130 (1) First Aid and Safety
Summer			CT196A(4) Fundamentals of Oxyacetylene Welding I
11th Grade Fall	CTCT073-2A Carpentry		CT196B(4) Fundamentals of Oxyacetylene Welding I
11th Grade Spring	CTCT073-2B Carpentry		CT197A(4) Shielded Metal Arc Welding I
Summer			MA094 (4) Math for Trades
12th Grade Fall			CT197B(5) Shielded Metal Arc Welding II
12th Grade Spring			CT292 (3) Construction Practicum

Certificate in Computer Science			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTTE101 Intro to Comp Systems and Info Tech	CS101 (3) CS112 (3) CS205 (4) CS206 (3) CS211 (3) CS212 (3) ***One of the extra classes will count as a technical elective**	Reach for College Workshop + CS102 (3) Computer Operations
10th Grade Spring	CTTE102 Javascript Programming		CS110 (3) Introduction to the Internet
Summer			CS151 (3) Windows Application
11th Grade Fall	CTTE103 Java I		SM108 (3) Introduction to Business
11th Grade Spring	CTTE104 Python Programming		MA110A (3) Finite Mathematics
Summer			EN110 (3) Freshman Composition
12th Grade Fall	CTTE105 Intro to Linux		OA211 (3) Business Communication
12th Grade Spring	CTTE106 Network Communications		CS290/292 (3) Practicum/Project

Associate of Science in Computer Science			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTTE101 Intro to Comp Systems and Info Tech	CS101 (3) CS112 (3) CS205 (4) CS206 (3) CS211 (3) CS212 (3) ***One of the extra classes will count as a technical elective**	Reach for College Workshop + CS102 (3) Computer Operations PY100 (3) Personal Adjustment
10th Grade Spring	CTTE102 Javascript Programming		CS110 (3) Introduction to the Internet CS104 (3) Visual Basic Programming
Summer			CS151 (3) Windows Application Humanities & Fine Arts (3-4)
11th Grade Fall	CTTE103 Java I		SM108 (3) Introduction to Business CS203 (3) Systems Analysis & Design
11th Grade Spring	CTTE104 Python Programming		MA110a (3) Finite Mathematics CS204 (3) C++ Programming
Summer			EN110 (3) Freshman Composition
12th Grade Fall	CTTE105 Intro to Linux		OA211 (3) Business Communication Natural & Physical Science (4)
12th Grade Spring	CTTE106 Network Communications		CS299 (4) Capstone CS213 (3) PHP Programming w/ MySQL

Certificate and Associate of Science in Computer Science			
Semester Term	**High School DCAPS**	**DCAPS Equivalency**	**After High School Courses**
10th Grade Fall	CTTE101 Intro to Comp Systems and Info Tech	CS101 (3) CS112 (3) CS205 (4) CS206 (3) CS211 (3) CS212 (3) ***One of the extra classes will count as an elective**	Reach for College Workshop + CS102 (3) Computer Operations
10th Grade Spring	CTTE102 Javascript Programming		CS110 (3) Introduction to the Internet
Summer			CS151 (3) Windows Application
11th Grade Fall	CTTE103 Java I		SM108 (3) Introduction to Business
11th Grade Spring	CTTE104 Python Programming		MA110A (3) Finite Mathematics
Summer			EN110 (3) Freshman Composition
12th Grade Fall	CTTE105 Intro to Linux		OA211 (3) Business Communication
12th Grade Spring	CTTE106 Network Communications		CS290/292 (3) Practicum/Project

Fall Semester After HS Graduation			Spring Semester After HS Graduation		
CS104	Visual Basic Programming	3	CS299	Computer Science Capstone	4
CS203	Systems Analysis & Design	3	PY100	Social & Behavioral Science	3
CS204	C++ Programming	3		Humanities & Fine Arts	3-4
CS213	PHP Programming with MySQL	3		Natural & Physical Science	4

Summer - Semester 1	Fall - Semester 2	Spring - Semester 3
College Success Seminar to show students (but not limited to) how to study, take notes, fill out study packets, and manage time. This is to be taken before any college classes.	● Sessions with Success Coach and Career Counselor (3 to 4 times a week) to provide support for academic and social needs within a cohort. ● Tutoring Services as needed. ● Social Emotional Learning activities embedded in the program	● Sessions with Success Coach and Career Counselor (3 to 4 times a week) to provide support for academic and social needs within a cohort. ● Tutoring Services as needed. ● Social Emotional Learning activities embedded in the program
Summer - Semester 4	**Fall - Semester 5**	**Spring - Semester 6**
	● Sessions with Success Coach and Career Counselor (2 times a week) to provide support for academic and social needs within groups based on program of study. ● Tutoring Services as needed ● Social Emotional Learning activities embedded in the program ● Work Experience Program	● Sessions with Success Coach and Career Counselor (once a week) to provide support for academic and social needs within groups based on program of study. ● Tutoring Services as needed ● Social Emotional Learning activities embedded in the program ● Work Experience Program
Summer - Semester 7	**Fall - Semester 8**	**Spring - Semester 9**
	● Sessions with Success Coach and Career Counselor (once biweekly) to provide support for academic and social needs within groups based on program of study. ● Tutoring Services as needed ● Social Emotional Learning activities embedded in the program ● Paid Work Experience Program	● Sessions with Success Coach and Career Counselor (once biweekly) to provide support for academic and social needs within groups based on program of study. ● Tutoring Services as needed ● Social Emotional Learning activities embedded in the program Paid Work Experience Program

Certificate Programs

Certificate Programs

- Automotive Service Technology
    - General Service Technician Track
    - Master Service Technician Track
    - Hybrid Electric Vehicle Technician Track
- Computer Aided Design & Drafting
- Computer Science
- Construction Technology
    - Carpentry Track
    - Welding Track
    - Plumbing Track
    - Electrical Track
    - Heating Ventilation & Air Conditioning (HVAC) Track
    - Reinforcing Metal Worker Track
    - Masonry Track
- Criminal Justice
    - Law Enforcement Administration Track
    - Marine & Terrestrial Conservation Enforcement Track
- Early Childhood Education
    - Early Childhood Education Track
    - Early Childhood Education Child Development Associate (CDA) Track
- Education
- Emergency Management
- Environmental Technician
- Family Services
- Fire Science Technology
- Medical Assisting
- Medium/Heavy Truck Diesel Technology
- Office Technology
- Sign Language Interpreting
- Supervision and Management
- Surveying Technology

Graduation Requirements for Certificates

Upon successful completion of the requirements for graduation, the College will award the appropriate Certificate credential.

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

- Achieve a 2.0 cumulative GPA as an undergraduate student.
- Meet individual certificate requirements, including major GPA (if applicable).
- Fulfill residency requirements – at least 12-degree applicable credit hours of coursework completed at the College.
- Successfully complete the program pertaining to their certificate.
- Submit Application for Graduation to the Admissions & Registration Office by the applicable deadline and pay the graduation fee.
- Meet financial obligations to the school.

NOTE: A single course cannot be used to satisfy more than one course requirement in a program.

General Requirements for Certificates

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 developmental coursework for Math and English or have successfully placed into post-secondary Math and English (or equivalent).

Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. 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 successfully complete minimum 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 equivalent), or
- Satisfactory completion of EN096 or EN097 courses and
- Test out of the Math Placement Test (or equivalent), or
- Satisfactory completion of MA098 course

*Students in the Certificate of Construction Technology program can successfully complete their math requirements with MA094 Mathematics for the Trades in lieu of MA098 Intermediate Algebra.

B. **Major Requirements**

- Total Major Requirements vary by program. Minimum Total Credits Required for a Certificate is 30 credits.

* No course may be counted for both Major and General Education requirements.

** Placement testing is not mandatory for admission to the College. Completion of placement testing or equivalent, however, 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)

Program Student Learning Outcomes follow each program description in this catalog. 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:

- What do students know? (cognitive domain)
- What do they think and value? (affective domain)
- 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 SLO Booklet is published and updated (as needed) 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.

Second Certificate or Degree and Multiple Tracks in Degree Programs

A second certificate and/or degree may be granted provided that a student completes all additional general education and major requirements. Some programs of study offer more than one track; a student may earn a degree, which includes more than one track so long as the student completes the requirements before the degree is conferred.

Certificate in Automotive Service Technology

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.

Three '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 passing of the exam, and after one year of automotive industry 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 passing of the exam, they may pursue recognition from ASE as a Master Service Technician.

The final option with the Certificate program is the Hybrid Electric Vehicle Technician Track. This option provides an overview of the purpose of hybrid technology with an emphasis on safe operating practices when servicing both hybrid and non-hybrid systems. The Hybrid Electric Vehicle Technician Track comprises of theory and practicum. During labs, you will partake in demonstrations of disconnect procedures, safely testing high voltage systems, accessing scan tool data, conducting examinations of sub systems, and diagnostics of both electric and non-electric drive systems.

General Service and Master Service Technician Tracks Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Automotive Service Technology General Service Technician or Master Service Technician 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.

Hybrid Electric Vehicle Technician Track Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Automotive Service Technology Hybrid Electric Vehicle Technician program, students will be able to:

1. Perform high voltage disconnect procedure and reconnect/enable high voltage system.
2. Describe the regenerative braking process.
3. Diagnose problems caused by damaged or failed harnesses, connectors, and terminals.
4. Explain the concept of an electric transaxle system.

General Service Technician Track		
Major Requirements		
Course	**Course Name**	**Credits**
AST100	Introduction to Automotive Service	3
AST140	Suspension and Steering	3
AST150	Brake Systems I	3
AST160	Electrical/Electronic Systems	3
AST180A	Engine Performance I	3
AST180B	Engine Performance II	3
AST240	Theory/Practicum: Suspension & Steering	2
AST250	Theory/Practicum: Brakes	2
AST260	Theory/Practicum: Electrical/Electronic Systems	4
AST280	Theory/Practicum: Engine Performance	5
	Certificate Total	**31**

Master Service Technician Track (The Master Service Technician Certificate Track requires completion of all courses required for the General Service Technician Track, plus all of the following:		
Major Requirements		
Course	**Course Name**	**Credits**
AST110	Engine Repair	3
AST120	Automatic Transmission & Transaxle	3
AST130	Manual Drive Train & Axles I	3
AST170	Heating and Air Conditioning	3
AST210	Theory/Practicum: Engine Repair	3
AST220	Automatic Transmission and Transaxle	3
AST230	Theory/Practicum: Manual Drive Train and Axles	2
AST270	Theory/Practicum: Heating and Air Conditioning	2
	Certificate Total	**53**

Hybrid Electric Vehicle Technician Track		
Major Requirements		
Course	**Course Name**	**Credits**
AST100	Introduction to Automotive Service Technology	3
AST110	Engine Repair	3
AST113	Hybrid Engines and Motor/Generators	4
AST120	Automatic Transmission & Transaxle	3
AST123	Hybrid Electric Vehicle Energy Management, Transaxles, and Batteries	4
AST133	Hybrid Electric Vehicle Belted Alternator Starter (BAS), Power Electronics, and Support Systems	4
AST160	Electrical / Electronic Systems	3
AST180A	Engine Performance I	3
AST180B	Engine Performance II	3
AST260	Theory/Practicum: Electrical and Electronic Systems	4
	Certificate Total	**34**

Certificate in Computer Aided Design & Drafting

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 this system 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 craftsperson. The Certificate in CADD is an area emphasized in the Architecture & Construction Career cluster, one out of 16 career clusters in Career & Technical Education.

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.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
AE121	Technical Engineering Drawing I	3
AE122	Technical Engineering Drawing II	3
AE138	Building Codes, Specs & Construction Management	3
AE150	Computer Aided Drafting I (CAD I)	3
AE160	Computer Aided Drafting II (CAD II)	3
CE215	Construction Procedures	3
CE225	Construction Planning & Estimating	3
CS101	Introduction to Computer Systems & Information Technology	3
MA110A	Finite Mathematics	3
MA161A	College Algebra & Trigonometry I	3
AE170	Revit Architecture Essentials	3
	Certificate Total	**39-40**

Certificate in Computer Science

The Certificate in Computer Science will provide opportunities for students to work as entry-level programmers who provide technical support to systems analysts and coders. These computer skills are in high demand in the rapidly evolving information technology field.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Computer Science program, students will be able to:

1. Write codes using appropriate programming language to implement solutions.
2. Diagnose computer-based glitches and derive possible solutions.
3. Demonstrate a solid foundation in the core areas of computer science.

Major Requirements		
Course	**Course Name**	**Credits**
MA115	Fundamentals of College Algebra	3
CS101	Introduction to Computer Systems & Information Technology	3
CS104	Visual Basic Programming	3
CS112	Introduction to Linux	3
CS203	Systems Analysis and Design	3
CS205	Network Communications	4
CS206	Java I	3
CS211	JavaScript Programming	3
CS212	Python Programming	3
Choose one from the following:		
Course	**Course Name**	**Credits**
CS204	C++Programming	3-4
CS213	PHP Programming with MySQL	
OA211	Business Communication	
OA210	Database Management Systems	
EE211	IT Essentials	
	Certificate Total	**31-32**

Certificate in Construction Technology

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 four (4) core courses (technical related requirements) with a "C" or better before enrolling in one (1) of the seven (7) 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.

Carpentry Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
AE121	Technical Engineering Drawing I	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT153	Introduction to Carpentry	3
CT154A	Masonry Level I	4
CT173	Rough Framing and Exterior Finishing	3
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	4
	Certificate Total Minimum	**30**

Welding Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT196A	Fundamentals of Oxyacetylene Welding I	4
CT196B	Fundamentals of Oxyacetylene Welding II	4
CT197A	Shielded Metal Arc Welding I	5
CT197B	Shielded Metal Arc Welding II	5
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	3
	Certificate Total Minimum	**34**

Plumbing Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT152	Fundamentals of Plumbing	4
CT152A	Plumbing Level I	4
CT182	Uniform Plumbing Code	3
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	6
	Certificate Total Minimum	**30**

Electricity Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT 165A	Electricity Level I	4
CT 165B	Electricity Level II	4
CT 165C	Electricity Level III	4
CT 165D	Electricity Level IV	4
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	3
	Certificate Total Minimum	**32**

Heating, Ventilation, and Air-Conditioning (HVAC) Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT185A	Refrigeration and Air Conditioning Level I	5
CT 185B	Refrigeration and Air Conditioning Level II	5
CT185C	Refrigeration and Air Conditioning Level III	5
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	3
	Certificate Total Minimum	**31**

Reinforcing Metal Worker Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT153	Introduction to Carpentry	3
CT154A	Masonry Level I	4
CT196A	Fundamentals of Oxyacetylene Welding I	4
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	6
	Certificate Total Minimum	**30**

Masonry Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT153	Introduction to Carpentry	3
CT154A	Masonry Level I	4
CT 154B	Masonry Level II	4
CT292	Construction Practicum	3
HL130	First Aid & Safety	1
	Construction Elective - Any CE/AE/CT course not listed	6
	Certificate Total Minimum	**30**

Certificate in Criminal Justice

The Certificate in Basic Law Enforcement was initially developed when Guam Community College was created by Public Law 14-77 and the responsibility for police basic training was transferred from the University of Guam to Guam Community College. Presently, it continues to be the required curriculum for all territorial law enforcement academy cycles.

The first substantive revision was made in February 2011, which was made upon the Criminal Justice Advisory Committee request to realign the Certificate Program and the Criminal Justice Associate Degree Program. It also addressed new general education core requirements to commence fall Semester 2003. The second substantive revision created a new area of concentration in Marine & Terrestrial Conservation Enforcement. Students may now elect to graduate with a Certificate in Criminal Justice in either the Law Enforcement Track or Marine & Terrestrial Conservation Enforcement Track.

Course requirements may identify prerequisite 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.

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.

Law Enforcement Administration Track		
Major Requirements		
Course	**Course Name**	**Credits**
CJ100	Introduction to Criminal Justice	3
CJ102	First Responder	3
CJ126	Officer Survival	3
CJ126L	Officer Survival Laboratory	1
CJ132	Emergency Vehicle Operator Course (EVOC)	3
CJ135	Firearms Use/Safety/Care	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ205	Report Writing for Law Enforcement	3
CJ225	Criminal Investigation	3
PY125	Interpersonal Relations	3
	Certificate Total	**31**

Marine & Terrestrial Conservation Enforcement Track		
Major Requirements		
Course	**Course Name**	**Credits**
CJ100	Introduction to Criminal Justice	3
CJ102	First Responder	3
CJ122/SI122	Introduction to Forensic Science	4
CJ126	Officer Survival	3
CJ126L	Officer Survival Laboratory	1
CJ132	Emergency Vehicle Operator Course (EVOC)	3
CJ135	Firearms Use/Safety/Care	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ205	Report Writing for Law Enforcement	3
CJ225	Criminal Investigation	3
CJ292	Criminal Justice Practicum	3
SI120	Introduction to Island Ecology and Resource Management	3
	Certificate Total	**38**

Certificate in Early Childhood Education

Early childhood educators and caregivers work in Head Start programs, childcare centers, family home care programs, elementary schools, social services programs, and health care services. These professionals plan and implement appropriate experiences for young 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 Certificate in Early Childhood Education is closely aligned with national standards and meets Head Start requirements for classroom aides. Only technical requirement courses that have a grade of "C" or better will be counted towards the Certificate.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Early Childhood Education program, students will be able to:

1. Advocate appropriate practices for children, model professionalism, and demonstrate ethical conduct based on guidelines from the National Association for the Education of Young Children (NAEYC).
2. Effectively and respectfully communicate with students, staff and families including those from diverse backgrounds and special populations.
3. Implement various developmentally and age-appropriate teaching, assessment and guidance strategies needed to effectively work with young children from birth to age eight.

The Certificate in Early Childhood Education CDA Track is closely aligned with national standards and meets Head Start requirements for classroom personnel. As part of this program there is an option for students to earn a 'stackable' internationally recognized credential, the Child Development Associate (CDA) Credential.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Early Childhood Education Child Development Associate (CDA) program, students will be able to:

1. Advocate appropriate practices based on the National Association for the Education of Young Children (NAEYC).
2. Effectively and respectfully communicate with children, staff and families from diverse backgrounds and special populations.
3. Implement developmentally and age-appropriate teaching needed to effectively work with children birth to age five.
4. Prepare students to obtain the nationally recognized Child Development Associate (CDA) credential.

Early Childhood Education Track		
Major Requirements		
Course	**Course Name**	**Credits**
CD140	Nutrition and Physical Health	3
CD180	Language Arts in Early Childhood	3
CD240	Cognitive & Creative Development in Early Childhood	3
CD260	Social & Emotional Development	3
CD292	Early Childhood Education Practicum	3
ED231	Introduction to Exceptionalities	3
Choose 1 course from the following		
CD221	Child Growth & Development	3
ED220	Human Growth & Development	
Choose 1 course from the following		
CD110	Early Childhood Education Orientation	3
ED150	Introduction to Teaching	
Elective Requirement		
Course	**Course Name**	**Credits**
	Education based elective	3
	Education based elective	3
	Certificate Total	**30**

Early Childhood Education Child Development Associate (CDA) Track		
Major Requirements		
Course	**Course Name**	**Credits**
CD110	Early Childhood Education Orientation	3
CD140	Nutrition and Physical Health	3
CD180	Language Arts in Early Childhood	3
CD221	Child Growth and Development	3
CD260	Social and Emotional Development	3
CD285	Childcare Management	3
CD293	Child Development Associate (CDA) Practicum	12
	Certificate Total	**30**

Certificate in Education

The Certificate in Education program is designed to provide entry- level training for persons interested in working in educational settings. The program also serves as a career/educational ladder for those interested in pursuing a Bachelor's degree in the field. Emphasis is placed on student learning outcomes 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 that have a grade of "C" or better will be counted towards the Certificate.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Education program, students will be able to:

1. Advocate appropriate practices for students, model professionalism, and demonstrate proper ethical conduct.
2. Effectively and respectfully communicate with students, staff and families including those from diverse backgrounds and special populations.
3. Implement various developmentally and age-appropriate teaching, assessment and guidance strategies needed to effectively work with students in Kindergarten to twelfth grade.

Major Requirements		
Course	**Course Name**	**Credits**
ASL100	American Sign Language I	4
ED150	Introduction to Teaching	3
ED180	Educational Methods	3
ED231	Introduction to Exceptionalities	3
ED292	Education Practicum	3
HI121	History of World Civilization I	3
HL202	Nutrition	3
PS140	American Government	3
ED220	Human Growth & Development	3
Elective Requirement		
ED265	Culture & Education in Guam	3
	Certificate Total	**31**

Certificate in Emergency Management

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and manmade 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 Major Requirements are adopted and derived from EMI's Independent Study program. These courses are subject to revision 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.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
PS140	American Government	3
HL130	First Aid & Safety	1
EMI154	Community Emergency Response Team	1
MA094	Mathematics for the Trades	4
Choose 19 courses from the following:		
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
	Certificate Total	**31-32**

Certificate in Environmental Technician

This Certificate in Environmental Technician is designed to provide entry-level training for those interested in supporting environmental services. Emphasis is placed on developing field skills as well as competencies in basic science and math content for technical work. The program will serve as a career or educational ladder for students interested in interdisciplinary environmental studies.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Environmental Technician program, students will be able to:

1. Demonstrate professionalism and ethical conduct within disciplines in the environmental field.
2. Demonstrate interdisciplinary knowledge and skills needed to effectively work in the environmental field.
3. Demonstrate proficiency in technical methods and data handling and processing methodology.

Major Requirements		
Course	**Course Name**	**Credits**
Choose 1 course from the following		
EN___	English Requirement	3-4
Choose 1 course from the following		
MA110A	Finite Mathematics	3
MA161A	College Algebra & Trigonometry I	
MA161B	College Algebra & Trigonometry II	
Course	**Course Name**	**Credits**
SI101	Introduction to Chemistry	3
SI101L	Introduction to Chemistry Laboratory	1
SI105	Introduction to Physical Geology	3
SI105L	Introduction to Physical Geology Laboratory	1
SI125	Scientific Methods and Data Analysis	3
SI155	Waste Site Worker Safety: Hazardous Waste Operations and Emergency Response (HAZWOPER)	3
SU250	Introduction to Geographic Information Systems	3
Biological Sciences (Choose 2 - Lecture and 2 respective Labs for 8 credits total)		
SI103	Introduction to Marine Biology	3
SI103L	Introduction to Marine Biology Laboratory	1
SI110	Environmental Biology: Theory	3
SI110L	Environmental Biology Laboratory	1
SI150	Introduction to Microbiology: Theory	3
SI150L	Introduction to Microbiology Laboratory	1
	Certificate Total	**31-32**

Certificate in Family Services

The Certificate in Family Services program is designed to provide entry level training for paraprofessionals providing human services to families. Emphasis is placed on developing competencies for the effective delivery of human services.

Course requirements may identify Prerequisite 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. Prerequisite 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 Family Services program, students will be able to:

1. Demonstrate effective communication skills with clients and co-workers.
2. Demonstrate appropriate competency needed in the effective delivery of human services.
3. Demonstrate professionalism and ethical conduct within the field.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
PY120	General Psychology	3
SO130	Introduction to Sociology	3
HM110	Introduction to Community Services	3
FA192	Family Services Practicum	3
HM201	Social Welfare: A World View	3
Choose 1 course from the following		
ED220	Human Growth and Development	3
CD221	Child Growth and Development	
Choose 3 Courses from the following		
ASL100	American Sign Language I	4
ASL110	American Sign Language II	4
CD260	Social & Emotional Development	3
CJ100	Introduction to Criminal Justice	3
CJ101	Juvenile Justice Process	3
CJ104	Dynamics of Substance Abuse	3
CS151	Windows Applications	3
ED231	Introduction to Exceptionalities	3
CO125	Introduction to Human Communication and Speech	3
HL202	Nutrition	3
HU120	Pacific Cultures	3
OA101	Keyboarding and Document Processing	3
	Certificate Total	**30-33**

Certificate in Fire Science Technology

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

Major Requirements		
Course	**Course Name**	**Credits**
FS100	Introduction to Fire Protection	3
FS101	Introduction to Fire Suppression	3
FS102	Fire Service on Guam	3
FS103	Firefighter I	8
FS104	Firefighter II	3
FS105	Fire Prevention	3
FS107	Report Writing for The Fire Service	3
	Elective Requirement	
EMS103	Emergency Medical Technician (EMT)	8
	Certificate Total	**34**

Certificate in Medical Assisting

The Certificate in Medical Assisting provides students with foundational knowledge and skills to enter the workforce as allied health professionals. Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi- skilled personnel can perform administrative and clinical procedures. Once a student from the Guam Community College has successfully completed the Medical Assisting Program, he or she will be prepared to take the Registered Medical Assistant (RMA) national certification examination through American Medical Technologists (AMT). The Guam Community College is an affiliated partner with the American Medical Technologist (AMT).

Students must successfully complete the following courses in order to be placed in a Medical Assisting Cohort

- EN110 – Freshman Composition (3)
- MS101 - Introduction to Medical Assisting (3)
- HL190 Introduction to Anatomy and Physiology for Allied Health Professionals (4)
- Health clearance to include physical and immunizations- PPD, with the addition of a Hepatitis B vaccine or declination form.
- Police and court clearance will be required prior to starting MS145.

Program Student Learning Outcomes (SLOs):

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

1. Assist the provider with clinical procedures.
2. Navigate electronic health records systems and practice management software.
3. Evaluate legal and ethical principles that affect the role of a medical assistant.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
HL120	Medical Terminology	2
HL131	Basic Life Support for Health Care Providers	1
HL190	Introduction to Anatomy and Physiology for Allied Health Professionals	4
MS 125	Clinical Medical Assisting: Clinical	1
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting	2
MS121	Clinical Medical Assistant: Laboratory	2
MS140	Administrative Medical Assisting: Theory	2
MS141	Administrative Medical Assisting: Laboratory	2
MS145	Administrative Medical Assisting Clinical	1
MS160	Introduction to Pharmacology	1
MS161	Administration of Medications: Laboratory	1
MS180	Introduction to Clinical: Laboratory	2
MS210	Medical Assisting Critique	1
MS292	Medical Assisting Practicum	5
	Program Total	**33-34**

Certificate in Medium/Heavy Truck Diesel Technology

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, 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.

Major Requirements		
Course	**Course Name**	**Credits**
MHT100A	Intro to Diesel Technology and Preventive Maintenance	3
MHT100B	Intro to Diesel Technology and Preventive Maintenance	3
MHT110	Diesel Engines	3
MHT120	Medium/Heavy Truck Drive Trains	3
MHT130	Brake Systems	3
MHT140	Medium/Heavy Truck Suspension & Steering I	3
MHT150	Medium/Heavy Truck Heating, Ventilation, & Air Conditioning	3
MHT160	Hydraulics	3
MHT170	Medium/Heavy Truck Electrical/Electronic Systems	3
MHT210	Diesel Engines	3
MHT230	Medium/Heavy Truck Brake Systems	3
MHT270	Medium/Heavy Truck Electrical/Electronic Systems	3
	Certificate Total	**36**

Certificate in Office Technology

This program is designed to prepare the student for entry- through mid-level employment or may be used to update office technology knowledge and skills for job advancement in the business office.

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. Use and integrate several office applications.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
CS151	Windows Applications	3
OA101	Keyboarding and Document Processing	3
OA103	Filing Systems	3
OA130	Information Processing	3
OA210	Database Management Systems	3
OA211	Business Communications	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing	3
OA250	Office Procedures	3
PY125	Interpersonal Relations	3
Electives		
Choose 2 courses from the following		
AC100	Fundamentals of Bookkeeping and Accounting	6
OA109	Business Math Using Excel	
SM108	Introduction to Business	
	Certificate Total	**39-40**

Certificate in Sign Language Interpreting

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 with the Deaf and Hard of Hearing through proper conduct.

Major Requirements		
Course	**Course Name**	**Credits**
ASL100	American Sign Language I	4
ASL110	American Sign Language II	4
ASL120	American Sign Language III	4
ASL130	American Sign Language IV	4
IN145	Vocabulary Development for Intercultural Development	3
IN170	Introduction to Interpreting	3
IN180	Ecology of Deafness	3
IN220	Voice to Sign/Sign to Voice Interpreting	3
IN292	Sign Language Interpreting Practicum	3
	Certificate Total	**31**

Certificate in Supervision and Management

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. Describe 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.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Mathematics (3-4 credits):		
MA098	Intermediate Algebra or higher (placement and/or satisfactory completion of courses	4
Course	**Course Name**	**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
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Applications	3
SM245	Ethics & Stakeholders Management	3
Electives		
Choose 1 course from the following		
CS151	Windows Applications	3
CS152	Macintosh Applications	
	Certificate Total	**38-39**

Certificate in Surveying Technology

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. Develop a professional work ethic needed in the surveying industry.
3. Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 1 Certified Survey Technician examination.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
AE121	Technical Engineering Draw I	3
AE150	Computer Aided Drafting I (CAD I)	3
CE211	Plane Surveying I	3
CE222	Plane Surveying II	3
CS101	Introduction to Computer Systems & Information Technology	3
HL130	First Aid & Safety	1
MA161A	College Algebra & Trigonometry I	3
MA161B	College Algebra & Trigonometry II	3
SU100	Surveying Drafting	3
SU101	Surveying Problems I	3
SU230	Advanced Surveying	3
SU250	Introduction to Geographic Information Systems	3
SU292	Surveying Practicum	1
	Certificate Total	**38-39**

Associate Degree Programs

Associate Degree Programs

Associate of Science

- Accounting
- Automotive Service Technology General Service Technician
- Automotive Service Technology Master Service Technician
- Civil Engineering Technology
- Computer Networking
- Computer Science
    - Computer Science Track
    - Computer Science UOG Track
- Criminal Justice
    - Law Enforcement Administration Track
    - Administration of Criminal Justice Track
    - Forensic Lab Technician Track
    - Forensic Computer Examiner Track
- Early Childhood Education
- Emergency Management
- Foodservice Management
- Human Services
- International Hotel Management (Distance Education Program)
- Marketing
- Medical Assisting
- Office Technology
- Practical Nursing
- Pre-Architectural Drafting
- Supervision and Management
- Surveying Technology
- Tourism & Travel Management
- Visual Communications

Associate of Arts

- Culinary Arts
    - Cookery Track
    - Baking & Pastry Track
- Education
- Liberal Studies
    - Liberal Studies Track
    - Business Track
    - Health & Science Track
    - CHamoru Education and Culture Track

Degree Statement

Upon successful completion of the requirements for graduation, the College will award the appropriate Associate Degree.

Graduation Requirements for Associate Degrees

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

Students qualify for graduation once the following requirements are met:

- Achieve a 2.0 cumulative GPA as an undergraduate student.
- Meet individual program requirements, including major GPA (if applicable).
- Fulfill residency requirements – at least 12-degree applicable credit hours of coursework completed at the College.
- Successfully complete the program pertaining to their degree.
- Submit Application for Graduation to the Admissions & Registration Office by the applicable deadline and pay the graduation fee.
- Meet financial obligations to the school.

NOTE: A single course cannot be used to satisfy more than one course requirement in a program.

General Requirements for Associate Degrees

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 successfully complete minimum standardized general education course requirements. For more information, refer to the Admissions Information and General Education Policy section of this catalog.

All candidates for an Associate Degree at the College must meet the general requirements listed above. Course requirements may identify prerequisite 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.

Second Certificate or Degree and Multiple Tracks 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 track; a student may earn a degree, which includes more than one track so long as the student completes the requirements before the degree is conferred.

General Education Requirements

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 General Education requirements

Students are advised to check the requirements for their specific programs before taking General Education courses.

Courses chosen to meet the general education requirements may not be used to meet the Major Requirements of a student's specific degree program.

The list 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 listed.

IMPORTANT NOTE: Some programs require different levels of coursework to meet General Education requirements, please review the individual programs for more information.

A Statement on Student Learning Outcomes (SLOs)

Program Student Learning Outcomes follow each program description in the following pages. 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 SLO Booklet is published and updated regularly 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.

GENERAL EDUCATION		
Scope 1: Skills for and Application of Lifelong Learning		
Freshman Composition (Choose one course from the following to meet the required 3-4 credits)		
Course #	**Course Name**	**Credits**
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
EN111	Writing for Research	3
Mathematics (Choose one course from the following to meet the required 3-4 credits)*		
Course #	**Course Name**	**Credits**
MA110A	Finite Mathematics	3
MA115	Fundamentals of College Algebra	3
MA161A	College Algebra & Trigonometry I	3
*Any college level math will be considered for the completion of this category		
Literacy for Life Skills (Choose one course from the following to meet the required 3 credits)		
Course #	**Course Name**	**Credits**
CO110	Critical Thinking for Civic Engagement	3
CS151	Windows Applications	
CS152	Macintosh Applications	

Scope 2: Broad Comprehension of the Development of Knowledge, Practice and Interpretation		
Humanities & Fine Arts (Choose one course from the following to meet the required 3-4 credits)*		
Course #	**Course Name**	**Credits**
ASL100	American Sign Language I	4
CH110	CHamoru I	4
ED265	Culture & Education in Guam	3
CO125	Introduction to Human Communication and Speech	3
EN210	Introduction to Literature	3
HI121	History of World Civilization I	3
HI122	History of World Civilization II	3
HI176	Guam History	3
HM110	Introduction to Community Services	3
HM201	Social Welfare: A World View	3
HU120	Pacific Cultures	3
HU220	Guam Cultures & Legends	3
JA110	Japanese I	4
KE110	Korean I	4
PI101	Introduction to Philosophy	3
TH101	Introduction to Theater	3
VC101	Introduction to Visual Communications	3
***Any foreign language, humanities, or fine arts course will be considered for the completion of this category**		
Scope 2: Broad Comprehension of the Development of Knowledge, Practice and Interpretation **Natural & Physical Sciences (Choose one course and the corresponding lab from the following to meet the required 4 credits)****		
Course #	**Course Name**	**Credits**
SI 101/101L	Introduction to Chemistry (3) & Introduction to Chemistry Laboratory (1)	4
SI 103/103L	Introduction to Marine Biology (3) & Introduction to Marine Biology Laboratory (1)	
SI 105/105L	Introduction to Physical Geology (3) & Introduction to Physical Geology Laboratory (1)	
SI 110/110L	Environmental Biology: Theory (3) & Environmental Biology Laboratory (1)	
SI141	Applied Physics I	
SI 150/150L	Introduction to Microbiology: Theory (3) & Introduction to Microbiology Laboratory (1)	
SI131/131L	Human Anatomy & Physiology I: Theory (3) & Human Anatomy & Physiology I Laboratory (1)	
SI132/132L	Human Anatomy & Physiology II: Theory (3) & Human Anatomy & Physiology II Laboratory (1)	
****The exception to this would be SI141 which does not include a laboratory requirement**		
Scope 3: Preparation for and Acceptance of Responsible Participation in Civil Society		
Social & Behavioral Sciences (Choose one course from the following to meet the required 3 credits)		
Course #	**Course Name**	**Credits**
EC110	Principles of Economics	3
PS140	American Government	3
PY100	Personal Adjustment	3
PY120	General Psychology	3
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
CJ100	Introduction to Criminal Justice	3
WG101	Introduction to Women and Gender Studies	3
***Any social and behavioral science course will be considered for the completion of this category**		
	Minimum General Education Requirements	**19**

Associate of Science in Accounting

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. Describe the steps of the accounting cycle using a computer based program.
2. Perform necessary procedures at each step of the accounting cycle for various types of business.
3. Discuss skills needed to sustain careers in accounting.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
MA110	Mathematics Requirement	3
PI101	Introduction to Philosophy	3
CS151	Windows Applications	3
Social & Behavioral Sciences (Choose 1)		
PY120	General Psychology	3
SO130	Introduction to Sociology	
Natural & Physical Sciences (Choose 1)		
SI103/SI103L	Introduction to Marine Biology & Lab	4
SI110/SI110L	Environmental Biology: Theory & Lab	
Related General Education & Technical Requirements		
Course	**Course Name**	**Credits**
AC110	Payroll Accounting	3
AC150	Federal Income Tax I	3
AC210	Intro to Financial Management	3
AC211	Accounting Principles I	4
AC212	Accounting Principles II	4
AC233	Accounting Using QuickBooks	3
EC110	Principles of Economics	3
EN111 OR OA211	Writing for Research OR Business Communication	3
OA220	Spreadsheet Systems	3
SM108	Introduction to Business	3
SM230	Business Law Applications	3
Technical Requirements (Continued)		
Course	**Course Name**	**Credits**
Accounting Electives (choose 2 courses from the following)		
AC225	Hospitality Industry Accounting	6
AC240	Certified Bookkeeper Review	
AC250	Federal Income Tax II	
AC280	Personal Finance	
AC292	Accounting Practicum	
	Program Total	**60-61**

Associate of Science in Automotive Service Technology General Service Technician

The Associate of Science program in Automotive Service Technology General Service Technician offers students both a comprehensive general education as well as advanced technical training in automotive systems to include: Brakes, Electrical/Electronics, Engine Performance, and Suspension & Steering. In addition, introductory training is provided in Automatic Transmission/Transaxle, Manual Transmission/Transaxle, and Engine Repair.

Students enrolled in the program will receive instruction designed to prepare them to pass the four general service certification examinations administered by the National Institute for Automotive Service Excellence (ASE). Upon passage of examinations and after two years of automotive industry experience, students will receive ASE Certification in Electrical/Electronics, Engine Performance, Brakes, and Suspension and Steering.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Automotive Service Technology program, students will be able to:

1. Identify the purpose 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.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3
MA___	Mathematics Requirement	3-4
SI___	Natural & Physical Sciences Requirement	4
	Social & Behavioral Sciences Requirement	3
Computer Literacy (Choose 1)		
CS151	Windows Applications	3
CS152	Macintosh Applications	
Humanities & Fine Arts Requirement (Choose 1)		
ASL100	American Sign Language I	4
JA110	Japanese I	
CH110	CHamoru I	
Major Requirements		
Course	**Course Name**	**Credits**
AST100	Introduction to Automotive Service	3
AST110	Engine Repair	3
AST120	Automatic Transmission and Transaxle	3
AST130	Manual Drive Train & Axles I	3
AST140	Suspension and Steering	3
AST150	Brake Systems I	3
AST160	Electrical/Electronic Systems	3
AST180A	Engine Performance I	3
AST180B	Engine Performance II	3
AST240	Theory/Practicum: Suspension & Steering	2
AST250	Theory/Practicum: Brakes	2
AST 260	Theory/Practicum: Electrical/Electronic Systems	4
AST 280	Theory/Practicum: Engine Performance	5
	Program Total	**60-61**

Associate of Science in Automotive Service Technology Master Service Technician

The Associate of Science program in Automotive Service Technology Master Service Technician offers students both a comprehensive general education as well as advanced technical training in all automotive systems to include: brakes; electrical/electronic; engine performance; suspension & steering; automatic transmission; manual transmission/transaction; engine repair; manual drive trains; and Heating, Ventilation, and Air Conditioning (HVAC).

The primary program objective is to prepare students to pass all eight content area certification examinations administered by the National Institute for Automotive Service Excellence (ASE). Upon passage of examinations and after two years of automotive industry experience, students will receive ASE Certification as a Master Automobile 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. Test the performance of the heating, ventilation, and air conditioning system and perform corrective action.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Service components in the brake, steering, and suspension systems.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3
MA___	Mathematics Requirement	3-4
SI___	Natural & Physical Sciences Requirement	4
	Social & Behavioral Sciences Requirement	3
Computer Literacy (Choose 1)		
CS151	Windows Applications	3
CS152	Macintosh Applications	
Humanities & Fine Arts Requirement (Choose 1)		
ASL100	American Sign Language I	4
JA110	Japanese I	
CH110	CHamoru I	
Major Requirements		
Course	**Course Name**	**Credits**
AST100	Introduction to Automotive Service	3
AST110	Engine Repair	3
AST120	Automatic Transmission & Transaxle	3
AST130	Manual Drive Train & Axles I	3
AST140	Suspension and Steering	3
AST150	Brake Systems I	3
AST160	Electrical/Electronic Systems	3
AST170	Heating and Air Conditioning	3
AST180A	Engine Performance I	3
AST180B	Engine Performance II	3
AST210	Theory/Practicum: Engine Repair	3
AST220	Theory/Practicum: Automatic Transmission and Transaxle	3
AST230	Theory/Practicum: Manual Drive Train and Axles	2
AST240	Theory/Practicum: Suspension and Steering	2
AST250	Theory/Practicum: Brakes	2
AST260	Theory/Practicum: Electrical/Electronic Systems	4
AST270	Theory/Practicum: Heating and Air Conditioning	2
AST280	Theory/Practicum: Engine Performance	5
	Program Total	**73-74**

Associate of Science in Civil Engineering Technology

The Associate of Science in Civil Engineering Technology is a course of study that prepares students to analyze construction sites, use and maintain equipment, draft plans, and write reports. Technical requirement classes are designed to provide students with fundamentals in surveying, analyzing material strength, and structural drafting and design. This course of study will provide students with an overview of technical drawing, construction management and procedures, planning, and estimating. The student learning outcomes meet the professional standards of technicians in this field.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Civil Engineering Technology program, students will be able to:
1. Properly use surveying equipment and tools and perform applications accordingly.
2. Create a construction drawing set consisting of at least six sheets from a design.
3. Perform basic techniques and skills using modern engineering tools in the current civil engineering industry.
4. Sequence the steps related to the construction process in chronological order.

General Education Requirements		
Course	**Course Name**	**Credits**
EN110/EN110A	Freshman Composition OR Freshman Composition with Instructional Lab	3 OR 4
MA161A	College Algebra & Trigonometry I	3
SI141	Applied Physics I	4
CO110	Critical Thinking for Civic Engagement	3
Social & Behavioral Science Requirement (Choose 1)		
CJ100	Introduction to Criminal Justice	3
EC110	Principles of Economics	3
PS140	American Government	3
PY100	Personal Adjustment	3
PY120	General Psychology	3
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
WG101	Introduction to Women and Gender Studies	3
Humanities & Fine Arts Requirement (Choose 1)		
ASL100	American Sign Language I	4
CH110	CHamoru I	4
CO125	Introduction to Human Communication and Speech	3
ED265	Culture & Education in Guam	3
EN210	Introduction to Literature	3
HI121	History of World Civilization I	3
HI122	History of World Civilization II	3
HI176	Guam History	3
HM110	Introduction to Community Services	3
HM201	Social Welfare: A World View	3
HU120	Pacific Cultures	3
HU220	Guam Cultures & Legends	3
JA110	Japanese I	4
KE110	Korean I	4
PI101	Introduction to Philosophy	3
TH101	Introduction to the Theater	3
VC101	Introduction to Visual Communications	3
	TOTAL	**19-21**

Major Requirements		
Course	**Course Name**	**Credits**
CT100 OR SU100	Introduction to Construction Trades (CT100) OR Survey Drafting (SU100)	3
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 & Draft I	3
AE160	Comp Aided Design & Draft II	3
CE210	Statics	3
CE211	Plane Surveying I	3
CE215	Construction Procedures	3
CE225	Construction Planning & Estimating	3
MA161B	College Algebra & Trigonometry II	3
EN194	Technical Communication	3
SU250	Introduction to Geographic Information Systems	3
	Total	**42**
	PROGRAM TOTAL	**61-63**

Associate of Science in Computer Networking

The Associate of Science in Computer Networking is a program of study that prepares students for entry-level work as network technicians, computer technicians, and fiber and copper Cable Installers in the field of Information Technology (IT). Technical Requirement classes are designed to give students a firm foundation in the basics of computers, networking, and information systems. Elective courses allow the students to further specialize.
This course of study will provide students with a practical overview of Information Technology, including hands-on experience configuring networking devices, network management, and will enable students to prepare for and attain industry certification through ETA 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 networking systems.
2. Pass local and national certification tests in computer repair, telecommunications, and network administration.
3. Communicate the values of an effective and productive technician in the telecommunication and computer networking industry.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3-4
MA___	Mathematics Requirement	3-4
SI110/SI110L	Environmental Biology: Theory (3) & Environmental Biology Laboratory (1)	4
PY125	Interpersonal Relations	3
VC101	Introduction to Visual Communications	3
CS151	Windows Applications	3
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
EE211	IT Essentials I	4
EE242	Principles of Voice and Data Cabling	2
EE243	Fiber Optics Installation	3
EE265	Computer Networking I	5
EE266	Computer Networking II+	5
EE267	Computer Networking III+	5
EE271	Advanced Computer Networking+	5
EE283	Network Security +	3
EE285	Cybersecurity Operations	5
Computer Networking Electives (Choose 2)		
Course	**Course Name**	**Credits**
EE131	Server	3
EE292	Practicum	3
CS112	Introduction to Linux	3
EE130	Project Management for IT	3
	Total	**43**
	Program Total	**62-64**

Associate of Science in Computer Science

The Associate of Science in Computer Science will provide opportunities for students to work as system analysts who design computer systems for processing information, programmers who write instructions and translate them into a 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.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Computer Science program, students will be able to:
1. Apply concepts and knowledge in the core areas of computer science.
2. Distinguish among basic networking systems, operating systems, and database structures.
3. Write code using programming languages, to include Java, Python, C++, PHP with MySQL and JavaScript.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CS151	Windows Applications	3
	Social & Behavioral Sciences Requirement	3
	Humanities & Fine Arts Requirement	3-4
SI___	Natural & Physical Sciences Requirement	4
	Total	**19-22**
Major Requirements		
Course	**Course Name**	**Credits**
CS101	Introduction to Computer Systems & Information Technology	3
CS104	Visual Basic Programming	3
CS112	Introduction to Linux	3
CS203	Systems Analysis & Design	3
CS204	C ++ Programming	3
CS205	Network Communications	4
CS206	Java I	3
CS211	JavaScript Programming	3
CS212	Python Programming	3
CS213	PHP Programming with MySQL	3
CS299	Computer Science Capstone	4
OA211	Business Communication	3
Computer Science Elective (Choose 1)		
OA210	Database Management Systems	3-4
EE211	IT Essentials	
OA101	Keyboarding and Document Processing	
	Total	**41-42**
	Program Total	**60-64**

Associate of Science in Computer Science UOG Track

The Associate of Science in Computer Science UOG Track will provide the foundational knowledge and hands-on skills to prepare students to further their education at the University of Guam with a goal of earning a Bachelor of Science in Computer Science. Students will learn to design computer systems for processing information; work as programmers who write instructions and translate them into a 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.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Computer Science program, students will be able to:
1. Apply concepts and knowledge in the core areas of computer science.
2. Distinguish among basic networking systems, operating systems, and database structures.
3. Write code using programming languages, to include Java, Python, C++, PHP with MySQL and JavaScript.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CO110	Critical Thinking for Civic Engagement	3
	Social & Behavioral Sciences Requirement	3
CO125	Introduction to Human Communication and Speech	3
SI___	Natural & Physical Sciences Requirement	4
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
CS101	Introduction to Computer Systems & Information Technology	3
CS104	Visual Basic Programming	3
CS112	Introduction to Linux	3
CS203	Systems Analysis & Design	3
CS204	C ++ Programming	3
CS205	Network Communications	4
CS206	Java I	3
CS211	JavaScript Programming	3
CS212	Python Programming	3
CS213	PHP Programming with MySQL	3
CS299	Computer Science Capstone	4
MA161A	College Algebra & Trigonometry I	3
MA161B	College Algebra & Trigonometry II	3
EN111	Writing for Research	3
OA211	Business Communication	3
Computer Science Elective (Choose 1)		
OA210	Database Management Systems	3-4
EE211	IT Essentials	
CS151	Windows Applications	
	Total	**50-51**
	Program Total	**69-72**

Associate of Science in Criminal Justice

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:

1. Administration of Criminal Justice
2. Law Enforcement Administration
3. Forensic Lab Technician
4. 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.

Administration of Criminal Justice Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Natural & Physical Science Requirement (Choose 1)		
SI 103/103L	Introduction to Marine Biology (3) & Introduction to Marine Biology Laboratory (1)	4
SI 110/110L	Environmental Biology (3) & Environmental Biology Laboratory (1)	
Course	**Course Name**	**Credits**
MA110A	Mathematics Requirement	3
CS151	Windows Applications	3
HU120	Pacific Cultures	3
PS140	American Government	3
	TOTAL	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
CJ100	Introduction to Criminal Justice	3
CJ101	Juvenile Justice Process	3
CJ107	Introduction to Corrections	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ204	Introduction to Criminology	3
CJ206	Social Values & the Criminal Justice Process	3
CJ209	Concept of Police Operations	3
CJ292	Criminal Justice Practicum	3
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3

Electives		
Course	**Course Name**	**Credits**
	Related Major Course	3
	Related Major Course	3
	Related Major Course	3
	Total	**42**
	Program Total	**61-62**

Law Enforcement Administration Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
MA110A	Mathematics Requirement	3
HU120	Pacific Cultures	3
PS140	American Government	3
CS151	Windows Applications	3
Natural & Physical Science Requirement (Choose 1)		
SI 103/103L	Introduction to Marine Biology (3) & Introduction to Marine Biology Laboratory (1)	4
SI 110/110L	Environmental Biology: Theory (3) & Environmental Biology Laboratory (1)	
	Total	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
CJ100	Introduction to Criminal Justice	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ205	Report Writing for Law Enforcement	3
CJ206	Social Values & the Criminal Justice Process	3
CJ209	Concept of Police Operations	3
CJ225	Criminal Investigations	3
CJ250	Police Organizational Theory	3
CJ292	Criminal Justice Practicum	3
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
Electives		
Course	**Course Name**	**Credits**
	Related Major Course	3
	Related Major Course	3
	Related Major Course	3
	Total	**42**
	Program Total	**61-62**

Forensic Lab Technician Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
MA115	Fundamentals of College Algebra	3
SI131/SI131L	Human Anatomy & Physiology + Laboratory	4
PS140	American Government	3
HU120	Pacific Cultures	3
CS151	Windows Applications	3
	Total	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
CJ100	Introduction to Criminal Justice	3
CJ122	Introduction to Forensic Science	4
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ206	Social Values & the Criminal Justice Process	3
CJ225	Criminal Investigation	3
CJ292	Criminal Justice Practicum	3
MA161A	College Algebra & Trigonometry I (***Students can opt to take MA161A & MA161B OR MA165)***	3
MA161B	College Algebra & Trigonometry II (***Students can opt to take MA161A & MA161B OR MA165)***	3 OR
MA165	PreCalculus (***Students can opt to take MA161A & MA161B OR MA165)***	5
SI141	Applied Physics I	4
SI101/101L	Introduction to Chemistry (3) & Introduction to Chemistry Laboratory (1)	4
SI150/150L	Introduction to Microbiology (3) & Introduction to Microbiology Laboratory (1)	4
	Total	**45-46**
	Program Total	**64-66**

*MA161A College Algebra & Trigonometry I should be taken summer after year 1

Forensic Computer Examiner Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Course	**Course Name**	**Credits**
MA110A	Mathematics Requirement	3
SI110/L or SI103/L	Natural & Physical Sciences Requirement	4
SI141	Applied Physics I	4
HU120	Pacific Cultures	3
PS140	American Government	3
CS151	Windows Applications	3
	Total	**23-24**
Major Requirements		
Course	**Course Name**	**Credits**
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
CJ100	Introduction to Criminal Justice	3
CJ122	Introduction to Forensic Science	4
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ205	Report Writing for Law Enforcement	3
CJ206	Social Values & the Criminal Justice Process	3
CJ225	Criminal Investigation	3
CJ292	Criminal Justice Practicum	3
EE211	IT Essentials I	4
CS101	Introduction to Computer Systems & Information Technology	3
Approved Computer Science Courses		
Course	**Course Name**	**Credits**
CS___	Computer Science Course 1	3
CS___	Computer Science Course 2	3
CS___	Computer Science Course 3	3
	Total	**47**
	Program Total	**70-71**

Associate of Science in Early Childhood Education

Early childhood pertains to children age eight and below. Early childhood educators work in Head Start programs, childcare centers, family home care programs, elementary schools, social services programs, and health care services. These professionals plan and implement appropriate experiences for young children in areas such as language, health, movement, creativity, cognitive, 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 is closely aligned with national standards and meets the education requirements for Basic Educator Preschool Certification from the Guam Commission for Educator Certification. 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 technical required courses that have a grade of "C" or better will be counted towards the Associate degree.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Early Childhood, students will be able to:

1. Model appropriate practices for children, professionalism, and demonstrate ethical conduct based on guidelines from the National Association for the Education of Young Children (NAEYC).
2. Communicate effectively with students, staff and families including those from diverse backgrounds and special populations.
3. Implement various developmentally and age-appropriate teaching, assessment and guidance strategies needed to work with young children from birth to age eight.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
	Literacy for Life Requirement	3
	Social & Behavioral Sciences Requirement	3
	Humanities & Fine Arts Requirement	3-4
SI___	Natural & Physical Sciences Requirement	4
	Total	**19-22**
Major Requirements		
Course	**Course Name**	**Credits**
CD110	Introduction to Early Childhood **OR**	3
ED150	Introduction to Teaching	
CD221	Child Growth & Development **OR**	3
ED220	Human Growth & Development	
CD140	Nutrition and Physical Health	3
CD180	Language Arts in Early Childhood	3
CD240	Cognitive & Creative Development in Early Childhood	3
CD260	Social & Emotional Development	3
ED231	Introduction to Exceptionalities	3
CD292	Early Childhood Education Practicum	3

Electives		
	Any college level course	3
	Any college level course	3
	Any college level course	3
	Any college level course	4
	Any college level course	4
	Total	**41**
	Program Total	**60-63**

Associate of Science in Emergency Management

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and manmade 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.

The Emergency Management program's major requirements are adopted and derived from EMI's Independent Study 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.

Approved college credits must be an approved EMI course and subject to the approval by the academic advisor or department chair. As such, Certificate and/or Associate degree students in EM must obtain prior approval by EM academic or department chair.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Emergency Management program, students will be able to:
1. Coordinate functions between local and federal law enforcement in response to disaster events.
2. Analyze the functions of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks of emergency situations.
4. Apply critical thinking skills during table top exercises.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA110A	Finite Mathematics	3
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement	3-4
PY120	General Psychology	3
Natural & Physical Sciences (Choose one)		
SI103/103L	Introduction to Marine Biology (3) & Introduction to Marine Biology Laboratory (1)	4
SI110/110L	Environmental Biology: Theory/ Environmental Biology Laboratory	
	Total	**19-21**

Major Requirements		
Course	**Course Name**	**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

EMI154	Community Emergency Response Team	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
EMI154	Community Emergency Response Team	1
CJ102	First Responder	3
CJ104	Dynamics of Substance Abuse	3
CJ206	Social Values & The Criminal Justice Process	3
CJ292	Criminal Justice Practicum	3
	Total	**41**
	Program Total	**60-62**

Associate of Science in Foodservice Management

Program Mission & Description
The Foodservice Management Program aligns with the National Restaurant Association (NRA) ManageFirst - a curriculum that is framed around a set of knowledge and skills identified by the restaurant industry as important for a successful career in the foodservice industry. By completing the NRA required 800-hour work experience, graduates have the option to earn the NRA ManageFirst Professional (MFP) or the Foodservice Management Professional (FMP) credential.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Foodservice Management program, students will be able to:
1. Perform foodservice manager tasks within a complex work environment.
2. Manage resources to maintain fiscal responsibility as it relates to the foodservice industry.
3. Model a customer-oriented work ethic.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4
FSM145	Culinary and Business Math	3
	Literacy for Life Requirement	3
CO125	Introduction to Human Communication and Speech	3
SI___	Natural & Physical Sciences Requirement	4
PY125	Interpersonal Relations	3
	Total	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
FSM100	Introduction to the Foodservice Profession	2
FSM110	Professional Dining Room Service: Theory	2
FSM110L	Professional Dining Room Service: Laboratory	1
FSM115	Purchasing and Receiving	2
FSM120	Food Safety and Sanitation	2
FSM130	Professional Bar and Alcohol Management	3
FSM154	Foodservice Nutrition	3
FSM155	Foodservice Accounting	3
FSM222	Foodservice Cost Control	3
FSM240	Menu Planning	3
FSM254	Foodservice Marketing	3
FSM270	Foodservice Human Resource Management	3
FSM292	Foodservice Practicum	4
FSM299	Foodservice Management Capstone	3
CUL140	Culinary Foundations I	2
CUL160	Culinary Foundations II	2
	Total	**41**
	Program Total	**60-61**

Associate of Science in Human Services

The Associate of Science in Human Services program provides a multi-disciplinary, culturally diverse curriculum as the foundation for entry-level career pathway in the human services field. The program prepares students with the knowledge and skills required for employment at entry level para-professional positions in human services, assisting social workers and other allied health professionals like counselors, psychologists, nurses and medical doctors.

Program Student Learning Outcomes (SLOs):

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

1. Explain human service practice concepts and principles within a multidisciplinary, multi-cultural setting among children & family, mental health and disabilities, aging, substance abuse & the criminal justice system.
2. Demonstrate entry level human services skills in human service settings.
3. Describe human values and ethical responsibility pertaining to the human service worker.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
SO130	Introduction to Sociology	3
CS151	Windows Applications	3
SI110/110L	Environmental Biology: Theory/ Environmental Biology Laboratory	4
Choose One		
ASL100	American Sign Language I	4
CH110	CHamoru I	
	Total	**20-22**
Major Requirements		
Course	**Course Name**	**Credits**
HM110	Introduction to Community Services	3
HM150	Human Development Diversity	3
HM180	Human Services Practicum Orientation	3
HM201	Social Welfare: A World View	3
HM205	Foundations of Case Management	3
HM225	Substance Abuse Prevention	3
HM250	Ethics and Values in Human Services	3
HM292	Human Services Practicum	3
PY120	General Psychology	3
Choose One		
CD221	Child Growth & Development	3
ED220	Human Growth & Development	
Electives (Complete 12 credits from the list below)		
Course	**Course Name**	**Credits**
CJ100	Introduction to Criminal Justice	3
CJ104	Dynamics of Substance Abuse	3
VC101	Introduction to Visual Communications	3
TH101	Introduction to the Theater	3
EN194	Technical Communication	3
HL130	First Aid & Safety	1

PY100	Personal Adjustment	3
PY125	Interpersonal Relations	3
HS152	Customer Service	3
HU120	Pacific Cultures	3
HU220	Guam Cultures & Legends	3
	Total	**42**
	Program Total	**62-64**

Associate of Science in International Hotel Management

The International Hotel Management Associate Degree prepares students in the hotel operational departments: Front Office, Housekeeping, Food & Beverage, and Human Resources. This program focuses on customer service and communications skills necessary to be successful as a hospitality professional. Training students in managerial, supervisory, and organizational skills is also emphasized.

Note: Effective Academic Year 2022-2023, the International Hotel Management Program is now a Distance Education Program. All the course listed under the "Major Requirements" for this program are offered online.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in International Hotel Management program, students will be able to:
1. Display various supervisory skills within the hospitality industry.
2. Exhibit applicable customer service and hotel operations skills based on situation.
3. Evaluate the importance of communications skills.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3
	Social & Behavioral Sciences Requirement	3
MA___	Mathematics Requirement	3-4
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement	3-4
SI___	Natural & Physical Sciences Requirement	4
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
HS155	Basic Hotel & Restaurant Accounting	3
HS160	Hospitality Supervision	3
HS208	Managing Service in Food and Beverage Operations	3
HS211	Managing Front Office Operations	3
HS215	Managing Housekeeping Operations	3
HS216	Human Resources Management	3
HS217	Hotel Security Management	3
HS254	Hospitality & Travel Marketing	3
HS266	International Hotels: Development and Management	3
HS268	Managing Technology in the Hospitality Industry	3
HS292	Hospitality and Tourism Practicum	3
Choose One		
KE110	Korean I	4
KE111	Korean II	
	Total	**43**
	Program Total	**62-64**

Associate of Science in Marketing

The Associate of Science Degree in Marketing provides students with the knowledge and skills required to obtain career-sustaining employment in a marketing profession. Among the many career opportunities in marketing are account executive, buyer, merchandiser, brand manager, retail supervisor, advertising assistant, market researcher, and social media marketing coordinator. The marketing program will equip students with the experience and technical skills necessary for rapid progression into mid-management positions.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Marketing program, students will be able to:

1. Assess which marketing communication platforms will most effectively meet the needs of the marketplace.
2. Design a strategic marketing plan for a new or existing business.
3. Apply technical skills required to obtain career-sustaining marketing positions.

General Education Requirements		
Course	**ENGLISH REQUIREMENT (Choose One)**	**Credits**
EN110	Fresh Composition	3
EN110A	English Composition & Laboratory	4
EN111	Writing for Research	3
Course Name		
MA110A	Finite Mathematics or higher	3
CS152	Macintosh Applications	3
VC101	Introduction to Visual Communications	3
SI___	Natural & Physical Sciences Requirement	4
Social & Behavioral Science (choose 1)		
SO130	Introduction to Sociology	3
PY120	General Psychology	
PY125	Interpersonal Relations	
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
MK123	Principles of Marketing	3
MK124	Selling	3
MK125	Social Media Marketing	3
MK205	Entrepreneurship	3
MK206	Retailing	3
MK208	International Marketing	3
MK224	Advertising	3
MK292	Marketing Practicum	3
VC125	Digital Graphics: Raster	3
VC126	Digital Graphics: Vector	3
VC128	Design Principles & Elements	3
Course	**Elective Courses (Choose 3)**	**Credits**
OA211	Business Communication	3
SM205	Purchasing	3
SM220	Management Skill Development	3
VC211	Design Studio I	3
VC212	Design Studio II	3
	Total	**42**
	Program Total	**61-63**

Associate of Science in Medical Assisting

Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices. These multi-skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care necessitates the need to contain costs and manage human resources efficiently. Medical Assistants are trained allied health professionals who work primarily in physicians' offices, outpatient clinics, but also in hospitals, and other healthcare facilities. Medical Assistants are trained to perform clinical back office procedures and administrative tasks. In contrast to most other allied health professionals who work in inpatient hospital settings, Medical Assistants, work primarily in outpatient clinics under the direct supervision of a physician. One portion of his or her training that concentrates on administrative medical assisting provides suitable background for employment in health maintenance organizations, home health care organizations, and nursing homes. Their training as clinical medical assistants creates a well-rounded Medical Assistant that can perform a variety of tasks both administrative and clinical. The most common task performed by the medical assistant is recording patient history and personal information, measuring vital signs (such as blood pressure), helping the physician with patient examinations, giving patients injections or medications as directed by the physician, scheduling patient appointments, drawing and preparing blood samples for laboratory tests, and entering patient information into medical records. Once a student has successfully completed the Medical Assisting Program, he or she will be prepared to take the Registered Medical Assistant (RMA) national certification examination through American Medical Technologists (AMT). The Guam Community College is an affiliated partner with the American Medical Technologist (AMT).

10700 West Higgins Rd, Suite 150
Rosemont, IL 60018
Phone: 847.823.5169
Fax: 847.823.0458

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).

Note: The student must have a "C" or better in all courses to receive a certificate in Medical Assisting. Students must pass each course with a "C" or better to continue toward the next course in the program. Those students who do not successfully complete a core technical of related technical requirement course will have to wait a minimum of one year for reentry. For further information, please refer to Medical Assistant Program Handbook.

Pre-requisite courses are not required for program entry, but must be completed for approval for entry into the program learning group or cohort. When the student enters the learning group, he/she will begin the Medical Assisting Program.
Other Prerequisite:

- Health clearance to include physical and immunizations- PPD, with the addition of a Hepatitis B vaccine or declination form.
- Police and court clearance will be required for acceptance into Medical Assistant cohort.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Medical Assisting program, students will be able to:

1. Describe legal and ethical principles that affect the role of a medical assistant.
2. Demonstrate proficiency in administrative medical office procedures.
3. Demonstrate proficiency in clinical procedures.
4. Perform medical laboratory procedures.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement	3-4
	Social & Behavioral Sciences Requirement	3
HL190	Introduction to Anatomy and Physiology for Allied Health Professionals	4
	Total	**19-22**
Major Requirements		
Course	**Course Name**	**Credits**
HL120	Medical Terminology	2
HL131	Basic Life Support for Health Care Providers	1
HL150	Study of Diseases	3
HL201	Medical Law and Ethics	3
HL202	Nutrition	3
HL252	Pathology for Health Professions	3
MS 125	Clinical Medical Assisting: Clinical	1
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting: Theory	2
MS121	Clinical Medical Assistant: Laboratory	2
MS140	Administrative Medical Assisting: Theory	2
MS141	Administrative Medical Assisting: Laboratory	2
MS145	Administrative Medical Assisting: Clinical	1
MS160	Introduction to Pharmacology	2
MS161	Administration of Medications: Laboratory	1
MS180	Introduction to Clinical Laboratory	2
MS210	Medical Assisting Critique	1
MS220	Medical Assisting Specialties	3
MS225	Medical Assisting Specialties Clinical	1
MS292	Medical Assisting Practicum	5
	Total	**43**
	Program Total	**62-65**

Associate of Science in Office Technology

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. Upon completion, the student will be able to perform as an office manager completing a variety of office processes, maintenance, and management, 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.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3
MA___	Mathematics Requirement	3-4
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement	3-4
	Natural & Physical Sciences Requirement	4
PY125	Interpersonal Relations	3
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
OA101	Keyboarding and Document Processing	3
OA103	Filing Systems	3
OA109	Business Math Using Excel	3
OA130	Information Processing	3
OA210	Database Management Systems	3
OA211	Business Communication	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing	3
OA250	Office Procedures	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
Electives (Complete 9 credits)		
Course	**Course Name**	**Credits**
AC100	Fundamentals of Bookkeeping and Accounting	3
CS110	Introduction to the Internet	3
OA240	Machine Transcription	3
OA292	Office Technology Practicum	3
	Total	**42**
	Program Total	**61-63**

Associate of Science in Practical Nursing

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 and the Pacific region. The Guam Community College Nursing Program is committed to providing career guidance and education in nursing to those students from Guam and the Pacific region who desire to become Practical Nurses. Upon completion of program requirements, students will earn an Associate's Degree in Practical Nursing and will be eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Licensure is granted through the Guam Board of Nurse Examiners.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Practical Nursing program, students will be able to:

1. Utilize established standards and practice guidelines to help client restore, promote and maintain physical and mental health throughout their lifespan.
2. Apply therapeutic communication with patients, patient support-persons and members of the health-care team.
3. Employ evidence-based decision making to deliver safe and effective client care and to evaluate client outcomes.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
SI131/131L	Human Anatomy & Physiology I: Theory (3) and Human Anatomy & Physiology I Lab (1)	4
CS151	Windows Applications	3
CO125	Introduction to Human Communication and Speech	3
PY120	General Psychology	3
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
ED220	Human Growth and Development	3
HL120	Medical Terminology	2
HL131	Basic Life Support for Health Care Providers	1
HL202	Nutrition	3
NU110	Nursing Foundations	8
NU160	Pharmacology for Practical Nurses	4
NU220	Adult Medical-Surgical Nursing	8
NU230	Maternal and Newborn Concepts & Skills	3
NU240	Pediatric Nursing Concepts & Skills	3
NU250	Mental Health Nursing	3
NU280	Nursing Trends	1
NU281	NCLEX-PN Review and Transition	2
NU292	Practical Nursing Practicum	6
SI106	Drug Calculations for Practical Nursing	1
SI132/132L	Human Anatomy & Physiology II: Theory (3)/Human Anatomy & Physiology II Laboratory (1)	4
SI150/150L	Introduction to Microbiology: Theory (3)/Introduction to Microbiology Laboratory (1)	4
	Total	**56**
	Program Total	**75-77**

Associate of Science in Pre-Architectural Drafting

The A.S. in Pre-Architectural Drafting covers pre-architecture, building materials and properties, technical drafting, basic Computer Aided Drafting (CADD), architectural computer modeling, and an introductory engineering course. This program prepares students for entry-level employment as CADD operators, draftsmen/women, architect assistants, or as a bridge to enter a career as an Architect. Graduates are prepared for the professional workforce with sound theoretical knowledge, relevant computer technology, and hands-on experience.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to:

1. Design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.
2. View, print, edit, and create variations of two and three dimensional electronic designs.
3. Emulate 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.

General Education Requirements		
Course	**Course Name**	**Credits**
EN110 OR EN110A	Freshman Composition OR Freshman Composition with Instructional Lab	3 or 4
MA161A	College Algebra & Trigonometry I	3
SI141	Applied Physics I	4
CS151	Windows Application	3
Social & Behavioral Science Requirement (Choose 1)		
CJ100	Introduction to Criminal Justice	3
EC110	Principles of Economics	3
PS140	American Government	3
PY100	Personal Adjustment	3
PY120	General Psychology	3
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
WG101	Introduction to Women and Gender Studies	3
Humanities & Fine Arts Requirement (Choose 1)		
ASL100	American Sign Language I	4
CH110	CHamoru I	4
CO125	Introduction to Human Communication and Speech	3
ED265	Culture & Education in Guam	3
EN210	Introduction to Literature	3
HI121	History of World Civilization I	3
HI122	History of World Civilization II	3
HI176	Guam History	3
HM110	Introduction to Community Services	3
HM201	Social Welfare: A World View	3
HU120	Pacific Cultures	3
HU220	Guam Cultures & Legends	3
JA110	Japanese I	4
KE110	Korean I	4
PI101	Introduction to Philosophy	3
TH101	Introduction to Theater	3
VC101	Introduction to Visual Communications	3
	TOTAL	**19-21**

Major Requirements		
Course	**Course Name**	**Credits**
CT100 OR SU100	Introduction to Construction Trades (CT100) OR Survey Drafting (SU100)	3
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 & Draft I	3
AE160	Comp Aided Design & Draft II	3
AE170	Revit Architecture Essentials	3
CE211	Plane Surveying I	3
CE215	Construction Procedures	3
CE225	Construction Planning & Estimating	3
MA161B	College Algebra & Trigonometry II	3
EN194	Technical Communication	3
OR101	Introduction to Engineering Technology OR	3 OR
CS101	Introduction to Computer Systems & Information Technology	3
	Total	**42**
	PROGRAM TOTAL	**61-63**

Associate of Science in Supervision and Management

The Supervision and Management program prepares students for entry-level positions 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 techniques to manage people and projects.
2. Explain planning, organizing, staffing, and controlling functions of an organization.
3. Discuss ethical behavior required in businesses.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3
MA___	Mathematics Requirement	3-4
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement	3-4
	Natural & Physical Sciences Requirement	4
	Social & Behavioral Sciences Requirement	3
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**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 & Stakeholders Management	3
Electives (Complete 9 Credits)		
Course	**Course Name**	**Credits**
EN111	Writing for Research	3
MK123*	Principles of Marketing	3
MK205*	Entrepreneurship	3
OA211	Business Communication	3
OA250	Office Procedures	3
PY125	Interpersonal Relations	3
SM205	Purchasing	3
SM292*	Supervision & Management Practicum	3
	Total	**43**
	Program Total	**62-64**

*Recommended elective

Associate of Science in Surveying Technology

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 Congress of 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. Prepare to enter a productive technical position in the geospatial fields of surveying, mapping, and Geographic Information Systems.
2. Successfully pass the American Congress of Surveying and Mapping-National Society of Professional Surveyors (ACSM/NSPS) Level 3 Certified Survey Technician examination.
3. Emulate a professional work ethic needed in the surveying industry.
4. Utilize modern measurement technologies to acquire spatial data and employ industry-standard software to solve technical problems.

General Education Requirements		
Course	**Course Name**	**Credits**
EN110/EN110A	Freshman Composition with Instructional Lab	3 OR 4
MA161A	College Algebra & Trigonometry I	3
SI110/110L	Environmental Biology: Theory & Environmental Biology Laboratory	4
CS151	Windows Application	3
Social & Behavioral Science Requirement (Choose 1)		
CJ100	Introduction to Criminal Justice	3
EC110	Principles of Economics	3
PS140	American Government	3
PY100	Personal Adjustment	3
PY120	General Psychology	3
PY125	Interpersonal Relations	3
SO130	Introduction to Sociology	3
WG101	Introduction to Women and Gender Studies	3
Humanities & Fine Arts Requirement (Choose 1)		
ASL100	American Sign Language I	4
CH110	CHamoru I	4
CO125	Introduction to Human Communication and Speech	3
ED265	Culture & Education in Guam	3
EN210	Introduction to Literature	3
HI121	History of World Civilization I	3
HI122	History of World Civilization II	3
HI176	Guam History	3
HM110	Introduction to Community Services	3
HM201	Social Welfare: A World View	3
HU120	Pacific Cultures	3
HU220	Guam Cultures & Legends	3
JA110	Japanese I	4
KE110	Korean I	4
PI101	Introduction to Philosophy	3

TH101	Introduction to the Theater	3
VC101	Introduction to Visual Communications	3
	TOTAL	**19-21**

Major Requirements		
Course	**Course Name**	**Credits**
CT100 OR SU100	Introduction to Construction Trades (CT100) OR Survey Drafting (SU100)	3
AE103	Basic Blueprint Reading	3
AE121	Technical Engineering Drawing I	3
AE150	Computer Aided Design & Draft I	3
CE211	Plane Surveying I	3
CE222	Plane Surveying II	3
MA161B	College Algebra & Trigonometry II	3
SU101	Surveying Problems I	3
SU230	Advanced 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 Geographic Information Systems	3
SU292	Surveying Practicum	1
	Total	**43**
	PROGRAM TOTAL	**62-64**

Associate of Science in Tourism & Travel Management

The Tourism and Travel Management program is designed for individuals who aspire to begin a career in the tourism and travel industry. Students are introduced to management and operating principles of different sectors of the industry to prepare them for a meaningful career, leadership roles, or entrepreneurial opportunities.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Tourism & Travel Management program, students will be able to:

1. Exhibit professionalism and work ethic as it relates to the tourism and travel industry.
2. Explain the inter-relationship among component parts of the tourism system.
3. Create a career plan identifying additional training needed for professional success.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	Freshman Composition Requirement	3-4
MA___	Mathematics Requirement	3
	Literacy for Life Requirement	3
	Humanities & Fine Arts Requirement (CH110 CHamoru I, JA110 Japanese I, KE110 Korean I	4
SI___	Natural & Physical Sciences Requirement	4
	Social & Behavioral Sciences Requirement	3
	Total	**20-21**
Major Requirements		
Course	**Course Name**	**Credits**
AC211	Accounting Principles I	4
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
HS157	Tourism and Planning Development	3
HS158	Introduction to MICE	3
HS160	Hospitality Supervision	3
HS254	Hospitality & Travel Marketing	3
HS255	Airline Management	3
HS257	Principles of Tour Guiding	3
HS265	Ecotourism	3
HS292	Hospitality and Tourism Practicum	3
CHOOSE ONE	JA110 Japanese I; JA111, Japanese II; KE110 Korean I; KE111, Korean II; CH110 CHamoru I; CH111 CHamoru II	4
Choose One		
KE110	Korean I	4
KE111	Korean II	
JA110	Japanese I	
JA111	Japanese II	
CH110	CHamoru I	
CH111	CHamoru II	
MK123	Principles of Marketing (3) (Students who choose to take this course must take HL131)	
SM108	Introduction to Business (3) (Students who choose to take this course must take HL131)	
	Total	**42**
	Program Total	**62-63**

Associate of Science in Visual Communications

The Associate of Science in Visual Communications focuses on the creative elements in the world of technology. Three major areas are addressed in this program: print, video and interactive media. Although the areas of study are different in delivery, they incorporate skills that are common to all. The curriculum is geared towards training students to enter the professional industry.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Visual Communications program, students will be able to:

1. Apply the visual elements of line, shape, value, color, texture, typography and space in the creation of visual products.
2. Produce and edit photographic and scanned images.
3. Plan, record and edit video productions.
4. Examine career opportunities in Visual Communications.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3
MA___	Mathematics Requirement	3-4
CS152	Macintosh Applications	3
VC101	Introduction to Visual Communications	3
SI___	Natural & Physical Sciences Requirement	4
Social and Behavioral Sciences (Choose One)		
PY120	General Psychology	3
PY125	Interpersonal Relations	
	Total GE	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
VC125	Digital Graphics: Raster	3
VC126	Digital Graphics: Vector	3
VC127	Digital Photography	3
VC128	Design Principles & Elements	3
VC211	Design Studio I	3
VC212	Design Studio II	3
VC221	Interactive Studio I	3
VC222	Interactive Studio II	3
VC231	Video Production I	3
VC232	Video Production II	3
VC291	Project Management and Marketing Solutions	3
VC292	Visual Communication Practicum	3
MK123	Principles of Marketing	3
MK224	Advertising	3
	Total	**42**
	Program Total	**61-62**

Associate of Arts in Culinary Arts

The mission of the Culinary Arts Program is to provide students with practical culinary, baking and pastry skills, a strong business foundation to prepare students for high-wage employment and to meet industry demand for trained culinarians and pastry culinarians.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AA in Culinary Arts program, students will be able to:

1. Demonstrate the attributes of a professional culinarian.
2. Apply culinary and baking & pastry fundamentals in the preparation of a variety of food products.
3. Use quantitative techniques in business decision making processes in a culinary and bakery setting.
4. Manage resources in a commercial culinary and bakery environment.
5. Specialize in the following concentration areas:
    a. Cookery
    b. Baking & Pastry

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
FSM145	Culinary and Business Math	3
CS151	Windows Applications	3
PY125	Interpersonal Relations	3
CO125	Introduction to Human Communication and Speech	3
SI110 /110L	Environmental Science (3)/Environmental Science Lab (1)	4
	TOTAL	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
FSM100	Introduction to the Foodservice Profession	2
FSM105	Foodservice Sustainability	2
FSM110/110L	Professional Dining Room Service (2)/ Professional Dining Room Service Lab (1)	3
FSM115	Purchasing and Receiving	2
FSM120	Food Safety and Sanitation	2
FSM130	Professional Bar and Alcohol Management	3
FSM154	Foodservice Nutrition	3
FSM240	Menu Planning	3
FSM270	Foodservice Human Resource Management	3
CUL140	Culinary Foundation I	2
CUL160	Culinary Foundation II	2
BAK200	Foundations of Baking and Pastry	2
BAK220	Intermediate Baking and Pastry	2
	TOTAL	**31**

COOKERY TRACK		
Course	**Course Name**	**Credits**
CUL180	Garde Manger	2
CUL240	Pacific Asian Cuisine	2
CUL299	Culinary Capstone	2
CUL293A	Culinary Practicum Part I	2
CUL293B	Culinary Practicum Part II	3
	TOTAL	**11**

BAKING & PASTRY TRACK		
Course	**Course Name**	**Credits**
BAK240	Boulangerie: Advanced Bread Techniques	2
BAK250	Cakes & Dessert Presentation	2
BAK293A	Restaurant Desserts & Pastries Practicum	3
BAK293B	Breads and Cakes Practicum	3
BAK299	Baking & Pastry Capstone	**2**
	Total	**12**
	COOKERY PROGRAM TOTAL	**61-62**
	BAKING & PASTRY TRACK	**62-63**

Associate of Arts in Education

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

The Associate of Arts in Education is designed to provide entry-level training for persons interested in working in educational settings. The program also serves as a career/educational ladder for those interested in pursuing a Bachelor's Degree in the field. Emphasis is placed on students learning skills that cover a broad range of educational areas. Only technical requirement courses that have a grade of "C" or better will be counted towards the Certificate 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. Effectively and respectfully communicate with students, staff and families including those from diverse backgrounds and special populations.
3. Implement various developmentally and age-appropriate teaching, assessment and guidance strategies needed to effectively work with students in a K-12 classroom setting.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CS___	Computer Literacy Requirement	3
HU120	Pacific Cultures	3
PY120	General Psychology	3
SI110/110L OR SI130/130L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1) OR Introduction to Marine Biology (3)/Marine Biology Lab (1)	4
	Total	**19-21**
Major Requirements		
Course	**Course Name**	**Credits**
ASL100	American Sign Language I	4
ED150	Introduction to Teaching	3
ED180	Educational Methods	3
ED220	Human Growth & Development	3
ED231	Introduction to Exceptionalities	3
ED292	Education Practicum	3
CO125	Introduction to Human Communication & Speech	3
HI121	History of World Civilization I	3
HL202	Nutrition	3
PS140	American Government	3
Electives (Students may choose any post-secondary level course not already listed)		
Course	**Course Name**	**Credits**
	Elective	4
	Elective	3
	Elective	3
	Total	**41**
	Program Total	**60-62**

Associate of Arts in Liberal Studies

Liberal Studies students will explore courses in a variety of disciplines and receive the critical thinking, communication, and problem-solving skills that will prepare them for an array of future careers and life-long learning. Guided by advisors and educators, students will carve out a path that is right for them, and must choose one (1) of four (4) tracks of specialization. Students in the program will also complete various general education requirements for transfer to a four-year program.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AA in Liberal Studies program, students will be able to:
1. Plan for an advanced program of study in a particular field or to achieve a career goal, based on interests, skills, and an awareness of different disciplines.
2. Examine local, regional, and global issues from multiple perspectives.
3. Internalize their role as a global citizen in a local and/or regional context.

Students may choose one of the following tracks. Credits for the tracks come from elective credits. Courses chosen from related fields must be approved by an advisor, English Department Chair, or Registrar.

Liberal Studies Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CO110	Critical Thinking for Civic Engagement	3
Natural and Physical Sciences (Choose 1)		
SI103/103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	
Social and Behavioral Sciences (Choose 1)		
SO130	Introduction to Sociology	3
PY100	Personal Adjustment	
PY120	General Psychology	
WG101	Women and Gender Studies	
Humanities and Fine Arts (Choose 1)		
ASL100	American Sign Language I	4
JA110	Japanese I	
CH110	CHamoru I	
KE110	Korean I	

Major Requirements		
Category A (Choose 1)		
HI121	History of World Civilization I	3
HI122	History of World Civilization II	
PI101	Introduction to Philosophy	
HM110	Introduction to Community Services	
WG101	Introduction to Women and Gender Studies	
Category B		
EN111	Writing for Research	3

Category C		
CO125	Introduction to Human Communication and Speech	3
Category D (Choose 1)		
HU120	Pacific Cultures	3
HI176	Guam History	
ED265	Culture and Education in Guam	
HM201	Social Welfare: A World View	
Category E (Choose 1)		
ED265	Culture and Education in Gam	3
PY100	Personal Adjustment	3
HM110	Introduction to Community Services	3
HI176	Guam History	3
HU120	Pacific Cultures	3
ASL110	American Sign Language II	4
CH111	CHamoru II	4
JA111	Japanese II	4
KE111	Korean II	4
SI103/1103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	4
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	4
Category F (Choose 1)		
TH101	Introduction to the Theater	3
EN210	Introduction to Literature	
Electives		
	Any college level course not previously taken	3
	Any college level course not previously taken	3
	Any college level course not previously taken	3
	Any college level course not previously taken	3
	Any college level course not previously taken	3
	Any college level course not previously taken	3
	Any college level course not previously taken	3
	Any college level course not previously taken	3
Program Total		**62-65**

Business Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CO110	Critical Thinking for Civic Engagement	3
Natural and Physical Sciences (Choose 1)		
SI103/103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	
Social and Behavioral Sciences (Choose 1)		
SO130	Introduction to Sociology	3
PY100	Personal Adjustment	
PY120	General Psychology	
WG101	Women and Gender Studies	
Humanities and Fine Arts (Choose 1)		
ASL100	American Sign Language I	4
JA110	Japanese I	
CH110	CHamoru I	
KE110	Korean I	
Major Requirements		
Category A (Choose 1)		
HI121	History of World Civilization I	3
HI122	History of World Civilization II	
PI101	Introduction to Philosophy	
HM110	Introduction to Community Services	
WG101	Introduction to Women and Gender Studies	
Category B		
EN111	Writing for Research	3
Category C		
CO125	Introduction to Human Communication and Speech	3
Category D (Choose 1)		
HU120	Pacific Cultures	3
HI176	Guam History	
ED265	Culture and Education in Guam	
HM201	Social Welfare: A World View	
Category E (Choose 1)		
ED265	Culture and Education in Gam	3
PY100	Personal Adjustment	3
HM110	Introduction to Community Services	3
HI176	Guam History	3
HU120	Pacific Cultures	3
ASL110	American Sign Language II	4
CH111	CHamoru II	4

JA111	Japanese II	4
KE111	Korean II	4
SI103/1103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	4
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	4
Category F (Choose 1)		
Course	**Course Name**	**Credits**
TH101	Introduction to the Theater	3
EN210	Introduction to Literature	
Business Electives		
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Elective (Any AC, SM, or MK, HS, VC, CUL, FSM course or related field)	3
	Program Total	**62-65**

Health and Science Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CO110	Critical Thinking for Civic Engagement	3
Natural and Physical Sciences (Choose 1)		
SI103/103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	
Social and Behavioral Sciences (Choose 1)		
SO130	Introduction to Sociology	3
PY100	Personal Adjustment	
PY120	General Psychology	
WG101	Women and Gender Studies	
Humanities and Fine Arts (Choose 1)		
ASL100	American Sign Language I	4
JA110	Japanese I	
CH110	CHamoru I	
KE110	Korean I	
Major Requirements		
Category A (Choose 1)		
HI121	History of World Civilization I	3
HI122	History of World Civilization II	
PI101	Introduction to Philosophy	
HM110	Introduction to Community Services	
WG101	Introduction to Women and Gender Studies	
Category B		
EN111	Writing for Research	3
Category C		
CO125	Introduction to Human Communication and Speech	3
Category D (Choose 1)		
HU120	Pacific Cultures	3
HI176	Guam History	
ED265	Culture and Education in Guam	
HM201	Social Welfare: A World View	
Category E (Choose 1)		
ED265	Culture and Education in Gam	3
PY100	Personal Adjustment	3
HM110	Introduction to Community Services	3
HI176	Guam History	3
HU120	Pacific Cultures	3
ASL110	American Sign Language II	4
CH111	CHamoru II	4
JA111	Japanese II	4

KE111	Korean II	4
SI103/1103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	4
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	4
Category F (Choose 1)		
Course	**Course Name**	**Credits**
TH101	Introduction to the Theater	3
EN210	Introduction to Literature	
Health and Science Electives		
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Elective (Any MA, SI, HL, NU, MS, CJ, HM courses or related field)	3
	Program Total	**62-65**

CHamoru Education and Culture Track		
General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
MA___	Mathematics Requirement	3-4
CO110	Critical Thinking for Civic Engagement	3
Natural and Physical Sciences (Choose 1)		
SI103/103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	
Social and Behavioral Sciences (Choose 1)		
SO130	Introduction to Sociology	3
PY100	Personal Adjustment	
PY120	General Psychology	
WG101	Women and Gender Studies	
Humanities and Fine Arts (Choose 1)		
ASL100	American Sign Language I	4
JA110	Japanese I	
CH110	CHamoru I	
KE110	Korean I	
Major Requirements		
Category A (Choose 1)		
HI121	History of World Civilization I	3
HI122	History of World Civilization II	
PI101	Introduction to Philosophy	
HM110	Introduction to Community Services	
WG101	Introduction to Women and Gender Studies	
Category B		
EN111	Writing for Research	3
Category C		
CO125	Introduction to Human Communication and Speech	3
Category D (Choose 1)		
HU120	Pacific Cultures	3
HI176	Guam History	
ED265	Culture and Education in Guam	
HM201	Social Welfare: A World View	
Category E (Choose 1)		
ED265	Culture and Education in Guam	3
PY100	Personal Adjustment	3
HM110	Introduction to Community Services	3
HI176	Guam History	3
HU120	Pacific Cultures	3
ASL110	American Sign Language II	4
CH111	CHamoru II	4
JA111	Japanese II	4

KE111	Korean II	4
SI103/1103L	Introduction to Marine Biology (3)/ Introduction to Marine Biology Laboratory (1)	4
SI105/105L	Introduction to Physical Geology (3)/ Introduction to Physical Geology Laboratory (1)	4
SI110/110L	Environmental Biology: Theory (3)/ Environmental Biology Laboratory (1)	4
Category F (Choose 1)		
Course	**Course Name**	**Credits**
TH101	Introduction to the Theater	3
EN210	Introduction to Literature	
CHamoru Education and Culture Electives		
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	CHamoru Education and Culture related course	3
	Program Total	**62-65**

The categories A, B, C, D, E, and F above correspond to the following UOG gen ed categories:
Category A: Human Systems and Organizations (Tier II)
Category B: Core Foundation (Tier I)
Category C: Core Foundation (Tier I)
Category D: Cultural Perspectives (Tier II)
Category E: Uniquely UOG (Tier II)
Category F: Creative and Expressive Arts (Tier II)

Note on Major Requirements: Where more than one option is presented, choose one course from each category. Choose courses not previously taken for General Education or another category. If you are planning to transfer, you should choose courses that align with the general education requirements of your desired major at a four-year institution. Consult with your advisor to create your educational plan.

Bachelor's Degree Program

Degree Statement

Upon successful completion of the requirements for graduation, the College will award the Bachelor's Degree.

Graduation Requirements for the Bachelor's Degree

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

Students qualify for graduation once the following requirements are met:

- Achieve a 2.0 cumulative GPA as an undergraduate student.
- Meet individual program requirements, including major GPA (if applicable).
- Fulfill residency requirements – at least 12-degree applicable credit hours of course work completed at the College.
- Successfully complete the program pertaining to their degree.
- Submit Application for Graduation to the Admissions & Registration Office by the applicable deadline and pay the graduation fee.
- Meet financial obligations to the school.

NOTE: A single course cannot be used to satisfy more than one course requirement in a program.

General Requirements for Bachelor's Degrees

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 the Bachelor's Degree program are required to successfully complete minimum standardized general education course requirements. For more information, refer to the Admissions Information and General Education Policy section of this catalog.

All candidates for a Bachelor's Degree at the College must meet the general requirements listed above. Course requirements may identify Prerequisite that must be completed with a passing grade. Prerequisite course credit is not counted as credit earned towards the program unless it is a Bachelor's Degree core course requirement.

Second Certificate or Degree and Multiple Tracks in Degree Programs

A second certificate and/or degree may be granted provided that a student completes all additional major and general education requirements. Some programs of study offer more than one track; a student may earn a degree, which includes more than one track so long as the student completes the requirements before the degree is conferred.

General Education Requirements

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 General Education requirements

Students are advised to check the requirements for their specific programs before taking General Education courses. Courses chosen to meet the general education requirements may not be used to meet the Major Requirements of a student's specific degree program.

The list 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 listed.

IMPORTANT NOTE: Some programs require different levels of coursework to meet General Education requirements, please review the individual programs for more information.

A Statement on Student Learning Outcomes (SLOs)

Program Student Learning Outcomes follow each program description in the following pages. 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 SLO Booklet is published and updated regularly 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.

Bachelor of Science in Career and Technical Education

The Bachelor of Science in Career and Technical Education (BS CTE) program aims to produce high-quality CTE educators who will possess technical expertise, pedagogical competencies and values to effectively teach 21st century skills, using culturally-responsive teaching, to diverse learners. The program conforms to the standards of the Association for Advancing Quality in Educator Preparation (AAQEP) and the National Board of Professional Teaching Standards (NBPTS-CTE). As designed, the program provides students with the necessary tools to seek employment in K-12, trade and technical schools, community colleges, and in industry or business environments. This program offers students the opportunity to articulate an Associate Degree in any career and technical education field of study to GCC's Bachelor of Science in CTE. It also prepares students for CTE teaching certification with the Guam Educator Commission for Certification.

Refer to the Advance CTE website for additional information on Career and Technical Education (www.careertech.org).

Program Student Learning Outcomes (SLOs):
Upon successful completion of the BS in Career and Technical Education, students will be able to:

1. Create an engaging classroom environment aligned to the needs of diverse learners.
2. Plan, develop, and deliver curriculum that is based on rigorous and relevant expectations and culturally-relevant teaching methodology.
3. Integrate into instruction effective and research-based teaching and learning principles embedded with best assessment practices and use of technology.
4. Apply leadership and ethical principles in the implementation and management of CTE programs.

General Education Requirements		
English		
Course #	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Course Name**	**Credits**
EN111	Writing for Research	3
EN300	Writing for Educators	3
Mathematics		
Course #	**Course Name**	**Credits**
MA115 (or higher)	Fundamentals of College Algebra	3
MA151	Introductory Statistics	3
MA385	Applied Statistics	3
Literacy for Life Skills		
Course #	**Course Name**	**Credits**
CO110	Critical Thinking for Civic Engagement	3
Humanities & Fine Arts		
Course #	**Course Name**	**Credits**
ED265	Culture & Education in Guam	3
CO125	Introduction to Human Communication and Speech	3

General Education Requirements (Continued)		
Natural & Physical Sciences (Choose one course and the corresponding lab from the following to meet the required 4 credits)**		
Course #	**Course Name**	**Credits**
SI101/101L	Introduction to Chemistry (3) & Introduction to Chemistry Laboratory (1)	4
SI103/103L	Introduction to Marine Biology (3) & Introduction to Marine Biology Laboratory (1)	
SI105/105L	Introduction to Physical Geology (3) & Introduction to Physical Geology Laboratory (1)	

SI110/110L	Environmental Biology: Theory (3) & Environmental Biology Laboratory (1)	
SI141	Applied Physics I	
SI 150/150L	Introduction to Microbiology: Theory (3) & Introduction to Microbiology Laboratory (1)	
SI131/131L	Human Anatomy & Physiology I: Theory (3) & Human Anatomy & Physiology I Laboratory (1)	
SI132/132L	Human Anatomy & Physiology II: Theory(3) & Human Anatomy & Physiology II Laboratory (1)	
**The exception to this would be SI141 which does not include a laboratory requirement		
Social & Behavioral Sciences		
Course #	**Course Name**	**Credits**
PY120	General Psychology	3
PY325	Work Ethic in Career and Technical Fields	3
	Minimum General Education Requirements	**37-38**
Major Requirements		
Course	**Course Name**	**Credits**
	CTE Area of Study	40
ED150	Introduction to Teaching	3
ED220	Human Growth & Development	3
ED300	Principles of Adult Teaching & Learning	3
CTE299A	Praxis I Review Part A	2
CTE299B	Praxis I Review Part B	1
CTE300	Foundations of Career and Technical Education	3
CTE310	CTE Methods of Teaching I: Planning and Preparation	3
CTE320	Classroom and CTE Laboratory Management	3
CTE330	Educational Technology	3
CTE340	CTE Methods of Teaching II: Instructional Delivery	3
CTE350	Assessment and Grading	3
CTE400	CTE Leadership & Program Management	3
CTE410	CTE Methods of Teaching III: 21st Century Teaching Methodology	3
CTE492	CTE Student Teaching	12
CTE498	Praxis III Principles of Learning and Teaching	2
CTE499	CTE Capstone	3
	Total	**93**
	Program Total	**130-131**

*For students holding an Associate's or a Bachelor's degree in a CTE field of study and have transferred in at least 52 college credits in their respective CTE field and some General Education requirements. Each student situation will differ.

Course Descriptions & Student Learning Outcomes (SLOs)

Explanation of 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 MA096, MA097, MA098, EN096, and EN097 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 certificates conferred by the College.

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.

Note: The course descriptions that follow are alphabetized by course alpha and number (i.e., from AC100 to WE220). 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 AY2022-2023 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.

Before 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. The College, however, always reserves the right to cancel courses, due to low student enrollment or other justifiable reasons.

Accounting (AC)

AC100 FUNDAMENTALS OF BOOKKEEPING AND ACCOUNTING
Credits: 3
Prerequisite: MA098 or higher
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.
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.

AC110 PAYROLL ACCOUNTING
Credits: 3
Prerequisite: Placement into MA110A or higher
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Explain why laws and regulatory compliance pertaining to personnel and payroll records are integral to a company.
2. Calculate wages, explore earnings records, and prepare a payroll register.
3. Perform all aspects of payroll operations.

AC150 FEDERAL INCOME TAX I
Credits: 3
Prerequisite: MA098 or higher
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.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Explain what the federal income tax is and distinguish it from other types of federal taxes.
2. Demonstrate knowledge of the components of the basic income tax formula, understand when income and deductions are recognized and describe when they are excluded (or disallowed) or deferred for individuals.
3. Apply necessary steps to compute a taxpayer's federal income tax liability and apply tax language and terms appropriately throughout the process of computing a taxpayer's federal income tax return.

AC210 INTRODUCTION TO FINANCIAL MANAGEMENT
Credits: 3
This course covers the basic fundamentals of financial management for a business. Students will learn about financial management with focus on statement analysis, procurement and utilization of funds, costs and problems associated with acquiring funds, forecasting profits gained through their use, markets, risk and rate of return, time value of money, valuation of stocks and bonds, dividend policy and financial planning and working capital management.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the major financial markets and their role.
2. Analyze financial statements to determine future prospects of a business.
3. Forecast a financial statement using a set of financial assumptions.

AC211 ACCOUNTING PRINCIPLES I
Credits: 4
Prerequisite: Placement into MA098 or higher
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply accounting principles and concepts to record and report business financial data.
2. Perform all the steps in the procedure of the accounting cycle for a service and merchandise business.
3. Calculate inventory data using various types of costing methods.

AC212 ACCOUNTING PRINCIPLES II
Credits: 4
Prerequisite: AC211
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate proficiency to prepare corporate financial statements including the statement of cash flows and statement of stockholder's equity.
2. Contrast the accounting systems used by manufacturing businesses: job order and process costing.
3. Explain and illustrate how standards are used in budgeting.

AC225 HOSPITALITY INDUSTRY ACCOUNTING
Credits: 3
Course Offering: Fall
Prerequisite: AC211
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Implement procedures for merchandise and supplies inventories, fixed assets and depreciation methods, current liabilities and payroll, internal controls of cash, receivables and payables.
2. Perform analysis and interpretation of financial statements of the hospitality industry.
3. Discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.

AC233 ACCOUNTING ON THE COMPUTER USING QUICKBOOKS
Credits: 3
Prerequisite: AC212
Students will apply accumulated accounting knowledge and skills such as payroll, federal tax, inventory

management, accounts receivable, accounts payable, and cash management They will develop extensive skills using the features of QuickBooks accounting software.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Apply key features in QuickBooks Online and customize using best practice in bookkeeping principles.
2. Utilize QuickBooks Online to manage daily bookkeeping tasks and develop an understanding of how the data is entered, processed and reviewed.
3. Review accounting knowledge and adapt to computer accounting skills.

AC240 CERTIFIED BOOKKEEPER REVIEW

Credits: 3

Prerequisite: AC211

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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Utilize mastery-level skills required in bookkeeping.
2. Apply proper procedures in bookkeeping.
3. Discuss the universal Code of Ethics for bookkeepers.

AC250 FEDERAL INCOME TAX II

Credits: 3

Course Offering: Spring only

Prerequisite: AC150

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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Explain basic tax policy considerations underlying the income tax law to arrive at reasoned solutions to problems for individuals and partnerships and corporations.
2. Discuss how taxes affect economic decisions for individuals and business entities including depreciation, payroll, and retirement.
3. Conduct tax research.

AC280 PERSONAL FINANCE

Credits: 3

Prerequisite: EN110, MA110A placement or equivalent

This course is designed to introduce students to the basic terminology, concepts, and practices of personal finance. This course is not intended to make anyone a financial expert. It will provide the foundation to understand and discuss the "language" of routine financial activities, and provide a solid foundation for future studies. Managing personal finances, tax problems, insurance, credit, budgeting, financial planning, home ownership, bank accounts, investments, and social insurance programs.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Apply theory learned in the classroom to the work environment.
2. Plan financially using critical thinking skills and concepts.
3. Demonstrate financial responsibility through course projects
4. Set financial goals that reflect the acquisition of course content.

AC292 ACCOUNTING PRACTICUM

Credits: 3

Prerequisite: AC233 or DC or Instructor recommendation for approval by TPS Dean

This course provides students with the opportunity to demonstrate professionalism, employ reflective practices while working and/or volunteering for a total of 180 hours at an employer setting under the supervision of an accountant or supervisor. The Cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and work experience related to Accounting.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Apply theory learned in the classroom to the work environment.
2. Practice effective interpersonal skills in the workplace.
3. Document the synthesis of knowledge and skills gained through work experience in a reflection paper.

Architectural Engineering (AE)

AE103 BASIC BLUEPRINT READING

Credits: 3

This course will introduce the basic skills in reading and interpreting blueprint drawings and prepare basic to advanced technical sketches. Additionally, students will learn the basic principles, concepts, American National Standards Institute (ANSI) and International System of Units (SI) Metric drafting symbols and standards, terminology, and other related technical information

contained on a mechanical or Computer-Aided Design (CAD) drawing.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify the basis for blueprinting reading and sketching.
2. Create basic and/or advanced technical sketches.
3. Apply symbols and notes to visually communicate drawings and sketches.

AE121 TECHNICAL ENGINEERING DRAWING I

Credits: 3

Prerequisite: AE103

This course involves the use of drawing instruments and techniques of drafting management skills for mechanical, civil, and architectural drawings involving freehand sketches, lettering, orthographic views and pictorial drawings. Students will learn how to use drawing instruments for accurate measurements with detailed instructions.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Explain basic components of a blueprint.
2. Demonstrate proper use of drafting instruments to draw existing plans.
3. Measure existing drawings for accuracy.

AE122 TECHNICAL ENGINEERING DRAWING II

Credits: 3

Prerequisite: AE121

This course involves the creation of working drawings of simple building structures, floor plans, front and rear elevations, left and right elevations, transverse and longitudinal sections, cabinets, closet and bar details, plumbing, electrical, and site and plot plans. Students will also render topographic maps.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Create a set of working drawings.
2. Depict different elevation views accurately.
3. Incorporate plumbing symbols into a typical house plan.
4. Incorporate electrical symbols into a typical house plan.

AE138 BUILDING CODES, SPECIFICATIONS & CONSTRUCTION MANAGEMENT

Credits: 3

Prerequisite: Placement into EN110 or equivalent

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.

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 DRAFTING I (CAD I)

Credits: 3

Prerequisite: AE122

This course introduces students to computer aided drafting software as a drafting tool and to the use of computers in producing line drawings. Students will learn topics such as equipment components, terminology, storing and retrieving drawings, and printing and plotting through the use of a computer-aided drafting software application.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Produce line drawings using computer aided drafting technology.
2. Demonstrate basic proficiency in the use of the computer aided drafting software.
3. Explain basic equipment components and terminology used in computer aided drafting.

AE160 COMPUTER AIDED DRAFTING II (CADD II)

Credits: 3

Prerequisite: AE150

This course presents students with intermediate editing techniques in computer aided drafting. Students will learn the roles of an architectural/engineering CAD operator and will learn to use a 3D printer. Students will also gain knowledge and practical experience necessary for entry-level jobs requiring computer aided drafting. Formerly Computer Aided Design & Drafting II (CADD II).

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Create a construction drawing set consisting of at least six sheets from a given design.
2. Produce an electronic document that complies with building codes.
3. Produce 3-dimensional editing figures with a 3D printer.

AE170 REVIT ARCHITECTURE ESSENTIALS

Credits: 3

Prerequisite: AE160

This course will teach students Revit's functionality as it pertains to the design process. Students will create 3D architectural project models and set up working drawings. Technical training focuses on theory, concepts, and basic

tools of BIM (Building Information Modeling) to work with Autodesk Revit Architecture.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Explain the purpose of Building Information Management (BIM) and how it is applied in Revit.
2. Utilize the Revit Architecture workspace and interface.
3. Create increasingly complex drawings in Revit.

AE216 DESCRIPTIVE GEOMETRY

Credits: 3

Prerequisite: MA161B

This course covers the analysis and solution of three-dimensional problems through application of the principles of multi-view 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.

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.

American Sign Language (ASL)

ASL100 AMERICAN SIGN LANGUAGE I

Credits: 4

This course provides students with beginning skills in American Sign Language, including fingerspelling the alphabet, signing basic numbers and using basic vocabulary to facilitate communication with the Deaf in ASL. In addition, students will be introduced to deaf culture and the importance of using body and facial expressions to convey information and to develop visual acuity.

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 and fingerspelling the alphabet and numbers.
2. Demonstrate visual acuity using body/facial expressions, gestures, and other nonverbal skills to convey information and respond to information received.
3. Interact with deaf people in an accepting and sensitive manner.

ASL110 AMERICAN SIGN LANGUAGE II

Credits: 4

Prerequisite: ASL100

This course is a continuation of American Sign Language I. The course objectives are 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.

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.
3. Use ASL to communicate with individuals who are Deaf or hard of hearing.

ASL120 AMERICAN SIGN LANGUAGE III

Credits: 4

Prerequisite: ASL110

The course provides intermediate conversational skills in American Sign Language with an emphasis on expressive and receptive skills development. Students will further their understanding of American Sign Language syntax, vocabulary, and signing skills. Deaf culture will be further explored.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Utilize American Sign Language (ASL) to include manually coded English and finger spelling at an intermediate level.
2. Expand ASL vocabulary and conversational range such as talking about other people and activities, classifiers, giving directions, describing people, using number/time concepts, and making requests.
3. Interact and communicate with the Deaf and Hard of Hearing population at an intermediate level as indicated by Gallaudet University standards.

ASL130 AMERICAN SIGN LANGUAGE IV

Credits: 4

Prerequisite: ASL120

This is the fourth course in the American Sign Language (ASL) sequence. Students will learn advanced competency and fluency in American Sign Language, grammar, and syntax. Cultural features and variations in ASL are also addressed.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Competently communicate in American Sign Language.
2. Apply appropriate signing skills to illustrate one's understanding of the culture within the Deaf community.
3. Demonstrate critical thinking and appropriate ethical responses required by the Registry of Deaf Interpreter's Code of Professional Conduct.

Automotive Service Technology (AST)

AST100 INTRODUCTION TO AUTOMOTIVE SERVICE
Credits: 3
This course introduces the student to core principles in Automotive Service Technology, providing them with the foundational knowledge necessary for success in all additional Automotive Service Technology upper 100-level courses. Students will become familiar with basic concepts and practices related to automotive service, safety and customer service.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply proper shop safety concepts and practices.
2. Describe good customer relations.
3. Identify and properly use basic hand tools and shop equipment
4. Explain how a gasoline engine functions.
5. Diagnose basic automotive problems using measurements.

AST110 ENGINE REPAIR
Credits: 3
Course Offering: Spring Only
Prerequisite: DC approval
This course covers core principles in Engine Repair, to include the foundational knowledge necessary for more advanced study and experiential development of engine repair skills.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Verify engine mechanical timing.
2. Measure camshaft for run-out, journal wear, and lobe wear.
3. Remove engine cylinder head clean and visually inspect for cracks, warpage, and any damage to mating surfaces.
4. Inspect and replace camshaft and drive belt/chain.

AST113 HYBRID ENGINES AND MOTOR/GENERATORS
Credits: 4
Corequisite: AST260
This course introduces the student to core principles of hybrid electric vehicle engine and motor/generator propulsion technology. Students will learn skillsets necessary for diagnosing and making repairs to hybrid electric vehicles.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate proper safety practices when servicing high-voltage hybrid electric vehicles.
2. Diagnose hybrid engine failures.
3. Explain the operation of permanent magnet and induction electric motors.
4. Differentiate the functionality of electrical inverter and converter components.
5. Troubleshoot faults in the electric propulsion sensing system.

AST120 AUTOMATIC TRANSMISSION AND TRANS-AXLE
Credits: 3
Prerequisite: DC approval
This course covers the core principles in automotive automatic transmission/trans-axle systems and will provide students with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and performing repairs.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Diagnose fluid loss and condition concerns.
2. Perform automatic trans/trans-axle pressure tests.
3. Check fluid level in automatic transmission or a trans-axle not equipped with a dip-stick.
4. Replace transmission fluid and filter(s).
5. Inspect, replace, and align power-train mounts.

AST123 HYBRID ELECTRIC VEHICLE ENERGY MANAGEMENT, TRANSAXLES, AND BATTERIES
Credits: 4
Prerequisite: AST113
This course introduces the student to core principles of hybrid electric vehicle energy management, transaxles, and batteries. Students will learn skillsets necessary for diagnosing and making repairs to hybrid electric vehicles.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe functionality of hybrid electric vehicle energy management system.
2. Illustrate hybrid transaxle construction.
3. Perform drive system fault analysis.
4. Troubleshoot battery system faults.

AST130 MANUAL DRIVE TRAIN AND AXLES I
Credits: 3
Prerequisite: AST100
This course introduces the student to core principles in manual drive train and axle systems, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and making repairs to manual drive train and axle systems.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Perform general drive train diagnostics and develop an action plan.
2. Diagnose and repair transmission and transaxle to include clutch system.
3. Ascertain cause of failure and perform needed repairs to the drive shaft assembly, constant-velocity joint (CV), universal joint, and front wheel drive (FWD) wheel bearings and hubs.
4. Determine structural integrity of differential drive components and perform preventive maintenance.
5. Inspect four-wheel drive components for proper operation.

AST133 HYBRID ELECTRIC VEHICLE BELTED ALTERNATOR STARTER (BAS)
Credits: 4
Prerequisite: AST113
This course introduces the student to core principles of hybrid electric vehicle batteries Belted Alternator Starter (BAS), power electronics and support systems. Students will learn the skill sets necessary for diagnosing and making repairs to hybrid electric vehicles.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the Belted Alternator Starter (BAS) system.
2. Explain the functionality of the hybrid support systems power electronics.
3. Diagnose hybrid power electronic system faults.
4. Perform hybrid support system fault analysis.

AST140 SUSPENSION AND STEERING
Credits: 3
Course Offering: Spring Only
Prerequisite: AST100
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.
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 BRAKE SYSTEMS I
Credits: 3
Prerequisite: AST100
This course introduces the student to core principles in brake systems, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and making repairs to automobile brake systems.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Perform general brake assessment to determine causes for concern.
2. Inspect and service hydraulic brake system.
3. Diagnose disc and drum brake system faults and perform basic service.
4. Describe functionality of vacuum actuated power-assist units.
5. Service wheel bearings, parking brakes and brake-related electrical components.

AST160 ELECTRICAL/ELECTRONIC SYSTEMS
Credits: 3
Course Offering: Fall Only
Prerequisite: AST100
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.
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
Credits: 3
Course Offering: Spring Only
Prerequisite: AST100
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.

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
Credits: 3
Prerequisite: AST100
This course introduces the student to core principles in systems related to the performance of an engine providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and making repairs to engine performance control systems.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Ascertain mechanical integrity of engine.
2. Test ignition system input sensors and replace failed components.
3. Perform engine computer control system diagnostics.
4. Demonstrate required service to fuel, air induction, and exhaust systems.

AST180B ENGINE PERFORMANCE II
Credits: 3
Course Offering: Fall Only
Prerequisite: AST180A
This is the second part of the engine performance specialty course. Students will learn how to diagnose, adjust, and replace worn, damaged or inoperative components in the air induction, fuel delivery, electronic engine controls and emission controls.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Perform active tests of actuators using a scan tool.
2. Diagnose the causes of emissions or drivability concerns, utilizing stored or active diagnostic trouble codes (DTCs).
3. Inspect and test fuel pump(s) and pump control system for pressure, regulation, and volume.
4. Interpret diagnostic trouble codes (DCTs) and scan tool data related to the emissions control systems.

AST210 THEORY/PRACTICUM: ENGINE REPAIR
Credits: 3
Course Offering: Fall Only
Prerequisite: AST100, AST110
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.
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 AUTOMOTIVE TRANSMISSION AND TRANSAXLE II
Credits: 3
Prerequisite: AST120
This course will present students with comprehensive theoretical and conceptual information in the area of automatic transmission / transaxle systems. Students are also given the opportunity to demonstrate their transmission / transaxle diagnosis and repair knowledge and skill through practical, experiential application.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Diagnose hydraulic pressure concerns.
2. Perform in-vehicle transmission repairs.
3. Overhaul transmission.

AST230 THEORY/PRACTICUM: MANUAL DRIVE TRAIN AND AXLES
Credits: 2
Course Offering: Spring Only
Prerequisite: AST100, AST130
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.
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
Credits: 2
Course Offering: Fall Only
Prerequisite: AST100, AST140
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.
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
Credits: 2
Course Offering: Spring Only
Prerequisite: AST100, AST150
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.
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
Credits: 4
Course Offering: Spring Only
Prerequisite: AST100, AST160
This is the second Electrical/Electronic Systems specialty course. Students will learn advanced diagnostic and repair procedures offering them an in-depth conceptual understanding of electrical and electronic systems. Students will be offered the opportunity to apply this knowledge in continually developing their automotive skills.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Diagnose (troubleshoot) charging system for causes of undercharge, no-charge, or overcharge conditions.
2. Repair starting and charging system faults.
3. Determine the cause(s) of excessive key-off battery drain (parasitic draw).

AST270 THEORY/PRACTICUM: HEATING AND AIR CONDITIONING
Credits: 2
Course Offering: Fall Only
Prerequisite: AST100, AST170
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.
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
Credits: 5
Course Offering: Spring Only
Prerequisite: AST100, AST180A, AST180B
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.
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.

Early Childhood Development (CD)

CD110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
Credits: 3
The course provides an overview of entry-level knowledge and skills in the early childhood education field as well as an overview of major domains (i.e. physical, cognitive, social, and emotional). The course also covers developmentally appropriate practices (DAP) in early childhood birth through age eight, careers, safety, employment skills, and job opportunities for those entering the early childhood education and related fields.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Differentiate among the physical, social, emotional, and cognitive developmental domains related to early childhood.
2. Integrate activities and components of a developmentally appropriate learning environment for young children.
3. Explore and discuss various careers in early childhood education that serve children from birth through age eight.

CD140 NUTRITION AND PHYSICAL HEALTH
Credits: 3
This course provides students with strategies to promote nutrition and physical health of young children in early childhood settings. Topics include developmentally and age appropriate meal planning, scheduling, and physical activities.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate strategies that promote children's nutrition.
2. Design age appropriate physical activities for young children from birth to eight years of age.
3. Create healthy and balanced meal plans for young children.

CD180 LANGUAGE ARTS IN EARLY CHILDHOOD
Credits: 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Compare and contrast the language development theories of Skinner, Chomsky, Gesell, Piaget, and Vygotsky as it relates to ages birth through eight years.
2. Create activities that build literacy skills.
3. Implement a lesson plan for young children which develops and enhances language skills.

CD221 CHILD GROWTH & DEVELOPMENT
Credits: 3
This course provides students with an overview of the interrelationship between physical, emotional, cognitive, language and social growth in young children from conception through the primary school years. Topics include prenatal care, brain research, and the effects of heredity and environment. The roles of the family, culture, community and society and how they impact development is also explored.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the social, physical, and cognitive development of children birth through age eight.
2. Explain prenatal development and factors that promote a healthy pregnancy to include the first few years of life.
3. Analyze the impact of family, culture, community and society on development.

CD240 COGNITIVE & CREATIVE DEVELOPMENT IN EARLY CHILDHOOD
Credits: 3
Prerequisite: CD221 or ED220
In this course, students will plan and implement developmentally appropriate practices that promote the cognitive and creative domains of development in young children birth to age eight. Topics include science, mathematics, cognitive, creative, visual and performing arts, and literacy.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Incorporate creativity in all content areas of developmentally appropriate early childhood environments through original lesson plan design.
2. Plan, write, and implement creative lessons and activities for young children that incorporate cognitive and creative goals aligned with Guam Early Learning Guidelines, Common Core, and/or Guam Dept. of Education standards.
3. Demonstrate current practices and methods for teaching science, mathematics, cognitive, creative, arts, and literacy.

CD260 SOCIAL & EMOTIONAL DEVELOPMENT
Credits: 3
Prerequisite: CD110
This course teaches skills needed to promote social and emotional development in young children and use positive guidance strategies to handle inappropriate behavior. Temperament, parenting styles, and child rearing issues such as feeding, potty training, and tantrums are a few of the topics covered. This course also provides students opportunities to plan and implement activities that promote children's self-concept, emotional, social and pro-social development.
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. Plan and implement a lesson plan which promotes self-concept, self-esteem, self-

regulation, emotional, social and/or pro-social development.
3. Apply skills in using positive guidance strategies in an early childhood education setting to include adult modeling and conflict resolution.

CD285 CHILDCARE MANAGEMENT
Credits: 3
This course provides students with an overview of local requirements for starting and managing a profitable childcare business on Guam. Students will learn financing, marketing, staff supervision, staff training, writing policies, licensing requirements, quality rating improvement systems and operating procedures.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify current laws and regulations controlling the child care industry and different agencies responsible for licensing early childhood (EC) programs on Guam.
2. Develop childcare facility policies to ensure safety and compliance with local regulations.
3. Conduct an observation of a child care center facility on Guam using the Environmental Rating Scale.

CD292 EARLY CHILDHOOD EDUCATION PRACTICUM
Credits: 3
Prerequisite: Department Chair approval
This course provides students with the opportunity to demonstrate professionalism and employ reflective practices while completing 135 hours in an early childhood setting (birth to third grade) under the supervision of a certified professional. Practicum students will be required to assist in a school or center, as needed, which may include conducting observations and assessments, attending meetings, creating a conducive learning environment, and implementing age-appropriate activities. Students should be enrolled in their last semester of the Certificate and/or Associate of Science in Early Childhood Education program and completed their major courses.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Reflect on the practices, pedagogy, and resources in early childhood setting that serves children ages birth through age eight years.
2. Implement developmentally and age-appropriate teaching, assessment and guidance strategies needed to effectively work with young children.
3. Communicate with students, staff and families including those from diverse backgrounds and special populations.

CD293 EARLY CHILDHOOD CDA PRACTICUM
Credits: 12
This course integrates 480 hours of experience working with young children in an infant-toddler or preschool setting, and preparation of a Child Development Associate (CDA) Professional Portfolio. It covers the emotional, physical, intellectual, and social development of children birth to five years old and is designed to prepare students to successfully fulfill the requirements for the CDA credential.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Complete 480 practicum hours in an early childhood setting that serves children ages birth to five years old while attending to The National Association for the Education of Young Children's Code of Ethics.
2. Create a professional portfolio as required by the CDA credentialing program's guidelines (https://www.cdacouncil.org/credentials/apply-for-cda).
3. Implement developmentally and age-appropriate teaching strategies in an early childhood program.

Civil Engineering Technology (CE)

CE210 STATICS
Credits: 3
Prerequisite: MA161B and SI141
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.
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 Movement.
3. Identify and analyze given information and data and employ proper procedures and formulas to solve problems.
4. Solve problems using appropriate technology.

CE211 PLANE SURVEYING I
Credits: 3
Prerequisite: MA161B
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.

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

Credits: 3

A study of construction organization, building codes, foundations, construction materials, methods and techniques of cast-in-place reinforced concrete, precast and pre-stressed concrete, steel and masonry construction, wood and plastics, thermal and moisture protection and building equipment.

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.

CE222 PLANE SURVEYING II

Credits: 3

Prerequisite: CE211

This course is a continuation of Plane Surveying I dealing with modern surveying including construction surveying and surveying for engineering design. The students are introduced to modern surveying technology including Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Reconnaissance and field procedures and methods are discussed and the students will be divided into survey teams and given area assignments to perform survey fieldwork including topographic surveys for contour maps. The students are exposed to the prospects of employment as survey and civil engineering technicians.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Successfully apply Mathematics including Algebra, Geometry, and Trigonometry as needed to solve surveying problems.
2. Demonstrate a variety of surveying techniques.
3. Apply appropriate skills using proper surveying instruments given various surveying tasks.
4. Solve surveying problems using technology such as calculators or computers, total stations, global positioning systems, or leveling instruments as appropriate.

CE225 CONSTRUCTION PLANNING & ESTIMATING

Credits: 3

Prerequisite: AE121, CE215, and MA161A

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.

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.

CHamoru Language (CH)

CH110 CHAMORU I

Credits: 4

This is a CHamoru language immersion course for beginners. Students will spend the semester learning to communicate in CHamoru through activity-based exercises on topics such as greetings, self-description, and home and work life. The focus of this class is on listening and comprehending. Students will also engage in activities that promote language revitalization.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Comprehend basic conversations in CHamoru on very familiar topics.
2. Enunciate and ask common questions and respond to such questions in CHamoru.
3. Report on language and cultural revitalization efforts on island.

CH111 CHAMORU II

Credits: 4

Prerequisite: CH110

This CHamoru language immersion course for novices is a continuation of CH110. Students will spend the semester communicating in CHamoru through storytelling, description, and conversation. The focus of this class is on listening, comprehending, and speaking. Students will also engage in activities that promote language revitalization.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Engage in simple conversations in CHamoru on familiar topics.
2. Tell short stories in CHamoru with visual aids.
3. Discuss language revitalization efforts on island and their connection to culture.

CH200 IMMERSION METHODS FOR CHAMORU LANGUAGE TEACHING I
Credits: 3
Prerequisite: CH111
This course introduces students to foundational skills for teaching CHamoru language using the immersion method. Students will explore examples of immersion teaching, guiding principles, lesson plan development, and assessment from a practical approach. A major focus of the course is creating authentic contents for learning CHamoru in efforts to develop fluent CHamoru speakers over time.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Teach CHamoru language and culture using immersive techniques.
2. Create an immersion-based lesson plan that reflects authentic literacy skills in the CHamoru language.
3. Value immersive instruction as a method of perpetuating CHamoru language and culture.

CH220 CHAMORU COMPOSITION
Credits: 3
Prerequisite: CH111
Students in this course will develop literacy skills in CHamoru through reading, writing, revising, and editing short essays, legends, and stories in CHamoru. Students will explore language and engage in translation exercises.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Employ the writing process (prewriting, organizing, drafting, revising, editing) and writing strategies.
2. Identify writing strategies used by authors.
3. Compose short essays, legends and stories in CHamoru.Compose short essays, legends and stories in CHamoru.

Intelligence Analysis (CHLS)

CHLS102 INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT
Credits: 3
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate operational knowledge of intelligence gathering and analysis pertinent to homeland security and other threats facing government and private sectors.
2. Outline basic intelligence policies and functions of the United States Government.
3. Articulate the meaning and purpose for the Intelligence Reform & Terrorism Prevention Act of 2004.

Criminal Justice (CJ)

CJ100 INTRODUCTION TO CRIMINAL JUSTICE
Credits: 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.
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
Credits: 3
Prerequisite: CJ100, EN110 placement or equivalent
This course is designed to provide students with a fundamental understanding of the history, philosophy, and practical application of the American Juvenile Justice System. Students will examine the juvenile justice responsibilities of police, courts, and juvenile corrections with additional emphasis on current practices of Juvenile Justice agencies in Guam.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the history, philosophy, and development of the Juvenile Justice System.
2. Identify and distinguish the various components of the Juvenile Justice System.
3. Apply Title 19 Guam Code Annotated, Chapter 5, The Family Court Act, to hypothetical situations.

CJ102 FIRST RESPONDER
Credits: 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.
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
Credits: 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.
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
Credits: 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.
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 INTRODUCTION TO FORENSIC SCIENCE
Credits: 4
Prerequisite: CJ100
Cross Listed as SI122. 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.
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
Credits: 3
Prerequisite: Instructor permission
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.
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
Credits: 1
Prerequisite: CJ126
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.

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)

Credits: 3

Prerequisite: Permission by CJ Advisor/Department Chair

This course is restricted to students enrolled the Criminal Justice Academy or Law Enforcement Cycle. It prepares students and fire recruits to safely operate emergency vehicles used by their respective agencies.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify major components of an emergency response vehicle.
2. Explain the local and federal laws governing the operations in responding to emergency situations.
3. Utilize basic emergency vehicle operator skills during controlled, emergency response scenarios.

CJ135 FIREARMS USE/SAFETY/CARE

Credits: 3

Prerequisite: Current firearms identification card

This course is restricted to students enrolled in the Criminal Justice Academy or Law Enforcement Cycle. It is designed to teach students the proper use and care of firearms. Emphasis is placed on safety, use of deadly force, marksmanship, judgmental shooting, and the care and cleaning of weapons.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify the physical attributes and mechanics of a firearm.
2. Apply basic firearm safety techniques.
3. Identify the various laws related to firearms use.
4. Practice safe use of firearms within a controlled environment.
5. Demonstrate use of firearms at prevailing acceptable and passing levels.

CJ140 DEFENSIVE TACTICS

Credits: 3

Prerequisite: Instructor permission

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.

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

Credits: 3

Prerequisite: Instructor permission

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.

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

Credits: 3

Prerequisite: CJ100, CJ150

This course provides students with the knowledge and skills necessary in the identification and enforcement of Guam's traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of pedestrian, bicycle and motor 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 deal with DDUI offender cases, how to operate radar and laser devices, and how to conduct traffic direction and accident investigation.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Interpret and apply Title 16, Guam Code Annotated (the Vehicle Code of Guam) and related statutes to hypothetical situations. Explain the various traffic statutes and offenses.
2. Demonstrate the use operations, and limitations of radar laser and other traffic enforcement devices.
3. Demonstrate Guam Police Department (GPD) protocols concerning the enforcement of Guam's Safe Street Act laws including DUI Checkpoint Procedures, DUI Traffic Stops, Field Sobriety and Breathalyzer Testing and Arrest and Post-Arrest protocols.
4. Demonstrate GPD Red-Light Running and Buckle-Down Protocols.

CJ150 CRIMINAL PROCEDURE
Credits: 3
Prerequisite: CJ100, EN110 placement or equivalent
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the various legal sources that establish the basic rights of individuals accused or convicted of crimes in the United States.
2. Describe the various stages and established procedures of the American Criminal Justice System.
3. Identify landmark US Supreme Court and other appellate court decisions that impact the criminal justice process.
4. Apply and demonstrate the use of the Guam Law and case law to hypothetical situations.

CJ200 CRIMINAL LAW
Credits: 3
Prerequisite: CJ100, EN110 placement or equivalent
This course is designed to introduce students to the history, philosophy, and application of U.S. Federal and Guam criminal laws. It provides students with an understanding of crime classifications, matters affecting criminal responsibility, criminal statutes including those of Guam, and the role of criminal law in contemporary society.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the origin and evolution of U.S. Criminal Laws and the U.S. Federal and Guam/State Court Systems and their relationship to each other.
2. Identify the basic principles of Criminal Law.
3. Distinguish the elements of various common law and statutory crimes.
4. Apply Guam's substantive criminal laws under the Guam Code Annotated (GCA) to hypothetical situations.

CJ204 INTRODUCTION TO CRIMINOLOGY
Credits: 3
Prerequisite: CJ100, SO130 or PY120
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the role of the criminal justice system in criminology.
2. Compare and contrast major theories of crime causation and typologies.
3. Explain the evolution of criminology as it relates to the current criminal justice system.

CJ205 REPORT WRITING FOR LAW ENFORCEMENT
Credits: 3
Prerequisite: Instructor approval and placement into EN110 or equivalent
This course is designed to emphasize the key principles and techniques in the development of various types of report writing for law enforcement professionals. Report writing proficiency will focus upon evidence gathering, report organization, sentence and content development. Formerly CJ205 Police Report Writing.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Organize relevant information to write an effective report.
2. Differentiate amongst the various types of evidence required for different law enforcement report forms.
3. Demonstrate writing techniques for effective report writing.

CJ206 SOCIAL VALUES & THE CRIMINAL JUSTICE PROCESS
Credits: 3
Prerequisite: SO130
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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Analyze community- policing strategies.
2. Demonstrate the role of police and professionalism.
3. Identify the various ethical issues of policing.
4. Explain how political, social, and economic issues relate to law enforcement.

CJ209 CONCEPT OF POLICE OPERATIONS

Credits: 3

Prerequisite: CJ100, EN110 placement or equivalent

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.

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

Credits: 3

Prerequisite: CJ100 and CJ205 or advisor permission

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.

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

Credits: 3

Prerequisite: CJ100, EN110 placement or equivalent

This course examines and analyzes the traditional concepts, techniques, policies and operating systems in the police component of the criminal justice system. Basic knowledge of the police organizational function, structure, processes, and behavior is emphasized. Theories related to the practice applied to the administration of justice process and the comprehension of administrative phenomena is explored.

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.

CJ292 CRIMINAL JUSTICE PRACTICUM

Credits: 3

Prerequisite: CJ100, CJ150, CJ200

This course is capstone for the Associate of Science Degree in Criminal Justice and a required course for the Certificate in Criminal Justice. In addition, this course allows students first hand, practical experience in observing and participating in the daily operations of an agency in a criminal justice related field. The principles, theories and methodologies acquired in the Criminal Justice courses will be applied to actual situations. The experience will create an awareness for specific problems encountered in a particular criminal justice related agency to further acquaint the student with terminology, facts and conceptions relating to that agency and to develop within the student an understanding of the importance of that agency's roles in the criminal justice process. Supervised work experience affords students the opportunity to develop skills necessary to succeed in the Criminal Justice field.

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. Explain the operations of a criminal justice related agency.
4. Practice the daily operations policy of a criminal justice related agency.

Cosmetology (CM)

CM101 COSMETOLOGY I
Credits: 10
The primary purpose of this course is for students to acquire basic manipulative skills in shampooing, haircutting, nail care, and skin care with compliance to infection control and all safety operations in order to obtain licensure and competency in entry-level positions required in the field of cosmetology. Students will have the opportunity to complete 450 hours of in-class and salon practices under the supervision of a licensed cosmetologist.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Perform analytical skills to determine the desired look for a client's hair, skin, and nails.
2. Apply entry level cosmetology techniques for hair, skin, and nails.
3. Utilize proper sanitation and safety guidelines in accordance with the Guam Board of Cosmetology's Rules and Regulations during all services rendered.

CM102 COSMETOLOGY II
Credits: 10
Prerequisite: CM101
This lecture/lab course is offered in the second semester of the program. It includes instruction in haircutting, hair coloring, chemical texture, principles of hair design, hairstyling, and pedicure services. Successful completion of this course will help students reach the goal of obtaining licensure and competency in entry-level positions required in the field of cosmetology. Students will have the opportunity to complete 450 hours of in-class and salon practices under the supervision of a licensed cosmetologist.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Perform procedures in various haircutting, styling, chemical texture, and hair coloring services to a client's satisfaction.
2. Model basic nail services in a class and/or salon setting, to include foot and leg massage.
3. Apply critical thinking and problem solving skills, while conducting cosmetology services.

CM104A COSMETOLOGY III
Credits: 5
Prerequisite: CM102
This course emphasizes skills introduced and practiced in CM101 Cosmetology I and CM102 Cosmetology II, to develop in a salon/lab environment. Students will gain experience in a salon open to the public and is designed to give the students the opportunity to further enhance their cosmetology skills. The level of performance rendered, is at a minimum competency needed for an entry-level skilled position in the field of cosmetology (450 clock hours). Students may recover clock hours via a Continuing Education CM192 Cosmetology Lab (5 credit) course. If a student is not present by the end of the second day of class they may dropped.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the skills and knowledge needed for hair coloring, chemical texture, basic styling, nail, and skin care services in a salon setting.
2. Practice appropriate customer service skills when performing cosmetology services in a salon setting.
3. Apply test taking strategies in preparation for the Guam Board of Barbering and Cosmetology exam to be a licensed cosmetologist.

CM104B COSMETOLOGY IV
Credits: 5
Prerequisite: CM104A
This course builds on skills practiced in CM104A Cosmetology III to develop a mastery skill level in a salon/lab environment. The focus of this course is to prepare the student to successfully apply and pass The National Cosmetology Practical Examination. The College's salon is designed to give the students the opportunity to perfect their cosmetology skills. The level of performance rendered, is above the minimum needed for an entry-level skilled position in the field of cosmetology (450 clock hours). Students will practice practical and written exam scenarios to prepare for The National –Interstate Council of State Boards of Cosmetology Examination in order to obtain a Guam license to qualify for positions in the cosmetology field.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply essential skills needed to implement services in a salon setting based on the content domains of the National Cosmetology Practical Examination.
2. Create a business plan utilizing marketing features such as a pamphlet or video that focuses on the student's area of interest.
3. Demonstrate preparedness to pass the written and practical cosmetology exam, based on The National –Interstate Council of State Boards of Cosmetology (NIC) and Guam Board of Barbering and Cosmetology (GBBC).

Communications (CO)

CO110 CRITICAL THINKING FOR CIVIC ENGAGEMENT
Credits: 3
Prerequisite: EN110 placement or equivalent
This course provides students with the opportunity to practice fundamental thinking skills for approaching real-world challenges. Students will learn to approach civic and interpersonal challenges by evaluating evidence in order to develop solutions and draw informed conclusions.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Discuss the importance of civic engagement in our region and local community.
2. Analyze arguments in various contexts.
3. Explain an issue or problem using clear and direct language.
4. Formulate a sound argument to advance a specific solution for a real-world challenge.

CO125 INTRODUCTION TO HUMAN COMMUNICATION AND SPEECH
Credits: 3
Prerequisite: Placement into EN110 or equivalent
In this course, students will apply communication theories, concepts and skills to their own real-world experiences. The goal is to develop students' self-awareness, understanding of culture, and communication skills for more effective communication in a variety of contexts. Students will also prepare and present speeches. Formerly EN125.
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 role of culture in communication.
3. Apply communication skills through actual applications.
4. Develop and deliver speeches for a variety of purposes.

Computer Science (CS)

CS101 INTRODUCTION TO COMPUTER SYSTEMS & INFORMATION TECHNOLOGY
Credits: 3
This course provides students with an overview of computer technology, computer hardware and software, data communications, Internet resources, programming concepts and other technologies that are an integral part of everyday life.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply knowledge of computer systems and information technology such as history, terminology, algorithms, and other basic concepts.
2. Choose the proper application to produce a desired result.
3. Navigate the Internet using a variety of resource tools.

CS102 COMPUTER OPERATIONS
Credits: 3
This course features hands-on experience in 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, control command statements, supplied procedures, utility programs, and program products. They are also introduced to the organization of a data processing center and its operations procedures.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Be able to operate 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 REPORT PROGRAM GENERATOR (RPG)
Credits: 3
This course provides the student with the programming concepts and techniques necessary to solve business type problems. Students will 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.
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
Credits: 3
Prerequisite: CS101
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.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe 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
Credits: 3
This course introduces the student to the basic concepts of the Internet and explores the latest online tools and technologies.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Use a variety of Internet tools to connect, communicate, and interact online.
2. Evaluate information obtained online for reliability.
3. Explain positive and negative social issues when using the Internet.

CS112 INTRODUCTION TO LINUX
Credits: 3
Course Offering: Fall
Introduction to Linux course presents students with an open source alternative to Windows operating system. This course discusses installation, simple administrations, and usage of Linux systems as both workstation and server. Questions about where to find, how to install and configure, and how to use open source software will be covered.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify practical differences between Windows and Linux operating systems.
2. Install a Linux workstation and perform a simple configuration.
3. Use Linux system for everyday purposes.

CS151 WINDOWS APPLICATIONS
Credits: 3
The students will learn 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Understand the basic functionality of Microsoft Word, Excel, Access, and PowerPoint.
2. Apply knowledge of Microsoft applications in completion of projects and activities.
3. Integrate use of Microsoft applications in the Windows environment.

CS152 MACINTOSH APPLICATIONS
Credits: 3
The students will learn 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 Macintosh environment and the application software for Macintosh: Word Processing, Spreadsheet, Database and Presentation.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Understand the basic functionality of Microsoft Word, Excel, Access, and PowerPoint.
2. Apply knowledge of Microsoft applications in completion of projects and activities.
3. Integrate use of Microsoft applications in the Macintosh environment.

CS202 COBOL
Credits: 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.
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
Credits: 3
This course offers a practical, streamlined, and updated approach to information technology systems analysis and design. Students will learn how to translate business requirements into information systems that support a company's short-and-long-term objectives by applying project management concepts, tools, and techniques. Students will understand how IT supports business requirements in today's intensely competitive environment through emerging technologies, such as agile methods, cloud computing, and mobile applications in systems analysis and design.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the importance of system analysis and design in today's dynamic business environment.
2. Use an emerging technology in system analysis and design.
3. Manage system implementation of an IT project.

CS204 C++ PROGRAMMING
Credits: 3
The purpose of the course is to teach students how to use the C++ programming 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. It is not recommended to be the students' first programming course.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Use 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
Credits: 4
Networking has become the foundation of the modern world. The interconnection of computers, individuals, and society as a whole has become interdependent. The students will obtain the basic knowledge on Local Area Networks (LANs), Wide Area Networks (WANs), the Internet and the Cloud. They will be able to design a simple network such as a local area network. They will also learn how to keep up with the changing hardware and software and how to maintain networks and expand them as needed.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate an understanding of how the Internet progresses from how we know it today, and how it will continue to evolve.
2. Describe the Open Systems Interconnection model (OSI) and how it characterizes and standardizes the internal functions of a networking communication system by partitioning it into 7 abstraction layers.
3. Design a basic network, make network connections using various access methods and troubleshoot network problems.

CS206 JAVA I
Credits: 3
This course introduces problem-solving methods and algorithm development using the object-oriented programming language Java. Students will learn to design, code, debug, and document programs using modern engineering techniques in a PC or Linux based environment, create Java applications that leverage the object-oriented features of the Java language, such as encapsulation, inheritance, and polymorphism. Students will execute and run Java applications using Java data types and expressions, Java flow control constructs, arrays, etc..
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Develop effective, logical algorithms to solve real-world problems.
2. Write object-oriented Java programs using Java features, such as abstraction, encapsulation, and polymorphism.
3. Compile, run, and test object-oriented Java programs using an integrated development environment.

CS210A CONFIGURING WINDOWS SYSTEMS
Credits: 3
This course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing. This course helps students prepare for the Microsoft Certification Exam 70-680: Windows 7 Configuring.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Perform a clean installation of Windows 7, upgrade to Windows 7, and migrate user-related

data and settings from an earlier version of Windows.
2. Secure Windows 7 client computers.
3. Optimize and maintain the performance and reliability of a Windows 7 client computer.

CS211 JAVASCRIPT PROGRAMMING
Credits: 3
This hands on course will provide students with the skills to design and develop dynamic, interesting and interactive web pages using JavaScript. The basics of web page creation using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) will also be introduced.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify JavaScript basic syntax and command structure.
2. Create programs using JavaScript programming language.
3. Integrate JavaScript with HTML and CSS to create dynamic and animated web pages.

CS212 PYTHON PROGRAMMING
Credits: 3
Python is a general purpose interpretive programming language for a broad range of operating systems. Students will learn the basic concepts and techniques of programming with Python.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify Python basic syntax and command structure.
2. Create programs using Python programming language.
3. Debug Python programs to find syntax and logical errors.

CS213 PHP PROGRAMMING WITH MYSQL
Credits: 3
Prerequisite: CS211
PHP: Hypertext Preprocessor is an open source programming language that is used for developing interactive Web sites. MySQL is an open source relational database that is often used with PHP. Together, PHP and MySQL are becoming one of the most popular technology combinations for Web site development. This course teaches Web development with PHP and MySQL. At the beginning of the course, students will learn how to install Apache, PHP and MySQL open source free software on the computers. This course covers the basic functionality of PHP and MySQL along with introductions to advanced topics, including using PHP and MySQL to integrate object-oriented programming and how to build Web sites that incorporate authentication and security. At the end of the course, students will be able to use PHP and MySQL to build professional, dynamic and database-driven Web sites.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Write a complete program using PHP programming language.
2. Create a database using MySQL relational database language.
3. Build a professional, dynamic and database-driven website using PHP and MySQL.

CS252 ADVANCED RPG
Credits: 3
Course Offering: Spring
Prerequisite: CS101, CS103
This course provides the students with advanced application techniques in computer programming in the RPG/ILE (Report Language Generator/Integrated Language Environment). The concepts of structured programming and top down design, RPG/ILE advanced statements, and utility programs are taught. The students learn how to apply the above concepts to program planning, program design, coding, presentation, and documentation.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe basic syntax and command structure.
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/ILE, CL (Command Language), SEU (Source Entry Utility), SDA (Screen Design Aid), and IDDU (Interactive Data Definition Utility).

CS266 ADVANCED JAVA
Credits: 3
Course Offering: Fall
Prerequisite: CS206
This course builds on Java course CS206 or its equivalent and covers advanced programming topics. Designed for the more experienced Java developer, the students are expected to have a good working knowledge of the Java programming language before taking this course. This course introduces students to advanced features and concepts of the Java programming language. Students will learn how to use inheritance, interfaces, exception handling, file input and output, and generic types, and how to incorporate graphical user interfaces (GUIs) into their programming applications. Students will also learn how to apply object-oriented design and programming principles to their programs.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe and apply advanced Java programming language concepts.
2. Apply advanced object-oriented design techniques and programming skills.
3. Use Java advanced features to create full-featured, easy-to-use Java programs and Java applets.

CS292 COMPUTER SCIENCE PRACTICUM
Credits: 1-6
Prerequisite: Complete at least 18 credits in Major Requirements
This course provides students a supervised work experience where they develop skills necessary to be successful in an information technology position. Formerly CS298.
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.

CS299 COMPUTER SCIENCE CAPTSONE
Credits: 4
Prerequisite: CS206
This course covers advanced programming topics. Students are expected to have a good working knowledge of Java, C++, PHP, and other programming languages before taking this course. This course provides students with the opportunity to complete at least three significant programming projects, which emphasize on-project definition, testing, presentation, and implementation. The projects demonstrate the knowledge and skills the students have acquired over the course of completing the Computer Science program.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply knowledge of fundamental algorithms, advanced features and concepts of the programming languages.
2. Complete and test the fully designed projects.
3. Deliver technical presentations.

Construction Technology (CT)

CT100 INTRODUCTION TO CONSTRUCTION TRADES
Credits: 3
This course is designed to allow students to explore the construction industry and employment opportunities within a specific field. Students will learn basic construction safety, construction mathematics, hand tools, power tools, communication skills, teamwork, and critical thinking skills needed to succeed in the field of construction. Additionally, students will learn basic information for obtaining a career in each field which includes working conditions, general duties, and potential employment opportunities. Students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate the care and maintenance of hand and power tools.
2. Correctly use safety equipment common in a construction environment.
3. Differentiate construction related occupations and the roles and responsibilities of each.
4. Solve job-related problems by adding, subtracting, multiplying, and dividing numbers using fractions, decimals, whole numbers, ratios and proportions.

CT140 INDUSTRIAL SAFETY
Credits: 3
In this course, students will learn about concepts and habits regarding safety for the prevention of accidents resulting in personal injury and damage to building facilities and equipment. Students will also gain the knowledge of occupational safety practices, purpose and enforcement of local and federal safety requirements, risk analysis and assessment, and OSHA inspection procedures.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify occupational safety practices.
2. Differentiate between local and federal safety requirements.
3. Describe the process for an on-site OSHA inspection.

CT152 FUNDAMENTALS OF PLUMBING
Credits: 4
Prerequisite: CT100 or taken concurrently
This course introduces students 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). Students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the various plumbing valves and devices.
2. Explain water distribution and drainage systems.
3. Demonstrate the safe and proper use of plumbing tools and equipment.
4. Maintain and repair water and drainage systems.

CT152A PLUMBING LEVEL I
Credits: 4
Prerequisite: CT152
This course prepares students for an advanced study and experiential development of skills in plumbing. Emphasis will be on commercial plumbing. Students will focus on cast-iron pipefittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution system. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Illustrate proper installation of various plumbing fixtures.
2. Illustrate proper installation of pipefittings in residential and commercial settings.
3. Explain the importance of pipefitting standards, codes, and specifications.
4. Demonstrate the safe and proper use of plumbing tools and equipment.
5. Perform water pressure tests on water supply systems.

CT153 INTRODUCTION TO CARPENTRY
Credits: 3
This course introduces students to the use, care, safe operations and maintenance of hand and power tools. Topics include handling of supplies and materials, construction safety, and construction mathematics. Upon successful completion, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Utilize safety procedures in the carpentry profession.
2. Identify tools, hardware, and equipment in the carpentry profession.
3. Differentiate between rough and finishing carpentry.

CT154A MASONRY LEVEL I
Credits: 4
Prerequisite: CT100
This course will introduce students to basic masonry materials, tools, mathematical concepts, and techniques, such as the proper way to mix mortar by hand, lay masonry units, and practice safety precautions. Students will also learn the skills, attitudes, and abilities necessary to become a successful mason. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe modern masonry materials and techniques. Explain the importance of safety on a job site.
2. Utilize proper techniques to mix mortar and lay masonry units.
3. Adhere to safety guidelines on a job site.

CT154B MASONRY LEVEL II
Credits: 4
Prerequisite: CT154A
This course builds on content addressed in CT154A and will focus on advanced study in masonry. Students will learn about residential plans and masonry, drawing interpretation, openings and reinforced masonry, metal work, advanced laying techniques, effects of climate on masonry, construction inspection, and quality control. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe how to construct reinforced walls and masonry elements.
2. Explain the need for moisture control and the techniques used to eliminate moisture problems.
3. Interpret the various types of residential drawings.
4. Analyze how standards and specifications are used to ensure quality control throughout the masonry industry.

CT158 HEAVY EQUIPMENT OPERATION
Credits: 3
This course offers training in the maintenance and operations of selected power construction equipment ranging from air compressors to dozers to tractor trailers.
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
Credits: 4
This course introduces students to core principles in electricity: electrical safety, circuits, theory, National Electrical Code; the various electricity equipment including, but not limited to, device boxes and conduits. Students will review basic electrical construction drawings, residential electrical services, and test electrical equipment. Upon completion of the course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate the safe and proper use of electrical tools and equipment.
2. Apply skills needed to become a certified electrician.
3. Explain the various electrical career paths.

CT165B ELECTRICITY LEVEL II
Credits: 4
Prerequisite: CT165A
This course introduces students to core principles in electricity. Students will review electrical blueprints essential for electrical wiring for commercial, industrial, and residential areas. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Illustrate knowledge of the National Electrical Code (NEC).
2. Differentiate between residential, commercial, and industrial electrical blueprints.
3. Apply the knowledge and skills related to alternating current, motors, conduit bending, conductor termination and splice, grounding and bonding, and circuit breakers and fuses.

CT165C ELECTRICITY LEVEL III
Credits: 4
Prerequisite: CT165B
This course covers the advanced principles in electricity. These principles include, but are not limited to, load calculations, conductor selection and calculations, and practical applications of lighting. Upon completion of this course students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify residential branch circuit requirements.
2. Describe types of motor overload protection.
3. Distinguish Class I-III hazardous locations.
4. Interpret electrical diagrams related to the installation of distribution equipment.

CT165D ELECTRICITY LEVEL IV
Credits: 4
Prerequisite: CT165C
This is the final course in electricity. Students will learn advanced principles that include, but not limited to, specialty transformers, advanced controls, motor operations and maintenance, medium-voltage terminations/splices, and fundamentals of crew leadership. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Compute load calculations for residential and commercial applications.
2. Explain the function and operation of basic electronic devices.
3. Describe the various types of transformers.
4. Identify the factors that affect motor reliability and lifespan.

CT172 PLUMBING INSTALLATION AND DESIGN
Credits: 3
Prerequisite: AE103
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.
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
Credits: 3
Prerequisite: CT153
This course concentrates on basic structure construction, which includes footing and foundation, sill, floor, wall partition, roof framing, and door and window framing. This course prepares students for the National Occupational Competency Testing Institute (NOCTI) certification exam.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Summarize the types of drawings prepared for commercial and residential structures.
2. Differentiate between the types and grades of steel framing materials.
3. Describe the components of insulation associated hardware.

CT182 UNIFORM PLUMBING CODE
Credits: 3
This course provides students with the knowledge of the Uniform Plumbing Code and applicable local code. Students will use the Uniform Plumbing Code manual as an essential resource to determine specifications for the design, construction, and installation of various plumbing systems. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the applicable local plumbing codes and their purpose.
2. Explain the laws and ordinances governing plumbing systems.
3. Determine the specifications for the design, construction and installation of various plumbing systems.

CT183 FINISHING
Credits: 3
Prerequisite: AE103
This course concentrates on interior finishing of basic structure construction, which includes windows, doors, floors, and ceiling trims. Upon successful completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the safety hazards related to working with windows, doors, floors, and ceiling trim.
2. Identify the different types of standard moldings and materials.
3. Install various types of moldings.
4. Estimate the cost of windows, doors, floors, and ceiling trims.

CT185A REFRIGERATION AND AIR CONDITIONING LEVEL I
Credits: 5
This course is an introduction to air conditioning and refrigeration. Students will focus on air conditioning and refrigeration safety, blueprint reading, copper, ferrous metal, and plastic piping, soldering and brazing, basic electricity, and introduction to cooling. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Explain the basic principles of heating, ventilation, air conditioning, and refrigeration (HVAC). Demonstrate safe and proper use of air conditioning and refrigeration tools and equipment.
2. Illustrate how electrical power is generated and distributed.
3. Summarize the fundamental concepts of the refrigeration cycle.

CT185B REFRIGERATION AND AIR CONDITIONING LEVEL II
Credits: 5
Prerequisite: CT185A
This course is the second of three courses for air conditioning and refrigeration. Students will learn about introductory Heating Ventilation Air Conditioning (HVAC), trade mathematics, tools, air distribution systems, vents, and maintenance skills for service technicians. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the factors of air movement and its measurement in the air distribution systems.
2. Explain the fundamental concepts of heating and combustion.
3. Compute basic mathematical skills for HVAC.
4. Demonstrate safe and proper use of air conditioning and refrigeration tools and equipment.

CT185C REFRIGERATION AND AIR CONDITIONING LEVEL III
Credits: 5
Prerequisite: CT185B
This course is the last of three courses for air conditioning and refrigeration. Students will learn about compressors, alternating current, introduction to control circuit troubleshooting, metering devices, leak detection, evacuation, recovery and charging. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the equipment and method used to leak test refrigerant circuits.
2. Explain how alternating current (AC) power is generated and used.

3. Illustrate the function of refrigerant metering devices and their effect on refrigerants.

CT196A FUNDAMENTALS OF OXYACETYLENE WELDING I
Credits: 4
Prerequisite: CT100
This course is the first of two courses on oxyacetylene welding and cutting. Students will focus on the identification, use, care, safe operations, maintenance, assembling and disassembling of welding equipment and tools. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify commonly used welding tools, supplies, and equipment.
2. Illustrate the setup, light, and shut down processes of oxyfuel equipment.
3. Demonstrate safe and proper use of various tools and equipment related to oxyacetylene welding and cutting.

CT196B FUNDAMENTALS OF OXYACETYLENE WELDING II
Credits: 4
Prerequisite: CT196A
This course is the last of two courses on oxyacetylene welding and cutting. Students will learn about working with torch flame and perform in-depth cutting procedures utilizing stand-alone and portable oxyfuel cutting machines. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the good and inferior cuts and their causes.
2. Illustrate the essential skills required for oxyacetylene welding.
3. Model the proper techniques used for various oxyfuel cutting procedures.

CT197 NON-FERROUS WELDING LEVEL I
Credits: 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.
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
Credits: 5
Prerequisite: CT100
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.
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
Credits: 5
Prerequisite: CT197A
This course builds on the content of CT197A. Students will learn Flux Core-Arc Welding (FCAW), Gas Metal-Arc Welding (GMAW) and Gas Tungsten-Arc Welding (GTAW), and submerged and plasma arc welding skills. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe equipment used for Flux Core-Arc Welding (FCAW), Gas Metal-Arc Welding (GMAW) and Gas Tungsten-Arc Welding (GTAW).
2. Explain the welding preparation process for Flux Core-Arc Welding (FCAW), Gas Metal-Arc Welding (GMAW) and Gas Tungsten-Arc Welding (GTAW).
3. Illustrate welding skills for gas metal, gas tungsten, flux cored arc welding, and metal to inert gas processes.

CT292 CONSTRUCTION PRACTICUM
Credits: 3
Prerequisite: Completion of all CT concentration courses
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.
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.

Career & Technical Education (CTE)

CTE299A PRAXIS I REVIEW PART A
Credits: 2
Corequisite: CTE299B Praxis I Review Part B
This course is a direct-instruction review course that builds upon students' reading and writing skills as needed to succeed on the Praxis I core tests in Reading (5713) and Writing (5723). Students will learn the practice of skimming, previewing, locating answers, summarizing and evaluating written materials, and producing informative and explanatory essays.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Employ critical reading and comprehension strategies.
2. Produce informative/explanatory essays to examine and convey complex ideas and information.
3. Apply appropriate research skills and strategies.

CTE299B PRAXIS I REVIEW PART B
Credits: 1
Corequisite: CTE299A Praxis I Review Part A
This course is a direct-instruction review course of the fundamentals of math including numbers and quantity, statistics and probability, data interpretation and representation, and geometry. Students will answer practice questions to apply strategies for determining what the question is asking; the approaches to math questions presenting in abstract form; and tactics for translating real world problems into algebraic equation.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Utilize geometric properties and formulas to solve problems.
2. Demonstrate the ability to follow an arithmetic or algebraic procedure.
3. Interpret data to solve problems.

CTE300 FOUNDATIONS OF CAREER & TECHNICAL EDUCATION
Credits: 3
Prerequisite: Instructor approval
This course is a study of the origins of career and technical education (CTE) in the United States, including its early leaders and philosophers, and federal legislation that has shaped CTE. A foundational course on teaching, this course introduces students to the Universal Design for Learning (UDL) – an educational framework that provides strategies to instruct, engage, manage, and challenge all learners to meet rigorous goals and remove barriers to their success. Students will engage in the in-depth study of the Danielson Framework for Teaching, describing good teaching practices. Students will also identify their own teaching beliefs and formulate a statement of their philosophy of teaching CTE.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Analyze the education philosophies of early CTE leaders.
2. Explain the principles of Universal Design for Learning.
3. Apply Danielson's Framework for Teaching in implementing excellent teaching practices.

CTE310 CTE METHODS OF TEACHING I: PLANNING & PREPARATION
Credits: 3
Corequisite: CTE300 Foundations of CTE
Guided by the standards of Charlotte Danielson's Framework for Teaching – planning and preparation, and the principles of Diversity Responsive Pedagogy (DRP), this course provides practical skills that will help students develop a solid foundation in writing coherent instructional plans aligned with industry standards, career-and-college-readiness, and 21st-century skills. Students will learn to select appropriate strategies and available resources to support student achievement. At the end of the course, students will design a comprehensive standards-based instructional plan applying the principles learned in the course.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Explain the importance and benefits of a well-designed instructional plan.
2. Select appropriate teaching strategies and available resources to support student achievement.
3. Write a standards based curriculum unit that meets the needs of diverse learners.

CTE320 CLASSROOM & CTE LABORATORY MANAGEMENT
Credits: 3
Corequisite: CTE300 Foundations of CTE
Through this course, students will learn the four aspects of classroom management, (i.e. rules and procedures, disciplinary interventions, teacher-student relationship, and mental set) as well as tools and strategies that create a well-organized safe classroom and lab environment that promotes learning collaboration and achievement.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Design a classroom management plan that addresses the four aspects of classroom management.
2. Assess the effectiveness of safety in a CTE laboratory.
3. Create a comprehensive CTE laboratory manual.

CTE330 EDUCATIONAL TECHNOLOGY
Credits: 3
Corequisite: CTE320 or Instructor approval
This course offers a framework to guide students to apply educational technology theories and principles that transform teaching and learning. Students will evaluate instructional software and identify web-based resources to incorporate into instructional plans. The course addresses technology integration strategies and practices that are specific to various content areas. Students will have the opportunity to take the certification exam and become a Google Certified Educator Level 1 and 2.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Illustrate the usage, benefits, challenges, and limitations of educational technology.
2. Differentiate appropriate behaviors when engaging online and with social media.
3. Utilize technology to personalize teaching and enhance learning.

CTE340 CTE METHODS OF TEACHING II: INSTRUCTIONAL DELIVERY
Credits: 3
Prerequisite: CTE310 CTE Methods I
This course presents effective teaching methods and contemporary classroom strategies that meet the needs of diverse students. The course incorporates the standards for effective instruction described in Charlotte Danielson's Framework for Teaching. In this course, students will learn about culturally responsive teaching, differentiated instruction, Sheltered Instruction Observation Protocol (SIOP), and teaching CTE laboratory.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Discuss the four dimensions of student diversity: cultural, language, gender and exceptionalities.
2. Select instructional strategies that support the needs of diverse learners and create a community of learners.
3. Apply the standards of Framework for Teaching Instruction domain to assess and enhance teaching skills.

CTE350 ASSESSMENT & GRADING
Credits: 3
Prerequisite: CTE300 Foundations of CTE
This course presents tools and techniques needed to design effective assessments that guide teaching, and accurately measure students' mastery of 21st century skills. Students will learn about validity, reliability, meaningfulness, and appropriateness as quality assessment practices, and standards-based grading and reporting in this course.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Discuss key quality assessment principles, incorporating them into daily classroom practices.
2. Assess learners' knowledge, skills, and dispositions using criterion-referenced, performance-based, and affective instruments.
3. Implement standards-based grading and reporting procedures.

CTE400 CTE LEADERSHIP & PROGRAM MANAGEMENT
Credits: 3
Prerequisite: CTE300 Foundations of CTE
This course develops students' understanding of the importance of effective CTE program design and management. Students will learn about evaluating the quality of CTE programs of study. Work-based learning, CT Student Organizations (CTSO), articulation, dual enrollment agreements, collaboration with stakeholders, business and school community, marketing of CTE programs, retention and completion, industry credentialing and technical assessments.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Evaluate a CTE program of study using the evidence-based ACTE Quality CTE Program Framework.

2. Use evaluative data to drive program improvement.
3. Develop the skills necessary to apply quality improvement practices, in management of a CTE program.

CTE410 CTE METHODS OF TEACHING III: 21ST CENTURY TEACHING METHODOLOGY
Credits: 3
Prerequisite: CTE310 Methods I
Corequisite: MA385 Applied Statistics
This course presents CTE educational philosophy, principles, and strategies to transform a traditional classroom into a 21st century classroom. Students will plan and execute a career and technical project-based learning curriculum that integrates 21st century skills, literacy, math, and technology. Students will also learn about strategies for managing classrooms to create students with skill and habits necessary in today's economy, the five elements of high-quality CTE instruction, CTE's role in literacy, math-in-CTE model, and a step-by-step approach to implementing project-based learning (PBL).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Implement a career and technical project-based learning curriculum that integrates 21st century skills, literacy, math, and technology.
2. Utilize quantitative and qualitative methods of assessment to obtain information about student achievement of learning outcomes.
3. Analyze the instructional process with the use of feedback from learners, peers, and evaluators.

CTE492 CTE STUDENT TEACHING
Credits: 12
Prerequisite: CTE350 Assessment & Grading
This is a field-based student-teaching experience which provides students with a valuable opportunity to apply pedagogical competencies in the classroom. Under the observation of the instructor-coordinator, students plan and prepare instructional materials, and direct instructional roles. Students assess learning outcomes, assist in record-keeping, and perform other responsibilities of a classroom teacher. Students submit field and conference reports based upon teaching assignment. The Framework for Teaching standards will be used to evaluate student performance. Students should be prepared to accept an assignment at any school or a CTE subject designated by the instructor-coordinator. This course requires 540 contact hours which is comprised of 525 student teaching hours and 15 instructional hours.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Apply the principles of sound CTE pedagogical practices, strategies, and concepts in the classroom.
2. Implement valid and reliable assessments to guide professional development.
3. Conduct a summative reflection on the efficacy of teaching practices, strategies, and concepts used in the classroom.

CTE498 PRAXIS III PRINCIPLES OF LEARNING & TEACHING
Credits: 2
This course is a direct-instruction review course that builds upon students' academic skills and subject-specific content knowledge needed for teaching. The purpose of Praxis Principles of Learning and Teaching is to assess students' knowledge and understanding of the foundations of educational practices and concepts. The CTE498Praxis Course is designed to prepare students for the Praxis Principles of Learning and Teaching Grades 7 – 12 exam.
Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Compare and contrast the ways various educational theories are applied to teaching practice.
2. Discuss how curriculum goals and discipline-specific scope and sequence framework are translated into unit and lesson plans.
3. Explain the characteristics, uses, advantages, and limitations of formal and informal types of assessments.

CTE499 CTE CAPSTONE
Credits: 3
Prerequisite: CTE410 CTE Methods III
This interdisciplinary course is designed to develop students' skills in implementing research-based methods of teaching that will improve classroom practice. Students will utilize a framework to conduct classroom action research. To apply these skills students will create a portfolio showcasing program knowledge, occupational skills, and a plan for continued professional growth.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the importance of conducting classroom action research.
2. Present a completed classroom action research project.
3. Showcase program learning outcomes in a portfolio.

Culinary Arts (CUL)

CUL140 CULINARY FOUNDATIONS I
Credits: 2
Prerequisite: FSM120
This course introduces students to culinary terminology, concepts and principles, and includes the basic preparation of stock, soups, and sauces and cooking techniques such as dry heat cooking techniques of

roasting, grilling, and frying; moist heat cooking techniques of boiling, steaming, poaching; and combination cooking techniques of braising and stewing. Key components of the course include application of food safety principles introduced in Food Safety and Sanitation course and the practice of standards of professionalism learned in Introduction to the Foodservice Profession. The concept of mise-en-place, kitchen organization, sustainability, safe use and care of chef tools and commercial equipment will be introduced in this course. Students will also learn about taste, flavor, cooking, and plating principles. At the end of the course, students will have a working vocabulary of culinary terms and the ability to select and prepare ingredients using the right tool, equipment, and cooking principles to produce quality prepared dishes. Formerly titled Culinary Foundations I.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify equipment and tools used in a professional kitchen.
2. List sustainable practices in the kitchen.
3. Demonstrate knife skills and cooking techniques as applied to a given range of foods and recipes.
4. Apply kitchen and food safety principles during food production.
5. Conduct sensory analysis of finished products.

CUL160 CULINARY FOUNDATION II

Credits: 2

Prerequisite: CUL140

This course builds on the foundational skills presented in Culinary Foundation I. Applying the principles learned in CUL140, students will prepare stocks, grand and contemporary sauces, soups, vegetables, potatoes, grains, pasta, meat, poultry, fish and seafood using classic European and Mediterranean cooking techniques. Time management and organization are reinforced. Students will further study and practice dry heat, moist heat, and combination cooking techniques and prepare dishes with complimenting classical and contemporary sauces. Students will learn to fabricate meat, poultry, fish, and shellfish and prepare common mise-en-place incorporating classical knife cuts. Use and care of commercial equipment, tools, and facility, understanding of measurement and ratios and adherence to recipes and sustainable kitchen practices are embedded in this hands-on course. Following the attributes of a professional culinarian, students will demonstrate professionalism, respect of the culinary craft, and strict adherence to kitchen safety and sanitation procedures. Formerly titled Culinary Foundations II.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate classic knife cuts.
2. Prepare meat, poultry, fish, or shellfish using appropriate European or Mediterranean cooking techniques.
3. Apply kitchen and food safety principles during food production.
4. Prepare grains, vegetables, potatoes, or pasta using appropriate European or Mediterranean cooking techniques.
5. Prepare the five French mother sauces and the three contemporary sauces (reduction, puree, and emulsion).

CUL180 GARDE MANGER

Credits: 2

Prerequisite: CUL160

This course introduces the students to the art and craft of garde manger, which includes the preparation of hot and cold hors d'ouvres, canapes, and appetizers. Applying the concept of "total utilization," students will learn the techniques of forcemeat production, charcuterie, and food preservation. Emphasis will be placed on culinary principles, techniques, food safety, use and care of equipment, and standards of quality for cold and buffet presentations. Following the attributes of a professional culinarian, students will demonstrate professionalism, respect for culinary craft, and strict adherence to kitchen sanitation and procedures.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate basic preparation of forcemeats such as, pates, galantines, terrines, and sausages using culinary principles and quality standards.
2. Prepare various sandwiches, canapes, hors d'ouvres, and appetizers using culinary principles and quality standards.
3. Prepare composed salad, dressing, and marinades using culinary principles and quality standards. Reinforce the principles of food safety and sustainable food production.
4. Demonstrate food presentation techniques using a variety of plates, platters, and trays.

BAK200 FOUNDATIONS OF BAKING AND PASTRY

Credits: 2

Prerequisite: CUL160

This course introduces students to basic principles, skills, and techniques of baking and pastry. Special emphasis is placed on ingredient identification and function, weights and measures, safe use and care of baking tools and equipment and evaluation of quality characteristics. Students will apply basic baking principles and techniques in the production of yeast breads, cookies and pies, and pastry and laminated doughs, breakfast and individual pastries, custards, creams, mousses, and souffles, icing, glazes, and sauces, and frozen dessert. Formerly CUL200

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe properties and functions of major baking ingredients.
2. Utilize proper scaling and measuring techniques.
3. Choose the appropriate technique and equipment for baking each product.
4. Apply math skills to recipe conversion.
5. Evaluate characteristics of quality of baked goods.

BAK220 INTERMEDIATE BAKING AND PASTRY
Credits: 2
Corequisite: BAK200
This course builds on the principles and techniques introduced in CUL200 Foundations of Baking and Pastry. Students are introduced to individually plated desserts using traditional and modern techniques including methods to develop desserts that are healthy or conform to dietary restrictions. Students will have the opportunity to gain practical experience in the production, assembly, and decoration of special occasion cakes.
Student Leaning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Create plated desserts that are attractive and appropriate for a variety of food service venues.
2. Prepare desserts that conform to specific dietary restrictions.
3. Assemble and decorate cakes that meet quality standards.

BAK240 Boulangerie: Advanced Bread Techniques
Credits: 2
Prerequisite: BAK200
This course aims to provide students with an advanced skill-based boulangerie education that explores both traditional and contemporary techniques in the production of artisan breads. Skills learned in the Foundations of Baking and Pastry course are reinforced. Emphasis is placed on hand shaping skills, innovative and decorative shaping is introduced along with the principles of artisan and viennoiserie through a variety of lean, enriched, and laminated yeast dough products applied in bakery operations.
Student Leaning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Execute proper scaling, mixing, and baking techniques for different types of breads.
2. Select equipment and tools needed to produce different types of breads.
3. Control bread production costs by using the correct formula.
4. Assess the quality of baked products.

CUL240 PACIFIC ASIAN CUISINE
Credits: 2
Prerequisite: CUL160 Corequisite: CUL180
Students study, prepare, serve, and evaluate traditional cuisines of Pacific and Asian countries. Emphasis will be placed on ingredients, flavor profiles, cooking methods, and techniques. Through regularly-scheduled Asian-theme buffet showcase, students gain practical experience in menu and event planning, marketing, time and labor management. Formerly titled Pacific and Asian Cuisine.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Discuss the influence of geography, climate, history, and philosophy in each of the cuisine.
2. Reinforce the principles of food safety and sustainable food production.
3. Demonstrate the fundamentals of Asian or Pacific cooking principles and preparation techniques.
4. Plan, organize, and implement buffet presentations.
5. Evaluate visual appearance, flavor, taste, and texture of prepared food.

BAK250 CAKES AND DESSERTS PRESENTATION
Credits: 2
Prerequisite: BAK220
This course aims to teach cake production, assembly, and design inclusive of restaurant desserts and contemporary plating techniques.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Execute proper mise en place and mixing techniques for different types of cakes and desserts.
2. Produce a variety of cakes and desserts.
3. Evaluate the quality of prepared and decorated cakes and plated desserts.

BAK293A RESTAURANT DESSERTS & PASTRIES PRACTICUM
Credits: 3
Prerequisite: BAK220
This course is a faculty-supervised practicum designed to expand students' career knowledge and hone their skills in preparing quality desserts and pastries, maximizing within timing limits, and organizing within an approved commercial establishment.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Utilize pastry-making and baking equipment following safety standards.
2. Produce classical and contemporary style pastries, desserts, and confections.

3. Evaluate products for consistency using quality standards.
4. Apply effective organizational and interpersonal skills in a professional kitchen environment.

BAK293B BREADS AND CAKES PRACTICUM
Credits: 3
Prerequisite: BAK220
This course is a faculty-supervised practicum designed to expand students' career knowledge and hone their skills in bread and cake production and cake decorating. To ensure that students benefit from a well-rounded practicum experience, they will rotate among different areas of the bakery and complete a task checklist.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Execute proper scaling, mixing, and baking techniques for different types of breads and decorated cakes.
2. Select equipment and tools needed to produce different types of breads and decorated cakes.
3. Evaluate breads and decorated cakes based on established quality standards, as applicable.
4. Apply organizational and interpersonal skills in a work environment.

BAK299 BAKING & PASTRY CAPSTONE
Credits: 2
Prerequisite: FSM240
This capstone course builds on the techniques and principles introduced and reinforced in the program, helping students to develop an understanding of the basic principles of baking. Emphasis of this course is placed on the fundamental planning principles of a proposed bakeshop concept.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply basic principles of bakery planning and layout.
2. Plan for daily bakery production.
3. Create a business proposal for a new bakeshop concept.

CUL293A CULINARY PRACTICUM PART I
Credits: 2
Prerequisite: CUL160
This is a faculty-supervised practicum designed to expand career knowledge, hone culinary skills with increasing speed, timing, and organization in an approved commercial foodservice establishment.
To ensure that students benefit from a well-rounded practicum experience, they will rotate in different areas of the kitchen and complete a task checklist.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify components of workplace culture, norms, and expectations.
2. Apply effective time management, teamwork, and communication skills needed to work in a professional kitchen.
3. Apply standards and procedures for safe food handling.

CUL293B CULINARY PRACTICUM PART II
Credits: 3
Prerequisite: CUL293A
This course is a continuation of Culinary Practicum Part I, where students will choose an area to specialize in, to include hot kitchen, cold kitchen and bakery/pastry/dessert section. The intent of each area of specialization is to further students' culinary skills and abilities with regard to speed, timing, and organization.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply skills in food production related to area of specialization.
2. Demonstrate effective time management and teamwork in a professional kitchen.
3. Utilize feedback received from industry professionals.

CUL299 CULINARY CAPSTONE
Credits: 2
Prerequisite: CUL240
Based on contemporary North American cuisines, this course builds on the techniques and principles introduced and reinforced in the program. Skills in classical knife cuts, product identification, fabrication of meat, poultry, fish, and shellfish, preparation and cooking of a variety of meat, seafood, vegetables, potatoes, and pasta, plating techniques are refined and improved. Students will identify and define ingredients, flavor profile, and apply appropriate cooking technique to produce quality a la minute plates. Use and care of commercial equipment, tools, and facility, mise-en-place, understanding of measurement and ratio, and adherence to recipes and sustainable kitchen practices are emphasized. Following the attributes of a professional culinarian, students are expected to demonstrate professionalism, respect of the culinary craft, and strict adherence to kitchen sanitation procedures. At the end of the course, student will write standardized recipes for a 3-course plated menu, execute, and serve to industry professionals for judging. Formerly CUL280.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate a thorough working knowledge of safety and sanitation skills.
2. Evaluate organization skills, organization, work flow, and proper utilization of all ingredients.
3. Demonstrate craftsmanship skills through creativity, classical knife cuts, and proper cooking techniques, utilizing correct methods of preparation, serving, and portion size.
4. Demonstrate finished product skill, serving methods and presentation, portion size and nutritional balance, ingredient compatibility, flavor, taste, texture, and doneness.

Economics (EC)

EC110 PRINCIPLES OF ECONOMICS
Credits: 3
Prerequisite: Placement into EN110 or equivalent
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.
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).

Education (ED)

ED150 INTRODUCTION TO TEACHING
Credits: 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Develop a philosophy of education that includes self-efficacy.
2. Formulate a comprehensive academic plan to include goals and objectives related to a profession in education.
3. Demonstrate diverse teaching strategies and integration of curricula standards on a chosen subject area.

ED180 EDUCATIONAL METHODS
Credits: 3
Prerequisite: None
This course provides the knowledge and skills necessary to plan, prepare and implement educational activities and teaching strategies in a K-12th grade educational setting. The course is designed for individuals interested in pursuing a career in an educational setting. Course content focuses on identifying the diversity of learners' needs, instructional approaches to best address this diversity, planning and implementing activities, and project based learning.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Present at least three effective educational methods and/or strategies for primary, middle, and secondary programs.
2. Develop a written plan for an interdisciplinary project which aligns with Common Core and local standards.
3. Design a learning center based on Bloom's Levels of Taxonomy which addresses at least three learning styles.

ED220 HUMAN GROWTH & DEVELOPMENT
Credits: 3
This course covers the study of human growth and development from birth to death with a special emphasis on the formative and school years. An overview of the interrelationship between physical, emotional, intellectual, and social growth will be presented. The role of the family, culture, community and society and the impact on development is also explored.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the social, physical, and cognitive development of school-age learners.
2. Explain the social, physical, and cognitive development of adolescent and young adult learners.
3. Illustrate the impact of family, culture, community and society on development.

ED231 INTRODUCTION TO EXCEPTIONALITIES
Credits: 3
This course provides students with an introduction to exceptionalities. An overview of all aspects of exceptionality including etiology, legal aspects, assessment, and service delivery will be provided. Formerly: Introduction to Exceptional Children.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe ways to meet the needs of students with exceptionalities.
2. Develop strategies to communicate with and empower families of students with exceptionalities.
3. Explain the process of referral, screening, and assessment, including knowledge of the roles and responsibilities of primary members.

ED265 CULTURE AND EDUCATION ON GUAM
Credits: 3
This course focuses on aspects of Guam's cultural development to include cultural reciprocity, cultural exchanges, and tensions. How these factors impacted Guam's educational system will also be covered. The historical, current, and future impact of these topics on educators and educational methods will also be addressed.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Analyze the effect of current and past issues pertaining to Guam's cultural development and education system.
2. Project future problems that may affect Guam's community and educational system to include diversity issues.
3. Engage in social and/or political action directed at improving education on Guam.

ED292 EDUCATION PRACTICUM
Credits: 3
Prerequisite: Department Chair approval
This course provides students with the opportunity to demonstrate professionalism, employing reflective practices while working and/or volunteering 135 hours in a K-12 school setting under the supervision of a mentor. Students will be required to assist their mentor as needed which may include conducting observations, attending meetings, creating a conducive environment, grading, and implementing age-appropriate lessons and activities.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate appropriate professional behavior.
2. Effectively and respectfully communicate with students, staff and families including those from diverse backgrounds and special populations.
3. Implement various developmentally appropriate teaching, assessment and guidance strategies needed to effectively work with students in Kindergarten to twelfth grade.

ED300 PRINCIPLES OF ADULT TEACHING AND LEARNING
Credits: 3
Prerequisite: ED220
Designed for educators of adults, this course equips practitioners with the knowledge about adult learners and the principles and process of adult teaching. Students will learn the context of adult learning, theories, and models and approaches to adult learning.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Differentiate adult learning from the education of children.
2. Internalize a philosophy of teaching that reflects the values and principles of adult teaching and learning through written reflection.
3. Facilitate a workshop or an educational session for adult learners as a demonstration of learning.

Electronics (EE)

EE103 DIRECT CURRENT CIRCUITS
Credits: 4
This beginning course in electricity provides a thorough, comprehensive, and practical coverage of direct current circuit's concept and application. It covers electrical safety, scientific notation, electricity, resistors, ohm's law, series circuits, parallel circuits, series-parallel circuits, conductors and insulators, analog and digital multi-meter, batteries, magnetism, and electromagnetic induction.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Follow national, state, and local industry established electrical safety.
2. Explain and illustrate the elements and properties of electrical circuits.
3. Design, analyze, and calculate electrical quantities of series, parallel, and series-parallel circuits.

EE104 ALTERNATING CURRENT CIRCUITS
Credits: 4
Prerequisite: EE103
This second course in electricity provides a thorough, comprehensive, and practical coverage of alternating current circuit's concept and application. It includes basic of trigonometry, alternating current and voltage, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and RL time constant, alternating current circuits, resonance, and filters.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Follow national, state, and local industry established electrical safety procedures.
2. Illustrate and describe AC voltage and the characteristics of AC voltage source.
3. Design, experiment, and troubleshoot alternating current circuits.

EE107 INTRODUCTION TO INSTRUMENTATION
Credits: 3
Prerequisite: EE112
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.
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 meter.
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 circuit.

EE112 ELECTRONIC DEVICES
Credits: 4
Prerequisite: EE104
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.
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
Credits: 4
Prerequisite: EE104 and EE112
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.
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.

EE130 PROJECT MANAGEMENT FOR IT
Credits: 3
This course is designed to provide basic project management skills with a strong emphasis on issues and problems associated with delivering successful IT projects. The module is designed to provide an understanding of the particular issues encountered in handling IT projects and to offer students methods, techniques and 'hands-on' experience in dealing with them.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the fundamentals of project management.
2. Demonstrate effective project execution and control.
3. Implement general business concepts, practices, and tools to facilitate project success.

EE131 SERVER TECHNOLOGY
Credits: 3
This course builds on student's existing mid- to upper-level knowledge and experience with personal computer operating systems and networks. Students will learn to utilize advanced skills and concepts necessary for management of server technology.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe different types of servers, identifying their hardware and software components.
2. Explain disaster-recovery concepts and techniques.
3. Configure servers for optimal performance.

EE211 IT ESSENTIALS I
Credits: 4
IT Essentials 1 (ITE) emphasizes practical knowledge and experience to help students develop fundamental computer and career skills. ITE helps students prepare for entry-level career opportunities in IT and for the CompTIA A+ certification exam. The course also provides a learning pathway to Cisco CCNA Routing and Switching, Linux

Essentials, and Introduction to the Internet of Everything (IoE).

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 meeting all required standards.
3. Install and understand operating systems on computers and mobile devices.

EE215 IT ESSENTIALS II

Credits: 3

Prerequisite: EE211

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.

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

Credits: 2

This course provides an overview of cabling and networking industry standards as well as emerging cabling technologies. It is designed for students interested in the physical aspects of voice and data network cabling and installation. Students will learn about 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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Define standards and codes pertaining to the IT field.
2. Terminate and test category cabling systems.
3. Terminate and test coaxial cabling systems.
4. Design basic network infrastructure systems.

EE243 FIBER OPTICS INSTALLATION

Credits: 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.

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 equipment for troubleshooting (light source & power meter, optical time domain, reflectometer, & visible light source).

EE265 COMPUTER NETWORKING I

Credits: 5

The first course in the CCNA curriculum introduces the architecture, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students will be able to build simple local area networks (LAN) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Build a simple Local Area Network (LAN).
2. Perform basic configurations for routers and switches.
3. Implement IPv4 and IPv6 addressing schemes.

EE266 COMPUTER NETWORKING II

Credits: 5

Prerequisite: EE265

The second course in the CCNA curriculum focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLAN) and security concepts. Students learn key switching and routing concepts. Perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Configure switch security to mitigate LAN attacks.
2. Configure IPv4 and IPv6 floating static routes.
3. Implement VLANs and trunking in a switched network.

EE267 COMPUTER NETWORKING III
Credits: 5
Prerequisite: EE266
The third course in the CCNA curriculum describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Utilize single-area OSPFv2 in both point-to-point and broadcast multiaccess networks.
2. Implement IPv4 ACLs to filter traffic and secure administrative access.
3. Perform network management protocols to monitor the network.

EE268 COMPUTER NETWORKING IV
Credits: 5
Prerequisite: EE267
Computer Networking IV focuses on WAN technologies and network services required by converged applications in a complex network. The course enables students to apply the selection criteria for network devices and WAN technologies to meet network requirements.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Write access control lists (ACLs) to filter traffic.
2. Implement remote access and site-to-site Virtual Private Networks (VPNs).
3. Configure router to router for WAN.

EE271 ADVANCED COMPUTER NETWORKING I
Credits: 5
Prerequisite: EE268
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 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify scalable technologies for growing internet works.
2. Configure CISCO routers for operations.
3. Implement the EIGRP, IPv6, and OSPF in an enterprise network.

EE275 ADVANCED COMPUTER NETWORKING III
Credits: 5
Prerequisite: EE271
This course introduces students on 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, multilayer 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. This course may lead to a Cisco Certified Network Professional (CCNP) designation.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Design state-of-the-art campus LANs.
2. Connect networks utilizing various protocols.
3. Troubleshoot switched and routed environments.

EE283 NETWORK SECURITY
Credits: 3
Prerequisite: CS101
This course equips Information Technology (IT) professionals with a foundational knowledge of security topics. Upon successful completion, will assist students in preparing for the CompTIA Security+ exam.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify fundamental concepts of computer security.
2. Resolve security threats.
3. Apply secure network administration principles.

EE284 CCNA SECURITY
Credits: 5
The CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. CCNA Security aims to develop an in-depth

understanding of network security principles as well as the tools and configurations required to secure a network.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Describe the basics of securing a network.
2. Apply firewall technologies to secure the network perimeter.
3. Implement Adaptive Security Appliances (ASA) firewall configuration using the CLI.

EE285 Cybersecurity Operations

Credits: 5

The course aligns with the Cisco Certified CyberOps Associate (CBROPS) certification. Candidates need to pass the 200-201 CBROPS exam to achieve the Cisco Certified CyberOps Associate certification. The CBROPS exam tests a candidate's knowledge and skills related to security concepts, security monitoring, host-based analysis, network intrusion analysis, and security policies and procedures.

Student Learning Outcomes (SLOS)

Upon successful completion of this course, students will be able to:

1. Explain how to investigate endpoint vulnerabilities and attacks.
2. Demonstrate the process to prevent malicious access to computer networks, hosts, and data.
3. Classify the various types of network attacks.

Electro Mechanical (EM)

EM112 NATIONAL ELECTRICAL CODE

Credits: 3

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems.

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.

Emergency Medical Service (EMS)

EMS103 EMERGENCY MEDICAL TECHNICIAN (EMT) - BASIC

Credits: 8

Corequisite: HL131

The goals and objectives of this course are to improve the quality of emergency medical care. Students will attain the skills and competencies to the level of Emergency Medical Technician-Basic to serve as a vital link in the chain of the healthcare team. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Upon completion of this course, students will be eligible to test for the National Registry of EMT (NREMT), a national certifying examination.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Assess and communicate the nature and seriousness of the patient's condition and extent of injuries required for emergency medical care.
2. Apply appropriate emergency medical care based on assessment findings of the patient's condition.
3. Properly and effectively handle the patient to minimize discomfort and prevent further injury.

EMS109 EMERGENCY MEDICAL TECHNICIAN - REFRESHER

Credits: 3

Prerequisite: EMS103

This course is a refresher for qualified EMTs who must update their training and must re-certify every two (2) years. The course involves review and updating of the materials presented in EMS103. Formerly CJ109.

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

Credits: 7

Prerequisite: Valid EMT-Basic Certification from Guam or the NREMT.

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 in this advance level of EMT. Can be repeated for credit. Formerly CJ170.

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
Credits: 7
Prerequisite: 18-Years-old
This course is the second of two modules of EMT Intermediate for EMTs 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.
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
Credits: 3
Prerequisite: Valid EMT-Intermediate certification from either Guam or the NREMT, EMS175
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.
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.

English (EN)

EN068 LANGUAGE ARTS LITERACY
Credits: 3
Prerequisite: Placement via CASAS assessment (236)
This course is designed to develop and improve the students' current reading skill level as determined by the Comprehensive Adult Student Assessment System (CASAS) and writing skills. The course incorporates the College and Career Readiness Standards (CCRS) for adult education; the standards will enhance students' reading and writing skills which will prepare them for postsecondary education and the workforce. Relevant individualized instruction provides reading and writing activities to enable students to become empowered, competent, critical, and reflective in their reading and writing. At the end of each semester, students enrolled in this course are required to complete the posttest component of CASAS; students scoring a 245 or above in the CASAS reading assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and can be awarded a grade for the course.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Read closely to determine what the text says explicitly and make logical inferences.
2. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
3. Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.
4. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
5. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.
6. Use technology, including the internet, to produce and publish and to interact and collaborate with others.

EN081 LITERATURE SURVEY
Credits: 3
This course is an application of English Language Arts standards called for in the College and Career Readiness Standards for Adult Education. This course provides adult students with an opportunity to read and comprehend literature, including stories, dramas, and poems. Area of instruction include the structure of and literary elements contained in these genres, reading comprehension, vocabulary development, and literature-based composition.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Determine a theme or central idea of a text.
2. Conduct literary analysis (short story, poetry, etc.).
3. Write informative/explanatory texts to examine and convey complex ideas, concepts, and information.
4. Develop writing by planning, revising, editing, rewriting, or trying a new approach.

EN091 FUNDAMENTALS OF COMMUNICATION
Credits: 3
This course is a study of communication and speech; it introduces students to the evolving process of communication. Basic channels of communication, principles of interpersonal communication, group communication, and the preparation and delivery of speech presentation are aspects that will be covered. This

course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. Relevant individualized instruction provides reading, writing, listening, and speaking activities to enable students to become empowered, competent, critical, and reflective in their communication.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
2. Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
3. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.
4. Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for speaking and listening at the college and career readiness level.
5. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

EN096 BASIC ENGLISH LEVEL I

Credits: 6

This course provides reading and writing instruction for students who require extensive preparation to succeed in college-level English courses or in certification into the workforce. Upon successful completion, students will progress to EN097, Basic English Level II.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of the procedure of brainstorm, organize, draft, revise, edit, and proofread academic writing.
2. Apply critical thinking and reading comprehension techniques to analyze literal, interpretive, and applied college-level and other texts.
3. Utilize technology to communicate, problem-solve, and research for information in the academic setting.

EN097 BASIC ENGLISH LEVEL II

Credits: 3

Prerequisite: Pass EN096 or reading score of 52-74 in the ACCUPLACER placement test. Basic English Level II provides reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses or in certification into the workforce where applicable.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate the process of brainstorming, organizing, drafting, revising, editing, and proofreading academic writing.
2. Apply critical thinking skills when exploring college-level reading materials and composing academic writing.
3. Create well-developed, coherent, and unified college-level essays.

EN110 FRESHMAN COMPOSITION

Credits: 3

Prerequisite: Placement into EN110 or equivalent

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 developing their writing process. They will demonstrate logical reasoning, clarity, organization, and appropriate language choices in their writing.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Employ the writing process (prewriting, organizing, drafting, revising, editing) and writing strategies.
2. Identify writing strategies used by authors.
3. Compose effective and strategic essays.

EN110A FRESHMAN COMPOSITION WITH INSTRUCTIONAL LAB

Credits: 4

Prerequisite: Placement

Emphasizing critical reading, writing, and thinking skills, 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 developing their writing process. They will demonstrate logical reasoning, clarity, organization, and appropriate language choices in their writing. The instructional lab component will provide grammatical and mechanical lessons and reinforce skills necessary for students to achieve the SLOs for successful completion of EN 110A.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Employ the writing process (prewriting, organizing, drafting, revising, editing) and writing strategies.
2. Examine the connection between reading and writing.
3. Compose effective and strategic essays.

4. Utilize proper grammar and writing conventions to construct various sentence types to create sense, clarity, and stress in college-level writing.

EN111 WRITING FOR RESEARCH
Credits: 3
Prerequisite: EN110
This course builds on the content covered in EN110. Emphasis is placed on academic research processes and writing. Students will develop information literacy skills to access both primary and secondary sources. Students will also engage in critical analyses of print, electronic, and observational data.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Evaluate the credibility of primary and secondary sources.
2. Compose essays that summarize, paraphrase, quote, and synthesize information gathered from research.
3. Apply appropriate documentation style.
4. Develop an argumentative essay supported by research.

EN194 TECHNICAL COMMUNICATION
Credits: 3
Prerequisite: EN110 "C" or better.
This course prepares students to communicate effectively for business, industry, and professions. Students will engage in the writing process and develop examples of technical communication as well as deliver professional, oral presentations.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Define technical communication.
2. Create audience profiles to produce correctly written and formatted technical communication.
3. Deliver professional oral presentations.

EN210 INTRODUCTION TO LITERATURE
Credits: 3
Course Offering: Fall & Spring
Prerequisite: EN110 "C" or better.
This course is designed to familiarize students with the major division of literature: fiction, poetry, and drama. Students will develop an understanding of and appreciation for literary elements.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Recognize the differences between literary genres, including but not limited to poetry, fiction, and drama.
2. Demonstrate basic familiarity and comprehension of vocabulary for discussing literary texts.
3. Write analytically about literature.

EN220 BEST PRACTICES FOR LITERACY INSTRUCTION
Credits: 3
This course gives students instruction and hands-on practice in developing students' literacy skills across content and language. Using theories pertaining to culturally relevant pedagogy, peer interaction, and scaffolding, students will learn to create real-world activities that incorporate strategies for listening, speaking, reading, and writing.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Value literacy strategies as a foundation for teaching content in all subjects.
2. Integrate literacy instruction into culturally relevant pedagogy.
3. Design activities that incorporate strategies for authentic literacy development.

EN300 WRITING FOR EDUCATORS
Credits: 3
Corequisite: CTE499
This course provides techniques and strategies for using writing to support learning across the curriculum. By discussing current research and best practices, creating discipline-specific writing assignments, and through the development of their own writing. Students will further develop their skills for teaching literacy in content areas in a 21st century CTE classroom.
Student Learning Outcomes (SLOs)
1. Select reading strategies appropriate to the literacy requirements if their content areas and age of students.
2. Explore trends and current research and theories in the teaching of Language Arts and literacy.
3. Create and assess writing assignments that support content areas.

Family Services (FA)

FA192 FAMILY SERVICES PRACTICUM
Credits: 3
Prerequisite: Department Chair approval
Students will have the opportunity to implement their knowledge and skills while working under the mentorship of a qualified social services professional and faculty member. A minimum of 135 hours of work is required, which may include observations, meetings with clients and professionals, and professional development activities.
Student learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate effective communication skills with clients and co-workers.
2. Demonstrate appropriate competency needed in the effective delivery of human services.

3. Demonstrate professionalism and ethical conduct within the field.

Fire Science Technology (FS)

FS100 INTRODUCTION TO FIRE PROTECTION
Credits: 3
Course Offering: Fire Academy
Prerequisite: Instructor approval
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.
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.

FS102 FIRE SERVICE ON GUAM
Credits: 3
Course Offering: Fire Academy
Prerequisite: Instructor approval
A study of the topographical layout of Guam and the techniques and methods used in grassland firefighting will be explored. This course is designed for career public safety officers and recruits.
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 firefighting.
3. Properly apply the techniques and methods used for grassland firefighting.

FS101 INTRODUCTION TO FIRE SUPPRESSION
Credits: 3
Course Offering: Fire Academy
Prerequisite: Instructor approval
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
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.

FS103 FIRE FIGHTER I
Credits: 8
Course Offering: Fire Academy
Prerequisite: Instructor approval
This course is based on National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications. This course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. Enrollment is limited to students currently in the Fire Science Academy.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate the knowledge and skills to perform basic firefighting emergency and rescue operations and duties.
2. Demonstrate the knowledge and skills to operate basic firefighting rescue tools and equipment.
3. Demonstrate the knowledge and skills to pass the National Professional Qualifications System (NPQS) certification test for Firefighter I level.

FS104 FIRE FIGHTER II
Credits: 3
Course Offering: Fire Academy
Prerequisite: Instructor approval
This course is based on the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. Enrollment is limited to students currently in the Fire Academy.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate the knowledge and skills to perform basic firefighting emergency and rescue operations and duties.
2. Demonstrate the knowledge and skills to operate basic firefighting rescue tools and equipment.
3. Demonstrate the knowledge and skills to pass the National Professional Qualifications System (NPQS) certification test for Firefighter II level.

FS105 FIRE PREVENTION
Credits: 3
Course Offering: Fire Academy
Prerequisite: Instructor approval
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.
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
Credits: 3
Course Offering: Fire Academy
Prerequisite: Instructor approval
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.
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.

Foodservice Management (FSM)

FSM100 INTRODUCTION TO THE FOODSERVICE PROFESSION
Credits: 2
This course provides an overview of the hospitality and foodservice profession, including standards and behaviors that are essential for success in this field. Topics include the history, growth, and development of hospitality, tourism, and foodservice, orientation to career opportunities and pathways in the hospitality and foodservice industry, ethics, resume writing, interviewing skills, and networking. Sustainable practices in the foodservice industry are also covered.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the characteristics of professional standards in attitude, behavior, and attire within the foodservice profession.
2. Explore career opportunities available within the foodservice industry to determine specialization.
3. Using ethical principles, lead by example in personal and professional situations.

FSM105 FOODSERVICE SUSTAINABILITY
Credits: 2
This course is about sustainable practices in foodservice operations. Topics include sustainability, agriculture, water, energy, waste management, and sustainable food practices.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Explain the importance of sustainable practices in a foodservice operation.
2. Assess the importance of menu development when it comes to product availability and its impact on the environment.
3. Describe a variety of sustainable practices available to foodservice operators.
4. Discuss practices that will help to control foodservice costs, showing good environmental stewardship.

FSM110 PROFESSIONAL DINING ROOM SERVICE: THEORY
Credits: 2
Corequisite: FSM110L
This is the lecture portion of a two-part course. This portion introduces students to the principles of professional dining room service focusing on the practices of high-quality customer service, attributes of a professional server, the service process, and marketing a positive guest experience. Students must take this concurrently with FSM110L Professional Dining Room Service: Laboratory unless already successfully completed. Successful completers have the opportunity to earn the National Restaurant Association Customer Service certification.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the characteristics of high-quality customer service.
2. Explain the importance of server appearance in high-quality service.
3. Create a formal customer service plan.

FSM110L PROFESSIONAL DINING ROOM SERVICE: LABORATORY
Credits: 1
Prerequisite: FSM110 or concurrently
This is the laboratory component of FSM110 theory course. This is a hands-on training that provides students with fundamental technical skills in professional table service. Students will be introduced to system, procedures, and techniques that enhance guest dining experience. Topics include techniques of suggestive selling, handling difficult and special situations, and the role of technology in the guest service process**.** Students must take this concurrently with FSM110 Professional Dining Room Service: Theory unless already successfully completed.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Perform opening and closing duties following the restaurant standard operating procedures.
2. Demonstrate the appropriate service sequence for the different types of service.
3. Apply techniques in handling difficult and special situations in a restaurant setting.
4. Perform cooperatively as a part of a service team.

FSM115 PURCHASING AND RECEIVING
Credits: 2
This course presents students with the concept of purchasing and practice of receiving in quality foodservice operations. Course objectives include: determining order quantities, writing effective purchase specifications, formal and informal price comparison, proper receiving, storage, product issue procedures, quality standards, regulations governing food products, purchasing ethics, and vendor relations. Formerly HFB215.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Develop product specifications for a variety of food products.
2. Create standard operating procedures for purchasing and receiving.
3. Analyze ethical concerns in purchase decision making.

FSM120 FOOD SAFETY AND SANITATION
Credits: 2
This course aims to develop student understanding of the principles of food safety and sanitation and apply them in foodservice operations. Topics include the study of foodborne illness, types of hazards, cross-contamination, the flow of food and HACCP (Hazards Analysis Critical Control Point), SDS (Safety Data Sheets), waste disposal and recycling, emergency policies for kitchen and dining room injuries, pest control, and appropriate types and uses of fire extinguishers. The course prepares students for the National Restaurant Association ServSafe Food Protection Manager certification exam. Formerly CUL120
Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Apply the basic principles of food safety.
2. Practice good personal hygiene practices and personal appearance standards to life.
3. Evaluate food safety and sanitation practices of a foodservice operation.

FSM130 PROFESSIONAL BAR AND ALCOHOL MANAGEMENT
Credits: 3
This course introduces students to the concepts of beverage management and alcohol service. Students will learn about bar management, controlling beverage costs, legal aspects of professional alcohol service, and marketing of alcohol beverage products. Furthermore, students will use the ServSafe Alcohol training modules to learn best practices for providing responsible alcohol service. Students will acquire an understanding of the criminal and civil liability relating to sale and service of alcohol. Through role play simulation, students will learn how to assess signs of intoxication, prevent guest intoxication, and deal with difficult situations while maintaining effective guest relations. Students knowledge will be assessed using the National Restaurant Association ServSafe® Alcohol Certification Exam. Formerly RES130 Professional Bar and Beverage Management.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. List beverage control procedures for receiving, storing, and issuing products.
2. Explain the importance of providing responsible alcohol service.
3. Implement proper procedures for dealing with non-compliant customers and intoxicated guests while maintaining effective guest relations.

FSM145 CULINARY AND BUSINESS MATH
Credits: 3
Prerequisite: Completion of MA098 or placement into college-level math
This course develops student culinary math skills such as weights and measurement conversion, yield percentage, standardized recipe conversion, costing, and pricing. Business skills such as budgeting, revenue, expense, and profit analysis are also covered.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Convert customary and metric units of measurements used in the foodservice industry.
2. Scale, cost, and price standardized recipes.

3. Prepare a budget to include food, beverage, and labor, controllable and fixed costs, and expected profit.
4. Analyze a profit and loss statement.

FSM154 FOODSERVICE NUTRITION
Credits: 3
This is an introductory study of the science and principles of nutrition as it applies to foodservice operation. Students will describe the characteristics, functions, and food sources of major nutrients and evaluate recipes and menus using dietary guideline recommendations, food guides, and food labels. Topics also include principles of nutrient needs throughout the life cycle and its application to menu planning and food preparation; and maximization of nutrient retention in food preparation and storage. Successful completers will have the opportunity to earn the National Restaurant Association Nutrition course certificate. Formerly HS154.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify the characteristics and functions of each major nutrient.
2. Evaluate recipes and menus using dietary guideline recommendations, food guides, and food labels.
3. Analyze one's own diet by applying nutritional principles and concepts.
4. Create a one-week menu using the Food Exchange System.

FSM155 FOODSERVICE ACCOUNTING
Credits: 3
Prerequisite: FSM145
This course presents the basic financial accounting concepts as it applies to foodservice operations. Students will learn about analyzing and interpreting financial statements, planning for a profitable foodservice operation, assessing operational performance, budgeting, and managing cash and accounts receivable. Successful completers have an opportunity to earn the National Restaurant Association course certificate.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Differentiate among types of accounts (assets, liabilities, equity, revenue, and expenses).
2. Explain the importance of applying the Generally Accepted Accounting Principles in bookkeeping and accounting.
3. Analyze profitability using financial statements such as an income statement and a balance sheet.

FSM222 FOODSERVICE COST
Credits: 3
Prerequisite: FSM145
This course develops student understanding of basic technique and cost control procedures in purchasing, receiving, storing, issuing, and during food production. Topics include the importance of controlling cost in foodservice operations, forecasting and budgeting, controlling labor and other related costs. Students will engage in problem solving exercises and complete a semester-long course project. Successful completers have an opportunity to earn the National Restaurant Association course certificate. Formerly HS222.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify best practices in purchasing, receiving, storing, issuing, and food production procedures.
2. Prepare food and labor cost budget.
3. Explain the importance of cost control in foodservice operations.

FSM240 MENU PLANNING
Credits: 3
Prerequisite: FSM145
In this course, students examine the principles of menu planning and menu design. Topics include costing, pricing, menu engineering, nutrition, and various types of menus for different types of operations, and strategies to market an operation. Students will engage in a semester- long project that will challenge them to plan a restaurant concept and appropriate menu.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Develop a menu following the principles of menu layout and design.
2. Apply the seven principles of menu planning.
3. Utilize menu engineering to analyze menus.

FSM254 FOODSERVICE MARKETING
Credits: 3
Prerequisite: FSM240
This course introduces the principles and concepts used in marketing a foodservice operation. Topics include the marketing process, the market environment and customer behavior, the communication channels used in marketing sales promotions, publicity and public relations, menu merchandising, and evaluating the marketing effort. Students will engage in a semester-long marketing project. Successful completers have the opportunity to earn the National Restaurant Association course certificate.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain why effective marketing is essential for success in the restaurant and foodservice business.

2. Design sales promotions, publicity, and public relations activities for a foodservice operation.
3. Prepare a marketing plan for a foodservice operation.

FSM269 LEADERSHIP IN FOODSERVICE OPERATIONS
Credits: 3
Prerequisite: EN110
This course aims at developing the student's leadership skills and values essential in becoming an effective manager and leader in the foodservice industry. The course prepares students for the National Restaurant Association ManageFirst course certificate exam.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Articulate the importance of effective leadership qualities in the workplace.
2. Apply management theories and principles to solve organizational problems.
3. Create an action plan to improve leadership qualities.

FSM269B LEADERSHIP SEMINAR PART I
Credits: 1
Corequisite: FSM269C
This course is a continuation of Leadership in Restaurant and Foodservice Operations designed to provide awareness of individual leadership styles. Through research, case studies, and guest speakers, students will learn the pros and cons of, examine behaviors associated with, and compare world leaders who exemplify each leadership style i.e. Transformational, Transactional, Servant, Commanding, Distributive, and Situational. Through this course, students will explore their own leadership style and identify leadership qualities they want to develop. Formerly RES269B.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify behaviors associated with different leadership styles.
2. Identify leadership qualities students want to develop.
3. Evaluate styles of leadership using an online leadership assessment tool.

FSM269C LEADERSHIP SEMINAR PART II
Credits: 1
Corequisite: FSM269B
Through participation in an experiential learning at an on- or off-campus organization, students apply leadership knowledge and skills learned and acquired in FSM269A and FSM269B. In collaboration with an organization advisor or supervisor, students will develop a project goal to which leadership skills, i.e. goal setting, decision making, motivating others, and delegating tasks will be applied and evaluate project and performance in collaboration with an organization advisor. Formerly RES269C.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Develop project goals in collaboration with an organization advisor.
2. Apply leadership skills, i.e. goal setting, decision making, motivating others, and delegating tasks, in the execution of a project.
3. Evaluate project and performance in collaboration with an organization advisor.

FSM270 FOODSERVICE HUMAN RESOURCES MANAGEMENT
Credits: 3
Prerequisite: EN110
This course introduces students to key functions of human resource management, which includes recruitment and selection of best employees; orientation and training to optimize performance; building effective teams; facilitating performance appraisal; developing productivity standards, professional development programs, benefits, and compensation structure; managing a safe workplace; and effective labor relations. Human resource management concepts and practices are learned through case studies, application exercises, and field project exercises. Successful course completers will obtain the National Restaurant Association ManageFirst® course certificate, which signifies student achievement of competencies.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Create a human resource management handbook.
2. Evaluate good human resource management strategies.
3. List key functions of human resource management.

FSM292 FOODSERVICE PRACTICUM
Credits: 4
Prerequisite: FSM269A
This course will give students the opportunity to apply restaurant management principles acquired from the program. Students will assess restaurant operations policy and procedures for managing guest experience, cost, human resources, marketing, and make recommendations for improvement. Throughout the semester, students are required to meet regularly with the faculty mentor and maintain an electronic portfolio to document learning and complete the required Practicum evaluation forms.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Apply customer service principles in the execution of work.

2. Assess restaurant operations policy and procedures.
3. Create a portfolio following the NRA course portfolio development standards.

FSM299 FOODSERVICE MANAGEMENT CAPSTONE
Credits: 3
Corequisite: FSM292
This course provides an in-depth study of important management principles and procedures in foodservice operations which include customer service and menu management, product purchasing, receiving, storing, and issuing, quality food and beverage production management and control, human resource management, analysis and decision-making. Successful course completers have the opportunity to earn the National Restaurant Association course certificate.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain how enhancing quality should be the focus of an operation's improvement philosophy.
2. Compare standards of a foodservice operation against those outlined by the National Restaurant Association (NRA).
3. Formulate a quality improvement plan for foodservice operation.

History (HI)

HI121 HISTORY OF WORLD CIVILIZATION I
Credits: 3
This course explores the most important aspects of world civilizations from pre-historic time to 1700 A.D. It investigates the process of cross-cultural encounters between peoples of different cultural regions or civilizations. Attention is paid to migrations of peoples, the creation of long-distance trade networks, the transfer of technology, along with the various political, social, economic, and cultural features of the civilizations.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Discuss the impact of geographical features in the formation and evolution of early civilizations and societies.
2. Conduct a historical analysis of an ancient civilization.
3. Explain the origins and diffusions of the world's major religious traditions.

HI122 HISTORY OF WORLD CIVILIZATION II
Credits: 3
This course discusses how the cultures, economies, and societies of the world developed since 1500 C.E. It explores issues of class and class conflict, personal and cultural identity, race, work, industrial development, colonialism, political and economic life pertaining to the history of world civilizations. The course examines a variety of historic experiences, discoveries, and inventions that have shaped modern society.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify major-social-cultural themes in World Civilization from 1500 to present.
2. Apply principles and theories to major events related to world civilizations.
3. Analyze how local, national, or international policies developed in the past continue to impact contemporary lives.

HI176 GUAM HISTORY
Credits: 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.
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.

Allied Health (HL)

HL120 MEDICAL TERMINOLOGY
Credits: 2
This course provides students with the elements of medical terminology. The study includes origins of medical terminology, the basic structure of medical words, word element combinations, medical terminology for specialties, and medical abbreviations.
Student Learning Outcomes (SLOs):
1. Define 350 medical words and elements.
2. Build and dissect medical terms from roots/suffixes to understand the word element combinations that create medical terminology.
3. Define abbreviations and symbols.

HL130 FIRST AID & SAFETY
Credits: 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.

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
Credits: 1
This course provides students with the knowledge and skills necessary in an emergency such as rescue breathing and cardiopulmonary resuscitation (CPR). This course is a related technical requirement for the Certificate and Associate of Science in Medical Assisting.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate one- and two-person resuscitation of a simulated adult in cardiac arrest.
2. Evaluate the effective use of ventilation when using a barrier device.
3. Apply concepts to use an Automated External Defibrillator (AED) correctly.

HL135 HEARTSAVER FIRST AID CPR AED
Credits: 1
This course will provide students with the knowledge and skills to provide Basic First Aid and Cardiopulmonary Resuscitation (CPR) with an automated external defibrillator (AED).
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate how to perform Cardiopulmonary Resuscitation (CPR) on an adult manikin.
2. Practice effective use of an Automated External Defibrillator (AED) on an adult victim.
3. Administer basic first aid techniques.

HL150 STUDY OF DISEASES
Credits: 3
Prerequisite: HL120
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the etiology of commonly encountered diseases.
2. Identify signs and symptoms of common diseases.
3. Define basic medical terminology as related to diseases.

HL190 INTRODUCTION TO ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH PROFESSIONAL
Credits: 4
Prerequisite: EN110 placement or equivalent
This course is designed to serve students in the Career Technical Programs. This course will be part of the Medical Assistant Program core curriculum. Material covered includes the structure and function of the human body. Basic chemistry and cell structures are covered, as well as the organization of tissues, organs, and organ systems. Correlations can then be made between this material and disease states commonly encountered in the practice of these fields.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the effects on cells placed in an isotonic solution, hypertonic solution, or a hypotonic solution.
2. Differentiate between the effects of the sympathetic system and parasympathetic system on system organs.
3. List the cellular components of blood and their functions.

HL201 MEDICAL LAW AND ETHICS
Credits: 3
Through this course, students are provided the opportunity to apply working knowledge of laws to the practice of Medical Assisting and related healthcare fields. Formerly MS201.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the difference between legal and ethical responsibilities in patient care and management.
2. List the current patients' rights according to the American Hospital Association (AHA).
3. Evaluate the consequences of failing to adhere to medical law and ethics as related to the clinical medical office.

HL202 NUTRITION
Credits: 3
This course provides students with the basic knowledge of nutrition. The knowledge from this course will allow students to understand the relationship between health and nutrition and how to make wise choices that contribute to a healthy lifestyle. The course further discusses methods in optimizing the use of different food choices in reducing or avoiding health-related implications and/or illnesses.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the six functions of nutrients.
2. Apply the food pyramid to effectively maintain a healthy lifestyle.
3. Recommend a dietary meal plan that provides a corrective treatment to common illnesses.

HL252 PATHOLOGY FOR HEALTH PROFESSIONS
Credits: 3
Prerequisite: HL190
The objective of this course is for the students to gain an understanding of underlying principles, manifestations and clinical implications of disease processes and alterations of function in body systems in all age groups through clinical case study.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe type II hypersensitivity reaction, and how it induces hemolytic anemia. (Immunopathology)
2. Describe the distribution of fluid between the intracellular and extracellular compartments. (Fluid and hemodynamics)
3. List common causes and discuss the pathogenesis of pneumonia. (Respiratory pathology)

Human Services (HM)

HM110 INTRODUCTION TO COMMUNITY SERVICES
Credits: 3
Students will become familiar with services available in the community to meet human needs and to help with social problems. Emphasis is on the development of knowledge from the perspective of a consumer and of skills necessary to locate, gain access to, and effectively utilize such services.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Recognize different ways of thinking about community.
2. Explain basic concepts of individual and collective human needs.
3. Define concepts and typologies of community services, particularly those on Guam.

HM150 HUMAN DEVELOPMENT DIVERSITY
Credits: 3
Prerequisite: SO130
The course examines concepts and principles concerning human diversity. It sensitizes students to the complex social-economic-political issues diverging from human equality, conflict resolution, as well as examining the effects of social injustice toward persons of race, gender, sexual orientation and disability. Additionally, students are provided awareness of social change affecting the professional commitment to ensure nondiscriminatory treatment and equal access for clients at all levels of practice interventions.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Examine human development diversity as it relates to race, gender, sexual orientation and disability.
2. Relate how issues of social change and advocacy promote human development diversity.
3. Assess social progress and challenges in promoting fair and equitable treatment.

HM180 HUMAN SERVICES PRACTICUM ORIENTATION
Credits: 3
The course is designed as a “bridge course” to foster a learning environment that enables students to explore their career pathway in human services. Students gain the knowledge of what to expect from a practicum experience and build awareness about the various human service practicum sites, services provided to its clients, as well as meeting with practicum instructors. By the end of the course, students select the practicum site to conduct field practicum hours.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the practicum integrative processing model.
2. Employ student values with career options when selecting a field practicum.
3. Explain the relationship between student learner and field practicum agency.

HM201 SOCIAL WELFARE: A WORLD VIEW
Credits: 3
Students will critically examine social welfare from an international and cross-cultural perspective with a focus on the importance of cultural and value systems on a society's allocation of resources, on the development of informal and formal systems of care, and on the evolving mission, roles, and functions of social work.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge of basic concepts of the structure and functions of social welfare.
2. Demonstrate knowledge of social work pertaining to human behavior and the social environment within a bio-psycho-social-spiritual framework.
3. Demonstrate ways that global trends shape the future of social work and social work education.

HM205 FOUNDATIONS OF CASE MANAGEMENT
Credits: 3
Prerequisite: HM201
The course examines strengths based case management practice models, interpersonal skills to foster a client-driven culturally sensitive partnering approach to care, communication/interviewing skills, service delivery, service coordination planning and proper documentation in case management. Students will further recognize the role of case managers within human service agencies and informal support systems.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify case management principles, models and strategies for effective delivery of human services.
2. Apply the basic skills of case management functions in service coordination.
3. Contrast the different phases of the case management process with one another.

HM225 SUBSTANCE ABUSE PREVENTION
Credits: 3
Prerequisite: HM110 and PY120
The course critically examines the field and practice of substance abuse prevention in human services. Students will gain knowledge into the evidence-based, prevention research and programming, as well as facts about drugs and other prevention work such as community awareness, prevention education and evaluation. Students will gain firsthand experience in learning about various community-based programs aimed at substance abuse prevention.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the three dominant theoretical orientations in substance abuse prevention.
2. Articulate the science base prevention steps of substance abuse prevention programming.
3. Compare the role of cultural competency, advocacy and ethics with science based community prevention programming and education.

HM250 ETHICS AND VALUES IN HUMAN SERVICES
Credits: 3
Prerequisite: HM150, HM201
The course is designed to help students integrate values and ethics into all aspects of human services and ultimately the practice in the field of human services and its related services.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Recognize historically important traditions in ethics.
2. Articulate the credibility of information sources.
3. Distinguish the relationship between values and ethics in human services.

HM292 HUMAN SERVICES PRACTICUM
Credits: 3
Prerequisite: HM110, HM201
Students will have the opportunity to implement their knowledge and skills while working under the mentorship of a qualified social services professional and faculty member. A minimum of 135 hours of work is required, which may include observations, meetings with clients and professionals, and professional development activities.
Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Demonstrate effective communication skills with clients and co-workers.
2. Demonstrate appropriate competency needed in the effective delivery of human services.
3. Demonstrate professionalism and ethical conduct within the field.

Hospitality (HS)

HS150 WELCOME TO HOSPITALITY
Credits: 3
This course provides an overview of the hospitality, travel and tourism industry. Students will achieve an understanding of the concepts and facets of the hospitality and tourism and travel industry, interacting in the framework of product and service distribution systems. Students will learn, through career exploration, the importance of professionalism, guest relations, positive work habits, values, attitudes expected of hospitality employees, and career exploration.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the main components of the hospitality, tourism, and travel industries.
2. Explain the importance of guest relation skills and a hospitality attitude.
3. Identify career opportunities in the hospitality, tourism, and travel industries.

HS152 CUSTOMER SERVICE
Credits: 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. Included is the American Hotel and Lodging Association Educational Institute's Guest Service Gold® program designed to train employees to be guest service-oriented to provide memorable service. A Certified Guest Service Professional (CGSP) examination is offered to those seeking a CGSP designation.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Utilize data to assess the guests' wants and needs.
2. Apply the accepted protocol for resolving guest complaints.
3. Design a customer service campaign that appeals to the wants and needs of a guest.

HS155 BASIC HOTEL & RESTAURANT ACCOUNTING
Credits: 3
This is an introductory course in basic hotel and restaurant accounting. Emphasis is placed on understanding and use of financial reports such as trial balance, income, and balance sheet statements. Topics such as the double entry system and types of inventory systems are included. Uniform systems of accounts for use in the lodging and restaurant industry is discussed.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Utilize the uniform systems of accounts to create a chart of accounts.
2. Demonstrate accurate journaling with the double-entry system and analyze income and balance sheets.
3. Summarize accounts and perform a trial balance in accordance with accounting standards.

HS157 TOURISM PLANNING AND DEVELOPMENT
Credits: 3
This course provides an overview of the tourism industry and how its components-destination, marketing, demand, and travel, interact with each other in order to create a successful tourism product. Students will learn principles of destination planning, development, and marketing and apply these principles in the study of Guam's tourism industry.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Explain the importance of tourism in the economy.
2. Discuss the components of a tourism system.
3. Create a tourism marketing program for Guam.

HS158 INTRODUCTION TO MICE
Credits: 3
This course provides students with knowledge and abilities that prepare them to assist with or manage the implementation and monitoring of meeting, exposition, event, or convention (MEEC). Students will learn tasks, activities, and issues involved in producing a meeting or event. Course competencies are aligned to Meeting and Business Event Competency Standards (MBECS) – which are global, industry-endorsed descriptions of the knowledge and abilities that meeting professionals need in order to be successful.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe the role and function of a meeting planner.
2. Identify the legal and ethical responsibilities of a meeting planner.
3. Create a project management plan for meeting, exhibition, event, and convention (MEEC).

HS160 HOSPITALITY SUPERVISION
Credits: 3
This course provides hospitality students with proven ways to get maximum results by directing and leading, within a hospitality supervision context. Students will learn to juggle the expectations of management, guests, employees, and governmental agencies. In addition, students will develop creative strategies for effectively managing change and resolve conflicts.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify fundamental supervisory responsibilities.
2. Describe how supervisors work with the human resources department to recruit new employees.
3. Describe issues supervisors should be aware of as they assume the role of team leader.

HS208 MANAGING SERVICE IN FOOD AND BEVERAGE OPERATIONS
Credits: 3
This course will give students a basic understanding of managing service in food and beverage operations. The emphasis of this course is to explore aspects of food and beverage services common to restaurants, cafeterias, hotels, and conference centers and clubs.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate knowledge and skills in providing various styles and specialized forms of service, and identify when these styles and forms of service can be applied, and develop an appropriate sequence of service for various food and beverage establishments.
2. Describe a typical food and beverage establishment's standard operating procedure.
3. Identify causes, assess potential solutions, and formulate a plan of action to address all negative "moments of truth."

HS211 MANAGING FRONT OFFICE OPERATIONS
Credits: 3
Managing Front Office Operations provides an in-depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. It 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the importance of operating an efficient front office in view of overall hotel performance.
2. Apply various front office skills in the four stages of the guest cycle.
3. Demonstrate knowledge of front office terminology and guest relations strategies when presented with various work situations.

HS215 MANAGING HOUSEKEEPING OPERATIONS
Credits: 3
Housekeeping is critical to the success of today's hospitality operations. This course exemplifies what it takes to direct day-to-day operations of this department, from big-picture management issues to technical details for cleaning each area. This course provides students with an understanding of managing housekeeping operations and provides strategies and tools to achieve housekeeping standards that meet guest expectations.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe and distinguish the role of housekeeping in a hotel operation.
2. Apply concepts of environmentally sound procedures for sustainable housekeeping.
3. Summarize the routine of guest room cleaning from room assignments, through inspections, and turndown service.

HS216 HUMAN RESOURCES MANAGEMENT
Credits: 3
This course is an introduction on managing the important human resources who provide services within a hospitality operation. Students will learn the latest strategies for attracting employees, minimizing turnover, and maximizing productivity. Topics include organizational culture and social responsibility issues, including what companies are doing (and not doing) right.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe employment laws, planning, and staffing.
2. Explain human resources development activities such as staff orientation, socialization, training, and evaluation.
3. Evaluate compensation and labor issues.

HS217 HOTEL SECURITY MANAGEMENT
Credits: 3
This course explains the issues surrounding the need for individualized hotel security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Discuss the security and safety responsibilities of hotels.
2. Explain the key issues in developing and setting up a hotel security program.
3. Identify strategies for managing employee safety and demonstrate how a hotel can establish a safety committee.

HS254 HOSPITALITY AND TRAVEL MARKETING
Credits: 3
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, marketing plan development, and methods to effectively implement and control as well as evaluate the marketing plan will be covered.
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.

HS255 AIRLINE MANAGEMENT
Credits: 3
This course provides an understanding of the underlying marketing, operational and financial priorities that influence airline viability. Through project-based learning, students will analyze marketing and operation strategies employed by airline companies and how these strategies impact passenger service.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain business and marketing strategies used by airline companies.
2. Compare and contrast customers in the business air travel and leisure travel market.
3. Analyze operation strategies employed by airline companies.

HS257 PRINCIPLES OF TOUR GUIDING
Credits: 3
This course prepares students to become professional tour guides. Students will learn the principles of tour guiding and knowledge about Guam's history, geography, and culture. Students will visit Guam's historic and scenic sites and perform the role of tour guides.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe how tour guides manage groups and keep them safe.
2. Explain the importance of customer service.
3. Apply public speaking techniques to describe historic and scenic sites.

HS265 ECOTOURISM
Credits: 3
This course will describe ecotourism 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 ecotourism and how it supports a social-cultural industry that is sustainable, enhances a destination and promotes businesses of an ecotourism nature.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe why ecotourism is an environmentally focused, responsible and sustainable type of tourism.
2. Compare and contrast the differences between nature based, cultural, and adventure tourists.
3. Explain career opportunities in the ecotourism field and how best to use this training to become a travel professional of the new century.

HS266 INTERNATIONAL HOTELS: DEVELOPMENT AND MANAGEMENT
Credits: 3
This course prepares students for leadership roles in tomorrow's worldwide lodging industry. Future international hotel managers will need a fuller understanding and deeper appreciation of management and marketing applications within a globalized context.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the phases of hotel development and the criteria for selecting a location for an international hotel.
2. Explain the qualities required for a manager in an international hotel and the importance of understanding cultural diversity.
3. Cite the future growth of international hotels in the era of globalization.

HS268 MANAGING TECHNOLOGY IN THE HOSPITALITY INDUSTRY
Credits: 3
This course is an overview of the information needs of lodging properties. It will cover basics of purchasing, implementing, maintaining, and managing a variety of technology systems used in hospitality and security precautions needed.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify common technology systems used in hospitality operations.
2. Describe the elements of a rooms management module.
3. Define various threats to technology systems and the security precautions needed.

HS292 HOSPITALITY AND TOURISM PRACTICUM
Credits: 3
This course provides students with the opportunity to apply their knowledge and skills via on-the-job training in the hospitality and tourism industry.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Apply appropriate management styles in the workplace.
2. Exercise the importance of customer service in the hospitality and tourism industry.
3. Demonstrate desirable workplace behaviors such as punctuality, communications, and proper appearance.

Humanities (HU)

HU120 PACIFIC CULTURES
Credits: 3
Pacific Cultures takes a look at the exploration of the Pacific peoples and their diverse cultural and biological heritages. The course provides a comprehensive survey about Pacific Island cultures. The course further examines the first migrations of indigenous navigators through the age of European exploration and colonialism, as well as exploring the unique cultural configurations of ritual practice, cosmology, and society.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the culture, economy, and politics of the island nations and territories.
2. Compare and contrast various Pacific Island cultures.
3. Explain relevant sociological concepts as it applies to decolonization efforts to transform Pacific Island regional development and modernization.

HU220 GUAM CULTURES & LEGENDS
Credits: 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 CHamoru culture through folklore. Students will learn the effect of cultural interchange that will enable them to answer specific questions from visitors with a more accurate and deeper explanation.
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 CHamoru people and their culture.
2. Develop a deeper understanding and appreciation of the CHamoru people and their culture.

Interpreting (IN)

IN145 VOCABULARY DEVELOPMENT
Credits: 3
Prerequisite: ASL110
This course provides students with information and instruction to develop skills aimed at increasing vocabulary and word choice repertoire for effective interpreting. This course will also include the study of how language is culturally based, the effects of culture on intercultural communication and possible cultural conflicts.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate critical thinking and appropriate responses in any social context using local, national and global vocabulary skills.
2. Improve and expand vocabulary in ASL conversation to include the use of idioms, common expressions, and other figures of speech.
3. Develop strategies and word choice repertoire to facilitate effective interpreting.

IN170 INTRODUCTION TO INTERPRETING
Credits: 3
This course addresses basic theory and practice of interpretation in a variety of settings. Students will be introduced to the communication process as a whole and the way messages are constructed. Information on linguistic register, cultural characteristics, ethics and professional conduct, and the modes of interpreting will be explained and discussed.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate the different types of registry and modes of interpreting.
2. Identify settings for interpreting and demonstrate appropriate skills needed to facilitate communication.
3. Adhere to a set of values or code of ethics established for interpreting.

IN180 ECOLOGY OF DEAFNESS
Credits: 3
Course Offering: Fall
This course will expand the student's knowledge of the impact of deafness on language and cognitive development and the socialization of Deaf individuals in a hearing world. Students will also be acquainted with characteristics of Deaf culture.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify the parts and function of the ear and be able to decipher an audiogram.
2. Explain the difference between "DEAF" and "deaf" persons.
3. Explain cognitive development as it relates to typical language development.

IN220 VOICE TO SIGN INTERPRETING
Credits: 3
Prerequisite: ASL100, IN170
The course will acquaint students with a basic understanding of what interpreting entails. This course focuses on building expressive interpreting skills such as assisting students in developing voice to sign interpreting

skills and strengthening processing skills. Theoretical components and principles are also covered, including strategies for effective receptive listening.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Interpret spoken English into American Sign Language.
2. Demonstrate skills necessary for both consecutive and simultaneous interpretation.
3. Explain the dynamics of voice to sign language interpreting.
4. Demonstrate beginning proficiency skills as a sign language interpreter of the Deaf Community.

IN292 SIGN LANGUAGE INTERPRETING PRACTICUM

Credits: 3

Prerequisite: IN220

This course is designed to expose ASL students to real-world interpreting experiences under the supervision of a professional in the field or related field who will serve as their mentor. This course focuses on the challenges and benefits of working in various settings (educational, medical, community & legal), following a code of ethics, and decision-making skills. Students will be expected to exhibit ethical conduct and characteristics of a professional interpreter while at all practicum placement sites and assignments related to practicum.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Conduct accurate interpreting services (voice to sign and sign to voice) within a cross-cultural context.
2. Apply professional interpreting work ethics at entry-level proficiency in a real world setting.
3. Reflect on the practicum experience to include identification of strengths, weaknesses, and ways to improve interpreting work.

Japanese Language (JA)

JA110 JAPANESE I

Credits: 4

This course provides students' basic Japanese language conversation, grammar, and useful expressions used in daily life situations. Speaking in Japanese and building vocabulary is emphasized in this course. Students will learn to read and write Hiragana and Katakana. Cultural aspects of Japan's society are also discussed to better understand the language and its people.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Comprehend simple spoken conversations.
2. Converse in simple Japanese language in a variety of everyday life situations.
3. Read and write simple sentences written in Hiragana and Katakana.

JA111 JAPANESE II

Credits: 4

Prerequisite: JA110

This is an intermediate language course with emphasis on reading and writing Japanese. Students will learn how to read and write in Hiragana, Katakana, and basic Kanji.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Read and write sentences in the Japanese alphabet: Hiragana and Katakana.
2. Learn to write Basic Kanji.
3. Practice speaking in Japanese.

Korean Language (KE)

KE110 KOREAN I

Credits: 4

This course is an introductory course in the Korean language. Students will develop language skills in pronunciation, basic grammar, reading, and writing. Students will learn grammatical structures and vocabulary that are necessary for basic conversation, developing both a solid foundation in the Korean language and insights about the culture.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Exhibit basic understanding of Korean culture and social norms.
2. Comprehend simple Korean language sentences and be able to answer appropriately in the correct contexts.
3. Converse in Korean using culturally acceptable expressions.

KE111 KOREAN II

Credits: 4

This course will enable learners to achieve the intermediate level of speaking, listening, reading, writing and utilizing grammar skills in Korean. Students will also learn the context of various aspects of Korean culture and society. Formerly titled Intermediate Korean.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Exhibit advanced understanding of Korean culture and social norms.
2. Comprehend advanced Korean language sentences and be able to answer appropriately in the correct contexts.
3. Acquire test-taking skills necessary for taking the Test of Proficiency in Korean (TOPIK).

Mathematics (MA)

AEMA050 ALGEBRA I
Credits: 3
This course is the first of three general mathematics courses designed to prepare students for college level mathematics courses or to have basic mathematical skills to succeed in the workplace. The Adult High School mathematics courses follow the College and Career Readiness Standards (CCRS) for Adult Education. The three shifts by CCRS (focus, coherence, and rigor) ensures that students understand and apply mathematical ideas.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Interpret the structure of expressions (A.SSE.1).
2. Write expressions in equivalent forms to solve problems (A.SSE.3).
3. Perform arithmetic operations on polynomials (A.APR.1).
4. Create equations that describe numbers or relationships (A.CED.1).
5. Solve equations as a process of reasoning (A.REI.1).

AEMA060 GEOMETRY
Credits: 3
Prerequisite: AEMA050
As one of the three mathematics courses, AEMA60 Geometry is designed to prepare students for college level mathematics courses or to have basic mathematical skills to succeed in the workplace. Topics include Expressing Geometric Properties with Equations, Congruence, Similarity, Right Triangles, Geometric Measurement and Dimension and Circles. The Adult High School mathematics courses follow the College and Career Readiness Standards (CCRS) for Adult Education. The three shifts by CCRS (focus, coherence, and rigor) ensures that students understand and apply mathematical ideas.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Experiment with transformations in the plane and develop definitions of rotations, reflections, and translations in terms of angles, circles, perpendicular lines, parallel lines, and line segments (G.CO.1).
2. Make formal geometric constructions such as copying and bisecting a segment, copying and bisecting an angle, constructing perpendicular lines, including the perpendicular bisector of a line segment with a variety of tools and methods (G.SRT.5).
3. Prove geometric theorems, theorems involving similarity and applying these theorems to solve problems (G.MG.2).

AEMA070 ALGEBRA II
Credits: 3
Prerequisite: "C" or better in AEMA050
This is a continuation of the AEMA 50 Algebra 1. Topics include: Linear Equations, Linear Functions and their Graphs, Quadratic Functions, Exponential and Logarithmic Functions, Polynomials and Polynomial Functions, Radicals and Radical Functions, Rational Functions, Systems of Linear Equations, and Arithmetic and Geometric Sequences.
This course is the third of three general mathematics courses designed to prepare students for college level mathematics courses or to have basic mathematical skills to succeed in the workplace. The Adult High School mathematics courses follow the College and Career Readiness Standards (CCRS) for Adult Education. The three shifts by CCRS (focus, coherence, and rigor) ensures that students understand and apply mathematical ideas.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Create equations that describe numbers or relationships (A.CED.1).
2. Solve equations as a process of reasoning (A.REI.1).
3. Interpret functions (F.IF.1).
4. Build functions (F.BF.1).
5. Interpret categorical and quantitative data (S.ID.1).

MA052 GENERAL MATHEMATICS
Credits: 3
This course is designed to be an overview of basic mathematical operations and concepts, measurements and converting units of measurement, ratios and proportions, basics of statistical graphs, and basic algebraic concepts.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Perform basic operations involving whole numbers, fractions, decimals, and percents.
2. Solve ratios and proportion problems.
3. Perform basic operations involving measurements, including converting units of measurement.
4. Summarize basic statistical tables, graphs, and charts.
5. Apply basic algebraic concepts.

MA065 ADULT MATHEMATICS
Credits: 3
This course is designed to be an overview of several basic mathematical operations and concepts involving Real Numbers, Order of Operation, Basic Algebra, Measurement, Word Problems, Basic Statistics, Geometry, and Graphing. This course prepares students for General

Education Development Testing Program (G.E.D) and the further learning of Algebra. Course offering: As needed.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Perform basic operation involving whole numbers, fractions, decimals, and percents.
2. Solve ratios, rates, and proportion problems.
3. Perform conversions among Units of Measure.
4. Understand basic statistical terms, tables, and charts.
5. Learn and apply basic algebraic concepts.

MA094 MATHEMATICS FOR THE TRADES

Credits: 4

Prerequisite: Placement into MA097 or higher

This course is designed for students seeking a certificate in technical and occupational areas. The focus is on fundamental concepts of Arithmetic, Algebra, and Geometry supported with practical applications in a variety of technical and career vocations, included but not limited to automotive, allied health, and construction trades. The course helps students to master the needed on-the-job math skills by using a wide variety of real world problems and situations. Formerly MA107.

Student Learning Outcomes (SLOS)

Upon successful completion of this course, students will be able to:

1. Perform mathematical computations using basic arithmetic operations, ratios, and percentages accurately.
2. Apply measurements using both US and Metric Systems.
3. Solve application problems using algebraic and geometric skills.
4. Read and interpret information from basic statistical graphs.

MA096 PRE-COLLEGIATE MATHEMATICS

Credits: 6

MA096 is a comprehensive lecture course that is designed for students to complete all developmental math requirements in one semester. Successful students will acquire the skills needed for a college-level mathematics course. Upon successful completion of this course, students may register for the credited math courses.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Compute operations with whole numbers, decimals, fractions, proportions and percentages.
2. Solve applications and conversions with unit measurements.
3. Calculate basic descriptive statistics and applications involving basic geometry.
4. Solve equations and inequalities with real numbers.
5. Graph a linear equation and a linear inequality.

MA097 PRE-ALGEBRA

Credits: 4

MA 097 Pre-Algebra is the first level in a fundamental mathematics course. This is a course designed for students to acquire the basic algebraic skills needed for an intermediate algebra level mathematics course. This course may be conducted either at an accelerated pace for half a semester or traditional pace for a full semester. Classroom instruction is comprised of one or more of the following: accelerated, modular and mastery instructional strategies, computer-assisted learning, active learning, non-traditional learning strategies and/or traditional lecture-based strategies. Upon successful completion of this course, students may register for MA098.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Compute operations with whole numbers, decimals, fractions, proportions and percentages.
2. Solve applications and conversions with unit measurements.
3. Calculate basic descriptive statistics and applications involving basic geometry.
4. Simplify expressions and solve equations and inequalities with real numbers.
5. Graph a linear equation and a linear inequality.

MA098 INTERMEDIATE ALGEBRA

Credits: 4

Prerequisite: MA097 or placement

MA 098 Intermediate Algebra is the second level in a fundamental mathematics course. This is a course designed for students to acquire the fundamental algebraic skills needed for a college level mathematics course. This course may be conducted either at an accelerated pace for half a semester or traditional pace for a full semester. Classroom instruction is comprised of one or more of the following: accelerated, modular and mastery instructional strategies, computer-assisted learning, active learning, non-traditional learning strategies and/or traditional lecture based strategies. Upon successful completion of this course, students may register for MA110A.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Solve equations, inequalities and applications with real numbers.
2. Graph and solve systems of linear equations and system of linear inequalities.
3. Simplify and solve polynomial expressions and equations.
4. Simplify and solve rational expressions and equations.

5. Solve quadratic equations using the following methods: factoring, completing the square and quadratic formula.

MA110A FINITE MATHEMATICS
Credits: 3
Prerequisite: Placement into MA110A or equivalent
Topics include: Elementary Functions, Linear Equations, Polynomial Functions, Quadratic Functions, Exponential and Logarithmic functions, Systems of Linear Equations and Inequalities, including Matrix Equations, Matrices and Determinants, and Mathematics of Finance.
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.

MA115 FUNDAMENTALS OF COLLEGE ALGEBRA
Credits: 3
Prerequisite: Placement into MA110A or equivalent
This course will prepare students with the fundamental algebraic skills needed to be successful in MA161A. Students will learn about polynomial equations, radical expressions, systems of equations and inequalities, functions, inverse function, graphing, rational, exponential, and logarithmic functions, and application problems.
Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:

1. Describe different types of functions and their graphs.
2. Solve a variety of equations to include the graphing of two variable equations and quadratic equations.
3. Model real-world situations using polynomial, exponential, and logarithmic functions.

MA151 INTRODUCTORY STATISTICS
Credits: 3
This course discusses the technical terminologies, concepts, principles, and statistical methods that are important in the descriptive aspects of Statistics. Students will learn about the nature of Statistics as a field of study, data organization, summary, probability concepts and rules, discrete random variables and their distributions, and normal distributions.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Describe Statistics as a field of study.
2. Define the technical terms and procedures used in organizing data.
3. Differentiate among descriptive measures to summarize data.
4. Apply the normal distribution using its attributes and basic probability rules.

MA161A COLLEGE ALGEBRA & TRIGONOMETRY I
Credits: 3
Prerequisite: "C" or better in MA110A or placement
This course is the first of two courses designed to provide the mathematical tools needed by students enrolled in selected technical occupational programs. Topics included in this course are equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, and systems of linear equations and inequalities with matrices.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate methods for solving basic linear and polynomial equations and inequalities.
2. Determine the graphical and algebraic characteristics of polynomial, rational, exponential, logarithmic, and other functions and their graphs.
3. Perform alternative methods in solving systems of linear equations and inequalities graphically and algebraically.

MA161B COLLEGE ALGEBRA & TRIGONOMETRY II
Credits: 3
Prerequisite: "C" or better in MA161A
This course is a continuation of MA161A and upon successful completion, a student will be calculus ready. Topics included in this course are trigonometric functions, trigonometric identities and equations, and applications of trigonometry and discrete algebra.
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.
3. Apply basic mathematical concepts and methods involving the concept of sequences, counting

processes, probability and mathematical induction.

MA165 PRECALCULUS
Credits: 5
Prerequisite: Completion of MA115 with C or better, placement
This course is designed to provide the mathematical tools needed by students enrolled in selected technical occupational programs and to be Calculus-ready. Topics included in this course are polynomial and rational equations, exponentials and logarithmic functions, systems of linear equations and inequalities, analytic and applications of trigonometry, sequences and series, and analytic geometry.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Differentiate among linear, polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs.
2. Apply appropriate mathematical techniques to solve linear, polynomial, rational, exponential, logarithmic, and trigonometric equations.
3. Utilize appropriate mathematical modeling techniques to solve linear, polynomial, rational, exponential, logarithmic, and trigonometric applications.
4. Explain the characteristics of the conic sections graphically and algebraically.

MA203 CALCULUS I
Credits: 5
Prerequisite: C or better in MA161B, placement, or approval of Department Chair
This course is an introduction to differential calculus. Areas of focus include limits, continuity, and differentiation of algebraic and trigonometric, logarithmic, exponential and other transcendental functions using the definition of derivatives product, quotient, and chain rule. Applications and Riemann Sums are also included.

1. Determine limits of a function.
2. Find derivatives of algebraic functions using the definition of a derivative.
3. Find derivatives of transcendental functions using product, quotient, and chain rules.
4. Use limits and differentiation in real-life applications.

MA385 APPLIED STATISTICS
Credits: 3
Prerequisite: Grade of "C" or better in MA151
This course illustrates statistical methods that attempt to derive and interpret inferences about populations based on samples taken from them. Students will learn about sampling distributions, central limit theorem, point estimation, interval estimation, small-sample (n<30) testing of hypotheses, large-sample testing of hypotheses, simple correlation, linear regression, analysis of categorical data, and nonparametric statistics.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply point and interval estimation.
2. Test hypotheses on parameters from samples taken from populations with known distributions.
3. Compare two or more populations using nonparametric methods on samples taken from distribution-free groups.

MAC090 CO-REQUISITE FOR FINITE MATHEMATICS
Credits: 2
Prerequisite: Placement into MA098
Corequisite: MA110A
This co-requisite course is taken concurrently with MA110A Finite Mathematics for students placed in the developmental intermediate algebra level. The course will focus on the essential algebra skills needed to successfully complete MA110A. Students will review and expand topics from intermediate algebra such as, but not limited to, Linear Equations, Polynomials Functions, Quadratic Functions, and Elementary Functions.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify key theories and concepts needed for finite mathematics.
2. Apply essential algebra skills in a finite mathematics course.
3. Utilize graphing calculator effectively.

Automotive (ME)

ME161A INTRODUCTION TO AUTOBODY REPAIR
Credits: 3
Course Offering: Fall
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Follow shop safety procedures.
2. Prepare auto body 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
Credits: 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

troubleshooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing.

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

Credits: 3

This is an advanced auto body course that deals with repairing damage 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.

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

Credits: 3

Course Offering: Fall

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.

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.

Medium/Heavy Truck (MHT)

MHT100A INTRODUCTION TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE I

Credits: 3

This is the first of two introductory courses that prepare students for the study within specific areas of the Medium/Heavy Truck Diesel Technology Program. In this course, students learn about workshop safety practices, proper usage of hand tools, special tools, testing equipment, and preventive maintenance procedures on diesel engines, fuel systems, air induction, and exhaust systems.

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Differentiate between safe and unsafe workshop practices.
2. Demonstrate 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 INTRODUCTION TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE II

Credits: 3

This is the second of two introductory courses that prepare students for study within specific areas of Medium/Heavy Truck & Diesel Technology. The course focuses on preventive maintenance procedures involving the cooling system; lubrication system; cab and hood; safety equipment; hardware; heating ventilation & air conditioning; electrical and electronics; charging system; starting system; lighting system; frame and chassis; hydraulic and air brake systems; drivetrains; suspension and steering systems; tires and wheels; and frame with fifth wheel.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify brake system components and configurations.
2. Distinguish the various components and configurations of suspension and steering systems.
3. Depict drive train components and configuration.
4. Perform preventive maintenance procedures on safety equipment hardware; heating, ventilation, and air conditioning system; electrical/electronic; charging and starting system; lighting system; frame and chassis.

MHT110 DIESEL ENGINES PART I

Credits: 3

Prerequisite: MHT100A, MHT100B

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.

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
Credits: 3
This is an introductory course covering the functionality of diesel transmissions, fundamentals of diesel clutches, troubleshooting, and repair of basic transmission drivability faults.
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
Credits: 3
Prerequisite: MHT100A, MHT100B
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.
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 MEDIUM HEAVY TRUCK SUSPENSION & STEERING I
Credits: 3
Prerequisite: MHT100B
In this course students will learn about elements of Medium Heavy Truck Suspension & Steering that include introductory level steering system functions; suspension system functions; diagnostics and repair; and wheel alignment diagnosis, adjustment, and repair.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify suspension and steering system components and configurations.
2. Perform inspections and needed services of axle and axle aligning devices.
3. Diagnose steering system issues.

MHT150 MEDIUM/HEAVY TRUCK HEATING, VENTILATION, & AIR CONDITIONING
Credits: 3
Prerequisite: MHT100A, MHT100B
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.
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
Credits: 3
Prerequisite: MHT100A, MHT100B
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.
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
Credits: 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.
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
Credits: 3
Prerequisite: MHT110
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.
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
Credits: 3
Prerequisite: MHT130
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).
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
Credits: 3
Prerequisite: MHT170
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.
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.

Marketing (MK)

MK123 PRINCIPLES OF MARKETING
Credits: 3
This course is an overview of fundamental marketing concepts and applications in a technology-driven world. Students will learn the skills required to be successful marketers today.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe fundamental marketing concepts.
2. Demonstrate oral and written communication skills using technological tools in marketing.
3. Evaluate various marketing career opportunities.

MK124 SELLING
Credits: 3
Prerequisite: MK123
This course includes a comprehensive range of techniques of professional selling and ethical behavior in business with both consumer and organizational sales and settings. Students will develop skills for successful selling and relationship marketing while incorporating technology into the sales process.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Prepare and execute a sales presentation with the use of technology.
2. Apply marketing knowledge by creating a promotional mix and pricing strategy for a product.
3. Identify and examine the components and functions of the sales management structures, process, and responsibilities.

MK125 SOCIAL MEDIA MARKETING
Credits: 3
Social media is not just for personal socializing anymore. It is one of the hottest trends in the marketing field right now and is essential in today's marketing success for any business. Students will gain valuable skills in social media marketing. This course will focus on implementation of social media marketing strategies across multiple platforms to develop a winning social media marketing plan.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain how the use of social media marketing can improve marketing efforts for businesses.
2. Develop a social media marketing plan, utilizing the various platforms.

3. Select the most effective social media platform for various marketing activities.

MK205 ENTREPRENEURSHIP
Credits: 3
Prerequisite: MK123
This course is an overview of the role of entrepreneurial businesses and its impact on the global economy. Students will evaluate skills and commitment necessary to successfully start and maintain a business.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Determine the characteristics and skills of a successful entrepreneur.
2. Design a business plan utilizing the latest technology.
3. Recognize the advantages and disadvantages of entrepreneurship as a career.

MK206 RETAILING
Credits: 3
Prerequisite: MK123 or Advisor's approval
In today's fast-paced and constantly changing economy, this course covers the perspective of the latest trends, fundamental retailing principles, practices to remain competitive, employing technological tools to fulfill society and consumer needs. The course enhances students' understanding of retail planning, retail environment, marketing selection and analysis, retail operation management, and retail administration among other vital elements.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the fundamental retailing concepts.
2. Integrate merchandise management and supply chain strategies leading to excellent customer service.
3. Develop a retail mix to satisfy customer needs in a competitive retail environment.

MK208 INTERNATIONAL MARKETING
Credits: 3
Prerequisite: MK123 or permission from marketing Advisor
The course covers how international trade interacts and benefits the trading systems, the role of import and export, the global economy, and the strategies required to engage successfully in multinational corporations. This course is ideal for students to comprehend the fundamentals of International Marketing. Students will be able to utilize market planning techniques, analyze the global marketing environment, and understand how the trading of goods and services occurs between countries. Students will be exposed to multinational strategies in relation to promotions, production, and marketing.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the market conditions and the cultural and political practices that influence the international marketplace for companies.
2. Describe the role of international regulations and how it impacts the existing national operational systems of a company. .
3. Develop marketing strategies for international promotions, production, and distribution.
4. Evaluate the laws, legalities, and ethical issues that govern an industry internationally.

MK224 ADVERTISING
Credits: 3
Prerequisite: MK123
This course takes a comprehensive view of the advertising industry. It provides an introduction to fundamentals of advertising with emphasis on the importance of Integrated Marketing Communications (IMC). Students will learn application of conceptual advertising principles and design.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe career opportunities available in advertising.
2. Develop an effective Advertising Plan.
3. Analyze advertisements to ensure achievement of marketing communications goals/objectives.

MK292 MARKETING PRACTICUM
Credits: 3
Prerequisite: Second year standing
This course provides students a supervised work experience where they apply the skills necessary to be successful in a marketing career.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Apply theory learned in the classroom to the work environment.
2. Practice effective interpersonal skills in the workplace.
3. Document the synthesis of knowledge and skills gained through work experience in an electronic presentation.

Medical Assisting (MS)

MS101 INTRODUCTION TO MEDICAL ASSISTING
Credits: 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.

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.
3. Classify patient coping mechanisms and communication methods.

MS120 CLINICAL MEDICAL ASSISTING: THEORY

Credits: 2

Prerequisite: MS160 Corequisite: MS121

This course will provide 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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Assess a potentially infectious situation to select the appropriate barrier/personal protective equipment (PPE).
2. Describe the proper use of medical equipment.
3. Infer proper patient preparation using the patient's chief complaint.

MS121 CLINICAL MEDICAL ASSISTANT: LABORATORY

Credits: 2

Prerequisite: MS141 Corequisite: MS120

This course will provide the student with hands-on practice on basic ambulatory care concepts and principles necessary for the performance of back office duties. The student will practice and perform 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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Generate a new patient record using the electronic medical record/practice management system (EMR/PM) system.
2. Analyze an electrocardiogram (EKG) tracing for common artifacts.
3. Compare patient vital signs with current normal values.

MS125 CLINICAL MEDICAL ASSISTING: CLINICAL

Credits: 1

Prerequisite: MS120 Corequisite: MS121

In this course, the student will perform clinical Medical Assisting tasks in a designated medical clinic in the community under the supervision of the instructor. The student will demonstrate the necessary traits acceptable to the health care profession, including communication skills necessary for interacting with medical and allied health personnel. Students will perform routine patient care procedures to assist the physician in the examining room; obtain and record medical data from the patients; assist the physician with exams and/or treatments with minor surgery; prepare exam and treatment rooms; prepare patients for exams and/or treatments, measure and record vital signs, height and weight; and perform hearing vision screening and ECG tracings.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Record the patient's chief complaint.
2. Measure and record the patient's vital or cardinal signs.
3. Apply the principles of aseptic technique and infection control in the clinical setting.

MS140 ADMINISTRATIVE MEDICAL ASSISTING: THEORY

Credits: 2

Prerequisite: MS101 Corequisite: MS141, MS145

This course provides students with basic concepts and principles of administrative medical office practices and procedures. The student will learn the basics of patient scheduling, billing, coding, and human resource management. This course prepares the student for the administrative front office.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Describe filing indexing rules in keeping with billing and coding standards.
2. Develop a current list of community resources in the medical office setting.
3. Compose professional correspondence.

MS141 ADMINISTRATIVE MEDICAL ASSISTING: LABORATORY

Credits: 2

Prerequisite: HL190 Corequisite: MS140, MS145

This course provides students with the laboratory setting to practice performing administrative office procedures that includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques. Role-playing to help create awareness of common administrative medical assistant and patient interactions, 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 are also explored in this course.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Describe the role of the medical assistant as a patient navigator.
2. Identify different types of appointment scheduling methods.
3. Define medical necessity as it applies to diagnostic and procedural coding.

MS145 ADMINISTRATIVE MEDICAL ASSISTING: CLINICAL

Credits: 1

Corequisite: MS140, MS141

This course will provide the Medical Assisting Program students with an instructor-supervised experience as part of a health care team in the delivery of quality patient care. In the medical clinic, the student will practice all aspects of administrative medical office procedures.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. File patient medical records.
2. Apply professional telephone techniques.
3. Perform diagnostic and procedural coding.

MS160 INTRODUCTION TO PHARMACOLOGY

Credits: 2

Prerequisite: MS101 Corequisite: MS140

This course provides the students with the principles of pharmacology that includes identification and classifications of medications including the indications for use, desired effects, side effects, and adverse reactions. This course also includes interpretation of abbreviations and symbols, familiarization of local and federal standards and legislation as they relate to medications and their administration. The usage of appropriate references for obtaining drug information, and the demonstration of pharmacology related mathematics to include measurement conversions, and proper dosage calculations will also be key course content.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify the classifications of medications.
2. Apply mathematical computations to solve equations.
3. Calculate proper dosage of medication for administration.

MS161 ADMINISTRATION OF MEDICATIONS: LABORATORY

Credits: 1

Prerequisite: MS101

This course is an application of basic concepts and techniques required for medication administration. This will include patient care, documentation, and general competencies including the rationale for the equipment used for medication administration and the techniques for oral and parenteral medication administration. The student will satisfactorily demonstrate proper techniques during the performance of intramuscular, subcutaneous, intradermal injections, oral medication, and immunizations. Formerly HL162.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. List the six rights or rules of medication administration.
2. Choose the proper sites for administering parenteral medications.
3. Give examples of post injections reactions and injuries.

MS180 INTRODUCTION TO CLINICAL LABORATORY

Credits: 2

Course Offering: Spring

Prerequisite: MS101, HL120, HL131, MS140, MS141, MS145 HL201, MS160, MS161, MS120, MS121, MS125

Corequisite: MS210, MS292

This course introduces the field of clinical laboratory science to include basic laboratory skills and phlebotomy. The students will demonstrate knowledge of clinical and laboratory procedures and identify roles of various laboratory personnel within the health care community. Perform CLIA waived to moderate laboratory tests, using basic to moderate laboratory instrumentation and equipment. Demonstrate competence in obtaining blood and other body fluid specimens, demonstrate the ability to effectively interact with patients, hospital personnel, reference laboratory, and describe quality control in the clinical laboratory. Formerly HL140.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Interpret the results of a urine human chorionic gonadotropin (HCG) quantitative test.
2. Infer a patient's possible diagnosis after performing a differential smear.
3. Demonstrate proper technique when performing phlebotomy.

MS210 MEDICAL ASSISTING CRITIQUE

Credits: 1

Course Offering: Spring

Prerequisite: MS120, MS121, MS125, MS140, MS141, MS145

Corequisite: MS292

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.

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
Credits: 3
Course Offering: Fall
Prerequisite: MS120, MS121, MS125, and SI130A or SI130B
Corequisite: MS221, MS225
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Process patient for specialty examination to include pre-authorization.
2. Compare and contrast the room set up for specialty examination versus routine exams.
3. Create directory for specialty clinics.

MS221 MEDICAL ASSISTING SPECIALTIES LABORATORY
Credits: 1
Course Offering: Fall
Prerequisite: MS120, MS121, MS125, and SI130A or SI130B
Corequisite: MS221, MS225
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.
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
Credits: 1
Course Offering: Fall
Prerequisite: MS120, MS121, MS125, and SI130A or SI130B
Corequisite: MS220, MS221
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Process patient for specialty examination to include pre-authorization.
2. Set up room for specialty examinations.
3. Demonstrate use of interpersonal and communication skills in the clinical setting.

MS292 MEDICAL ASSISTING PRACTICUM
Credits: 5
Course Offering: Spring
Prerequisite: Completion of all Medical Assisting technical and related Major Requirements
Corequisite: MS210
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Prepare patients for examination or procedures, and assist the physician with the examination or procedure.
2. Communicate effectively, both orally and in writing, with professional and non-professional individuals.
3. Perform medical assisting clinical procedures competently and safely within their state's scope of practice.

Nursing (NU)

NU101 NURSING ASSISTANT
Credits: 4
Prerequisite: HL131 or concurrently
This course provides students with hands-on training necessary to administer safe high-quality care to patients. This course prepares students to function professionally and competently as Nursing Assistants working under the supervision of the LPN, RN, or MD in such clinical areas as hospitals, home health, community health, and mental health facilities. Graduates will be able to generate the knowledge and demonstrate skills that provide safe, competent care as required to pass the National Nurse Aide Assessment Program Examination which leads to becoming a Certified Nursing Assistant.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate competence with all skills required for certification by the Guam Board of Nurse Examiners.

2. Apply the Nursing Assistant principals and skills learned in the classroom/lab to the clinical setting.
3. Demonstrate proficiency and knowledge of common elements required for preparation of the NNAAP (National Nurse Aide Assessment Program) written and practical examination.

NU110 NURSING FOUNDATIONS & BASIC SKILLS
Credits: 8
Prerequisite: SI131 & SI131L Corequisite: NU160
This course covers introductory concepts related to the nursing profession to include the use of essential medical terminology. The course will apply concepts related to the nursing process, assessment, critical-thinking, therapeutic communication, ethical issues, and nursing standards. Students will have the opportunity to practice and demonstrate basic therapeutic nursing interventions that are required of a practical nurse in a laboratory setting and clinical practicum environment. The nursing student will embody the role of the practical nurse as a health care provider. All experiences of students in the clinical setting shall be under the direct supervision of a faculty member. There shall be no more than 8 students for every faculty member in the clinical area.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Utilize basic nursing skills to include: hand washing, PPEs, bathing, toileting, bed making, vital signs, client ambulation, feeding, range of motion, grooming, turning, and positioning the client.
2. Analyze the components of the most widely used medical vocabulary in health care.
3. Prepare documentation to safely provide patient care using the nursing process to include nursing care plans and medication administration records.

NU160 PHARMACOLOGY FOR PRACTICAL NURSES
Credits: 4
Prerequisite: SI131 & SI131L Corequisite: NU110
This course is a comprehensive study of human pharmacology appropriate to the professional practical nurse role. The course will apply processes to the care and promotion of wellness across the lifespan. Major drug classes and drugs are presented with specific application to nursing care within the nursing process. Special attention will be placed on identifying goals and general principles of treatment for the selected disease processes; therapeutic range and toxic range of drugs; and understanding the bodily implications of improper dosing to the client.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the impact of illness and medications on the physiological, psychological, sociocultural, and developmental variables.
2. Analyze the basic principles of pharmacology and the nursing process to selected drugs and their therapeutic use across the lifespan.
3. Apply standards of professional practice responsibility and accountability in pharmacologic intervention.

NU220 ADULT MEDICAL-SURGICAL NURSING
Credits: 8
Prerequisite: NU110, NU160, SI106
Corequisite: NU230, NU240
Utilizing current evidenced based practice, this course focuses on health management; maintenance and prevention of illness; and care of the individual as a whole and deviations from the normal state of health. The administration of patient care includes using the nursing process, body systems disorders, diagnostic methods, surgical, non-surgical treatments, performing focused assessments, using critical thinking, and assisting with patient education. There will be an emphasis on the physical, cognitive, and psychosocial needs of the patient. The systems included are integumentary, musculoskeletal, respiratory, cardiac, vascular and hematology. Content is presented from a patient-centered approach based on Maslow's Hierarchy of Needs. Consideration is also given to the impact of health issues; the potential physical and mental adjustments as well as diversional and rehabilitative activities. Other concepts covered include therapeutic communication, medication administration and intermediate nursing skills that will be evaluated by instructors in lab and clinical settings. All experiences of students in the clinical setting shall be under the direct supervision of a faculty member.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Illustrate intermediate therapeutic nursing skills in a simulated lab and clinical setting as it relates to medical-surgical procedures and patient care.
2. Apply nursing concepts and theories to identify interventions appropriate for planning, providing and evaluating patient care.
3. Utilize concepts of problem-solving, critical thinking, interpersonal and therapeutic communication skills in care of the medical-surgical patient.
4. Analyze the physical, cognitive, and psychosocial development and changes which occurs during young adult, middle-aged, and older adult years.

NU230 MATERNAL AND NEWBORN CONCEPTS AND SKILLS
Credits: 3
Prerequisite: NU110 Corequisite: NU240
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 newborns and their families. The focus is on promotion, disease intervention and detection of high risk factors with childbearing families. There is a special emphasis placed on the human growth and development related to the physical, cognitive, and psychosocial development from birth to 12 months of age. All experiences of students in the clinical setting shall be under the direct supervision of a faculty member. There shall be no more than 8 students for every faculty member in the clinical area.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Exercise safe, competent, patient-centered care of the obstetric and newborn client.
2. Complete the nursing process inclusive of assessment, planning, implementation, and evaluation in the care of the obstetric and newborn client, within the Practical Nurse scope of practice.
3. Apply problem-solving, critical-thinking, interpersonal, and therapeutic communication skills in the care of the obstetric and newborn client.
4. Integrate the concepts of the physical, cognitive, and psychosocial development which occur from birth to 12 months.

NU240 PEDIATRIC NURSING CONCEPTS AND SKILLS
Credits: 3
Prerequisite: NU110 Corequisite: NU230
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. All experiences of students in the clinical setting shall be under the direct supervision of a faculty member. There shall be no more than 8 students for every faculty member in the clinical area.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Utilize safe, competent, patient-centered care of the pediatric client and family.
2. Complete the nursing process inclusive of assessment, planning, implementation, and evaluation in the care of the pediatric client, within the Practical Nurse scope of practice.
3. Apply problem-solving, critical-thinking, interpersonal, and therapeutic communication skills in the care of the pediatric clients and their families.
4. Analyze the physical, cognitive, and psychosocial development which occurs during toddler, preschool, school-age, and adolescent years.

NU250 MENTAL HEALTH NURSING
Credits: 3
Prerequisite: NU220 Corequisite: NU292
This course explores basic concepts, key principles, and the psychosocial needs of clients in behavioral and mental health care settings. The assessment of the client's physical and behavioral responses to stress and mental illness throughout the life cycle is explored. Students will demonstrate therapeutic techniques that promote client's mental health wellness in acute and community health care settings. All experiences of students in the clinical setting shall be under the direct supervision of a faculty member. There shall be no more than 8 students for every faculty member in the clinical area. Formerly NU140.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Apply concepts of the nursing process as it relates to mental health illness and stress.
2. Identify four anxiety-reducing strategies students can implement in behavioral and mental health settings.
3. Utilize therapeutic communication skills and interact with clients appropriately in behavioral and mental health settings.

NU280 NURSING TRENDS
Credits: 1
Prerequisite: NU 220, NU 230, NU 240
Corequisite: NU 250, NU 292, NU 281
This course is designed for students to study the trends and issues which affect current practice. The major focus includes the evolution of nursing, professional opportunities for the practice of nursing, the legal and ethical relationships in nursing, the economics of health care, the interpersonal relationship with patients and in the workforce among healthcare professionals and current issues in nursing.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Relate nursing care to the sociological and economic trends of health care, examining current issues that impact nursing.
2. Formulate a plan for the process of employment and analyze leadership styles.
3. Analyze the evolution of nursing and differentiate the roles of the professional nurse.

NU281 NCLEX-PN REVIEW & TRANSITION
Credits: 2
Prerequisite: Completion of the Practical Nursing Certificate program or equivalent
This is a preparatory course for NCLEX-PN to obtain licensure to practice as a Licensed Practical Nurse (LPN). This course will focus on exam content and test taking strategies.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Create a study plan to remediate in areas of identified learning needs.
2. Analyze areas of strengths and weakness in nursing knowledge.
3. Apply test taking strategies on predictor exams.

NU292 PRACTICAL NURSING PRACTICUM
Credits: 6
Prerequisite: NU220, NU230, NU240
Corequisite: NU250, NU280, NU281
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Utilize safe and competent advanced therapeutic nursing skills in a simulated lab and clinical setting as it relates to medical-surgical procedures and patient care.
2. Apply the steps of the nursing process when interacting with clients to determine their health needs in the delivery of nursing care.
3. Design an educational activity that involves clients of all ages.

Office Technology (OA)

OA101 KEYBOARDING AND DOCUMENT PROCESSING
Credits: 3
This is an introductory course that focuses on the mastery of the keyboard and using correct typing techniques. Basic word processing concepts and applications are taught including an introduction to proper formatting of memorandums, business letters, reports, and tables.
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.
2. Demonstrate typing techniques and skill in using the computer 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
Credits: 3
This course introduces the basic principles of a records and information management program. Four filing systems (alphabetic, numeric, subject, and geographic) will be emphasized using both manual and electronic methods for storage and retrieval of records.
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
Credits: 3
This course provides practice in basic business math concepts and spreadsheet skills needed in today's workforce. Topics to be discussed are math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup and markdown, interest, credit and mortgages, and depreciation.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate the traditional method of calculating to solve business problems.
2. Create formulas in spreadsheets to solve business problems.
3. Evaluate the benefits of spreadsheets in business documents such as payroll and bank reconciliations.

OA130 INFORMATION PROCESSING
Credits: 3
Prerequisite: OA101
This course provides students with basic to advanced skills using word processing software for preparing business letters, memos, tables, reports, and forms (including meeting minutes, agendas, itineraries, articles). Speed and accuracy in typing are emphasized.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Produce properly formatted letters, memorandums, reports, tables, and forms.
2. Demonstrate technical skills (download, upload, and send) for business documents.
3. Complete a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

OA210 DATABASE MANAGEMENT SYSTEMS
Credits: 3
Prerequisite: CS151
This course introduces the basic concepts of a database management system. Topics include designing, creating, and using a database; querying a database; maintaining a database; sharing data among applications; and creating forms and reports.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Design database applications using Microsoft Access.
2. Generate tables, forms, queries, and reports to manage data.
3. Integrate Microsoft Access with Microsoft Office applications.

OA211 BUSINESS COMMUNICATION
Credits: 3
Prerequisite: CS151 and EN110 (or concurrent)
This course is designed to give students a comprehensive view of business communication. Students will practice common types of business writing such as good news, bad news, neutral news, and persuasive messages. They will apply techniques to personalize their messages and effectively communicate both inside and outside their organization. Finally, students will analyze how to use mediums such as the phone, voicemail, email, instant messaging, web-conferencing, web pages, PowerPoint, etc. effectively.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify elements of effective business communication.
2. Compose written and oral business correspondence to internal and external audiences.
3. Apply the appropriate usage of current and emerging mediums in business communication.

OA220 SPREADSHEET SYSTEMS
Credits: 3
Prerequisite: CS151
This course covers spreadsheet roles, advantages, and limitations. Standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, utilizing, and integrating spreadsheets.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Create an Excel worksheet using formulas, built-in functions, and charts.
2. Develop Excel spreadsheet databases, templates, and macros.
3. Integrate Excel spreadsheets with other office applications.

OA230 ADVANCED INFORMATION PROCESSING
Credits: 3
Prerequisite: OA130
This course reviews word processing concepts and skills. It introduces advanced word processing functions to prepare documents that integrate files from various application programs (word processing, spreadsheets, database, and presentation graphics), the Internet, and other emerging technologies.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply proper document formats for business correspondence such as memorandums, letters, reports, tables, and forms.
2. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation application.
3. Manage documents as a team.

OA240 MACHINE TRANSCRIPTION
Credits: 3
Prerequisite: OA130 Corequisite: EN110
This course focuses on transcription, proofreading, and editing techniques to produce accurate business documents in a word processing software. Emphasis is placed on building listening and decision-making skills to progressively increase production, speed and accuracy.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Transcribe text from dictated recordings using transcription equipment and a word processor.
2. Utilize business document formats to transcriptions.
3. Apply proofreading rules to transcription documents.

OA250 OFFICE PROCEDURES
Credits: 3
Prerequisite: OA211 Corequisite: CS151
This course focuses on knowledge and skills related to office procedures, systems, and routines. Topics include: the work environment, workplace technologies, written communication, records, presentations, customer and

employee satisfaction, mail, travel, meetings and conferences, and career.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Explain an administrative assistant's professional job attitudes.
2. Display professional interpersonal skills.
3. Demonstrate office management skills.

OA292 OFFICE TECHNOLOGY PRACTICUM

Credits: 3

Prerequisite: Permission from Advisor or Department Chair

This course provides students hands-on office experience to prepare for employment within the office technology field. Students will apply theory and skills to practical situations in an office environment.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate professionalism in an office environment.
2. Perform office tasks in an office setting.
3. Evaluate office procedures.

Engineering Technology (OR)

OR101 INTRODUCTION TO ENGINEERING TECHNOLOGY

Credits: 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.

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.

Philosophy (PI)

PI101 INTRODUCTION TO PHILOSOPHY

Credits: 3

Prerequisite: EN110

This course will review the great philosophical traditions surrounding the eternal questions concerning nature and the human condition. Students will learn to analyze the great philosophies from Asia and the West in efforts to understand knowledge, reason, and faith. Introduction to Philosophy will challenge students to become more active and engaged ethical citizens by working with the community.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Compare and contrast philosophical schools of thought.
2. Explain why a philosophical problem is significant.
3. Utilize primary philosophical text to address a philosophical problem.
4. Construct a written exposition defending a philosophical position.

Political Science (PS)

PS140 AMERICAN GOVERNMENT

Credits: 3

Prerequisite: EN110 placement or equivalent

This course provides students with fundamental knowledge about the history and principles of American government. Students will learn 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 appropriate for anyone seeking broader understanding of the relationships among the local, state, and federal governments.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify the basic strengths and weaknesses of the American political system.
2. Explain the central principles, institutions, procedures, and decision-making processes of the American political system.
3. Differentiate the legislative, executive, and judicial branches of government.

Psychology (PY)

PY100 PERSONAL ADJUSTMENT

Credits: 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

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

Credits: 3

Prerequisite: EN110

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.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Convey the basic concepts and principles of psychology.
2. Apply knowledge of ethical principles and limitations of research in psychology.
3. Reflect on the development of one's self concept.
4. Critically evaluate sources of information in the field of psychology.

PY125 INTERPERSONAL RELATIONS

Credits: 3

In this course, students will learn the value of workplace diversity and inclusion and how the quality of relationships lead to personal and organizational success. They will also learn how to effectively utilize social media and other communication technologies. Additionally, students will develop self-confidence, team building and conflict resolution strategies, and proper ways to respond to personal and work-related stress needed to achieve success in a competitive workplace.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify the seven major themes that serve as the foundation for effective human relations.
2. Explain the importance of teamwork in an organizational setting.
3. Describe some of the major causes of conflict in the workplace.
4. Implement effective stress-management strategies.

PY325 WORK ETHIC IN CAREER AND TECHNICAL FIELDS

Credits: 3

This course applies work ethic principles as essential "soft skills" to succeed in career and technical fields of practice. Students will learn to incorporate human relations topics with work ethic training. The course is designed to include an eight (8) hour work ethic training component; thus, preparing eligible students who choose to take and pass a proficiency exam to earn a "Certificate of Work Ethic Proficiency" from the Center for Work Ethic Development.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Explain the value of work ethic principles.
2. Demonstrate the seven work ethic skills as they apply to scenarios common in workplace experiences.
3. Evaluate human relations pertaining to personal and interpersonal skills in workplace settings.

Renewable Energy (RE)

RE100 INTRODUCTION TO RENEWABLE ENERGY

Credits: 3

This module provides an outline and brief description, including fundamentals, of the different renewable energy technologies: wind, solar, bioenergy, and geothermal energy. It provides a general overview of the technologies and their applications. While these technologies are not fully proven yet, promising research and development is being conducted. The module also discusses common technical and non-technical barriers and issues limiting the wide-spread use/dissemination of renewable energy in developing countries. The information in this module is of general interest to explain the basics of renewable energy technologies, to understand their strengths and weaknesses and hence to have a better grasp of the benefits available from, and the barriers faced by, these technologies.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Define the different key renewable energy technologies.
2. Discuss the potential applications for renewable energy technologies.
3. Describe the strengths and weaknesses of the different renewable energy technologies.

Science (SI)

SI051 EARTH SCIENCE
Credits: 3
This course will focus on knowledge and understanding of life and physical science. Earth Science provides students with an understanding of how the different parts of the system works through the study of the Earth's cycles and spheres; the earth's place in the universe as well its internal structure, tectonic plates, atmospheric processes, and hydrosphere are explored to help understand how Earth science interacts with society. Students will be active learners; they will observe, inquire, question, formulate and test hypotheses, analyze data, report, and evaluate findings. Students will have hands-on and active experiences throughout this course.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Discuss specific textual evidence that support analysis of the development of the universe and the solar system.
2. Analyze the earth's internal structure and the dynamic nature of the tectonic plates that form its surface.
3. Explain the atmospheric processes that support life and cause weather and climate change.

SI061 BIOLOGY
Credits: 3
This course will focus on knowledge and understanding of the Science of life. Biology provides students with an understanding of the structure, function, growth, origin, evolution and distribution of living organisms. Students will be active learners; they will observe, inquire, question, formulate and test hypotheses, analyze data, report, and evaluate findings. Students will have hands-on and active experiences throughout this course.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Describe the general composition of living organisms, their cellular structures and functions.
2. Cite specific evidence on the energy transformations that enable cellular activity.
3. Describe the role of DNA and how it provides information for inheritable characteristics and genetic variation.

SI101 INTRODUCTION TO CHEMISTRY
Credits: 3
Prerequisite: MA110A placement or equivalent
Corequisite: SI101L
Designed as a broad introduction to chemistry, topics include atomic structure, bonding, gas laws, interpreting the Periodic Table of Elements, stoichiometry, problem-solving, and concludes with an introduction to organic chemistry. This course satisfies the natural and physical sciences requirement for general education.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Interpret the Periodic Table of Elements.
2. Identify types of chemical reactions.
3. Solve quantitative problems including unit conversions and balance chemical reactions.

SI101L INTRODUCTION TO CHEMISTRY LABORATORY
Credits: 1
Prerequisite: MA110A or equivalent
Corequisite: SI101
This course is the laboratory co-requisite for SI101 Introduction to Chemistry. Laboratory sessions provide hands-on experiences with chemicals, equipment and instruments, that reinforce and extend concepts presented in lecture. 3 hours of lab per week; 1 credit hr.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Demonstrate proper conduct in accordance with safety procedures in the lab and use basic chemistry lab equipment.
2. Apply concepts of chemical reactions and equations to experiments and perform qualitative and quantitative problem-solving.
3. Demonstrate ability to write proper lab reports.

SI102 GENERAL CHEMISTRY WITH LABORATORY
Credits: 4
Prerequisite: MA161A
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.
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
Credits: 3
Prerequisite: EN110 placement or equivalent
Corequisite: SI103L
This course provides students with an understanding of the general principles of marine ecology. Basic skills in

gathering ecological data and identification of marine organisms will be acquired. This is the lecture portion of the course and students are required to register for the lab portion, SI103L Introduction to Marine Biology Lab. (If a student takes the course in a previous semester and fails lecture, but passes lab with a C or better, then co-requisite is waived).

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.

SI103L INTRODUCTION TO MARINE BIOLOGY LAB

Credits: 1

Prerequisite: EN110 placement or equivalent

Corequisite: SI103

This course is the laboratory co-requisite for SI103 Introduction to Marine Biology. Laboratory sessions and field trips reinforce and extend basic marine biology concepts, identification of marine organisms, and anthropogenic effects on the marine environment. (If a student takes SI103L in a previous semester and fails, but passes SI103 with a C or better, then the student will be allowed to repeat just the lab).

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

Credits: 3

Prerequisite: EN110 placement or equivalent

Corequisite: SI105L

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.

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 LABORATORY

Credits: 1

Prerequisite: EN110 placement or equivalent

Corequisite: SI105

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.

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.

SI106 DRUG CALCULATIONS FOR PRACTICAL NURSING

Credits: 1

This course covers dosage calculation emphasizing critical thinking techniques to effectively, accurately, and safely calculate dosages of medications. It includes reading, interpreting and solving calculation problems encountered in the preparation of medication. This course involves measurements with the apothecary, avoirdupois, and metric systems. Students will review basic math skills and learn systems of measurement. They will also learn Dimensional Analysis for calculating dosages of oral, powdered, and parenteral medications, pediatric, and adult weight-based medication and intravenous medications.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Use basic arithmetic function and dimensional analysis to calculate accurate dosages.
2. Utilize the metric, apothecary, and avoirdupois systems for dosage calculations.
3. Calculate dosages based on body weight of pediatric and adult clients.
4. Resolve calculation problems in the preparation of medication.

SI110 ENVIRONMENTAL BIOLOGY: THEORY

Credits: 3

Prerequisite: EN110 placement or equivalent

Corequisite: SI110L

This is a comprehensive survey course which focuses on environmental issues and concepts. The main focus of this course deals with tropical ecosystems that are unique to Pacific island regions. This course is the theory portion of Environmental Biology. Students taking this course are

required to register for the lab portion of the course as a co-requisite.

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. Reflect personally upon the ecological, social and/or economic implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling.
3. Integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.

SI110L ENVIRONMENTAL BIOLOGY:LABORATORY

Credits: 1

Prerequisite: Successful completion of DevEd English or placement into college level English

Corequisite: SI110 or successful completion of SI110

This is the laboratory portion of the SI110 Environmental Biology theory course. The course applies hands-on laboratory exercises and experiments to illustrate and complement concepts discussed in the SI110 theory course. Students will also be conducting class field trips to several selected environmental habitats around the island. The fieldtrips are designed to provide firsthand experience and connectivity between environmental issues learned in the classroom and real world events. Students taking this course are required to register for the theory portion of the course as a co-requisite.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify key chemical, biological, ecological and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Reflect personally on the ecological, social, and/or economic implications of climate change, conservation and sustainable use of resources, overpopulations, waste management and recycling.
3. Conduct a comprehensive data analysis process.

SI120 INTRODUCTION TO ISLAND ECOLOGY AND RESOURCE MANAGEMENT

Credits: 3

Prerequisite: EN110 placement or equivalent

This course is designed for natural resource managers, field technicians and law enforcement personnel working in natural resource conservation. The course covers fundamental concepts of island terrestrial and marine ecology, resource management and conservation. Course offering: As needed.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Describe key chemical, atmospheric, biological, and ecological processes that affect organisms in terrestrial and marine environments with an emphasis on tropical island ecosystems that the student can apply as part of their job field.
2. Explain the ecological, social, and economic implications of conservation, policy and regulations, management and sustainable use of natural resources, overpopulation, and impact of climate change, as well as reflect on their roles in these issues.
3. Explain the effects of anthropogenic factors that affect the environment and organisms therein.

SI122 INTRODUCTION TO FORENSIC SCIENCE

Credits: 4

Prerequisite: CJ100

Cross Listed as CJ122. 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.

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.

SI125 SCIENTIFIC METHODS AND DATA ANALYSIS

Credits: 3

Prerequisite: EN110, MA110A placement or equivalent, and SI101 (or equivalent or higher), SI110 or SI103.

This class is an introduction to the practice of science, with a particular emphasis on Environmental Science. This course provides Environmental Technician students with an overview of the scientific methods and process, particularly within the context of observation-driven investigations. Students will examine the steps of crafting scientific questions and hypotheses, research design, experimentation and data collection, data analysis, interpretation and presentation. The course will include an introduction to the technology and methods used in data

collection and environmental testing. The course will also include an introduction to the tools and methods used in science writing and data collection, the presentation and statistical analysis of scientific data, and search and review of the scientific literature. Finally, students will consider the nature of the theories that arise from, and provide a framework for, the practice of science. Students with one (1) year experience in the workforce relative to data collection and report analysis can be evaluated by the Department Chair for waiving of Prerequisite.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Explain in detail the steps of observation-driven investigations, including crafting of scientific questions and hypotheses, research design, experimentation and data collection, data analysis, interpretation and presentation.
2. Demonstrate a basic understanding of the goals, structure, creation process, and types of scientific literature documentation in the environmental sciences.
3. Identify the use of technology and equipment for data collection and analysis, including but not limited to environmental science.

SI129 ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING: THEORY

Credits: 3

This course provides an accelerated study of the anatomy and physiology of the human body. It is a comprehensive one-semester course that briefly covers the structure and function of cells and tissues as it relates to the organs systems. Concepts of anatomy and physiology related to homeostasis, human disease and their interrelationships are discussed for each organ system. Upon completion, students should be able to recollect the anatomy of each organ system and to understand the importance of physiology as it relates to the allied health field. A laboratory component (SI129L) is required to supplement the theoretical aspect of lecture and will include microscopy, dissection, physiological experiments, computer simulations. This course is required for those majoring in the allied health and nursing certificate program.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify the anatomical structures associated with each organ system and their functions.
2. Explain physiological processes that maintain homeostasis of the organ systems.
3. Match the metabolic reactions, electrolyte and acid-base balance, and electrochemical gradients to organ system diseases.
4. Evaluate the interactions of each organ system to formulate possible reasons for diseases.

SI129L ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING: LABORATORY

Credits: 1

This course is the laboratory component of SI129. The lab course will use lab-based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ, and organ system level. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in simple chemical analysis, microscopic observations, perform dissections of specimen, and studies anatomical models. Students taking this course are required to register for the lecture portion of the course or have passed an equivalent to the lecture portion. This course is required for those majoring in the Certificate in Licensed Practical Nursing.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify all the major components of the organ systems.
2. Describe the functional relationships within all organ systems, necessary for maintaining homeostasis for patient care.
3. Explain the importance of maintaining fluid, electrolyte balance and acid-base concepts in relation to blood chemistry.

SI131 HUMAN ANATOMY & PHYSIOLOGY I: THEORY

Credits: 3

Corequisite: SI131L

This course provides a comprehensive study of the anatomy and physiology of the human body. It is the first of a two-part course sequence that covers the structure and function of cells, tissues, and the integumentary, skeletal, muscular and nervous systems. Students will learn about concepts of anatomy and physiology related to homeostasis and human disease processes. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. A laboratory component is required to supplement the theoretical aspect of lecture and will include microscopy, dissection, physiological experiments, and computer simulations.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Identify locations of major organs and bones of each system studied using anatomical terminology.
2. Explain the interrelationships among molecular, cellular, tissue and organ functions in each organ system.
3. Interpret the relationships between chemistry and physiology as they relate to cellular and sub-cellular processes; such as enzyme activity, cell-membrane function, muscle contraction, and nervous system control.

4. Apply basic knowledge of anatomy and physiology in regards to the complementarity of structure and function when the body exhibits homeostasis and during pathological deviations from homeostasis.

SI131L HUMAN ANATOMY & PHYSIOLOGY I: LABORATORY
Credits: 1
Corequisite: SI131
SI131L is the laboratory component of SI131. The lab course will use a lab based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ and organ system level. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in simple chemical analysis, microscopic observations, perform dissections of specimens, and studies of anatomical models. The course begins with an overview of the human body. This is quickly followed by a review of chemistry and then moves on to explore the cellular and tissue levels of organization. The course then explores the covering, support, and movement of the body through investigation of the integumentary, muscular, and skeletal systems. Finally, the course will examine the structure, regulation, and integration of the body systems by learning about the nervous system.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Demonstrate basic techniques required in a laboratory for student safety and equipment preservation.
2. Identify major organ systems and subcomponents of the integumentary, skeletal, muscular and nervous system utilizing models.
3. Analyze data from computer-simulated laboratory exercises on cell transport, skeletal muscle physiology, and neurophysiology.
4. Differentiate among the human organ systems from cats, fetal pigs, and other mammalian specimens.

SI132 HUMAN ANATOMY & PHYSIOLOGY II: THEORY
Credits: 3
Prerequisite: SI131
Corequisite: SI132L
This course provides a comprehensive study of the anatomy and physiology of the human body. It is the second of a two-part course sequence that covers various organ systems of the human body including: cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Emphasis is on understanding the physiology of negative and positive feedback mechanisms associated with these organ systems. Students' foundational knowledge from SI131 is essential to understand how the structure and functions of each organ system works and is interrelated to each other. A laboratory component is required to supplement the theoretical aspect of lecture and will include microscopy, dissection, physiological experiments, and computer simulations. Students taking this course are required to register for the laboratory portion of the course as a co-requisite or have passed an equivalent to the laboratory portion.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify the components and subcomponents of the sensory, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.
2. Explain the interrelationships among the sensory, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems in maintaining homeostasis.
3. Interpret the relationships between chemistry and physiology as they relate to cellular and sub-cellular processes such as vision, olfaction, taste, and hearing, hormone action, antigen-antibody reactions, heart function, lung function, nutrition, metabolism and temperature regulation, and fluid, electrolyte and acid-base balance.
4. Apply basic knowledge of metabolic pathways and their links to energy production and storage to the function of the respiratory, digestive, and urinary systems in regards to the complementarity of structure and function when the body exhibits homeostasis and during pathological deviations from homeostasis.

SI132L HUMAN ANATOMY & PHYSIOLOGY II: LABORATORY
Credits: 1
Prerequisite: SI131 & SI131L
Corequisite: SI132
SI132L is the laboratory component of SI132. The lab course will use a lab-based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ and organ system level. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in, microscopic observations, perform dissections of specimens, and studies of anatomical models. The course begins where SI131L ended: special senses, regulation and integration of the body systems by examining the endocrine system, maintenance of the body through the cardiovascular, lymphatic, immune, respiratory, digestive, and urinary systems. Finally, the course will investigate the continuity of life through an examination of the reproductive system, development, and heredity.

Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify major organ systems and subcomponents of the sensory, endocrine, cardiovascular lymphatic, immune, respiratory, digestive, urinary, and reproductive systems using slides, models, specimens and diagrams.
2. Describe the pathway of blood through the heart, urine through the kidneys, food through the digestive system and egg/sperm through the reproductive system.
3. Analyze data from computer-simulated laboratory exercises on endocrine system physiology, blood analysis, cardiovascular dynamics, cardiovascular, physiology, respiratory system mechanics, chemical and physical processes of digestion, renal system physiology, and acid-base balance.
4. Differentiate among the human organ systems (endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems) from cats, fetal pigs, and other mammalian specimens.

SI141 APPLIED PHYSICS I
Credits: 4
Prerequisite: MA161A
An Algebra-based course covering measurement, motion, forces in one (1) dimension, vectors, trigonometry, concurrent forces, work and energy, simple machines, rotational motion, no concurring forces, matter and fluids. The course emphasizes physical concepts as applied to an industrial technical field.
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. Summarize 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 implement proper procedures to solve problems applying physical rules and formulas correctly.

SI142 APPLIED PHYSICS II
Credits: 4
Prerequisite: SI141, MA161A
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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Calculate the momentum, impulse, force, and time of contact within a system.
2. 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 apply amplitude, frequency, angular frequency, period, displacement, velocity and acceleration associated with oscillating system.

SI150 INTRODUCTION TO MICROBIOLOGY: THEORY
Credits: 3
Corequisite: SI150L
This course presents basic principles of microbiology, including the role of microbes in the transmission of disease, the environment and useful applications. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance and immunity, microbial systems, flow of genetics in microbes and impacts microorganisms have on the environment. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process. A laboratory component (SI150L) is required to supplement the theoretical aspect of lecture and will include microscopy, microbiology techniques and laboratory skills practical. Students taking this course are required to register for the laboratory portion of the course as a co-requisite or have passed an equivalent to the laboratory portion. This course is recommended for those majoring in the allied health and nursing programs and forensic science certificate.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Differentiate between the structure and function of microbial cells.
2. Explain how microbial cells metabolize.
3. Identify beneficial and detrimental host/microbe interactions in allied health and industrial setting.
4. Assess human health and environmental conditions using microbiology fundamentals.
5. Analyze the relationship of diseases and the microbial sources found in the different organ systems.

SI150L INTRODUCTION TO MICROBIOLOGY: LABORATORY
Credits: 1
Corequisite: SI150
This course is the laboratory component of SI150 Introduction to Microbiology: Theory. This course will use a lab-based systems approach, with an emphasis on

integrated relationships with microbes, the environment and current technologies. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in foundational and current microbiology techniques that show the importance of microbes in our daily lives and their central role in nature. Microscopic observations, investigative experiments to evaluate and identify microbes involved in the allied health field will be performed. A strong emphasis on laboratory safety is expected as part of their professional behavior in this class. Students taking this course are required to register for the lecture portion of the course as a co-requisite or have passed an equivalent to the lecture portion. This course is recommended for those majoring in the allied health and nursing programs.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Use common microbiology instrumentation at a proficient level.
2. Interpret experimental results to include the identification of each microorganism.
3. Identify possible treatments for pathogens.
4. Apply proper aseptic techniques while performing microbiology procedures.
5. Apply standard operating procedures in the disposal of biological hazards.

SI155 WASTE SITE WORKER SAFETY HAZWOPER

Credits: 3

Prerequisite: EN110, MA110 placement or equivalent, SI101 (or equivalent or higher), SI110 or SI103, SI125.

This course provides 45 hours of training in the protection, health and safety of workers involved in storage, disposal, or treatment of hazardous substances, cleanup of hazardous waste sites, and emergency response operations for threats or releases of hazardous substances. The curriculum meets requirements of OSHA 29 CFR 1910.120.

Note: Entrance to this course requires that students be physically capable of wearing and working in the different levels of Personal Protective Equipment (PPE), as well as wearing and using respiratory protective devices. This involves obtaining a physician's statement that the student is cleared to wear and work in PPE and respiratory equipment. For students currently employed in a workplace engaged in HAZWOPER work, and who have the necessary experience and skills of their trade, a waiver may be granted by the Department Chairperson.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Demonstrate understanding of employees' rights and responsibilities, and an employer's responsibility for a safety and health program with respect to OSHA 29 CFR 1910.120, and other related regulations.
2. Demonstrate understanding of a Job Hazard Analysis, Health and Safety Plan (HASP), and emergency response plan.
3. Demonstrate skills in completing hands-on activities including, but not limited to, the use of respirators, levels of Personal Protective Equipment (PPE), and identification and verification of unknown substances.

Supervision & Management (SM)

SM108 INTRODUCTION TO BUSINESS

Credits: 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.

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.
2. Construct the stages in the development of management ethical standards.
3. Discuss the forms of business ownership and organization.

SM205 PURCHASING

Credits: 3

Course Offering: Fall

Prerequisite: SM108

This course provides an insight for students to a career in purchasing, such as a retail buyer or a procurement officer for an organization. It 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 procurement cycle is studied with emphasis on vendor partnerships, negotiations, pricing analysis, and policy considerations.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Describe the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.

2. Identify the ethical, contractual, and legal issues faced by purchasing and supply chain professionals.
3. Explain the purchasing cycle, various types of purchasing documents, and types of purchases.

SM208 PERSONNEL SUPERVISION
Credits: 3
This course prepares students to be supervisors in a challenging modern workplace. It is based on the premise that organizational variables including diversity in the workforce, computer and communication technology, and the design of organization structures are constantly changing. Overall, this course focuses on discussing important supervision concepts and providing fundamental skills necessary for applying these concepts. Students will learn the critical role of a supervisor in an organization and the abilities needed to be successful.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the role, characteristics and skills of a supervisor and the principles of planning, leading, controlling, staffing, and organizing at the supervisory level.
2. Identify and discuss the human skills necessary for supervision.
3. Describe employee needs and apply motivational skills to address them.
4. Articulate applied supervision concepts.

SM211 E-COMMERCE MANAGEMENT
Credits: 3
Prerequisite: SM108
E-commerce has paved the way for companies to sell their products and services to consumers and businesses throughout the world. Most companies now utilize ecommerce to market and sell their products and services, as well as conduct financial transactions. This course will provide the basic knowledge necessary in managing an online business.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the basic requirements of a business web site.
2. Differentiate the four Internet business models.
3. Describe the importance of e-commerce in today's business management.

SM215 INTERNATIONAL MANAGEMENT
Credits: 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.
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. Describe the challenges of international management.

SM220 MANAGEMENT SKILL DEVELOPMENT
Credits: 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the traditional four functions of management: planning, organizing, leading, and controlling.
2. Discuss the eight-steps used in structured decision making process.
3. Describe the needs for technology in management operations.

SM225 LEADERSHIP
Credits: 3
This course uses a unique three-prong approach of theory, application, and skill development. Students will be provided with the best coverage of traditional leadership theories and cutting-edge leadership philosophies. It will provide opportunities for students to apply leadership theories and concepts to develop their critical thinking skills and other skill building exercises to handle leadership situations that can be used in their professional and personal lives such as understanding personalities, dealing with ethical dilemmas, motivation, managing behaviors, setting objectives, giving praise, coaching, resolving conflicts, delegating, and negotiating.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Articulate values, qualities, and skills important to leadership positions.

2. Develop skills for understanding visioning, goal setting, strategic planning, critical thinking, and ethical decision-making.
3. Build productive relationships with others in any situation through effective communication, coaching/mentoring, and empowerment and motivation.
4. Summarize in writing their feelings about applied leadership concepts.

SM230 BUSINESS LAW APPLICATIONS
Credits: 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 cybercrimes (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.
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
Credits: 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 Supervision and Management graduates to make management decisions that eliminate or minimize their firm's liability.
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
Credits: 3
This course uses cutting-edge research along with case histories to help students understand the relationships between business and 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 the entire decision-making process. The course employs a stakeholder management framework that emphasizes the firm's social and ethical responsibilities to both internal and external stakeholders.
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. Differentiate between management of internal and external stakeholders.

SM292 SUPERVISION AND MANAGEMENT PRACTICUM
Credits: 3-6
Prerequisite: Course must be taken towards the end of the program (last two) semesters.
This course provides students with a supervised work experience where they apply the skills necessary to be successful in a supervision and management career.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Apply theory learned in the classroom to the work environment.
2. Practice effective interpersonal skills in the workplace.
3. Document the synthesis of knowledge and skills gained through the work experience in an electronic presentation.

Sociology (SO)

SO099 STUDENT-CENTERED SUCCESS IN COLLEGE
Credits: 3
This course integrates a balance of motivational, study, and life skills; students will understand themselves as individuals who appreciate their own strengths, identify their challenges, and work to strengthen current skills and create new ones. Students will work on their non-cognitive skills such as, attitudes, behaviors, and skills such as critical thinking, self-efficacy, resilience, and interpersonal relations. Student will utilize the Academic and Career Excellence system (ACES) to help identify their strengths and challenges and create a Personal Success Plan (PSP). The course will enable students' explorations of workforce and college opportunities using their information from ACES and their PSP. Formerly titled Student Success Workshop.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Develop skills to locate, evaluate, and interpret career information.
2. Identify career cluster and related pathways that match career and education goals.
3. Describe and apply elements of team-building, problem-solving, and decision-making as they relate to workplace and postsecondary education opportunities.

SO130 INTRODUCTION TO SOCIOLOGY
Credits: 3
Prerequisite: EN110
This course provides a scientific overview of human social interaction. Students will learn the foundational history, methodology, and theoretical analysis of sociology. Upon completion, students will demonstrate a basic knowledge of sociology, engaging in the analysis of social issues.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify open questions upon which a controversy depends, while taking into account a diversity of perspectives.
2. Construct a written exposition defending a sociological position.
3. Analyze contemporary social issues using established sociological theories.

Social Sciences (SS)

SS063 AMERICAN GOVERNMENT
Credits: 3
This course focuses on 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 Constitution (including the Bill of Rights), bureaucracy, national policies relating to foreign policy, taxation, spending priorities, government regulations, and entitlement.
This course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. The standards sharpen the focus on the close connection between comprehension of the text and attainment of knowledge.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Make logical inferences about the importance of American Government and Politics.
2. Analyze the series of events which led to the creation of the United States Constitution and Bill of Rights.
3. Analyze U.S. documents of historical and literary significance for their themes, purposes, and rhetorical features.

SS081 US HISTORY I
Credits: 3
This course focuses on the reconstruction of the United States of America after the Civil War through World War II. The objective is to examine and evaluate the political, social and economic development of the United States during this era.
This course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. The standards sharpen the focus on the close connection between comprehension of the text and attainment of knowledge. Relevant individualized instruction provides reading, writing, language, and speaking and listening activities to enable students to become empowered, competent, critical, and reflective in their assignments.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Make logical inferences about central issues during the Reconstruction Era to World War II.
2. Cite specific evidence from literary and informational texts that explains the importance of the various events during the Reconstruction Era to World War II.
3. Analyze the sequence of events and explain how specific events interacted and developed during the Reconstruction Era to World War II.
4. Write a narrative about the major economic developments and specific events during the Reconstruction Era to World War II.

SS082 U.S. HISTORY II
Credits: 3
This course focuses on the economic and political changes during the Cold and Vietnam War, including the Civil Rights movement, and the recent events and trends that have shaped present-day America.

This course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. The standards sharpen the focus on the close connection between comprehension of the text and attainment of knowledge. Relevant individualized instruction provides reading, writing, language, and speaking and listening activities to enable students to become empowered, competent, critical, and reflective in their assignments.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:

1. Make logical inferences about central issues during the Cold and Vietnam War to present day America.
2. Cite specific evidence from literary and informational texts that explains the importance of the various events during the Cold and Vietnam War to present-day America.
3. Analyze the sequence of events and explain how specific events interacted and developed during the Cold and Vietnam War to present-day America.
4. Write a narrative about the major economic developments and specific events during the Cold and Vietnam War to present-day America.

Surveying (SU)

SU100 SURVEYING DRAFTING

Credits: 3

This course deals with typical job responsibilities of an office draftsperson 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.

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

Credits: 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.

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

Credits: 3

Prerequisite: CE222

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.

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

Credits: 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.

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
Credits: 3
Prerequisite: SU240
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.
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
Credits: 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.
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
Credits: 3
Prerequisite: SU250
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.
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
Credits: 3
Prerequisite: SU250
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.
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
Credits: 1
Prerequisite: CE222
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.
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.

Introduction to the Theater (TH)

TH101 INTRODUCTION TO THE THEATER
Credits: 3
This course is designed to provide a basic introduction to the study of theatre. It explores theatre as a fine art and how theatre practitioners work. Course lectures include theatre history and production practices. Attendance at a local theatre production is recommended. Students will collaborate in the making of a short, fully-realized production.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Analyze the elements of a play to appreciate theatre as an art.
2. Develop a clear understanding of theatre history and recent developments.
3. Implement production practices.

Visual Communications (VC)

VC101 INTRODUCTION TO VISUAL COMMUNICATIONS
Credits: 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Identify the six typeface families and demonstrate how each one expresses a mood.
2. Analyze the use of injurious imaging, prejudicial thinking, and stereotyping in visual media.
3. Explain the ethical and legal standards regarding the use of visual media theatre history and recent developments.

VC125 DIGITAL GRAPHICS: RASTER
Credits: 3
This course is designed to provide students with the fundamental knowledge and skills needed to produce raster graphics for print and interactive media using industry recognized raster tools such as Photoshop, GIMP, and Corel Photopaint. Formerly Digital Graphics: Photoshop.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the common vocabulary of raster-based programs.
2. Employ basic photo editing including cloning, healing and patching.
3. Produce graphic images using layers, masks, paths and channels.

VC126 DIGITAL GRAPHICS: VECTOR
Credits: 3
This course is designed to provide students with the fundamental knowledge and skills needed to produce vector graphics for print and interactive media using industry recognized vector tools, such as Adobe Illustrator, Sketch Corel Draw, and Inkscape. Formerly Digital Graphics: Illustrator.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the common vocabulary of vector-based programs.
2. Differentiate between vector and raster (bit-map) graphics.
3. Produce graphic design pieces with type including the creation of type, type masks, formatting, and wrapping text.

VC127 DIGITAL PHOTOGRAPHY
Credits: 3
This course presents concepts and technical processes for effective image capture (taking good photos) using film and digital cameras. Formerly VC172 Imaging Concept & Elements.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain common vocabulary of the photography field.
2. Employ the elements of effective aesthetic composition to produce good photographs.
3. Apply studio lighting principles for basic portraiture and small product photography.

VC128 DESIGN PRINCIPLES AND ELEMENTS
Credits: 3
Prerequisite: VC126
The goal of this course is to provide students with basic knowledge to recognize the elements and principles of graphic design. Students also learn the steps in solving graphics problems. Formerly VC102.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license.
2. Apply the elements of graphic design including space, line, shape, value, texture, color, space, balance, contrast and variation.
3. Select effective typography and text composition in graphic design.

VC211 DESIGN I
Credits: 3
Prerequisite: VC101, VC125, VC126, VC127, VC128
Corequisite: VC212
Students will learn to use powerful desktop publishing tools such as Adobe InDesign, which 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, HTML files. Formerly VC135.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Design and complete page lay-outs 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.

VC212 DESIGN STUDIO II
Credits: 3
Prerequisite: VC128
This course provides students with knowledge and skills of basic computer desktop publishing. Additionally, students will gain effective workplace procedures and the elements of good customer relations. Formerly VC131 Desktop Publishing.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Explain the standard vocabulary of desktop and print publishing.
2. Apply application tools common to desktop publishing and page layout software.
3. Design documents using forms, rules and tables.

VC221 INTERACTIVE STUDIO I
Credits: 3
Prerequisite: VC127 Corequisite: VC222
This course is designed to provide students with the knowledge and skills to design and create an effective website. Learn the basics of planning, constructing, testing, publishing, marketing and maintaining a website.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Construct a multi-page website using HTML and CSS.
2. Prepare images & graphics for web sites.
3. Upload a website to a web server.

VC222 INTERACTIVE STUDIO II
Credits: 3
Prerequisite: VC127 Corequisite: VC221
This course introduces user experience (UE) and user interface (UI) design and advanced animations and interactive actions for web sites with a focus on responsive website design.
Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Develop multipage interactive web sites.
2. Design images & graphics appropriate for web sites.
3. Integrate various media into web applications.

VC231 VIDEO PRODUCTION I
Credits: 3
Prerequisite: VC127
This course introduces the basic video production process including conceptualization, storyboarding, shooting and editing. Formerly VC161 Video I.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Produce simple video production from planning through editing.
2. Create storyboards for video production and record video according to plans.
3. Employ a variety of microphones and audio mixers used in audio recording.

VC232 VIDEO PRODUCTION II
Credits: 3
Prerequisite: VC127
This course presents video editing using a powerful and well-accepted editing application. Students will be taught advanced editing. Formerly VC165 Digital Editing: Final Cut Pro.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:
1. Import video into the computer to establish the content for editing process.
2. Apply animation to incorporate motion to still images.
3. Explain common vocabulary of digital video editing.

VC291 PROJECT MANAGEMENT AND MARKETING SOLUTIONS
Credits: 3
Prerequisite: VC211, VC212, VC221, VC222, VC231, VC232 MK224
This course integrates all the skills and concepts acquired in the required 100 level courses. Students conceptualize, plan, and produce visual graphics projects according to client based criteria. Student use the knowledge and skills developed in the prerequisite classes. Student develop production schedules and learn to manage their tasks
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Use cooperative teamwork for visual communications problem solving.
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.

VC292 VISUAL COMMUNICATION PRACTICUM
Credits: 3
The Visual Communications Practicum course 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.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Apply theory learned in the classroom to the work environment.
2. Practice effective interpersonal skills in the workplace.
3. Document the synthesis of knowledge and skills gained through work experience in a reflection paper.

Welding (WE)

WE115 METAL FABRICATION
Credits: 3
Corequisite: CT196A, CT197A
Students develop fabrication knowledge and skills in cutting and assembling projects from given specifications using various hands tools, power tools and machines.

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
Credits: 2
Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Disassemble oxyfuel gauges 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
Credits: 2
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 head treatment are also examined.
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 ally steel.

Women's & Gender Studies (WG)

WG101 INTRODUCTION TO WOMEN & GENDER STUDIES
Credits: 3
Prerequisite: Placement into EN110
This course provides an introduction to basic concepts and key issues in Women's and Gender studies. This interdisciplinary course will highlight the fundamental role of intersectionality (the ways gender, sex, class, race, ethnicity, culture, sexual orientation, etc. interact to shape our identities and life experiences) in systems of societal privileges and oppressions in the Marianas and other regions. Students will learn about family, education, work, and popular culture.
Student Learning Outcomes (SLOs)
Upon successful completion of this course, students will be able to:

1. Identify fundamental questions and issues in Women's and Gender Studies.
2. Discuss how gender intersects with other categories of social difference, such as sexuality, race, ethnicity, class, and ability.
3. Analyze how gender is represented in the diverse cultures of the Marianas, Asia-Pacific, and the world.

Governing Board, Administration & Faculty

(as of July 2022)

Governing Board & Administration

Board of Trustees

Frank P. Arriola	Chairperson
Carlo Leon Guerrero	Vice Chairperson
Rose P. Grino	Secretary
Richard P. Sablan	Treasurer
Eloy P. Hara	Member
VACANT	Member
Kenly Magwili	Student Member
Simone Bollinger	Faculty Advisory Member
Kenneth C. Bautista	Support Staff Advisory Member
Mary A.Y. Okada, Ed.D., AIF	Chief Executive Officer/President
Bertha M. Guerrero	Board Recording Secretary

Office of the President

Mary A.Y. Okada, Ed.D., AIF	President
John K. Dela Rosa	Assistant Director, Communications & Promotions
Vacant	Program Specialist, Peace Officer Standards and Training Commission
Bonnie Mae M. Datuin	Program Specialist, Development & Alumni Relations
Patrick F. Maloney	Program Specialist, Development & Alumni Relations
Julie Ulloa-Heath, Ed.D.	Assistant Director, Planning & Development
Francisco E. Palacios	Sustainability and Projects Coordinator

Office of the Vice President for Academic Affairs

Virginia C. Tudela, Ph.D.	Vice President, Academic Affairs
Denise M. Mendiola	Assistant Director, Continuing Education & Workforce Development
Melvin D. Cruz	Program Specialist, Continuing Education & Workforce Development
Kimberly Ann Taitano	Program Specialist, Continuing Education & Workforce Development
Marlena O.P. Montague	Assistant Director, Assessment, Institutional Effectiveness & Research
Ava M. Garcia	Coordinator, Admissions & Registration

School of Trades and Professional Services

Pilar A. Williams	Dean, School of Trades & Professional Services
Christine B. Sison	Associate Dean, School of Trades & Professional Services
Joachim Peter Roberto	Associate Dean, School of Trades & Professional Services
VACANT	Associate Dean, School of Trades & Professional Services
Dorothy-Lou M. Duenas, R.N.	Nursing and Allied Health Administrator

School of Technology and Student Services

Michael L. Chan, Ed.D.	Dean, School of Technology & Student Services
Gerald A.B. Cruz	Associate Dean, School of Technology & Student Services
Vacant	Instructional Designer, School of Technology & Student Services
John F. Payne	Program Specialist, Accommodative Services
Yolonda Topsana	Program Specialist, Adult Basic Education
Esther A. Rios	Program Specialist, Reach for College

Office of the Vice President for Finance and Administration

Rodalyn A. Gerardo, CPA, CGFM, CIA	Vice President, Finance and Administration
Edwin E. Limtuatco	Controller, Business Office
Apolline C. San Nicolas, SHRM-CP	Chief Human Resources Officer
Charmaine F. Belzer	Financial Aid Coordinator
Adrian Atalig	Chief Information Technology Officer
Joleen M. Evangelista	Procurement and Inventory Administrator
Huan F. Hosei	Environmental Health & Safety Officer

EEO Office and Title IX Office

Christine B. Sison	EEO Compliance Officer
John F. Payne	Title IX Coordinator

Guam Community College Administrators

Atalig, Adrian M.
Chief Information Technology Officer
M.I.T. Information Technology
American InterContinental University 2015
B.A. Computer Information Systems
University of Guam 2004
A.A.S. Electronics Technology
Heald Institute of Technology 1989
Security+ Secure Infrastructure Specialist
The Computing Technology Industry Association 2018
Network+ Secure Infrastructure Specialist
The Computing Technology Industry Association 2018
A+ Secure Infrastructure Specialist
The Computing Technology Industry Association 2018
Network+ Operations Specialist
The Computing Technology Industry Association 2001
A+ Operations Specialist
The Computing Technology Industry Association 2001

Belzer, Charmaine F.
Financial Aid Coordinator
MA.Ed. Higher and Post-Secondary Education Administration
Argosy University 2012
B.S. Health Care Administration
University of Nevada 2008

Chan, Michael L., Ed.D.
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

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

Cruz, Gerald A.B.
Associate Dean, Technology & Student Services
M.P.A. Public Administration
Excelsior College 2017
B.A. Asian Studies
University of San Francisco 2011

Cruz, Melvin D.
Program Specialist, Continuing Education & Workforce Development
M.A.T. English as a Second Language
University of Washington 2004
B.B.A. Management
University of Guam 1993

Datuin, Bonnie Mae M.
Program Specialist, Development & Alumni Relations
B.A. Psychology
University of Guam 2006

Dela Rosa, John K.
Assistant Director, Communications & Promotions
B.A. English
University of Texas-Austin 1990

Duenas, Dorothy-Lou M., R.N.
Nursing and Allied Health Administrator, Practical Nursing
M.S. Nursing
University of Phoenix 2012
B.S. Nursing
University of Portland 2003
Registered Nurse, Guam License

Evangelista, Joleen M.
Procurement and Inventory Administrator
B.A. Business Administration
Seattle University 1992

Garcia, Ava M.
Coordinator, Admissions & Registration
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

Gerardo, Rodalyn A., CPA, CGA, CIA
Vice President for Finance & Administration
M.B.A. Accounting,
Mississippi College 2019
B.B.A. Accounting,
University of Guam 2002
Certified Public Accountant
Certified Internal Auditor
Certified Government Financial Manager
Certified Government Auditing Professional
Chartered Global Management Accountant
Certified Internal Controls Auditor

Hosei, Huan F.
Environmental Health & Safety Officer, Environmental Health & Safety
M.A. Education, Educational Leadership
San Diego State University 2003
B.A. Anthropology
University of Guam 1992

Limtuatco, Edwin E.
Controller, Business Office
B.B.A. Accounting
University of Guam 1997

Maloney, Patrick F.
Program Specialist, Development & Alumni Relations

M.A. Nonprofit Management
Regis University 2007
B.B.A. Business Administration
University of Great Falls 2003

Mendiola, Denise M.
Assistant Director, Continuing Education & Workforce Development
B.S. Public Administration
University of Guam 2020
A.S. Marketing
Guam Community College 2020

Okada, Mary A.Y., Ed.D., AIF
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
Accredited Investment Fiduciary
Center for Fiduciary Studies 2016

Palacios, Francisco E.
Sustainability & Projects Coordinator, Planning & Development
M.Ed. Curriculum and Instruction
Concordia University 2013
B.A. Communication Studies
University of Guam 2010

Pangelinan, Marlena O.P.
Assistant Director, 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

Payne, John F.
Program Specialist, Accommodative Services
M.H.R. Human Relations
University of Oklahoma 1991
B.S. Social Science
University of Guam 1985
Licensed Professional Counselor
Internationally Certified Alcohol & Drug Counselor
Certified Substance Abuse Treatment Counselor III

Rios, Esther A.
Program Specialist, Reach for College
EEO Compliance Officer
M.A. Counseling
University of Guam 2008
B.A. Psychology
University of Guam 2002

Roberto, Joachim Peter
Associate Dean, Trades & Profession Services
M.S.W. Social Work
Washington University 1988
B.A. Sociology
Washington State University 1986

San Nicolas, Apolline, SHRM-CP
Chief Human Resources Officer
M.B.A. Business Administration
United States University 2015
B.B.A. Business Management
University of Guam 2003
SHRM Certified Professional
Society for Human Resources Management 2017

Sison, Christine B.
Associate Dean, Trades & Professional Services/EEO Coordinator
M.P.A. Public Administration
University of Guam 2002
B.B.A. International Business
Seattle University 1995

Taitano, Kimberly Ann
Program Specialist, Continuing Education & Workforce Development
M.L.S. Library and Information Services
University of Maryland 2016
B.B.A. International Business
University of Guam 1999

Topasna, Yolonda Toves
Program Specialist, Adult Basic Education
BBA Business Administration
University of Chaminade 1987

Tudela, Virginia C., Ph.D.
Vice President for Academic Affairs
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

Ulloa-Heath, Julie, Ed.D.
Assistant Director, Planning & Development
Ed.D. Educational Leadership
University of San Diego
M.S. Educational Leadership
Troy State University 1994
B.A. Psychology
University of Guam 1982
A.A. Liberal Arts
Kemper Military School and College 1980

Williams, Pilar P.
Dean, Trades & Professional Services
M.A. Catholic School Leadership
University of San Francisco 2007
B. A. Behavioral Science
Mount Mary College 1991
Teaching Online Certified (TOC)
Quality Matters 2021

Guam Community College Faculty

Aguilar, Norman L.
Assistant Professor, Hospitality & Tourism
M. Ed. Education
University of Portland 2008
M.B.A. Business Administration
University of Guam 1999
B.A. Business Administration
University of Guam 1991
Teacher Online Certificate
Quality Matters 2021
ServSafe Food Protection Manager Certification
National Restaurant Association Education Foundation 2008

Aguon, Janice T.A.
Instructor, Education-Cosmetology
B.S. Criminal Justice
University of Guam 1997
Certificate Cosmetology
Guam Community College 2000
Cosmetology Instructor, Guam License

Analista, Hernalin R.
Assistant Professor, Assessment & Counseling-Vocational Guidance
M.A. Counseling
University of Guam 2002
B.A. Psychology
University of Guam 1998

Angay, Roderick R.
Instructor, Technology-Electronics
B.S. Electronics and Communication Engineering
Lyceum of the Philippines University 2001
Teaching Online Certified (TOC)
Quality Matters 2021

Bataclan, Emma R., R.N.
Instructor, Health Services Center
B.S. Nursing
St. Joseph College, Philippines 1979
Registered Nurse, Guam License

Blas, Trisha Danielle, Ph.D.
Assistant Professor, Math & Science-Math
Ph.D. E-Learning
Northcentral University 2018
M.Ed. Secondary Education
University of Guam 2007
B.A. Mathematics
University of Guam 2005
B.A. Secondary Education
University of Guam 2005
Teaching Online Certified (TOC)
Quality Matters 2018
Microsoft Certified Educator

Bollinger, Simone E.P.
Assistant Professor, English
M.Ed. Language and Literacy
Harvard University 2010
B.A. English
Dickinson College 2005

Bordallo, Dolores C., D.B.A.
Assistant Professor, Technology-Telecommunications
D.B.A. Business Administration
Walden University 2022
M.S. Education
Walden University 2008
B.A.Ed. Secondary Education: Vocational Technology Education
University of Guam 1999

Calbang, Joegines P.
Assistant Instructor, Technology-Electronics
A.S. Computer System and Network Technology
AMA Computer Learning Center 2003
A.S. Computer System Design and Programming
AMA Computer Learning Center 2003

Callos, Philip Kelvin T.
Assistant Instructor, Culinary & Food Services
A.A. Culinary Arts
Guam Community College 2016
Certified Food Safety HACCP Manager
National Registry for Food Safety Professionals 2021

Certified ServSafe Instructor
National Restaurant Association Education Foundation 2020
Certified ServSafe Exam Proctor
National Restaurant Association Education Foundation 2020
Certified ServSafe Food Protection Manager
National Restaurant Association Education Foundation 2020

Cepeda, Nita Jeannette P.
Instructor, Business & Visual Communications-Visual Communications
B.A. Communication Studies
University of Guam 1986

Chargualaf, Katherine M.
Assistant Instructor, Business & Visual Communications-Marketing
A.S. Marketing
Guam Community College 1996

Chong, Eric K. L.
Professor, Hospitality & Tourism
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
Teaching Online Certified (TOC)
Quality Matters 2021
Certified Guest Service Professional
American Hotel & Lodging Association 2014
Certified Customer Service Specialist
Electronics Technicians Association International 2000
Certified Hotel Administrator
Educational Institute of the American Hotel & Lodging Association 1998
Certified Hospitality Educator
Educational Institute of the American Hotel & Lodging Association 1998
Certified Rooms Division Executive
Educational Institute of the American Hotel & Lodging Association 1997
ServSafe Food Protection Manager Certification
National Restaurant Association Education Foundation 2011

Chua, John Patrick C., R.N.
Assistant Instructor, Nursing & Allied Health-Allied Health
B.S.N Nursing
University of Guam 2018
Registered Nurse, Guam License

Concepcion, Jonah M.
Assistant Professor, Criminal Justice & Social Science-Social Science
M.S. Higher Education
Capella University 2017
M.P.A. Public Administration
University of Guam 2006
B.S. Criminal Justice
University of Guam 2005
Online Teaching Certificate
Online Learning Consortium 2016

Concepcion, Tonirose R., Ph.D.
Associate Professor, Technology-Office Technology
Ph.D. Postsecondary and Adult Education
Capella University 2015
M.Ed. Education, Administration & Supervision
University of Guam, 2009
B.B.A. Accounting & Secondary Education
University of Guam, 2007
Certificate for Online Adjunct Teaching (COAT)
Maryland Online 2015

Cosico, Narciso H.
Instructor, Tourism & Hospitality
B.S. Hotel and Restaurant Management
University of Santo Tomas 1986

Cruz, Carol R.
Assistant Professor, Hospitality & Tourism
M.B.A. Business Administration
University of Guam 1999
B.B.A. Business Administration
University of Guam 1991
Teaching Online Certified (TOC)
Quality Matters 2021

Cruz, Donna M., Esq.
Professor, Criminal Justice & Social Science-Criminal Justice
J.D. Law
University of San Diego Law School 1990
B.S. Management and Marketing
University of Guam 1985
Teaching online Certified (TOC)
Quality Matters 2021

Cruz, Jesse Q.
Assistant Instructor, Automotive Technology
A.S. Occupational Studies, Automotive and Diesel Technology
Universal Technology Institute Phoenix 1996
ASE Certified Master Automobile Technician

Cruz, Nenita P.
Instructor, Business & Visual Communications-Marketing
B.S. Business Administration
San Francisco State University 1994

Cundiff, Tressa C.
Assistant Professor, English
M.Ed. Language and Literacy
University of Guam 2004
B.A. English
University of Guam 2001
Certificate for Online Adjunct Teaching (COAT)
Maryland Online 2015

Datuin, Theresa A. H., Ed.D.
Professor, Math & Science-Math
Ed.D. Educational Leadership
Argosy University 2014
M.S. Environmental Science
University of Guam, 2009
B.A. Math & Secondary Education
University of Guam 2001
Online Teaching Specialization in Online Management
Online Learning Consortium 2016

Dingcong, David John P.
Instructor, Hospitality & Tourism
B.B.A. International Tourism and Hospitality Management
University of Guam 2011

Egana, Joel E.
Instructor, Automotive Technology
A.A. Education
Guam Community College 2010
Certificate Education
Guam Community College 2010
ASE Certified Master Automobile Technician

Ellen, Deborah, Ed.D.
Associate Professor, Education
Ed.D. Instructional and Curriculum Leadership
Northcentral University 2014
M.A. Education
Northern Michigan University 1995
B.A. Elementary Education
Michigan State University 1985

Evangelista, Frank F.
Instructor, Culinary & Food Services
A.S. Food and Beverage Management
Guam Community College 2006
Certified Hospitality Educator
Educational Institute of the American Hotel & Lodging Association 2001
Certified Food & Beverage Executive
Educational Institute of the American Hotel & Lodging Association 2004
Certified ServSafe Instructor & Registered ServSafe Examination Proctor
National Restaurant Association Education Foundation 2020
Certified Techniques of Alcohol Management (TAM) Instructor
National Hospitality Institute 2015
ServSafe Food Protection Manager Certification
National Restaurant Association Education Foundation 2020

Franquez, Arwen A.
Instructor, Criminal Justice & Social Science-Human Services
M.A. Counseling
University of Guam 2010
B.A. Classics
Reed College 2002
Teaching Online Certified (TOC)
Quality Matters 2020

Guerrero, Norma R.
Assistant Professor, Business & Visual Communications-Marketing
M.B.A. Marketing
University of Phoenix 2012
B.B.A. Marketing
University of Guam 1992
Teaching Online Certified (TOC)
Quality Matters 2020

Haurillon, Bertrand J.
Assistant Instructor, Culinary & Food Services
C.A.P. Professional Training Diploma Classic Cuisine
French National Ministry of Education 1982

Healy, Paul J.
Instructor, Business & Visual Communications-Visual Communications
A.A.S. Advertising Design
Brown College 1994

Ikeda, Daisaku
Honorary Professor
Honorary Doctorates and Professorships from over 270 Academic Institutions
Graduate of Fuji College Economics Department, 1967 (now Tokyo Fuji University)

Ji, Eric
Assistant Professor, Hospitality & Tourism
M.S. Hospitality Management
Florida International University 2013
B.A. Teaching Korean as a Foreign Language
National Institute for Lifelong Education 2019
B.S. Hospitality Management
Florida International University 2011
DCT Diploma Hotel and Tourism Management
Cesar Ritz Colleges Switzerland 2008
Teaching Online Certified (TOC)
Quality Matters 2019
Certification in Hotel Industry Analytics (CHIA)
Educational Institute of the American Hotel & Lodging Association (EI/AH&LA) 2018
Certified Hospitality Educator (CHE)
Educational Institute of the American Hotel & Lodging Association (EI/AH&LA) 2016
Certified Guest Service Professional
Educational Institute of the American Hotel & Lodging Association 2014

Ji, Minhee
Instructor, Hospitality & Tourism
M.S. Hospitality Management
Florida International University 2018
B.S. Hospitality Management
Florida International University 2011
Teaching Online Certified (TOC)
Quality Matters 2020

Jocson, John M.U.
Assistant Professor, Math & Science-Science
M.S. Environmental Science
University of Guam 1998
B.A. Mathematics
University of Guam 1995

Kerner, Paul N.
Instructor, Culinary & Foodservices
A.A. Culinary Arts
Guam Community College 2015
A.A. Education
Guam Community College 2010
Certificate Education
Guam Community College 2010
Certified Executive Chef
American Culinary Federation
Certified Hospitality Educator (CHE)
American Hotel & Lodging Association 2020
ServSafe Food Protection Manager Certification
National Restaurant Association Education Foundation 2001

Kerr, Jonita Q.
Associate Professor, Math & Science-Science
M.S. Biology
University of Guam, 1994
B.A. Chemistry
North Carolina State University, 1985

Kuper, Terry F.
Instructor, Technology-Electronics
A.S. Computer Networking
Guam Community College 2008
A.S. Electronic Networking
Guam Community College 2008
Teaching Online Certified (TOC)
Quality Matters 2020
A+ Certified Technician
The Computing Technology Industry Association 1995
Photovoltaic Entry Level
North American Board of Certified Energy Practitioners 2012

Lee, Byong Young, Ph.D.
Assistant Professor, Technology-Computer Science
Ph.D. Computer Science
University of Texas 2009
M.S. Computer Science
Soong Sil University 1996
B.S. Computer Science
Kang Nam University 1992

Lee, Christina S.
Instructor, English
M.A. English
University of Guam 2021
B.A. English
University of Guam 2018

Lee, Hee Suk (Rachel)
Assistant Professor, Technology-Computer Science
M.A. Engineering
Chungbuk National University 1998
B.A. Engineering
Chungbuk National University 1994
CISCO Certified Network Professional, Security (CCNP-Security)
Cisco Career Certification 2016

Leon Guerrero, Catherine U.
Associate Professor, Work Experience
M.H.R. Human Relations
University of Oklahoma 1996
B.S. Marketing
Arizona State University 1986
Teaching Online Certified (TOC)
Quality Matters 2020
Certified Hospitality Educator
Educational Institute of the American Hotel & Lodging Association

Lizama, Sean
Instructor, Business & Visual Communications-Visual Communications
B.A. Psychology and Philosophy
University of Guam 2008

Lizama, Troy E.
Associate Professor, Assessment & Counseling
M.A. Counseling
University of Guam 1996
B.A. Psychology
University of Guam 1992

Mafnas, Barbara C., R.N.
Assistant Professor, Nursing & Allied Health-Allied Health
M.S.N. Nurse Educator
Chamberlain College of Nursing 2017
B.S.N. Nursing
Chamberlain College of Nursing 2013
A.A. Nursing
Alpena Community College 1992
Teaching Online Certified (TOC)
Quality Matters 2020
Registered Nurse, Guam License
Certified Allied Health Instructor
American Medical Technologies 2016

Maloney, Kathryn S.
Instructor, Math & Science-Math
M.A. Learning and Technology
Western Governors University 2006
B.S. History minor in Mathematics
University of Wisconsin 1995

Manzana, Amada A.
Associate Professor, Business & Visual Communications-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

Melegrito, Loressa M., R.N.
Instructor, Nursing & Allied Health-Practical Nursing
B.S.N. Nursing
University of Guam 2004
Registered Nurse, Guam License

Miranda, Kennylyn C.
Instructor, Culinary & Foodservices
M.S. Hospitality Management
Johnson & Wales University 2018
B.A. Le Cordon Bleu Culinary Management
Le Cordon Bleu College of Culinary Arts 2016
A.A. Culinary Arts
Guam Community College 2013
Journeyman Certificate, Culinary Cook
Guam Community College 2013
Teaching Online Certified (TOC)
Quality Matters 2020

Mui, Eva Marie L., L.P.N.
Instructor, Nursing & Allied Health-Allied Health
Certificate Practical Nursing
Guam Community College 2008
A.S. Medical Assisting
Guam Community College 2005
Licensed Practical Nurse, Guam License

Muna-Barnes, Kyla Marie S.
Instructor, Adult Basic Education
M.A. Counseling
University of Guam 2018
B.A. Sociology
University of Guam 2014
A.A. Early Childhood
Guam Community College 2014

Munoz, Jose U.
Associate Professor, Criminal Justice & Social Science-Social Science
M.Ed. Education
University of Portland 1994
B.A. Political Science
University of Colorado 1984

Nanpei, Rose Marie D.
Associate Professor, Assessment & Counseling-Vocational Guidance
M.A. Counseling
University of Guam 2002
B.A. Psychology
University of Guam 1995
Licensed Professional Counselor

Olarte, Regine Erika F.
Assistant Instructor, Culinary & Food Services
A.A. Culinary Arts
Guam Community College 2016
Certified ServSafe Instructor
National Restaurant Association Education Foundation 2017
Certified ServSafe Exam Proctor
National Restaurant Association Education Foundation 2019
Certified ServSafe Food Protection Manager
National Restaurant Association Education Foundation 2017
Certified Culinarian
American Culinary Federation 2020
Certified Hospitality Educator
Educational Institute of the American Hotel & Lodging Association 2020
Quality Matters Teaching Online Certificate

Oliveros, Sharon J.V.
Assistant Professor, Assessment & Counseling-Vocational Guidance
M.A. Counseling
University of Guam 2012
B.A. Humanities
Bob Jones University 2003

Pajarillo, Lyndon B.
Instructor, Automotive Technology
A.A. Education
Guam Community College 2012
Journeyman Certificate, Construction Equipment Mechanic
Guam Community College 1989
ASE Certified Master Automobile Technician
ASE Certified Master Medium/Heavy Truck Technician

Palomo, Melissa L.C.
Instructor, Education-Early Childhood Education
B.S. Speech and Hearing Science
University of Arizona 1998
A.S. Early Childhood Education
Guam Community College 2005

Pangelinan, Pilar O.
Professor, Business & Communications-Accounting
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
Teaching Online Certified (TOC)
Quality Matters 2021
Certified Bookkeeper
The American Institute of Professional Bookkeepers 2020
Accredited Financial Counselor
Associate for Financial Counseling & Planning Education 2009

Paulino, Ronaldo M., D.P.H.
Assistant Professor, Math & Science-Science
D.P.H. Public Health
Loma Linda University 2015
M.S. Biology
University of Guam 2008
B.A. Biology
University of Guam 2004

Pereda, Jaclyn L.
Instructor, Adult Basic Education
M.A. English
University of Guam 2017
B.A. English (Literature)
University of Guam 2010

Pereda, John V.G.
Instructor, English
M.A. English
University of Guam 2016
B.A. English (Literature)
University of Guam 2011

Perez, Jonathan J.
Instructor, Automotive Technology
A.S. Occupational Studies, Automotive and Diesel Technology
Universal Technology Institute Phoenix 2003
ASE Certified Master Automobile Technician
ASE Certified Advanced Level Specialist

Postrozny-Torres, Marsha M., Ed.D.
Professor, Education-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
Online Teaching Certificate
Online Learning Consortium 2016

Quinata, Keith N.
Instructor, Construction Trades
B.A. Project Management
ITT Technical Institute 2013
A.S. HVAC Sciences
Universal Technical Institute 1995
Career Pathways Leadership Certification 2018

Quitugua, Karen Rose J.
Assistant Instructor, Culinary & Food Services
A.A. Culinary Arts
Guam Community College 2015
Certificate Nutrition and Food Services
University of North Dakota 2018
Certified ServSafe Instructor
National Restaurant Association Education Foundation 2018
Certified ServSafe Food Protection Manager
National Restaurant Association Education Foundation 2017
Certified Dietary Manager
Certifying Board of Dietary Managers 2018
Certified Food Professional
Certifying Board of Dietary Managers 2018
Certified Culinarian
American Culinary Federation 2020

Quitugua, Kiana C.
Assistant Instructor, Adult Basic Education
B.S. Public Administration
University of Guam 2017

Randle, Michelle D.
Instructor, Business & Visual Communications-Marketing
M.B.A. Global Management
University of Phoenix 2006
B.S. Business and Management
University of Maryland University College 2002
A.A. Business and Management
University of Maryland University College 1999

Repil, Mercy L., L.P.N.
Assistant Instructor, Nursing & Allied Health-Allied Health
Certificate Practical Nursing
Guam Community College 2007
Licensed Practical Nurse Guam License

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

Roden, Wendell M.
Instructor, Math & Science-Mathematics
M.S. Mathematics
Michigan State University 1997
B.S. Civil Engineering
Michigan State University 1994
Teaching Online Certified (TOC)
Quality Matters 2021

Rosario, Barbara Ann B.
Assistant Professor, Assessment & Counseling-Vocational Guidance
M.A. Counseling
University of Guam 2008
B.A. Psychology
University of Guam 2000
A.S. Clerical Studies
Guam Community College 1998

Rosario, Kirsten L.B.
Instructor, Education
B.A. Child Development
Ashford University 2013
A.A. Education
Guam Community College 2010
Advanced Specializations in Deaf Education
College of the Marshall Islands 2018

Rowland, Christopher D.
Assistant Instructor, Business & Visual Communications-Visual Communications
A.S. Visual Communications
Guam Community College 2011

Sablan, Sally C.
Associate Professor, Assessment & Counseling
M.A. Counseling
University of Guam 2002
B.A. Psychology
University of Guam 1994

Santos, David T.
Assistant Instructor, Construction Trades
H.S.
George Washington High School 1984

Schrage, Marivic C.
Associate Professor, Education
M.Ed. Career and Technical Education
Concordia University 2015
B.S. Business Administration/Accounting
Lyceum University 1984
B.S. Business Administration/Management
University of Nueva Caceres 1980
Certified Hospitality Educator
Educational Institute of the American Hotel & Lodging Association 1999
ServSafe Food Protection Manager Certification
National Restaurant Association Education Foundation 2008
Teaching Online Certified (TOC)
Quality Matters 2020
Moodle Educator Certified (MEC)
Moodle 2021
Google Certified Educator Level I
Google for Education 2021
Nationally Certified Work Ethic Trainer
The Center for Work Ethic Development 2019

Sunga, Anthony Jay J., Ph.D.
Professor, Math & Science-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 Technology
A.A. Education
Guam Community College 2010
Certificate Education
Guam Community College 2010
ASE Certified Collision Repair Technician

Tam, Wilson W.B., Ph.D.
Associate Professor, English
Ph.D. English Second Language
Northcentral University 2017
M.Ed. TESOL
University of Guam 1997
B.S. Industrial Technology
Walla Walla College 1982
A.S. General Contracting
Walla Walla College 1981
Teaching Online Certified (TOC)
Quality Matters 2021

Tam, Yvonne
Associate Professor, Business & Visual Communications-Marketing
M.B.A. Business Administration
University of Guam 1994
B.B.A. Business Administration
University of Guam 1991
Teaching Online Certified (TOC)
Quality Matters 2020

Taman, Francine N.
Instructor, Education-Cosmetology
Certificate Cosmetology
Guam Community College 2002
Cosmetology Instructor, Guam License

Teng, Zhaopei
Professor, Technology-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
Online Teaching Specialization in Online Design
Online Learning Consortium
Microsoft Certified Professional 2002
Microsoft Office 2013 Certified Specialist (Access, PowerPoint & Word)

Tenorio, Juanita M.
Professor, English
M.A. English Language & Literature
University of Minnesota 1993
B.A. English
Marquette University 1986
Teaching Online Certified (TOC)
Quality Matters 2021

Terlaje, Patricia M.
Associate 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, Math & Science-Math
B.A. Math
University of Guam 2006

Tudela, Erwin F.
Instructor, Automotive Technology
A.S. Automotive Technology
Guam Community College 2005
ASE Certified Collision Repair Technician
ASE Certified Painting & Refinishing
ASE Certified Mechanical & Electrical Components

Tupaz, Frederick P.Q.
Assistant Professor, Business & Visual Communications-Supervision & Management
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

Tyquiengco, Ricky S.
Instructor, Technology-Electronics
A.A. Education
Guam Community College 2010
Certificate Education
Guam Community College 2010
Certified Fiber Optics Installer
Electronics Technicians Association
Data Cabling Installer
Electronics Technicians Association
Teaching Online Certified (TOC)
Quality Matters 2020

Tyquiengco, Rolland R., R.N.
Assistant Instructor, Nursing & Allied Health-Allied Health
B.S. Nursing
University of Guam 2004
Registered Nurse, Guam License

Uchima, Katsuyoshi
Instructor, Nursing & Allied Health-Allied Health
M.H.A. Health Administration
University of Phoenix 2015
B.S. Health Administration
University of Phoenix 2011
A.A. Biological Sciences
Mira Costa College 2000
Registered Medical Assistant
American Medical Technologists 1994
Certified Allied Health Instructor
American Medical Technologists 2013

Wegner, Cheri L., R.N.
Instructor, Nursing & Allied Health-Allied Health
A.S.N Nursing
University of Guam 1986
Registered Nurse, Guam License

Yanger, Gil T.
Assistant Instructor, Construction Trades
H.S.
George Washington High School 1984

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, "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 transcripted 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 Interdisciplinary Arts & Sciences 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 Prerequisite 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 with the University of Guam

The matrix below shows GCC courses that are transferable to the University of Guam. Students have the option to either follow the new UOG General Education framework (seen in the matrix below) or the old UOG General Education framework which is valid for the next three (3) years, from Academic Year 2017-2019. Consult the Office of the Vice President for Academic Affairs (VPAA) for any questions or clarification. See Memorandum of Understanding (MOU) for articulated courses that do not fall under General Education in the next section.

June 2021

UOG General Education (GenEd) Course Articulation Matrix (rev 2020)

University of Guam (UOG)			Guam Community College (GCC)			College of the Marshall Islands (CMI)			College of Micronesia - Federated State of Micronesia (COM-FSM)			Northern Marianas College (NMC)			Palau Community College (PCC)		
Competency / Breadth of Knowledge	UOG Course	UOG Course Title	GCC Course	GCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	CMI Course	CMI Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	COM-FSM Course	COM-FSM Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	NMC Course	NMC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	PCC Course	PCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents
Tier I: Core Foundation (15 credits)																	
Written Communication	EN110	Freshman Composition (3cr)	EN110	Freshman Composition (3cr)		ENG112 *(formerly* ENG2*)*	English Composition II (3cr)		EN120a	Expository Writing I (3cr)		EN101	English Composition I (3cr)		EN112	Freshman Composition (3cr)	
Oral Communication	CO210	Fundamentals of Communication (3cr)	EN125	Introduction to Human Communication and Speech (3cr)					EN/CO205	Speech Communication (3cr)		CO210	Fundamentals of Communication (3cr)				CO110 Introduction to Communication
Quantitative Reasoning	MA110	Finite Mathematics (or higher MA*) (3cr)	MA110A	Finite Mathematics (3cr)	MA161A College Algebra & Trigonometry I (4 credits); MA161B College Algebra & Trigonometry II (4 credits)				MS101	College Algebra and Trigonometry (3cr)				MA161 College Algebra; MA162 College Trigonometry	MA111	College Algebra (3cr)	
Information Literacy	EN111	Writing for Research (3cr)	EN111	Writing for Research (3cr)		ENG220 *(formerly ENG121)*	Writing Research Papers (3cr)		EN120b	Expository Writing II (3cr)		EN202	English Composition II (3cr)				
Critical Thinking	CT101	Critical Thinking (3cr)	CO110	Critical Thinking for Civic Engagement													

dlg

Page 1 of 6

UOG General Education (GenEd) Course Articulation Matrix (rev 2020)

University of Guam (UOG)			Guam Community College (GCC)			College of the Marshall Islands (CMI)			College of Micronesia - Federated State of Micronesia (COM-FSM)			Northern Marianas College (NMC)			Palau Community College (PCC)		
Competency / Breadth of Knowledge	UOG Course	UOG Course Title	GCC Course	GCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	CMI Course	CMI Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	COM-FSM Course	COM-FSM Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	NMC Course	NMC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	PCC Course	PCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents
Tier II: Breadth through Diversity & Direction (16 credits)																	
DIVERSITY FOUNDATION: SCIENCE TECHNOLOGY ENGINEERING & MATH (STEM) 1 Theme 1: Science & Math (take 3 to 4 credits)	AL101/L *(formerly AG101/L)*	Introduction to Agriculture and Lab (4cr)						SC101 Introduction to Agriculture			AG101 Introduction to Agriculture (1995); or SC230 Introduction to Chemistry w/lab (1995); or SC240 Introduction to Physics w/lab (1995)			BI101 Principles of Biology; BI103 Marine Biology; BI106 Agriculture Science; BI141 Plant Science; BI201 Natural History of the Mariana Islands; BI251 Human Anatomy and Physiology I, BI252 Human Anatomy and Physiology II; CH141 Survey of Organic and Biochemistry; NS101 Introduction to Physical Science			SC109 Principles of Biology I; SC110 Principles of Biology II; SC119 Introduction to Physical Science; SC239 Natural History of Palau; AG111 Introduction to Tropical Agriculture; AG219 Crop Protection
	AL102/L *(formerly AG102/L)*	Introduction to Plant Science and Lab (4cr)															
	AL109/L *(formerly AG109/L)*	Insect World (4cr)															
	AL136/L *(formerly AG136/L)*	Science of Aquaculture (4cr)						SCI225 Principles of Aquaculture	MR120	Marine Biology w/ lab (4cr)							
	BI100/L	Environmental Biology (4cr)	SI110 & SI110L	Environmental Biology & Lab (3+1cr)				SC120 Introduction to Biology									
	BI103/L	Marine Biology (4cr)	SI103 & SI103L	Introduction to Marine Biology & Lab (3+1cr)				SCI135 Introduction to Marine Biology	MR120	MR120 Marine Biology w/ lab (4cr)							
	BI201	Natural History of Guam (3cr)							SC/SS115	Ethnobotany							
	CH100/L	Introduction to Inorganic Chemistry (4cr)										CH124	General Chemistry (4cr)				
	CH101/L	Introduction to Organic Chemistry (4cr)															
	CH102/L	General Chemistry (4cr)			SI102 General Chemistry with Lab			SCI230 Introduction to Chemestry									
	CH103/L	General Chemistry (4cr)															
	CS200	Computer Applications and Lab (3cr)			CS151 Windows Applications; CS104 Visual Basic Programming				IS201	Computer Information Systems (3cr)		CS103	Introduction to Computers (3cr)				CS100 Computer Literacy; CS212 Microcomputer Application
	GE203/L	Principles of Physical Geography (4cr)			SI105 + SI105L Introducton to Physical Geology and Lab												
	MA115	Introduction to College Algebra (3cr)			MA161A College Algebra & Trigonometry I; MA161B College Algebra & Trigonometry II												
	MA151	Introductory Statistics (3cr)							MS150	Introduction to Statistics (3cr)							MA121 Elementary Statistics

UOG General Education (GenEd) Course Articulation Matrix (rev 2020)																		
University of Guam (UOG)			**Guam Community College (GCC)**			**College of the Marshall Islands (CMI)**			**College of Micronesia - Federated State of Micronesia (COM-FSM)**			**Northern Marianas College (NMC)**			**Palau Community College (PCC)**		
Competency / Breadth of Knowledge	UOG Course	UOG Course Title	GCC Course	GCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	CMI Course	CMI Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	COM-FSM Course	COM-FSM Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	NMC Course	NMC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	PCC Course	PCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents
DIVERSITY FOUNDATION: SCIENCE TECHNOLOGY ENGINEERING & MATH (STEM) 2 Theme 2: Human Science (take 3 to 4 credits)	AL101/L *(formerly AG101/L)*	Introduction to Agriculture and Lab (4cr)						SC101 Introduction to Agriculture			AG101 Introduction to Agriculture (1995) or SC101 Health Science			BI101 Principles of Biology; BI103 Marine Biology; BI106 Agriculture Science; BI141 Plant Science; BI201 Natural History of the Mariana Islands; BI251 Human Anatomy and Physiology I, BI252 Human Anatomy and Physiology II; CH124 General Chemistry; CH141 Survey of Organic and Biochemistry; NS101 Introduction to Physical Science			SC109 Principles of Biology I; SC110 Principles of Biology II; SC119 Introduction to Physical Science; SC239 Natural History of Palau; AG111 Introduction to Tropical Agriculture; AG219 Crop Protection
	AL102/L *(formerly AG102/L)*	Introduction to Plant Science and Lab (4cr)															
	AL109/L *(formerly AG109/L)*	Insect World (4cr)															
	AL136/L *(formerly AG136/L)*	Science of Aquaculture (4cr)						SCI225 Principles of Aquaculture	MR120	Marine Biology w/ lab (4cr)							
	BI110/L	Human Biology (4cr)						SCI110 Anatomy and Physiology I; SCI210 Anatomy and Physiology II									
	AL185 *(formerly CF230 Nutrition and Health)*	Human Nutrition (3cr)	HL202	Nutrition (3cr)					SC112	Intro to Human Nutrition (3cr)							
	GE101	Introduction to Geography (3cr)							SS120	Intro to Geography (3cr)							
	HS200	Health & Wellness (3cr)										HE200	Health and Wellness (3cr)				HP180 Personal & Social Health; HP181 First Aid/CPR
	PI210	Introduction to Logic (3cr)															
	PS215	International Relations (3cr)															
	PY101	General Psychology (3cr)	PY120	General Psychology (3cr)					SS/PY101	General Psychology (3cr)		PY101	General Psychology (3cr)		SS119	Introduction to Psychology (3cr)	
	SO101	Introduction to Sociology (3cr)	SO130	Introduction to Sociology (3cr)					SS130	Intro to Sociology (3cr)		SO101	Introduction to Sociology (3cr)				SS129 Introduction to Sociology
	S0221	Sociology of Health & Medicine (3cr)															

UOG General Education (GenEd) Course Articulation Matrix (rev 2020)

University of Guam (UOG)			Guam Community College (GCC)			College of the Marshall Islands (CMI)			College of Micronesia - Federated State of Micronesia (COM-FSM)			Northern Marianas College (NMC)			Palau Community College (PCC)		
Competency / Breadth of Knowledge	UOG Course	UOG Course Title	GCC Course	GCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	CMI Course	CMI Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	COM-FSM Course	COM-FSM Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	NMC Course	NMC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	PCC Course	PCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents
DIVERSITY FOUNDATION: HUMANITIES 1 Theme 3: Creative and Expressive Arts (take 3 credits)	AR101	Introduction to Art (3cr)										AR101	Introduction to Art (3cr)				VA109 Intro to Visual Arts
	AR102	Studio for Non-Majors (3cr)							AR101	Introduction to Art (3cr)	EN205 Literature of the Sea or EN204 Poetry	AR135	Studio for Non-Majors (3cr)				
	EN210	Introduction to Literature (3cr)	EN210	Introduction to Literature (3cr)					EN201	Intro to Literature (3cr)				LI150 Introduction to Literature	EN189	Elements of Literature (3cr)	
	EN213	Literature, Myth, and Culture (3cr)															
	MU101	Music Fundamentals (3cr)													MU102	Music Fundamentals (3cr)	
	MU102	World Music (3cr)															
	MU106	Introduction to Music (3cr)							MU101	Introduction to Music (3cr)		MU106	Introduction to Music (3cr)				
	MU110	Class Voice (1cr)															
	MU121	Beginning Class Piano (2cr)															
	TH101	Introduction to Theater (3cr)	TH101	Introduction to Theater (3cr)					EN203	Drama (3cr)		DR101	Introduction to Drama and Theater (3cr)				
	TH102	Acting I (3cr)															
DIVERSITY FOUNDATION: HUMANITIES 2 Theme 4: Human Systems and Organizations (take 3 credits)	CO106	Introduction to Mass Communication (3cr)															CO201 Mass Media and Society
	GE201	World Regional Geography (3cr)										GE201	World Regional Geography (3cr)				
	HI121	World History I (3cr)	HI121	History of World Civilizaton I (3cr)					SS170	World History I (3cr)		HI121	History of World Civilizations I (3cr)				HI159 World Civilaization I
	HI122	World History II (3cr)	HI122	History of World Civilizaton II (3cr)					SS171	World History II (3cr)		HI122	History of World Civilizations II (3cr)				HI169 World Civilaization II
	LN101	Introduction to Language (3cr)															
	PI101	Introduction to Philosophy (3cr)	PI101	Introduction to Philosophy (3cr)					EN208	Intro to Philosophy (3cr)		PI201	Introduction to Philosophy (3cr)		PH169	Introduction to Philosophy (3cr)	PH249 General Logic
	PI102	Contemporary Ethical Problems (3cr)															
	PS101	Introduction to Government & Politics (3cr)				POL101	Introduction to Political Science (3cr)		SS101	Intro to Political Science (3cr)					SS149	Introduction to Political Science (3cr)	
	SO202	Contemporary Social Problems (3cr)															
	SW110	Introduction to Community Services on Guam (3cr)	HM110 *(formerly FAI10)*	Introduction to Community Services (3cr)													
	WG101	Introduction to Women & Gender Studies (3cr)	WG101	Women & Gender Studies													

UOG General Education (GenEd) Course Articulation Matrix (rev 2020)

University of Guam (UOG)			Guam Community College (GCC)			College of the Marshall Islands (CMI)			College of Micronesia - Federated State of Micronesia (COM-FSM)			Northern Marianas College (NMC)			Palau Community College (PCC)		
Competency / Breadth of Knowledge	UOG Course	UOG Course Title	GCC Course	GCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	CMI Course	CMI Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	COM-FSM Course	COM-FSM Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	NMC Course	NMC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	PCC Course	PCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents
DIVERSITY FOUNDATION: HUMANITIES 3 Theme 5: Cultural Perspective (take 3 credits)	AN101	Introduction to Anthropology (3cr)									SS220 Contemporary Issues in Micronesia			AN105 Cultural Anthropology	SS189	Introduction to Cultural Antrhopology (3cr)	
	ED265	Culture & Education on Guam (3cr)	ED265	Culture & Education on Guam										HI 255 History of the Northern Marianas Islands			
	HI211	History of Guam (3cr)			HU120 Pacific Cultures; HI176 Guam History												
	HI243	History of Micronesia (3cr)							SS150	History of Micronesia (3cr)							SS209 Changes in Mirconesia; SS179 Introduction to Social Anthropology
	PI103	Introduction to Asian Philosophy (3cr)															
	PS202	Government in the United States (3cr)										PS110	Principles of Democratic Institutions (3cr)				
	SW201	Social Welfare & Development: Global Challenges (3cr)	HM201 *(formerly FA201)*	Social Welfare and Development (3cr)													
UNIQUELY UOG COMPONENT : Language (take 4 credits)	CM101	Elementary Chamorro (4cr)	CH110	Chamorro I (4cr)	HU120 Pacific Cultures (3 credits) JA110 Begin. Japanese I (4 credits) JA111 Begin. Japanese II (4 credits) ASL100 - ASL 130 American Sign Language I - IV (4 credits) CH111 Chamorro II (4 credits)			*often fulfilled by demonstration of proficiency*			*Often fulfilled by demonstration of proficiency*			*often fulfilled by demonstration of proficiency* CM101 Elementary Chamorro I, CM102 Elementary Chamorro II, JA101 Elementary Japanese I, JA102 Elementary Japanese II, JA201 Intermediate Japanese			*often fulfilled by demonstration of proficiency)* JP109 Conversational Japanese I; JP119 Conversational Japanese II; JP209 Advanced Japanese I; JP219 Advanced Japanese II; CH109 Conversational Chinese (Mandarin)
	CI101	Elementary Chinese (Mandarin I) (4cr)															
	FR101	Elementary French I (4cr)															
	GN101	Elementary German I (4cr)															
	JA101	Elementary Japanese I (4cr)															
	KO101	Elementary Korean I (4cr)	KE110	Korean I (4cr)													
	KO102	Elementary Korean II (4cr)	KE111	Korean II (4cr)													
	PN101	Conversational Pohnpeian (4cr)															
	SN101	Elementary Spanish I (4cr)															
	TA101	Conversational Tagalog (4cr)															

UOG General Education (GenEd) Course Articulation Matrix (rev 2020)																		
University of Guam (UOG)			**Guam Community College (GCC)**			**College of the Marshall Islands (CMI)**			**College of Micronesia - Federated State of Micronesia (COM-FSM)**			**Northern Marianas College (NMC)**			**Palau Community College (PCC)**		
Competency / Breadth of Knowledge	UOG Course	UOG Course Title	GCC Course	GCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	CMI Course	CMI Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	COM-FSM Course	COM-FSM Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	NMC Course	NMC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents	PCC Course	PCC Course Title	Courses listed here may fulfill area requirement, but are not direct course equivalents
UNIQUELY UOG COMPONENT: Regional (take 3 credits)	BI100/L	Environmental Biology (4cr)	SI110 & SI110L	Environmental Biology & Lab (3+1cr)													AG111 Introduction to Tropical Agriculture; AG219 Crop Protection SC239 Natural History of Palau; SC249 Environmental Concepts and Issues
	BI103/L	Marine Biology (4cr)	SI103 & SI103L	Introduction to Marine Biology & Lab (3+1cr)				SCI135 Introduction to Marine Biology	MR120	Marine Biology w/ lab (4cr)				BI103 Marine Biology			
	BI201	Natural History of Guam (3cr)							SC/SS115	Ethnobotany							
	ED265	Culture & Education on Guam (3cr)	ED265	Culture & Education on Guam													
	EN213	Literature, Myth, & Culture (3cr)												LI150 Introduction to Literature			
	EN333	Literature of Guam, Micronesia, & the Pacific (3cr)															
	HI211	History of Guam (3cr)			HU120 Pacific Cultures; HI176 Guam History									HI 255 History of the Northern Marianas Islands			
	HI243	History of Micronesia (3cr)							SS150	History of Micronesia (3cr)							SS209 Changes in Mirconesia; SS179 Introduction to Social Anthropology
	JA215	Japanese for Toursim (4cr)															
	PS225	State & Territorial Government (3cr)															
	PY100	Personal Adjustment (3cr)	PY100	Personal Adjustment (3cr)										HE200 Health and Wellness			HP180 Personal & Social Health; HP181 First Aid/CPR
DIRECTION BUILDING COMPONENT (take 9 to 11 credits)	Take three (3) courses, each from a different Diversity Foundation theme. One of the three courses must have a Core Foundation, Diversity Foundation, or Uniquely UOG course as a prerequisite. However, students who have declared their major prior to completing this component may take two of the three courses within their major program.																
Tier III: Capstone Experience (0 credits)																	
Program Major Capstone Course (zero GenEd credits)	Tier III of the General Education framework is embedded wholly within UOG major program requirements.																

Appendix C: Articulation Agreement with Chaminade University of Honolulu (CUH)

Chaminade University and Guam Community College have established guidelines for a series of 2+2 pathways leading to a baccalaureate degree at CUH.

Criteria for 2+2 Completion
Completion of the AA or AS at GuamCC as outlined in each specific pathway outlined in the tables below enable GuamCC transfer students to waive the Chaminade General Education requirements. Students transferring into CUH for one of the degree pathways specified below should take the courses identified for each specific pathway at GuamCC prior to transfer to CUH in order to meet the two year degree completion timeline at CUH. All CUH admissions criteria otherwise apply, as noted in the CUH catalog, updated annually.

Guam Community College Degrees & Chaminade Pathways Covered by this Agreement

Pathway	Guam CC Degree	CUH Degree
AS CJ to BS CCJ	AS in Criminal Justice	BS Criminology & Criminal Justice
AS MKT to BA BA	AS in Marketing	BA Business Administration
AS SM to BA BA	AS Supervision & Management	BA Business Administration
AA LS to BA ID	AA Liberal Studies	BA Interdisciplinary Studies
AA LS to BA HPS	AA Liberal Studies	BA Historical & Political Studies
AA LS to BA ENG	AA Liberal Studies	BA English
AA Education to BS Elementary Education	AA Education	BS Elementary Education
AA Education to BS Secondary Education	AA Education	BS Secondary Education

AS Criminal Justice to BS Criminology & Criminal Justice Degree Completion Pathway

Eligibility Requirements
Awarded AS degree in Criminal Justice from GuamCC, which *must* include the following courses, completed with a C or better:

GuamCC	CJ 100	Intro to Criminal Justice (CUH 151)
	CJ 200	Criminal Law (CUH 223)
	CJ 101	Juvenile Justice Process (CUH 291)
	CJ 204	Intro to Criminology (CUH 201)

Two Year Plan for Degree Completion at CUH

Fall I		***Credits***	**Spring I**		***Credits***
	CJ 220 Criminal Investigation	**3**		CJ 321 Research Methods	**3**
	CJ 315 Behavioral Science Stats	**3**		CJ 375 Contemporary Issues	**3**
	CJ 327 Career Development	**3**		CJ 451 Corrections	**3**
	Elective	**3**		Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**
Fall II		***Credits***	**Spring II**		***Credits***
	CJ 491 Juv Deviance & Justice	**3**		CJ 424 Criminal Procedures	**3**
	CJ 423 Criminal Law	**3**		CJ 490 Seminar in CJ	**3**
	CJ 432 Law Enforcement	**3**		PSY 321 or PSY 424	**3**
	Elective	**3**		Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**

Note: This program may also be completed as an online program, students would transfer and complete this degree in an online, flexible format through the Chaminade Flex Program (https://chaminade.edu/admissions/online-students/).

AS Marketing to BA Business Administration Degree Completion Pathway

Eligibility Requirements

Awarded AS Degree in Marketing from GuamCC, which *must* include the following courses, completed with a C or better:

GuamCC	MA 115	College (CUH MA 103)
	MKT 123	Principles of Marketing (MKT 301)

*Waive CUH BUS 200

Two Year Plan for Degree Completion at CUH

		Credits			***Credits***
Fall I	CIS 103 Comp & App Soft	**3**	**Spring I**	EC 202 Microeconomics	**3**
	EC 201 Macro Economics	**3**		ACC 202 Principles of AC II	**3**
	ACC 201 Principles of AC 1	**3**		FIN 301 Principles of Finance	**3**
	BU 224 Applied BUS Statistics	**3**		BU 308 Professional Writing and Presentation	**3**
	MGT 305 MGT of Info Resources	**3**		BU 362 Legal and Ethical Issues in Business	**3**
	Total Credits	**15**		**Total Credits**	**15**
		Credits			***Credits***
Fall II	MGT 306 Human Resource MGT	**3**	**Spring II**	BU 460 Business Strategy	**3**
	BU 324 Quantitative Methods	**3**		BU 470 Senior field Experience	**3**
	BU 402 International Business	**3**		Upper Division Elective	**3**
	BU 416 Career Development	**3**		Upper Division Elective	**3**
	MGT 407 operations Management	**3**		Upper Division Elective	**3**
	Upper Div Elective	**3**		Upper Division Elective	**3**
	Total Credits	**18**		**Total Credits**	**18**

Note: This program may also be completed as an online program, students would transfer and complete this degree in an online, flexible format through the Chaminade Flex Program (https://chaminade.edu/admissions/online-students/).

AS Supervision & Management to BA Business Administration Degree Completion Pathway

Eligibility Requirements

Awarded AS Degree in Supervision & Management from GuamCC, which *must* include the following courses, completed with a C or better:

GuamCC	MA 115*	College (CUH MA 103)
	MKT 123*	Principles of Marketing (MKT 301)
	*MKT 205 OR	Entrepreneurship
	OA 250 OR	Office Procedures
	PY 125 OR	Interpersonal Relations
	SM 205	Purchasing

*Should be taken as part of Guam CC Electives

Two Year Plan for Degree Completion at CUH

		Credits			***Credits***
Fall I	CIS 103 Comp & App Soft	**3**	**Spring I**	EC 202 Microeconomics	**3**
	EC 201 Macro Economics	**3**		ACC 202 Principles of AC II	**3**
	ACC 201 Principles of AC 1	**3**		FIN 301 Principles of Finance	**3**

	BU 224 Applied BUS Statistics	**3**		BU 308 Professional Writing and Presentation	**3**
	MGT 305 MGT of Info Resources	**3**		BU 362 Legal and Ethical Issues in Business	**3**
	Total Credits	**15**		**Total Credits**	**15**
Fall II		***Credits***	**Spring II**		***Credits***
	MGT 306 Human Resource MGT	**3**		BU 460 Business Strategy	**3**
	BU 324 Quantitative Methods	**3**		BU 470 Senior field Experience	**3**
	BU 402 International Business	**3**		Upper Division Elective	**3**
	BU 416 Career Development	**3**		Upper Division Elective	**3**
	MGT 407 operations Management	**3**		Upper Division Elective	**3**
	Upper Div Elective	**3**		Upper Division Elective	**3**
	Total Credits	**18**		**Total Credits**	**18**

Note: This program may also be completed as an online program, students would transfer and complete this degree in an online, flexible format through the Chaminade Flex Program (https://chaminade.edu/admissions/online-students/).

AALS to BA Interdisciplinary Studies Degree Completion Pathway

Eligibility Requirements

Awarded AALS degree from GuamCC.

Two Year Plan for Degree Completion at CUH

Fall I		***Credits***	**Spring I**		***Credits***
	Major Requirement Elective	**3**		Major Requirement Elective	**3**
	Major Requirement Elective	**3**		Major Requirement Elective	**3**
	Major Requirement Elective	**3**		Major Requirement Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**
Fall II		***Credits***	**Spring II**		***Credits***
	Major Requirement Elective	**3**		Major Requirement Elective	**3**
	Major Requirement Elective	**3**		Major Requirement Elective	**3**
	Major Requirement Elective	**3**		Major Requirement Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Capstone/Senior Thesis	**3**
	Total Credits	**18**		**Total Credits**	**18**

This unique program may include studies in history, literature, philosophy, religion, foreign languages, education, and cultural anthropology. Humanities-related courses in other disciplines such as studio and performing arts, art history and criticism, geography, sociology, political theory, science, and economics may be elected after consultation with the program advisor.

AALS to BA Historical & Political Studies Degree Completion Pathway

Eligibility Requirements

Awarded ASLS degree from GuamCC, which must include the following courses, completed with a C or better:

GuamCC	HI 121	History of World Civilization I
	HI 122	History of World Civilization II

Two Year Plan for Degree Completion at CUH

		Credits			*Credits*
Fall I	Path Elective	**3**	**Spring I**	Path Elective	**3**
	Path Elective	**3**		Path Elective	**3**
	Path Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**
		Credits			*Credits*
Fall II	Path Elective	**3**	**Spring II**	HI/POL 494 Research Seminar	**3**
	Path Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Path Elective	**3**
	Upper Division Elective	**3**		Path Elective	**3**
	Upper Division Elective	**3**		Path Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**

Students work with their academic advisor to determine a path and choose electives from within that path. The three paths include:

Career in Law
Career in Education
Career in Government

Note: This program may also be completed as an online program, students would transfer and complete this degree in an online, flexible format through the Chaminade Flex Program (https://chaminade.edu/admissions/online-students/).

AALS to BA English Degree Completion Pathway

Eligibility Requirements

Awarded ASLS degree from GuamCC, which must include the following courses, completed with a C or better:

GuamCC	EN 210 or EN 200 Level Elective	Introduction to Literature Or 200 Level English Elective

Two Year Plan for Degree Completion at CUH

		Credits			*Credits*
Fall I	EN 314 Backgrounds in American Literature	**3**	**Spring I**	EN 315 Backgrounds in British Literature	**3**
	EN 300 or 400 elective	**3**		EN 300 or 400 elective	**3**
	Major Concentration Course	**3**		Major Concentration Course	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**

Fall II		***Credits***	**Spring II**		***Credits***
	Major Concentration Course	**3**		EN 499 Senior Seminar	**3**
	Major Concentration Course	**3**		Major Concentration Course	**3**
	Major Concentration Course	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Upper Division Elective	**3**		Upper Division Elective	**3**
	Total Credits	**15**		**Total Credits**	**15**

AA Education to BS Elementary Education Pathway

Eligibility Requirements

Awarded AA Education degree from GuamCC, which must include the following courses, completed with a C or better:

GuamCC	CD 221 Child Growth and Development
	CD 110 Intro to Early Childhood

This program is an online program, students would transfer and complete this degree in an online, flexible format through the Chaminade Flex Program (https://chaminade.edu/admissions/online-students/).

Courses required for BS Elementary Education degree completion at Chaminade:

1. ED 222 Educational Technology (3)
2. ED 413 Children's Literature (3)
3. ED 433 Developmentally Appropriate Practice I (3)
4. ED 434 Developmentally Appropriate Practice II (3)
5. ED 471 Language Arts: Curriculum & Methods (3)
6. ED 473 Math Curriculum & Methods (3)
7. ED 474 Curriculum Foundation (3)
8. ED 479 Leadership & Guidance in Ed (3)
9. ED 491A Seminar (2)
10. ED 491B Seminar (1)
11. ED 498A Fieldwork Experience (3)
12. ED 498B Fieldwork Experience (3)
13. 15 Credits of Upper Division Elective
14. 12 Credits of Elective (any level)

AA Education to BS Secondary Education Pathway

Eligibility Requirements

Awarded AA Education degree from GuamCC, which must include the following courses, completed with a C or better:

GuamCC	PY 120 General Psychology*

*Student may take PSY 101 General Psychology at Chaminade

This program is an online program, students would transfer and complete this degree in an online, flexible format through the Chaminade Flex Program (https://chaminade.edu/admissions/online-students/).

Courses required for BS Secondary Education degree completion at Chaminade:

1. PSY 304 Psychology of Adolescence (3)
2. ED 201 Intro to Secondary Education (3)
3. ED 220 Educational Foundations (prerequisite for ED 221) (3)
4. ED 221 Educational Psychology (prerequisite for 300-400 level ED courses) (3)
5. ED 222 Educational Technology (3)
6. ED 462 Multicultural Education (3)
7. ED 326 Exceptional Children (prerequisite for ED 427) (3)
8. ED 404 Managing School Environments (prerequisite for ED 427) (3)
9. ED 408 Assessment (prerequisite for ED 427) (3)
10. ED 423 Teaching Strategies – Secondary (3)
11. ED 427 Teaching in the Area of Specialization (prerequisite for ED 423) (3)
12. ED 490 Secondary Ed Seminar (3)
13. ED 495 Secondary Ed Student Teaching (9)
14. 12 Credits of Upper Division Elective
15. 3 Credits of Elective (any level)

Appendix D: Articulation Agreement 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. Career and Technical Education Courses

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
CT 154 - 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
CT 172 - Plumbing Installation and Design	VCT172 Plumbing Installation and Design
CT173 - Rough Framing and Exterior Finishing	VCT173 Rough Framing and Exterior Finishing
CT182 - Uniform Plumbing Code	VCT182 Uniform Plumbing Code
CT183 - Finishing	VCT183 Finishing and Trim Work
CT185A - Refrigeration and Air Conditioning Level I	VEM113 Refrigeration I
CT185B - Refrigeration and Air Conditioning Level II	VEM114 Refrigeration II
CT193 - Cabinet Making and Millwork	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
EE112 - Electronic Devices	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
CT196A - Fundamentals of Oxyacetylene Welding I	VWE105 Fundamentals of Oxyacetylene Welding & Cutting
CT197A – Shielded Metal ARC Welding I	VWE110 Fundamentals of ARC Welding I
EE211 - IT Essentials I	VEE223 PC Hardware and Software

B. General Education & Related Courses

GCC Courses	COM-FSM Courses
AC211 - Accounting Principles I	AC131 Accounting I
AC212 - Accounting Principles II	AC220 Accounting II
AC210 - Intro to Financial Management	BU250 Principles of Finance
	AC250 Managerial Accounting
AC150 - Federal Income Tax I	AC330 Taxation I
VC 145 - Macromedia Suite	MM225 Multimedia Design
VC 161 - Video I	MM220 Advance Video
VC 172 - Imaging Concepts and Elements	MM110 Introduction to Photography and Video
	MM246 Media Studies Practicum
SI103 - Introduction to Marine Biology	MR120 Marine Biology
SI110 - Environmental Biology: Theory	SC117 Tropical Pacific Island Environment
SI 130 - Anatomy & 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
CS 203 - Systems Analysis & Design	IS230 Database Design
VC 131 - Desktop Publishing	IS/MM245 Desktop Publishing
VC 141 - 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
CJ 209 - Concept of Police Operations	AJ158 Management Skills for Police Officers
ED231 - Introduction to Exceptionalities	ED220 Education of Exceptional Children
CD110 – Introduction to Early Childhood Education	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
CI 110 - Beginning Mandarin Chinese I	FL103 Chinese I
JA110 - Japanese I I	FL101 Japanese I
JA111 - Japanese I II	FL102 Japanese II
JA 108 - Speak Japanese for Tourism	FL120 Basic Japanese for Hotel and Restaurant
JA 210 - Intermediate Japanese I	FL160 Situational Japanese for Hotel and Restaurant
EN210 - Introduction to Literature	EN201 Introduction to Literature
CO125 - Introduction to Human Communication and 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
MA 096 - Pre-College Mathematics	MS095 Pre-Algebra
MA110 Introduction to College Algebra	MS096 Elementary Algebra
MA110A - Finite Mathematics	MS099 Intermediate Algebra
MA161A - College Algebra & Trigonometry I	MS100 College Algebra
MA161B - College Algebra & Trigonometry II	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 & Development	ED/PY201 Human Growth and Development
SO130 - Introduction to Sociology	SS130 Introduction to Sociology
HS160 - Hospitality Supervision	HTM150 Hospitality Supervision
HS 211 - Managing Front Office Operations	HTM170 Front Office Management
HS208 - Managing Service in Food & Beverage Operations	HTM220 Food and Beverage Management
FSM240 - Menu Planning	HTM165 Food Fundamentals and Quantity Cooking
HS254 - Hospitality & Travel Marketing	HTM230 Hospitality Marketing
HS292 - Hospitality Industry Management Practicum	HTM250 Facilities Management and Practicum

Appendix E: Articulation Agreement with the University of Hawaii at Manoa (UHM)

The following list indicates transfer courses acceptable by the University of Hawaii at Manoa. This agreement applies only to associate of Arts transfers from GCC.

APPENDIX A: TRANSFER GUIDE OF ARTICULATED COURSES: UHM AND GCC

GUAM CC GEN EDCOURSES			UHM EQUIVALENT		UHM GEN ED REQUIREMENT
ASL	100	American Sign Language I	OTHA	HSL	HSL: Hawaiian/Second Language
ASL	110	American Sigh Language II	OTHA	HSL	HSL: Hawaiian/Second Language
ASL	120	American Sign Language III	OTHA	HSL	HSL: Hawaiian/Second Language
ASL	130	American Sign Language IV	OTHA	HSL	HSL: Hawaiian/Second Language
CH	110	Chamorro I	CHAM	101	HSL: Hawaiian/Second Language
CH	111	Chamorro II	CHAM	102	HSL: Hawaiian/Second Language
EN	111	Writing for Research	ENG	100	FW: Written Communication
HI	121	World Civilization I	HIST	151	FGA: Global & Mltcltrl Perspectives
HI	122	World Civilization II	HIST	152	FGB: Global & Mltcltrl Perspectives
JA	110	Beginning Japanese 1	JPN	101	HSL: Hawaiian/Second Language
JA	111	Beginning Japanese 2	JPN	102	HSL: Hawaiian/Second Language
JA	210	Intermediate Japanese	JPN	201	HSL: Hawaiian/Second Language
MA	110A	Finite Mathematics	MATH	140	FS: Symbolic Reasoning
ASL	100	American Sign Language I	OTHA	HSL	HSL: Hawaiian/Second Language
GUAM CC CORE FOUNDATIONAL COURSES			**UHM EQUIVALENT**		**UHM GEN ED REQUIREMENT**
AC	101	Prin I	ACC	ELEC	
AC	102	Prin II	ACC	ELEC	
AC	103	Prin III	ACC	ELEC	
AE	103	Basic Blueprint Reading			
AE	121	Technical Engineering Drawing			
CD	110	Early Childhood Ed Orient	OTHO	ELEC	
CD	140	Environ for Young Children	OTHO	ELEC	
CD	153	ECE History & Current Issues	OTHO	ELEC	
CD	180	Language Arts in EC	OTHO	ELEC	
CD	221	Child Growth & Development	FAMR	DS	DS: Social Sciences
CD	240	Cognitive & Creative Dev	OTHO	ELEC	
CD	280	Program Development	OTHO	ELEC	
CJ	100	Intro to Criminal Justice	OTHA	ELEC	
CJ	101	Juvenile Justice Process	OTHA	ELEC	
CJ	104	Dynamics of Substance Abuse	OTHO	ELEC	
CJ	107	Introduction to Corrections	OTHA	ELEC	
CJ	204	Introduction To Criminology	OTHA	ELEC	
CJ	206	Social Values & Crim Just Proc	OTHA	ELEC	
CS	101	Intro Computer Syst & Info Tech	ICS	ELEC	
CS	102	Computer Operations	ICS	ELEC	
CS	103	Report Program Generator (RPG)	ICS	ELEC	
CS	104	Visual Basic Programming	ICS	ELEC	
CS	112	Introduction to Linus	ICS	ELEC	
CS	150	Microcomp Conc & Appl	ICS	ELEC	
CS	151	Windows Applications	ICS	ELEC	

CS	152	Macintosh Applications	ICS	ELEC	
CS	202	COBOL	ICS	ELEC	
CS	203	System Analysis & Design	ICS	ELEC	
CS	204	C++ Programming	ICS	ELEC	
CS	205	Network Communications	ICS	ELEC	
CS	206	Java I	ICS	111	
CS	210A	Configurig Windows Systems	ICS	ELEC	
CS	252	Advanced RPG	ICS	ELEC	
CS	266	Advanced Java	ICS	ELNI	Non-Intro Elective
EC	110	Prin Ec	ECON	120	DS: Social Sciences
ED	150	Introduction to Teaching	OTHO	ELEC	
ED	220	Human Growth & Development	FAMR	230	DS: Social Sciences
EN	110	Freshman English			
EN	125	Intro to Human Comm & Speech	COMG	151	DA: Arts
EN	210	Introduction to Literature	ENG	271	DL: Literatures
HI	176	Guam History	HIST	DH	DH: Humanities
HL	130	First Aid & Safety	KLS	ELEC	
HS	110	Orient to Travel	TIM	101	
HS	150	Welcome to Hospitality			
HU	120	Pacific Cultures	PACS	108	DS: Social Sciences
HU	125	GU Cult & Legends	OTHO	DH	DH: Humanities
HU	130	Asian Cults	ASAN	DH	DH: Humanities
ICS	110	Introduction to the Internet	ICS	ELEC	
MA	108	College Algebra	MATH	134	
MK	123	Principles of Marketing	OTHO	ELEC	
MK	205	Entrepreneurship	OTHO	ELEC	
MK	207	E-Marketing	OTHO	ELEC	
MK	208	International Marketing	OTHO	ELEC	
OA	108	Introduction to Business	OTHO	ELEC	
PI	101	Introduction to Philosophy	PHIL	100	DH: Humanities
PS	140	American Government	POLS	130	DS: Social Sciences
PY	100	Personal Adjustment	PSY	170	DS: Social Sciences
PY	120	General Psychology	PSY	100	DS: Social Sciences
PY	125	Interpersonal Relations	PSY	170	DS: Social Sciences
SI	101/101L	Introduction to Chemistry	CHEM	DP/DY	DP/DY: Physical Sciences/Lab
SI	102	General Chemistry W/Lab	CHEM	DP/DY	DP/DY: Physical Sciences/Lab
SI	105/105L	Intro to Physical Geology	GG	DP/DY	DP/DY: Physical Sciences/Lab
SI	120	Intro Island Ecol & Resource Mgt	NREM	DB	DB: Biological Sciences
SI	141	Applied Physics I	PHYS	DP	DP: Physical Sciences
SI	142	Applied Physics II	PHYS	DP	DP: Physical Sciences
SI	150	Introduction to Microbiology	MICR	DB	DB: Biological Sciences
SM	108	Introduction to Business	OTHO	ELEC	
SO	130	Introduction to Sociology	SOC	100	DS: Social Sciences
TH	101	Introduction to the Theater	THEA	101	DA: Arts
VC	101	Intro to Visual Communication	ART	DA	DA: Arts
SI	110/110L	Environmental Biology	NREM	210/DY	DB/DY: Biological Sciences/Lab

Appendix F: Articulation Agreements with other Institutions & Organizations

Since Guam Community College is fully accredited with the Accrediting Commission for Community and Junior Colleges (ACCJC), GCC courses and some programs articulate, or transfer to other accredited postsecondary institutions and organizations through certain arrangements or agreements. These agreements offer GCC students various opportunities with which to expand and enrich their postsecondary educational experiences.
However, meeting graduation and transfer requirements is still the responsibility of students. Students interested in pursuing transfer to the following institutions or organizations that GCC has agreements with should contact a GCC advisor, counselor, or the Office of Admissions and Registration:

Institution/Organization	Website
University of Guam	http://www.uog.edu
Chaminade University- Honolulu, Hawaii	https://www.chaminade.edu
College of Micronesia- Federated States of Micronesia (COM-FSM)	http://www.comfsm.fm
University of Alaska Fairbanks	http://www.uaf.edu
Bellevue University- Bellevue, Nebraska	http://guam.smoothesttransfer.com/index.aspx
University of Phoenix (online) AA Education - BS Education/Elementary Education AA IAS - BS Business (all concentrations) AA IAS - BS Criminal Justice Administration/Management	http://www.phoenix.edu
University of Makati-Makati City, Philippines	http://umak.edu.ph/v3
American Hospitality Academy Philippines-Makati City, Philippines	http://www.ahaphil.com
Pacific Islands University	http://www.piu.edu
First Asia Institute of Technology and Humanities-Patangas City, Philippines	http://www.firstasia.edu.ph/
Mariacy Beauty Academy	http://www.mariacy.edu
Guam Home School Association	http://www.guam-hsa.org
Baekseok University	http://www.bu.ac.kr/main_index.jsp
American Culinary Federation Education Foundation	https://www.acfchefs.org/
University of Hawaii at Manoa	https://manoa.hawaii.edu/

Institutions identified in the previous page have varying agreements with GCC as indicated in the following arrangements below:

A to B Agreements (A to B) - Associate to Bachelor (A to B) Agreements provide students the opportunity to complete an associate's degree while working towards a bachelor's degree. Most, if not all, the credits in the associate's degree transfer to the four-year institution, often with the student starting as a junior.

General Education Articulation - GCC has General Education articulation with selected postsecondary institutions. Please consult a counselor, advisor or the Office of Admissions and Registration for further information. It is important to note though that some institutions have college-wide General Education requirements whereas other institutions have different requirements depending on a student's major (i.e. Education, Criminal Justice, etc**.)**

Course by Course Articulation - The articulation matrices found in this catalog list specific GCC courses that selected postsecondary institutions will accept as equivalent to their courses. Course by course guides are helpful if the student knows the exact course or courses needed to transfer.

Secondary to Postsecondary Articulation - An array of programs, initiatives and support services provide opportunities for high school students to gain college credits while earning a high school diploma. Dual Enrollment Accelerated Learning (or DEAL) and Dual Credit Articulated Programs of Study (or DCAPS) are two examples.

Reverse Transfer - Academic credits for course work completed at a 4-year institution may be transferred back to Guam Community College to satisfy associate degree requirements.

Appendix G: 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 John Howerton, Recruiting Operations Officer, Military Science Department at the University of Guam, phone (671) 735-2541 or (671) 777-ROTC.

Appendix H: 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 Adjustment 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 (671) 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 I: 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, teaching includes but is not limited to: method of teaching, method of presentation, materials used in teaching, presentations and all things related to the students' classroom 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: February 3, 2017
Resolution 7-2017

Amended & Adopted: January 8, 2009
Resolution 9-2009

Adopted: May 17, 2000
Resolution 9-2000

Appendix J: 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
   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 K: Regional Accrediting Bodies

Middle States Association of Colleges and Schools, Middle States Commission on Higher Education (MSCHE)
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) 284-5025
En Espanol: (267) 284-5015
Fax: (215) 662-5501
E-mail: info@msche.org
www.msche.org

New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
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
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803
Phone: (781) 425-7747
Fax: (781) 425-1001
E-mail: bbrittingham@neasc.org
cihe.neasc.org

New England Association of Schools and Colleges, Commission on Technical and Career Institutions (NEASC-CTCI)
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.

George H. Edwards, Director, CPS
Bruce Sievers, Associate Director, CPS
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
Phone: (781) 425-7707
Fax: (781) 425-1001
E-mail: gedwards@neasc.org
http://ctci.neasc.org/

The Higher Learning Commission
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.

Barbara Gellman-Danley, President
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: (800) 621-7440
Fax: (312) 263-7462
E-mail: info@hlcommission.org
www.hlcommission.org

Northwest Commission on Colleges and Universities (NWCCU)
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.

Sonny Ramaswamy, President
8060 165th Avenue, NE, Suite 100
Redmond, WA 98052
Phone: (425) 558-4224
Fax: (425) 376-0596
E-mail: sonny@nwccu.org
www.nwccu.org

Southern Association of Colleges and Schools, Commission on Colleges (SACS)
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) 679-4558
E-mail: bwheelan@sacscoc.org
www.sacscoc.org

Distance Education Accrediting Commission (DEAC) formerly Distance Education and Training Council (DETC) accredits online courses/programs www.deac.org

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
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 Marianna Islands, and the Republic of the Marshall Islands, and the accreditation of such programs offered via distance education at these colleges.

Richard Winn, President
10 Commercial Boulevard, Suite 204
Novato, CA 94949
Phone: (415) 506-0234
Fax: (415) 506-0238
E-mail: accjc@accjc.org
www.accjc.org

Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)
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.

Jamienne S. Studley, President
985 Atlantic Avenue, Suite 100
Alameda, CA 94501
Phone: (510) 748-9001
Fax: (510) 748-9797
E-mail: wascsr@wascsenior.org
www.wascsenior.org

Appendix L: Dual Credit and Dual Enrollment Articulation

1. Automotive (AST)
    a. GCC Secondary Courses
        i. CTME050A
        ii. CTME050B
        iii. CTME077
        iv. VEME075
        v. VEME065
        vi. VEME066
    b. GCC Postsecondary Courses
        i. AST100 Introduction to Automotive Service (3 credit hours)
        ii. AST150 Brakes (3 credit hours)
        iii. AST160 Electrical (3 credit hours)
        iv. AST180A Engine Performance I (3 credit hours)
        v. AST140 Suspension & Steering (3 credit hours)

2. Business Education (DOE)
    a. GDOE Secondary Cluster Courses
        i. BS108 Keyboarding
        ii. BS403 Business Math using Excel
        iii. BS203 Information Processing
    b. GCC Postsecondary Courses
        i. OA101 Keyboarding Applications
        ii. OA109 Business Math Using Excel
        iii. OA130 Information Processing

3. Construction Technology
    a. Carpentry Track
        i. GCC Secondary Courses
            1. CTCT 053 Introduction to Basic Carpentry I A/B
            2. CTCT 073 Carpentry Level II A/B
               The learning outcomes of CT140 Industrial Safety are covered and incorporated in CTCT053 and CTCT073
        ii. GCC Postsecondary Courses
            1. CT153 Introduction to Carpentry (3)
            2. CT173 Rough Framing and Exterior Finishing (3)
            3. CT140 Industrial Safety (3)
    b. Emphasis in AutoCad
       Note: may earn up to six (6) Credits in A.S. in Pre-Architectural Drafting or Computer Aided Design & Drafting Certificate program depending on the program the declared major is in
        i. GCC Secondary Courses
            1. VECT 080 Introduction to AutoCAD
            2. VECT 081 Advanced AutoCAD
        ii. GCC Postsecondary Courses
            1. AE103 Basic Blueprint Reading (3)
            2. AE150 Computer Aided Drafting (CAD I) (3)

4. Early Childhood Education
    a. GCC Secondary Courses
        i. VEEC050 Early Childhood Education Orientation Part 1
        ii. VEEC051 Early Childhood Education Orientation Part 2
        iii. VEEC060 Language Arts in Early Childhood Education Part 1
        iv. VEEC061 Language Arts in Early Childhood Education Part 2
    b. GCC Postsecondary Courses
        i. CD110 Early Childhood Education Orientation (3 credits)
        ii. CD180 Language Arts in Early Childhood Education (3 credits)

5. Electronics
    a. GCC Secondary Courses
        i. CTEE080 IT Essentials I
        ii. CTEE081 IT Essentials II
    b. GCC Postsecondary Courses
        i. EE211 IT Essentials I (4 credits)
        ii. EE215 IT Essentials II (3 credits)

6. HTMP Hospitality & Tourism
    a. GCC Secondary Courses
        i. CTETT054 Hospitality and Tourism Management Program IA
        ii. CTETT054 Hospitality and Tourism Management Program IB
        iii. CTETT064 Hospitality and Tourism Management Program IIA
        iv. CTETT064 Hospitality and Tourism Management Program IIB
        v. CTETT074 Hospitality and Tourism Management Program IIIA
    b. GCC Postsecondary Courses
        i. HS150 Welcome to Hospitality (3 credits)
        ii. HS152 Customer Service (3 credits)
        iii. HS157 Tourism Planning and Development (3 credits)
        iv. HS158 Introduction to Meetings, Expositions, Events, and Conventions (MEEC) (3 credits)
        v. HS160 Hospitality Supervision (3 credits)
        vi. HS292 Hospitality and Tourism Practicum (3 credits)

7. Marketing
    a. GCC Secondary Courses
        i. CTMK050 Marketing I (.5/semester, total 1.0))
        ii. CTMK060 Marketing II (1.0/semester, total 2.0)
        iii. CTMK062 Marketing, Sales & Services Lab A (.5/semester, total 1.0)
        iv. CTMK072 Marketing III Lab (.5/semester, total 1.0)
        v. CTMK070 Marketing III (.5/semester, total 1.0)
    b. GCC Postsecondary Courses
        i. MK123 Principles of Marketing (3 credit hours)

8. ProStart & Culinary
    a. GCC Secondary Courses
        i. CTTT055A ProStart IA: Food Safety and Sanitation
        ii. CTTT055B ProStartIB: Introduction to Foodservice Profession
        iii. CTTT065A Prostart IIA: Professional Dining Room Services
        iv. CTTT065B Prostart IIB: Foodservice Nutrition
        v. CTTT075A Prostart IIIA: Restaurant Purchasing
    b. GCC Postsecondary Courses
        i. FSM120 Food Safety and Sanitation (2 credits)
        ii. FSM100 Introduction to Foodservice Profession (2 credits)
        iii. FSM110 Professional Dining Room Service Theory (2 credits)
        iv. FSM110L Professional Dining Room Service Lab (1 credit)
        v. FSM115 Purchasing and Receiving (2 credits)
        vi. FSM154 Foodservice Nutrition (3 credits)
        vii. CUL293A Culinary Practicum Part I (3 credits)

Dual Enrollment Accelerated Learning (DEAL)

Guam Community College	College Credit	Guam Department of Education (GDOE)	High School Credit
EN110-Freshman Composition	3	LA411DEG Advanced Placement Language and Composition	1
MA110A-Finite Mathematics	3	MA301DEG Trigonometry & Analytical Geometry	1
MA161A-College Algebra & Trigonometry I	3	MA401DEG Elementary Functions	1
Guam Community College	**College Credit**	**Father Duenas Memorial School (FD)**	**High School Credit**
EN110-Freshman Composition	3	EL09 Composition	1
MA161B-College Algebra & Trigonometry II	3	MA04 Pre-Calculus	1
Guam Community College	**College Credit**	**Notre Dame High School (ND)**	**High School Credit**
EN110-Freshman Composition	3	Composition	1
Guam Community College	**College Credit**	**Guam Adventist Academy (GCA)**	**High School Credit**
EN110-Freshman Composition	3	Composition	1
MA161B- College Algebra & Trigonometry II OR MA165-PreCalculus	3 5	Pre-Calculus	1
SI103 Introduction to Marine Biology SI103L Introduction to Marine Biology Laboratory	3 1	Science Requirement	1
Environmental Biology Environmental Biology Laboratory	3 1	Science Requirement	1
SI130A Human Anatomy & Physiology I with Anatomy and Physiology I Laboratory	3	Science Requirement	1

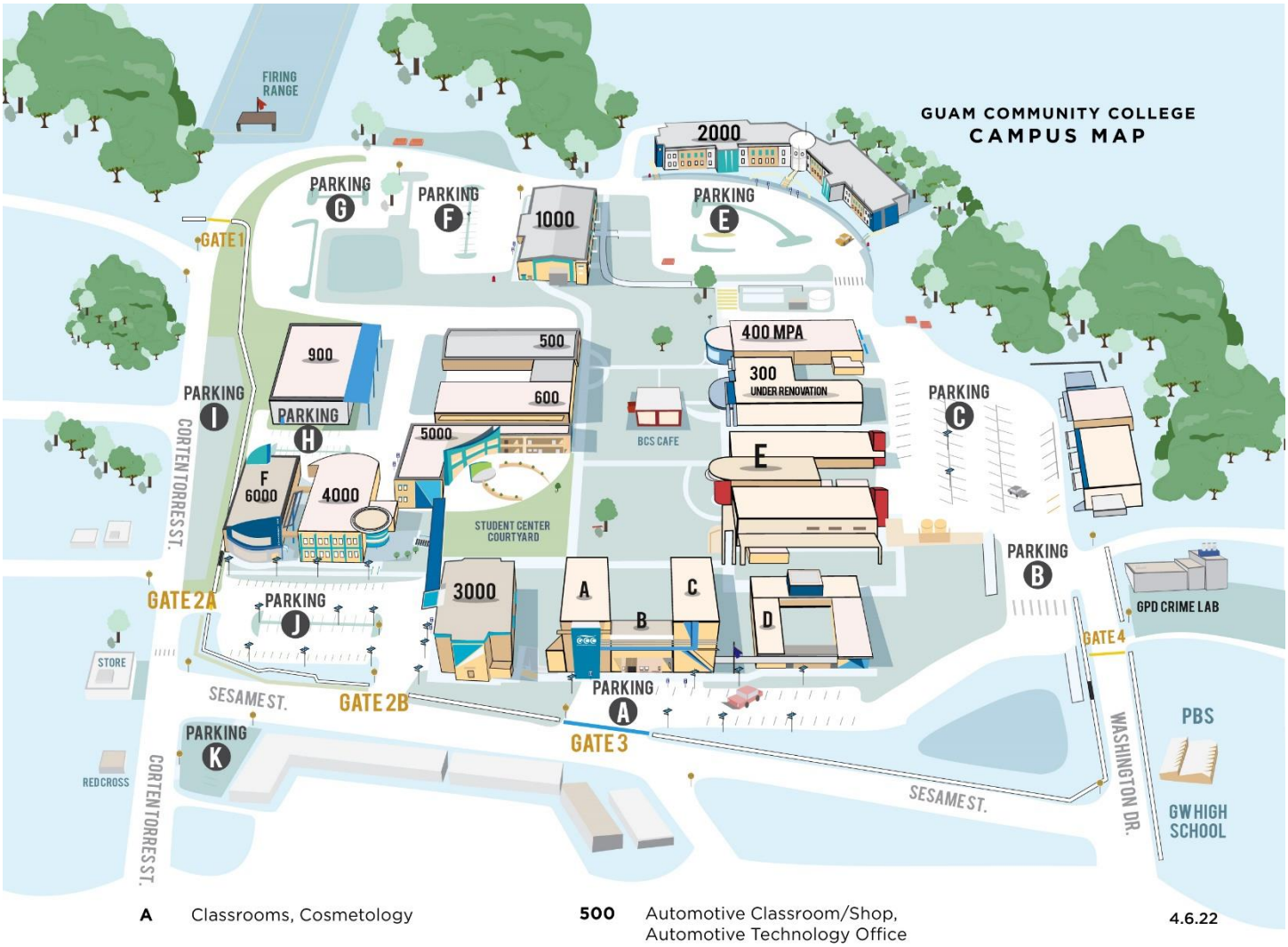
1. This course articulation matrix is for implementation for Fall 2022. Guam Adventist Academy and GCC will re-visit and review the course alignments prior to SY2022-2023 to determine what, if any, modifications need to be made.

2. College-level courses in other content areas (science, social science, foreign languages, or occupational/technical courses) will be considered for future dual enrollment articulation upon agreement between GCC and Guam Adventist Academy.

Index

Academic Calendar 2021-2022, 7
Academic Integrity, 5
Academic Probation, 27
Acceptance Information, 17
Accounting program, 85
Admissions Procedures, 18
Adult Basic Education (ABE), 40
Advanced Placement, 23
Advisement, 9
Appeals, 28
Appendix A, 235
Apprenticeship Programs, 45
Assessment, Institutional Effectiveness, and Research, 15
Associate of Arts in Education, 119
Associate of Science in Civil Engineering Technology, 88
Associate of Science in Computer Networking, 90
Associate of Science in Computer Science, 91
Associate of Science in Computer Science UOG Track, 92
Associate of Science in Criminal Justice, 93
Associate of Science in Early Childhood Education, 97
Associate of Science in Emergency Management, 99
Associate of Science in Marketing, 105
Associate of Science in Medical Assisting, 106
Associate of Science in Practical Nursing, 109
Associate of Science in Supervision and Management, 112
Associate of Science program in Automotive Service Technology, 86
Automotive Service Technology, 57
Bachelor of Science in Career and Technical Education, 131
Board of Trustees, 223
Career Guidance and Counseling Services, 9
Career Information and Guidance, 9
Catalog Contents Disclaimer, 5
Center for Student Involvement, 11
Certificate in Construction Technology, 61
Certificate in Criminal Justice, 64
Certificate in Early Childhood Education, 66
Certificate in Education, 68
Certificate in Emergency Management, 69
Certificate in Environmental Technician, 71
Certificate in Family Services, 72
Certificate in Medical Assisting, 74
Certificate in Office Technology, 76
Certificate in Sign Language Interpreting, 77
Certificate in Supervision and Management, 78
Certificate of Enrichment or Completion, 29
Certificate Programs, 55
Cheating, 5
Complete Withdrawal, 22
Computer Aided Design and Drafting, 59
Consideration for Financial Aid Students, 35
Continuing Education and Lifelong Learning, 29
Copyright Policy, 5
Core Values, 4
Cost of Attendance, 36
Course Descriptions, 133
Course Waivers and Substitutions, 25
Credit for Prior Learning (CPL), 24
Credits, Grades and Examinations, 25
Culinary Arts, 117
Dates of Effect, 4
Declared Student, 17
Diploma Re-Order Fee, 33
Diploma Student, 17
Diploma Students, 19
Dual Enrollment Accelerated Learning (DEAL), 262
Early Middle College, 48
Educational Resources, 14
English and Mathematics Placement Test, 9
Enrichment Student, 17
Fabrication, 6
Facilities and Faculty, 4
Federal Work Study Program (FWSP), 37
Fees, 33
Financial Aid Application Deadlines, 36
Fire Science Technology, 73
Foodservice Management Program, 101
Full-time international students, 17
GENERAL EDUCATION, 83
General Requirements for Bachelor's Degrees, 129
Governing Board & Administration, 223
Grade Point Average, 27
Grading System, 26
Graduation Requirements for Associate Degrees, 82
Graduation Requirements for Certificates, 56
Guam Community College Administrators, 224
Guam Community College Faculty, 226
Health Services, 10
High School Equivalency, 40
History of the College, 4
Industry Certification of Course Series Completion, 43
Institutional Learning Outcomes (ILOs), 31
International Hotel Management, 104
International Students, 19
Late Fee, 33
Leadership Development, 11
Liberal Studies, 120
Medium/Heavy Truck Diesel Technology, 75
Mission Statement, 4
New Student Orientation, 11
New Students, 18
Non-discrimination Statement, 5
Office Technology, 108
Online Registration, 22
Other Services, 10
Payment Information, 34
Personal/Social Counseling Services, 9
Plagiarism, 6
Policy on Substance Abuse, 6
Postsecondary Policy, 30
Pre-Architectural Drafting, 110
Pre-Enrollment Counseling, 9

Registration, Withdrawals, and Other Changes, 22
Returned Check Policy, 36
Service-Learning, 11
Sexual Harassment Prevention Policy, 6
Special Student, 17
Student Classifications, 17
Student Code of Conduct, 5
Student Complaint Procedure, 13
Student Governance, 11
Student Organizations, 11
Student Responsibilities, 37
Student Responsibility, 5
Student Rights Advocacy, 9
Surveying Technology, 79, 113
Test Exemptions, 19
The Associate of Science in Human Services, 102
The Certificate in Computer Science, 60
Tobacco and Betel Nut (Pugu'a)-Free Policy, 6
Tourism and Travel Management, 115
Training Participant, 17
Transcripts and Transfer Credit Evaluation, 17
Transfer Students, 18
Tuition and Fee Refund Policy, 34
Tuition and Fees, 33
Undeclared Student, 17
Veterans Educational Benefits, 37
Vision, 4
Visual Communications, 116
Workplace Violence Prevention Policy, 6



A Classrooms, Cosmetology

B Student Support Services, Student Success Lab

C Classrooms

D Classrooms, Computer Science Office, Management Information Systems (MIS)

E Classrooms, Study Hall, Workout Room, Criminal Justice Offices, Developmental Education, Education/English Offices, Autocad Labs, Mansana Center

F Foundation Building (6000) Classrooms, Bookstore, Cáfe, Adult Ed. Office, Veterans Study Room

300 CLOSED FOR RENOVATION

400 Multipurpose Auditorium (MPA) Culinary Arts Kitchen & Office

500 Automotive Classroom/Shop, Automotive Technology Office

600 Construction Classroom/Workshop, Maintenance Dept.

900 Autobody/Welding Shop/Classrooms, Construction Trades Office

1000 Technology Center: Classrooms, Study Hall, Mac Lab, Electronics Lab, Offices, VisCom Studio, Test Center

2000 Student Services & Administration: Admissions & Registration, Financial Aid, Cashier, Counseling, Accommodative Services, Continuing Ed., Business Office, Administrative Offices

3000 Anthony A. Leon Guerrero Allied Health Center: Classrooms, Lecture Halls

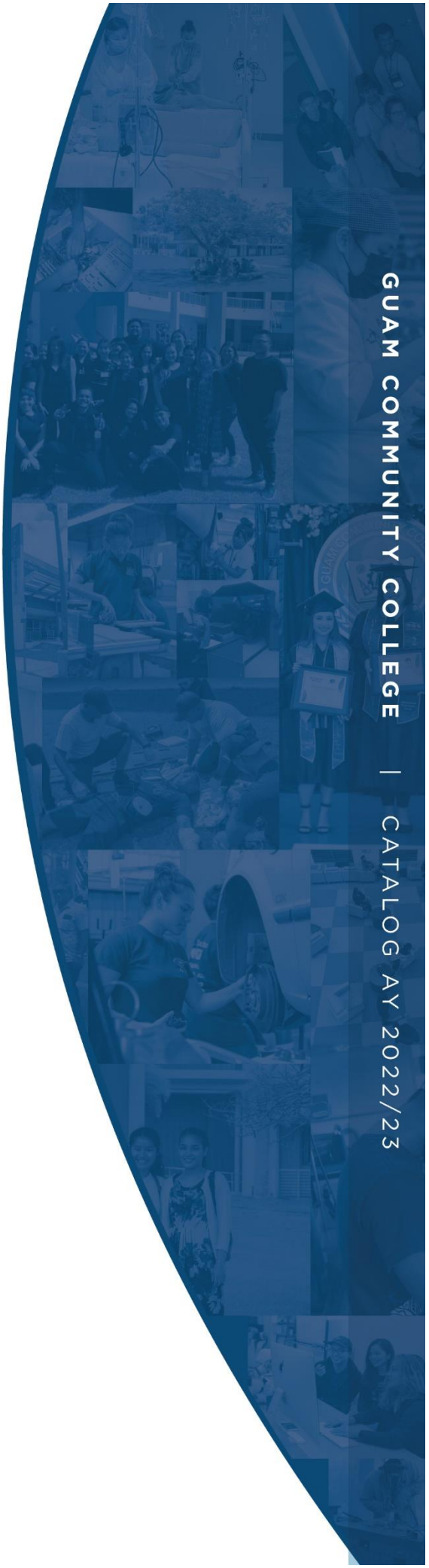
4000 Learning Resource Center (LRC) - Library: Computer Lab

5000 Student Center: Student Lounge, Computer Lab, Training Room, Health Services Center, Center for Student Involvement, Reach for College, Academic Advisement & Career Placement

4.6.22

GUAMCOMMUNITYCOLLEGE

1 SESAME ST, MANGILAO, GUAM (671) 735-5531 WWW.GUAMCC.EDU



GUAM COMMUNITY COLLEGE | CATALOG AY 2022/23

GUAMCOMMUNITYCOLLEGE

ADDRESS

1 Sesame Street, Mangilao, Guam

P.O. Box 23069, GMF, Barrigada, Guam 96921

DEGREES OFFERED

Bachelor of Science
Associate of Science
Associate of Arts
Certificate
Journeyworker Certificate
Diploma

ACCREDITED BY THE

Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges (ACCJC/WASC).

WEBSITE

guamcc.edu