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 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	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/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
HL135	Heartsaver First Aid CPR AED	1
MA094	Mathematics for the Trades	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
HL135	Heartsaver First Aid CPR AED	1
	Certificate Total Minimum	**31**

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
CE215	Construction Procedures	3
CT292	Construction Practicum	3
HL135	Heartsaver First Aid CPR AED	1
MA094	Mathematics for the Trades	4
	Certificate Total Minimum	**31**

Electricity Track		
Major Requirements		
Course	**Course Name**	**Credits**
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Trades	3
CT140	Industrial Safety	3
CT165A	Electricity Level I	4
CT165B	Electricity Level II	4
CT165C	Electricity Level III	4
CT165D	Electricity Level IV	4
CT292	Construction Practicum	3
HL135	Heartsaver First Aid CPR AED	1
MA094	Mathematics for the Trades	4
	Certificate Total Minimum	**33**

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
CT185B	Refrigeration and Air Conditioning Level II	5
CT185C	Refrigeration and Air Conditioning Level III	5
CT292	Construction Practicum	3
HL135	Heartsaver Frist Aid CPR AED	1
MA094	Mathematics for the Trades	4
	Certificate Total Minimum	**32**

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
CE215	Construction Procedures	3
CT292	Construction Practicum	3
HL135	Heartsaver Frist Aid CPR AED	1
MA094	Mathematics for the Trades	4
	Certificate Total Minimum	**31**

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
CE215	Construction Procedures	3
CT292	Construction Practicum	3
HL135	Heartsaver First Aid CPR AED	1
MA094	Mathematics for the Trades	4
	Certificate Total Minimum	**31**

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 major 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**
CD110	Introduction to Early Childhood Education	3
CD140	Nutrition and Physical Health	3
CD180	Language Arts Development in Early Childhood	3
CD221 **OR** ED220	Child Growth & Development **OR** Human Growth & Development	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
ED265	Culture and Education in Guam	3
CD285 **OR** ED180A **OR** ASL100 **OR** CH110 **OR** JA110	CD285 Childcare Management **OR** ED180A Educational Methods I **OR** American Sign Language I, **OR** CH110 CHamoru I, **OR** JA110 Japanese I	3-4
	Certificate Total	**30-31**

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

Certificate in Education

The Certificate 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 an Associate 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 Certificate in Education program, students will be able to:

1. Demonstrate professional and ethical conduct and communication within educational environments.
2. Create and implement diverse teaching strategies and materials which address the diversity of our student population and optimize learning for all students.
3. Exhibit skills in critical thinking, collaboration, creativity, and reflective practice.

Major Requirements		
Course	**Course Name**	**Credits**
ASL100 OR CH110	American Sign Language I **OR** CHamoru I	4
ASL110 OR CH111	American Sign Language II **OR** CHamoru II	4
ED150	Introduction to Teaching	3
ED180A	Educational Methods I	3
ED180B	Educational Methods II	3
ED180C	Educational Methods III	3
ED220	Human Growth & Development	3
ED231	Introduction to Exceptionalities	3
ED265	Culture and Education in Guam	3
EN111	Writing for Research	3
ED292	Education Practicum	3
	Certificate Total	**35**

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
HL135	Heartsaver First Aid CPR AED	1
EMI154 (ISO317.a)	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 & Development: Global Challenges	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)-Basic	8
	Certificate Total	**34**

Certificate in Medical Assisting

Medical Assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physician's 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, and outpatient clinics under the direct supervision of a physician. One portion of the training concentrates on administrative medical assisting, which provides a suitable background for employment in health maintenance organizations, home health care organizations, and nursing homes. Upon completion of the Medical Assisting Program, students will be prepared for the Registered Medical Assistant (RMA) national certification examination through the American Medical Technologists (AMT), an affiliated partner with Guam Community College.

- 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.

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

1. Navigate through an electronic health record system and practice management software.
2. Explain the need for Medical Law and Ethics.
3. Examine the purpose of Healthcare Policy and Procedures.

Major Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110	Freshman Composition	3
EN110A	Freshman Composition with Instructional Lab	4
Mathematics		
MA108	Introduction to College Algebra **OR** placement examination	3
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: Theory	3
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
MS292	Medical Assisting Practicum	5
	Program Total	**38-39**

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	Introduction to Diesel Technology and Preventive Maintenance I	3
MHT100B	Introduction to Diesel Technology and Preventive Maintenance	3
MHT110	Diesel Engines Part I	3
MHT120	Medium/Heavy Truck Drive Trains Part I	3
MHT130	Medium/Heavy Truck Brake Systems Part I	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 Part I	3
MHT210	Diesel Engines Part II	3
MHT230	Medium/Heavy Truck Brake Systems Part II	3
MHT270	Medium/Heavy Truck Electrical/Electronic Systems Part II	3
	Certificate Total	**36**

Certificate in Office Technology

This program prepares students for entry- through mid-level positions as administrative assistants or may be used to update office technology knowledge and skills for job advancement in the field. Related job titles include clerk, typist, receptionist, and data entry operators.

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

1. Key at current speed and accuracy to meet industry requirements for keyboarding.
2. Format, produce, and manage business documents such as memos, letters, databases, spreadsheets, presentations, and reports.
3. Demonstrate effective written and oral business communication skills.

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	3
AC211	Accounting Principles I	4
OA109	Business Math Using Excel	3
SM108	Introduction to Business	3
	Certificate Total	**39-41**

Certificate in Sign Language Interpreting

The Certificate in Sign Language Interpreting program is designed to prepare individuals who are pursuing a path in interpreting and becoming facilitators of communication for the Deaf. The program combines theoretical and practical learning experiences that will 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 knowledge of historical, social, cultural and ideological constructions of deaf people and their communities on national and global scales.
2. Introduce and present written projects related to the field of Deaf Culture using various media.
3. Reflect and engage in critical inquiry relating to topics in Deaf Culture and sign languages.

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 Drawing 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
HL135	Heartsaver First Aid CPR AED	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**

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 and 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 & Development: Global Challenges	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	Introduction to Financial Management	3
AC211	Accounting Principles I	4
AC212	Accounting Principles II	4
AC233	Accounting on the Computer 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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	PI101	Introduction to Philosophy	3
MA110A	Finite Mathematics	3	AC212	Accounting Principles II	4
AC211	Accounting Principles I	4	AC110	Payroll Accounting	3
AC150	Federal Taxation I	3	PY120	General Psychology	3
CS151	Windows Application	3		AC200+ Accounting Elective	3
	Total	**16-17**		**Total**	**16**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
	Natural & Physical Sciences	4	AC210	Introduction to Financial Management	3
	AC200+ Accounting Elective	3	OA211 **OR** EN111	Business Communication **OR** Writing for Research	3
AC233	Accounting Using QuickBooks	3	OA220	Spreadsheet Systems	3
EC110	Principles of Economics	3	SM230	Business Law	3
SM108	Introduction to Business	3			
	Total	**16**		**Total**	**12**
				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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credit**
EN___	English Composition Requirement	3	AST110	Engine Repair	3
MA___	Mathematics Requirement	3-4	AST130	Manual Drive Train & Axles I	3
	Social and Behavioral Sciences Requirement	3	AST120	Auto Trans & Transaxle I	3
CS___	Computer Literacy Requirement	3	AST140	Suspension and Steering	3
AST100	Intro to Automotive Service	3	AST180A	Engine Performance I	3
	Total	**15-16**		**Total**	**15**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credit**
AST150	Brake Systems I	3	AST250	Theory/Practicum: Brakes	2
AST160	Electrical/Electronic Systems	3	AST280	Theory/Practicum: Engine	5
AST180B	Engine Performance II	3		Humanities & Fine Arts Requirement	4
AST240	Theory/Practicum: Suspension & Steering	2	AST260	Theory/Practicum: Electrical/Electronic	4
SI___	Natural and Physical Sciences Requirement	4			
	Total	**15**		**Total**	**15**
				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 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
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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	Freshman Composition	3-4	AST110	Engine Repair	3
MA___	Finite Mathematics	3	AST140	Suspension and Steering	3
AST100	Intro to Automotive Service	3	AST130	Manual Drive Train & Axles I	3
	Natural & Physical Sciences Requirement	4	AST120	Auto Trans & Transaxle I	3
	Total	**13-14**		**Total**	**12**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
AST150	Brake Systems I	3	AST180B	Engine Performance II	3
AST160	Electrical/Electronic Systems	3		Social & Behavioral Sciences	3
AST180A	Engine Performance I	3		Literacy for Life	3
AST170	Heating and Air Conditioning	3	AST210	Theory/Practicum: Engine Repair	3
	Total	**12**		**Total**	**12**
Year 3					
Semester 5			**Semester 6**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
AST220	Theory/Practicum: Automotive Transmission and Transaxle	3	AST260	Theory/Practicum: Electrical/Electronic Systems	4
AST230	Theory/Practicum: Manual Drive Train and Axles	2	AST280	Theory/Practicum: Engine Performance	5
AST240	Theory/Practicum: Suspension and Steering	2		Humanities & Fine Arts Requirement	4
AST250	Theory/Practicum: Brakes	2			
AST270	Theory/Practicum: Heating and Air Conditioning	2			
	Total	**11**		**Total**	**13**
				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 and 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 & Development: Global Challenges	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 Drafting I (CADD 1)	3
AE160	Comp Aided Drafting II (CADD 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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	AE121	Technical Engineering Drawing I	3
MA161A	College Algebra & Trigonometry I	3	AE150	Comp. Aided Drafting I	3
AE103	Basic Blueprint Reading	3	EN194	Technical Communication	3
CT100 **OR** SU100	Introduction to Construction Trades **OR** Surveying Drafting	3	MA161B	College Algebra & Trigonometry II	3
CO110	Critical Thinking for Civic Engagement	3	SI141	Applied Physics I	4
	Total	**15-16**		**Total**	**16**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
AE138	Building Codes, Specifications & Construction Management	3	AE122	Technical Engineering Drawing II	3
AE160	Comp. Aided Drafting II	3	CE225	Construction Planning & Estimating	3
CE210	Statics	3		Humanities & Fine Arts	3-4
CE211	Plane Surveying I	3		Social & Behavioral Sciences	3
CE215	Construction Procedures	3			
SU250	Introduction to Geographic Information Systems	3			
	Total	**18**		**Total**	**12-13**
				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 Technology	3
CS112	Introduction to Linux	3
EE130	Project Management for IT	3
	Total	**43**
	Program Total	**62-64**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition	3-4	EE267	Computer Networking III	5
MA___	Mathematics Requirements	3-4	EE271	Advanced Computer Networking	5
EE265	Computer Networking I	5	EE283	Network Security +	3
EE266	Computer Networking II	5	SI110/SI110 L	Environment Biology: Theory/Environment Biology: Laboratory	4
	Total	**16-18**		**Total**	**17**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EE285	Cybersecurity Operations	5	EE243	Fiber Optics Installation	3
VC101	Introduction to Visual Communications	3	EE242	Principles of Voice and Data	2
CS151	Windows Application	3	EE211	IT Essentials I	4
	Elective	3		Elective	3
			PY125	Interpersonal Relations	3
	Total	**14**		**Total**	**15**
				Program Total	**62-64**

Associate of Science in Computer Science

The Associate of Science in Computer Science program will provide opportunities for students to work as programmers who write instructions and translate them into a machine-readable language, as system analysts who design computer systems for processing information, computer operators who monitor and control computer systems and retrieve results, data entry personnel who enter information and instructions into the computers, etc.

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
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	**19-20**
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
CS266	Java Programming II	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	**60-62**

Computer Science UOG 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**
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 Computer Science – Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course	**Course Name**	**Credits**	**Course**	**Course Name**	**Credits**
EN___	English Composition Requirement	3	CO110	Critical Thinking for Civic Engagement	3
MA___	Mathematics Requirement	3	CS212	Python Programming	3
CS101	Introduction to Computer systems & Information Technology	3	CS213	PHP Programming with MySQL	3
CS211	JavaScript Programming	3	CS205	Network Communications	4
				Social & Behavioral Science requirement	3
	Total	**12**		**Total**	**16**
Year 2					
Semester 3			**Semester 4**		
Course	**Course Name**	**Credits**	**Course**	**Course Name**	**Credits**
CS206	Java I	3	CS266	Java Programming II	4
CS112	Introduction to Linux	3	OA211	Business Communications	3
CS104	Visual Basic Programming	3		Electives	3-4
CS204	C++ Programming	3		Humanities and Fine Arts	3-4
CS203	System Analysis and Design	3		Natural and Physical	4
	Total	**15**		**Total**	**17-19**
				Program Total	**60-62**

Associate of Science in Computer Science UOG Track – Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course**	**Course Name**	**Credits**
CS101	Intro to Computer Systems & Info Technology	3	CS205	Network Communications	4
CS211	JavaScript Programming	3	MA161A	College Algebra & Trigonometry I	3
CO110	Critical Thinking for Civic Engagement	3	CS213	PHP Programming with MySQL	3
MA____	Mathematics Requirement	3-4	EN111	Writing for Research	3
EN110 OR EN110A	Freshman Composition	3-4			
	Total	**15-17**		**Total**	**13**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
MA161B	College Algebra & Trigonometry II	3	CS203	System Analysis and Design	3
CS212	Python Programming	3	OA211	Business Communications	3
CS104	Visual Basic Programming	3	CO125	Intro to Human Communication and Speech	3
CS204	C++ Programming	3	CS206	Java I	3
			CS112	Introduction to Linux	3
	Total	**12**		**Total**	**15**
Semester 5			**Semester 6**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
CS299	Computer Science Capstone	4			
	CS Elective	3-4			
	Social & Behavioral Sciences Requirement	3			
SI___	Natural and Physical Sciences	4			
	Total	**14-15**		**Total**	
				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 Criminal Justice, 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: Theory (3) & Environmental Biology: Laboratory (1)	
Course	**Course Name**	**Credits**
MA110A	Finite Mathematics	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**

Course Sequence by Semester

Areas of Concentration:	**Criminal Justice Administration**	**Law Enforcement Administration**	**Forensic Lab Technician**	**Forensic Computer Examiner**
1st Semester	CJ 100 CJ 107 EN 110 MA 110A PY 125	CJ 100 CJ 205 EN 110 MA 110A PY 125	CJ 100 EN 110 MA 115 PY 125 HU 120	CJ 100 CJ 205 CS 101 EN 110 HU 120
2nd Semester	CJ 101 CJ 150 CJ 200 PS 140 SO 130	CJ 150 CJ 200 CJ 225 SO 130 PS 140	CJ 122 CJ 150 CJ 200 PS 140 SO 130	CJ 122 CJ 150 CJ 200 MA110A PY 125
Summer			MA 161A or MA 165	SI140 CJ225
3rd Semester	CJ 204 CJ 206 CJ 209 CS 151 SI 110 or SI 103	CJ 206 CJ 209 CJ 250 CS 151 SI 110 or SI 103	CJ 206 CS 151 MA 161B or MA 165 SI 131 CJ225	CS 151 CS XXX CS XXX SI 110 or SI 103 SO 130
4th Semester	CJ 292 HU 120 + 9 CJ related credits	CJ 292 HU 120 + 9 CJ related credits	CJ 292 SI 140 SI 150 SI101	CJ 206 CJ 292 CS XXX EE 211 PS 140
Total Credits	**61**	**61**	**64-65**	**70**

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. A grade of "C" or higher must be achieved for the Program's "Major" courses.

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. Implement various developmentally and age-appropriate teaching, assessment and guidance strategies needed to work with young children from birth to age eight.
3. Reflect on practices, pedagogy and resources used in early childhood settings that serve children age's birth through age eight years.

General Education Requirements		
Course	**Course Name**	**Credits**
English (Choose 1)		
EN110A	Freshman Composition with Instructional Lab	4
EN110	Freshman Composition	3
Course	**Mathematics (Choose One)**	**Credits**
MA110A	Finite Mathematics	3
MA115	Fundamentals of College Algebra	3
MA161A	College Algebra & Trigonometry I	3
Course	**Literacy for Life (Choose One)**	**Credits**
CO110	Critical Thinking for Civic Engagement	3
CS151	Windows Applications	3
CS152	Macintosh Applications	3
Course	**Humanities & Fine Arts (Choose One)**	**Credits**
ASL100	American Sign Language I	4
CH110	CHamoru I	4
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
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
Course	**Natural & Physical Sciences (All options are 4 credits): (Choose One)**	**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)	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
SI131/131L	Human Anatomy & Physiology I: Theory (3) & Human Anatomy & Physiology I: Laboratory (1)	4
Course	**Social & Behavioral Science (Choose One)**	**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
WG101	Introduction to Women and Gender Studies	3
	Total	**19-21**
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 Development in Early Childhood	3
CD240	Cognitive & Creative Development in Early Childhood	3
CD260	Social & Emotional Development	3
ED231	Introduction to Exceptionalities	3
ED265	Culture and Education in Guam	3
CD292	Early Childhood Education Practicum **OR**	3
CD293	Early Childhood CDA Practicum	12

List Elective Courses (or provide category, optional) include total: (5-14)
****Important Note: Students who choose CD293 need (5) elective credits; students who choose CD292 need (14) elective 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
CD285	Childcare Management	3
CH110	CHamoru I	4
CH111	CHamoru II	4
CH200	Immersion Methods for CHamoru Language Teaching	3
CH220	CHamoru Composition	3
ED150	Introduction to Teaching	3
ED180A	Educational Methods I	3
ED220	Human Growth & Development	3
ED292	Education Practicum	3
CTE299A	PRAXIS I Review Part A	2
CTE299B	PRAXIS I Review Part B	1
HL135	Heartsaver First Aid CPR	1

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN110 **OR** EN111	Freshman Composition **OR** Writing for Research	3	CD110 **OR** ED150	Introduction to Early Childhood Education **OR** Introduction to Teaching	3
MA110A **OR** MA115	Finite Mathematics **OR** Fundamentals of College Algebra	3	CD221 **OR** ED220	Child Growth & Development **OR** Human Growth & Development	3
	Humanities or Fine Arts	3-4	CD140	Nutrition and Physical Health	3
	Elective	3-4		Social/Behavioral Science	3
	Total	**12-14**		**Total**	**12**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
CD240	Cognitive & Creative Development in Early Childhood	3	ED265	Culture and Education in Guam	3
CD180	Language Arts Development in Early Childhood	3	ED231	Introduction to Exceptionalities	3
	Literacy for Life	3	CD260	Social & Emotional Development	3
	Science with Lab	4		Elective **(Only for students who are taking CD292)**	3-4
	Elective	3-4		Elective **(Only for students who are taking CD292)**	3-4
	Total	**16-17**		**Total**	**15-17**
Semester 5					
Course #	**Course Name**	**Credits**			
CD292 **OR** CD293	Practicum **OR** CDA Practicum	3 **OR** 12			
	Elective **(Only for students who are taking CD292)**	3			
	Total	**6-12**			
				PROGRAM TOTAL	**60-61**

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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4		Humanities & Fine Arts Requirement	3-4
MA____	Mathematics Requirement	3		Social Science Requirement	3
CJ102	First Responder	3	CJ104	Dynamics of Substance Abuse	3
	Total	**9-10**		**Total**	**9-10**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
	Natural & Physical Science Requirement	4	CJ292	Criminal Justice Practicum	3
	Literacy for Life	3		EMI approved courses	29
CJ206	Social Values & The Criminal Justice Process	3			
	Total	**10**		**Total**	**32**
				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 and apply human service practice concepts and principles within a multidisciplinary, culturally diverse setting.
2. Demonstrate entry level human services skills in human service settings.
3. Describe and differentiate between personal values, professional 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**
MA110A	Finite Mathematics	3
SO130	Introduction to Sociology	3
CS151	Windows Applications	3
SI103/SI103L **OR** SI110/110L **OR** SI131/131L	Introduction to Marine Biology: Theory/ Introduction to Marine Biology: Laboratory **OR** Environmental Biology: Theory/ Environmental Biology Laboratory **OR** Human Anatomy and Physiology: Theory/ Human Anatomy and Physiology: Laboratory	4
Choose One		
ASL100	American Sign Language I	4
CH110	CHamoru I	
	Total	**20-21**
Major Requirements		
Course	**Course Name**	**Credits**
HM110	Introduction to Community Services	3
HM150	Diversity in Human Services	3
HM180	Human Services Practicum Orientation	3
HM201	Social Welfare and Development: Global Challenges	3
HM205	Foundations of Case Management	3
HM225	Substance Misuse Prevention: Program Planning and Implementation	3
HM250	Ethics and Values in Human Services	3
HM292	Human Services Practicum	3
CD221 **OR** ED220	Child Growth & Development **OR** Human Growth & Development	3
PY120	General Psychology	3
Electives (Complete 12 credits from the list below)		
Course	**Course Name**	**Credits**
AC280	Personal Finance	3
CJ100	Introduction to Criminal Justice	3
CJ104	Dynamics of Substance Abuse	3
CO110	Critical Thinking for Civic Engagement	3
CO125	Introduction to Human Communication and Speech	3
EC110	Principles of Economics	3
VC101	Introduction to Visual Covirginications	3

TH101	Introduction to the Theater	3
EN111	Writing for Research	3
EN194	Technical Communication	3
MA151	Introductory Statistics	3
PY100	Personal Adjustment	3
PY125	Interpersonal Relations	3
HU120	Pacific Cultures	3
	Total	**42**
	Program Total	**62-63**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	CS151	Windows Applications	3
MA110A	Finite Mathematics	3	PY120	General Psychology	3
CD221 **OR** ED220	Child Growth & Development **OR** Human Growth & Development	3	SI103/SI103L **OR** SI110/110L **OR** SI131/131L	Introduction to Marine Biology: Theory/ Introduction to Marine Biology: Laboratory **OR** Environmental Biology: Theory/ Environmental Biology Laboratory **OR** Human Anatomy and	4
SO130	Introduction to Sociology	3	HM201	Social Welfare & Development: A Global View	3
HM110	Introduction to Community Services	3		Electives	3
	Total	**15-16**		**Total**	**16**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
HM150	Diversity in Human Services	3	HM225	Substance Misuse Prevention: Program Planning and Implementation	3
HM180	Human Services Practicum Orientation	3	HM250	Ethics in Human Services	3
ASL100 **OR** CH110	American Sign Language I & II (taught in one semester – 8 credits) **OR** CHamoru I	4	HM292	Human Services Practicum	3
HM205	Foundations of Case Management	3		Elective	3
	Elective	3		Elective	3
	Total	**16**		**Total**	**15**
				PROGRAM TOTAL	**62-63**

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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	MA___	Mathematics Requirement	3
	Social & Behavioral Requirement	3		Literacy for Life	3
HS150	Welcome to Hospitality	3	HS160	Hospitality Supervision	3
HS152	Customer Service	3	HS208	Food & Beverage Service	3
HS155	Basic Hotel & Restaurant	3	HS211	Managing Front Office Operations	3
	Total	**15-16**		**Total**	**15**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
	Humanities & Fine Arts Requirement	3-4		Natural & Physical Sciences Requirement	4
HS215	Managing Housekeeping Operations	3	HS254	Hospitality and Travel Marketing	3
HS216	Human Resources Management	3	HS266	International Hotels Development & Management	3
HS217	Security Management	3	HS268	Managing Technology in the Hospitality Industry	3
KE110 **OR** KE111	Beginning Korean **OR** Intermediate Korean	4	HS292	Hospitality and Tourism Practicum	3
	Total	**16-17**		**Total**	**16**
				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 One)		
SO130	Introduction to Sociology	3
PY120	General Psychology	
PY125	Interpersonal Relations	
	Total	**19-20**
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	**61-62**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement (EN110 **OR** EN110A, **OR** EN111)	3-4	MK124	Selling	3
MK123	Principles of Marketing	3	MK206	Retailing	3
CS152	Macintosh Applications	3	MA110A	Finite Mathematics	3
VC125	Digital Graphics: Raster	3	VC101	Introduction to Visual Communications	3
VC126	Digital Graphics: Vector	3	VC128	Design Principles & Elements	3
	Total	**15-16**		**Total**	**15**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
MK125	Social Media Marketing	3	PY120 **OR** PY125 **OR** SO130	General Psychology **OR** Interpersonal Relations **OR** Introduction to Sociology	3
MK208	International Marketing	3		Elective	3
MK224	Advertising	3		Elective	3
	Elective	3	MK205	Entrepreneurship	3
	Natural & Physical Science Requirement	4	MK292	Marketing Practicum	3
	Total	**16**		**Total**	**15**
				PROGRAM TOTAL	**61-62**

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
MS125	Clinical Medical Assisting: Clinical	1
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting: Theory	3
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	**44**
	Program Total	**63-66**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN110/EN110A	Freshman Composition	3-4	MS101	Introduction to Medical Assisting	3
MA___	Mathematics Requirement	3-4	MS140	Administrative Medical Assisting: Theory	2
HL150	Study of Diseases	3	MS141	Administrative Medical Assisting: Laboratory	2
CS___	Literacy for Life Requirement	3	MS145	Administrative Medical Assisting Clinical	1
HL190	Introduction to Anatomy and Physiology for Allied Health Professionals	4	HL131	Basic Life Support for Health Care Providers	1
			HL120	Medical Terminology	2
			HL202	Nutrition	3
	Total	**16-18**		**Total**	**14**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
HL201	Medical Law and Ethics	3	MS120	Clinical Medical Assisting	3
MS160	Introduction to Pharmacology	2	MS121	Clinical Medical Assistant: Laboratory	2
MS161	Administration of Medications: Laboratory	1	MS 125	Clinical Medical Assisting: Clinical	1
	Humanities & Fine Arts Requirement	3-4	MS220	Medical Assisting Specialties	3
	Social & Behavioral Sciences Requirement	3	MS225	Medical Assisting Specialties Clinical	1
	Total	**12-13**		**Total**	**10**
Year 3					
Semester 5					
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
MS180	Introduction to Clinical Laboratory	2			
MS210	Medical Assisting Critique	1			
MS292	Medical Assisting Practicum	5			
HL252	Pathology for Health Professions	3			
	Total	**11**		**Total**	
				Program Total	**63-66**

Associate of Science in Office Technology

This program provides training in skills used within the business office such as business correspondences, Microsoft Office applications, office procedures, basic accounting, customer service, and business communications. Upon completion, students will be trained to perform as a future office manager. Related job titles include executive administrative assistant, clerk, customer service support, and executive secretary.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Office Technology program, students will be able to:
1. Perform office management procedures.
2. Format, produce, and manage business documents such as memos, letters, databases, spreadsheets, financial documents, presentations, and reports.
3. Demonstrate effective written and oral business communication skills.

General Education Requirements		
Course	**Course Name**	**Credits**
EN___	English Requirement	3-4
MA___	Mathematics Requirement (MA110A **OR** MA115 **OR** MA161A)	3
Cs151	Windows Applications	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
AC211	Accounting Principles I	4
CS110	Introduction to the Internet	3
MK125	Social Media Marketing	3
OA240	Machine Transcription	3
OA292	Office Technology Practicum	3
	Total	**42**
	Program Total	**61-63**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	SM108	Introduction to Business	3
OA101	Keyboarding and Document Processing	3		Mathematics Requirement	3
OA103	Filing Systems	3	OA230	Advanced Information Processing	3
OA109	Business Math Using Excel	3	CS151	Windows Application	3
OA130	Information Processing	3		Elective	3-4
	Total	**15-16**		**Total**	**15-16**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
OA210	Database Management Systems	3	OA220	Spreadsheet Systems	3
SM208	Personnel Supervision	3	OA211	Business Communication	3
	Humanities & Fine Arts Requirement	3-4	OA250	Office Procedures	3
PY125	Interpersonal Relations	3		Natural and Physical Sciences Requirement	4
	Elective	3		Elective	3
	Total	**15-16**		**Total**	**15-16**
				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**
MA110	Finite Mathematics	3
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	**19-20**
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	5
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	**57**
	Program Total	**76-77**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credit**	**Course #**	**Course Name**	**Credits**
EN110/EN110 L	Freshman Composition/Freshman Composition Lab	3-4	SI150/SI150L	Introduction to Microbiology: Theory/Introduction to Microbiology: Laboratory	4
MA110A	Finite Mathematics	3	HL131	Basic Life Support for Healthcare Providers	1
SI131/SI131L	Human Anatomy & Physiology: Theory/Human Anatomy & Physiology: Laboratory	4	SI132/SI132L	Human Anatomy & Physiology II: Theory/Human Anatomy & Physiology II: Laboratory	4
HL120	Medical Terminology	2	PY120	General Psychology	3
HL202	Nutrition	3	ED220	Human Growth & Development	3
	Total	**15-16**		**Total**	**15**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credit**	**Course #**	**Course Name**	**Credits**
NU110	Nursing Foundations	8	NU220	Adult Medical Surgical Nursing	8
NU160	Pharmacology	5	NU230	Maternal Newborn Concepts & Skills	3
SI106	Dosage Calculations for Practical	1	NU240	Pediatric Concepts & Skills	3
CO125	Introduction to Human Communications & Speech	3			
	Total	**17**		**Total**	**14**
Year 2					
Semester 5			**Semester 4**		
Course #	**Course Name**	**Credit**	**Course #**	**Course Name**	**Credits**
NU250	Mental Health Nursing	3			
NU292	Practical Nursing Clinical	6			
NU280	Nursing Trends	1			
NU281	NCLEX Review & Transition	2			
CS151	Windows Application	3			
	Total	**15**			
				PROGRAM TOTAL	**76-77**

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 (CAD), 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 and 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 & Development: Global Challenges	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 Drafting I	3
AE160	Comp Aided Drafting 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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	AE121	Technical Engineering Drawing	3
MA161A	College Algebra & Trigonometry I	3	AE150	Comp. Aided Drafting I	3
AE103	Basic Blueprint Reading	3	MA161B	College Algebra & Trigonometry II	3
CT100 **OR** SU100	Introduction to Construction Trades **OR** Surveying Drafting	3	SI141	Applied Physics I	4
CS151	Windows Application	3	OR101 **OR** CS101	Introduction to Engineering Technology **OR** Introduction to Computer Systems & Information Technology	3
	Total	**15-16**		**Total**	**16**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
AE138	Building Codes, Specifications & Construction Management	3	AE122	Technical Engineering Drawing II	3
AE160	Comp. Aided Drafting II	3	AE170	Revit Architecture Essentials	3
EN194	Technical Communication	3	CE225	Construction Planning & Estimating	3
CE211	Plane Surveying I	3		Social & Behavioral Sciences	3
CE215	Construction Procedures	3		Humanities & Fine Arts	3-4
	Total	**15**		**Total**	**15-16**
				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

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	AC211	Accounting Principles	4
MA___	Mathematics	3		Literacy for Life Skills	3
	Social & Behavioral Science Requirement	3		Humanities & Fine Arts Requirement	3-4
SM108	Introduction to Business	3	SM215	International Management	3
SM208	Personnel Supervision	3	SM220	Management Skill Development	3
	Total	**15-16**		**Total**	**16-17**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EC110	Principles of Economics	3	MK205	Entrepreneurship (or any SM Elective)	3
	Natural & Physical Sciences Requirement	4	SM211	E-Commerce	3
SM225	Leadership	3	SM240	Employment & Labor Law	3
SM230	Business Law Application	3	SM245	Ethics & Stakeholder Management	3
MK123	Principles of Marketing (or any SM elective)	3	SM292	Supervision & Management Practicum (or any SM elective)	3
	Total	**16**		**Total**	**15**
				PROGRAM TOTAL	**62-64**

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 and 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 & Development: Global Challenges	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 Drafting 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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
SU101	Surveying Problems I	3	AE121	Technical Engineering Drawing I	3
MA161A	College Algebra & Trigonometry I	3	AE150	Comp. Aided Drafting I	3
AE103	Basic Blueprint Reading	3	MA161B	College Algebra & Trigonometry II	3
CT100 **OR** SU100	Introduction to Construction Trades **OR** Surveying Drafting	3	EN___	English Requirement	3-4
CS151	Windows Application	3	SI110/SI110L	Environmental Biology: Theory/ Laboratory	4
	Total	**15**		**Total**	**16-17**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
CE211	Plane Surveying I	3	SU230	Advanced Surveying	3
SU240	Boundary Law I	3	SU251	Advanced Geographic Information Systems	3
SU250	Introduction to Geographic Information Systems	3	CE222	Plane Surveying II	3
	Humanities & Fine Arts	3-4	SU241	Boundary Law II	3
	Social & Behavioral Sciences	3	SU280	Special Topics in Geographic Information Systems	3
			SU292	Surveying Practicum	1
	Total	**15-16**		**Total**	**16**
				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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	MA___	Mathematics Requirement	3
	Humanities & Fine Arts Choose One: Japanese I **OR** Korean I **OR** CHamoru I	4		Literacy for Life	3
HS150	Welcome to Hospitality	3		Choose One: Japanese I, **OR** Japanese II, Korean I, **OR** Korean II, **OR** CHamoru I, **OR** CHamoru II	4
HS152	Customer Service	3	HS257	Principles of Tour Guiding	3
HS158	Introduction to MICE	3	HS265	Ecotourism	3
	Total	**16-17**		**Total**	**16**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
HS160	Hospitality Supervision	3	HS157	Tourism Planning & Development	3
HS254	Hospitality & Travel Marketing	3	AC211	Accounting Principles I	4
HS255	Airline Management	3	HS292	Hospitality and Tourism Practicum	3
	Natural & Physical Sciences Requirement	4		Social & Behavioral Sciences	3
				Electives	4
	Total	**13**		**Total**	**17**
				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	**61-63**

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3	VC101	Introduction to Visual Communications	3
MA__	Mathematics Requirement	3-4	MK123	Principles of Marketing	3
CS152	Macintosh Applications	3	VC127	Digital Photography	3
VC125	Digital Graphics: Raster	3	VC128	Design Principles & Elements	3
VC126	Digital Graphics: Vector	3		Social & Behavioral Sciences Requirement	3
	Total	**15-16**		**Total**	**15**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
VC211	Design Studio I	3	VC291	Project Management	3
VC212	Design Studio II	3	MK224	Advertising	3
VC221	Interactive Studio I	3	SI___	Natural & Physical Sciences Requirement	4
VC222	Interactive Studio II	3	VC232	Video Production II	3
VC231	Video Production I	3	VC292	Viscom Practicum	3
	Total	**15**		**Total**	**16**
				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**

Course Sequence by Semester

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	CO125	Introduction to Human Communication and Speech	3
FSM145	Culinary Math	3	PY125	Interpersonal Relations	3
FSM100	Introduction to the Foodservice Profession	2	CS151	Windows Application	3
FSM105	Foodservice Sustainability	2	CUL140	Culinary Foundation I	2
FSM110	Professional Dining Room Service: Theory	2	CUL160	Culinary Foundation II	2
FSM110L	Professional Dining Room Service: Laboratory	1	FSM115	Purchasing & Receiving	2
FSM120	Food Safety & Sanitation	2			
	Total	**15-16**		**Total**	**15**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
SI110/110L	Environmental Biology/Environmental Biology Laboratory	4	FSM130	Professional Bar and Alcohol Management	3
FSM154	Foodservice Nutrition	3	FSM240	Menu Planning	3
BAK200	Foundations of Baking & Pastry	2	**Baking & Pastry Track**		

BAK220	Intermediate Baking & Pastry	2	BAK240	Boulangerie: Advanced Bread Techniques	2
Baking & Pastry Track			BAK250	Cakes & Dessert	2
BAK293A	Restaurant Desserts & Pastries Practicum	3	BAK293B	Breads and Cakes Practicum	3
Cookery Track			**Cookery Track**		
CUL293A	Culinary Practicum Part I	2	CUL180	Garde Manager	2
			CUL240	Pacific Asian Cuisine	2
			CUL293B	Culinary Practicum Part II	3
	Total	**13-14**		**Total**	**13**
Year 3					
Semester 3					
Course #	**Course #**	**Course #**			
FSM270	Foodservice Human Resource	3			
Baking & Pastry Track					
BAK299	Baking & Pastry Capstone	2			
Cookery Track					
CUL299	Culinary Capstone	2			
	Total	**5**			
				PROGRAM TOTAL	**61-63**

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 program is designed to provide entry-level training for persons interested in working in educational settings and those planning to continue a path towards a higher degree in education. Emphasis is placed on gaining knowledge and an understanding of (1) diverse philosophies and perspectives which impact how we view education, (2) patterns of growth and development of young people, (3) the diversity of students' needs and how to address those needs, and (4) the value of collaboration and community. Furthermore, students are expected to engage in critical thinking, problem solving, and continual reflection which are necessary skills for educators.

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

1. Demonstrate professional and ethical conduct and communication within educational environments.
2. Create and implement diverse teaching strategies and materials which address the diversity of our student population and optimize learning for all students.
3. Exhibit skills in critical thinking, collaboration, creativity, and reflective practice.

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
CO110 **OR** CS151	CO110 - Critical Thinking for Civic Engagement **OR** CS151 - Windows Applications	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	**19-20**
Major Requirements		
Course	**Course Name**	**Credits**
ASL100 **OR** CH110	ASL100 - American Sign Language I **OR** CH110 – Chamoru I	4
ASL110 **OR** CH111	ASL110 - American Sign Language II **OR** CH111 – Chamoru II	4
ED150	Introduction to Teaching *	3
ED180A	Educational Methods I	3
ED180B	Educational Methods II	3
ED180C	Educational Methods III	3
ED220	Human Growth & Development *	3
ED231	Introduction to Exceptionalities *	3
ED265	Culture and Education in Guam *	3
EN111	Writing for Research *	3
ED292	Education Practicum	3
	Choose two electives (6 credits) from the list below	6
	PROGRAM TOTAL	**60-61**

NOTE: Courses marked with an * are courses required by UOG/SOE.

**IMPORTANT NOTE: STUDENTS INTERESTED IN ATTENDED THE SCHOOL OF EDUCATION AT UOG		
Course	**Course Name**	**Credits**
ASL100 **OR** CH110	ASL100 - American Sign Language I **OR** CH110 – Chamoru I	4
ASL110 **OR** CH111	ASL110 - American Sign Language II **OR** CH111 – Chamoru II	4
ED150	Introduction to Teaching *	3
ED180A	Educational Methods I	3
ED180B	Educational Methods II	3
ED180C	Educational Methods III	3
ED220	Human Growth & Development *	3
ED231	Introduction to Exceptionalities *	3
ED265	Culture and Education in Guam *	3
CO125	Introduction to Human Communication & Speech	3
EN111	Writing for Research *	3
ED292	Education Practicum	3
CTE299A	Praxis I Review Part A	2
CTE299B	Praxis I Review Part B	1
	Choose one electives (3 credits) from the list below	3
	PROGRAM TOTAL	**63-64**

List of Elective Courses

COURSE	TITLE	CREDITS
ASL100	American Sign Language I (If not already taken to complete technical requirement)	4
ASL110	American Sign Language II (prerequisite: ASL100, If not already taken to complete technical requirement)	4
ASL120	American Sign Language III (prerequisite: ASL110)	4
ASL130	American Sign Language IV (prerequisite: ASL120)	4
CD240	Cognitive & Creative Development in Early Childhood	3
CD260	Social & Emotional Development	3
CH110	CHamoru I (If not already taken to complete technical requirement)	4
CH111	CHamoru II (If not already taken to complete technical requirement)	4
CH200	Immersion Methods for CHamoru Language Teaching	3
CH220	CHamoru Composition	3
CO110	Critical Thinking for Civic Engagement (If not already taken to complete technical requirement)	3
CO125	Introduction to Human Communication (If not already taken to complete technical requirement)	3
EN210	Introduction to Literature	3
EN220	Best Practices for Literacy Instruction	3
HI176	Guam History	3
HM110	Introductions to Community Services	3
HM150	Human Development Diversity	3
HU220	Guam Cultures & Legends	3
IN145	Vocabulary Development (Prerequisite: ASL110)	3
IN170	Introduction to Interpreting	3
IN180	Ecology of Deafness	3
IN220	Voice to Sign Interpreting (Prerequisite: ASL100, IN170)	3
PY125	Interpersonal Relationships	3
TH101	Introduction to the Theater	3
VC125	Digital Graphics: Raster	3
WG101	Women & Gender Studies (Prerequisite: Placement into EN110)	3

Year 1					
Semester 1			**Semester 2**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
EN___	English Composition Requirement	3-4	ED150	Introduction to Teaching	3
MA110A	Finite Mathematics	3	ED220	Human Growth & Development	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	4
	Elective	3	EN111	Writing for Research	3
	Total	**12-13**		**Total**	**13**
Year 2					
Semester 3			**Semester 4**		
Course #	**Course Name**	**Credits**	**Course #**	**Course Name**	**Credits**
ED180	Educational Methods I	3	ED265	Culture and Education in	3
HU120	Pacific Cultures	3	ED180B	Educational Methods II	3
ASL100/110 **OR** CH110	American Sign Language I & II (taught in one semester – 8 credits) **OR** CHamoru I	4	ED231	Introduction to Exceptionalities	3
CS151 **OR** CO110	Windows Applications **OR** Critical Thinking in Civic Engagement	3	CH111	CHamoru II – For those on the CHamoru track	4
			For those in the Bachelor Foundation		
			CTE299A	Praxis I Review Part A	2
			CTE299B	Praxis I Review Part B	1
	Total	**13**		**Total**	**13-16**
Semester 5					
Course #	**Course Name**	**Credits**			
CO125	Introduction to Human Communication & Speech	3			
ED180C	Educational Methods III	3			
ED292	Practicum	3			
	Total	**9**			
				PROGRAM TOTAL	**60-64**

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	Introduction to Women & 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 & Development: Global Challenges	
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)		
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	Introduction to 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 & Development: Global Challenges	
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	
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	Introduction to 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 & Development: Global Challenges	
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	
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	Introduction to 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 & Development: Global Challenges	
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.

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 and 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	Introduction to Teaching CTE	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 Standards-Based Grading	3
CTE400	Program Management and Leadership	3
CTE410	Methods of Teaching III: Project-Based Learning	3
CTE492	Student Teaching-CTE	12
CTE498	Praxis III Principles of Learning and Teaching	2
CTE499	Introduction to Action Research	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.