

Courses By Unit



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Courses	Related Documents
<p>ABE030 archived 2011 (formerly SP040) - Basic Skills</p> <p>This course offers adults 16 years of age and older, the opportunity to gain skills and knowledge essential for pre-GED level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practice exercises in reading, mathematic computations, communication, writing and employment skills. Course offering: As needed.</p>	<p>SP040_1SR_2002-05-01.pdf</p> <p>SP040_0_Pilot_1995-11-13</p> <p>ABE030_NSR_2010-8-20.pdf</p> <p>ABE030_6Arch_2011-10-13.pdf</p>
<p>ABE030 Formerly SP040 (archive 2011 aka CABE030) - Basic Skills</p> <p>This course offers adults 16 years of age and older, the opportunity to gain key skills and knowledge essential for pre-GED-level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practice exercises in reading, writing, computation and problem solving skills.</p>	<p>SP040_6Arch_2011-04-28.pdf</p>
<p>ABE040 archived 2011 (formerly SP040) - Basic Skills Reading, Writing, & Social Studies</p> <p>This course provides basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. ABE040 Basic Education is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and enroll in GED preparation courses. Course Offerings: Fall and Spring semesters. Prerequisite: CASAS ECS 130 assessment, Reading scale score below 225</p>	<p>ABE040_0Adopt_2009-08-14.pdf</p> <p>ABE040_2NSR_2010-06-18</p> <p>ABE040_6Arch_2011-10-13.pdf</p>
<p>ABE041 - Basic Skills Math and Science</p> <p>This course provides basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. ABE041 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and enroll in General Equivalency Development (GED) preparation courses. Course Offerings: Fall and Spring semesters. Prerequisite: CASAS ECS 130 assessment, math scale score below 225</p>	<p>ABE041_0Adopt_2009-08-14.pdf</p> <p>ABE041_2NSR_2010-06-18</p> <p>ABE041_6Arch_2011-10-13.pdf</p>
<p>AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting</p> <p>This course covers accounting principles to include interpreting source documents, analyzing business transactions; recording entries in a general journal; posting to the ledger, preparing the worksheet with adjustments; journalizing, adjusting and closing entries; preparing financial statements, and the post-closing trial balance.</p>	<p>AC100_1SR_12-16-2004.pdf</p> <p>AC100_1SR_2004-12-16.pdf</p> <p>AC100_1SR_2010-04-21.pdf</p> <p>AC100_2NSR_2008-11-25 map.pdf</p> <p>AC100_1SR_2004-12-16formerAC115</p>

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Student Learning Outcomes (SLOs)

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

1. Apply accounting procedures to properly record financial information about a business.
2. Apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.
3. Perform internal control procedures to protect and properly manage cash and other business assets.

AC101 - Archived (now AC211) - Accounting Principles I

This course prepares the student for entry-level accounting jobs, such as accounting clerk and bank teller. Students will interpret and apply accounting principles and concepts to record and report accounting data for sole proprietorship and merchandise business; apply internal control procedures, such as special journals and subsidiary ledgers; apply inventory costing methods; processing account issues for receivables, bank reconciliation and petty cash; calculate depreciation schedules for assets; and record data for intangible assets. Course offering: As needed. Prerequisites: MA108 or higher, OA104, OA101, OA115.

AC102 - Archived (now AC212) - Accounting Principles II

Accounting theory and principles are discussed relating to corporations and partnerships. Specific topics include current and contingent liabilities, accounting for corporations, accounting for corporate income taxes, investments in bonds, accounting for bonds payable, the Statement of Cash Flows, and financial statement analysis. Course offering: As needed. Prerequisites: AC101, CS151, AC110 or as co-requisite.

AC103 - Archived (now AC212) - Accounting Principles III

Accounting theory and principles are discussed relating to manufacturing, budgeting, and cost analysis. Specific topics include job order and process costing systems, cost behavior and cost-volume-profit analysis, budgeting, evaluation techniques for standard costs, evaluation techniques for decentralized operations, and product pricing. This course requires students to participate in 20 hours of civic engagement activities with a local community based organization. For example, Habitat for Humanity Guam, is a key service-learning Guam partner with this course educating, empowering, and enabling students to be civically engaged gaining skills that lead to participatory leadership, effective citizenship, and increased volunteerism. Course offering: As needed. Prerequisites: AC102, OA220, EN110.

AC110 - Payroll Accounting

This course covers the most current methods and procedures of calculating payroll and payroll taxes. It includes the latest developments in payroll tax law, covering information on wages, payroll operations, employment practices, and voluntary employee deductions; differences between the USA and the Territory of Guam payroll accounting systems are examined. STUDENT LEARNING OUTCOMES

Student Learning Outcomes (SLOs)

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

Related Documents

[AC100_NSR_03172016_FINAL_Acalog.pdf](#)

[AC100_2NSR_06.06.22.pdf](#)

[AC101_1SR_1986.pdf](#)

[AC101_CourseGuide_1987-05-01.pdf](#)

[AC101_1SR_1995-01-27.pdf](#)

[AC101_XMemo_2003-03-04.pdf](#)

[AC101_1SR_2004-04-27.pdf](#)

[AC100_2NSR_2008-11-25_map.pdf](#)

[AC102_1SR_1986-10-27.pdf](#)

[AC102_1SR_1991-06.pdf](#)

[AC102_1SR_1995-01-27.pdf](#)

[AC102_1SR_2004-04-27.pdf](#)

[AC102_2NSR_2008-11-25map.pdf](#)

[AC103_1SR_1991-06.pdf](#)

[AC103_1SR_1995-01-27.pdf](#)

[AC103_1SR_2004-04-27.pdf](#)

[AC103_2NSR_2008-11-25map.pdf](#)

[AC110_0_Pilot_1995-04-03.pdf](#)

[AC110_0Adopt_1997-03-13.pdf](#)

[AC110_1SR_2000-12-06.pdf](#)

[AC110_1SR_2007-04-26.pdf](#)

[AC110_2NSR_2008-11-25map.pdf](#)

[AC110_Acalog_Final_2014-05-19.pdf](#)

[AC110_1SR_2014-04-24.pdf](#)

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Courses	Related Documents
<ol style="list-style-type: none">1. Explain why personnel and payroll records are integral to a company to provide the information required under the numerous laws affecting the operations of payroll system.2. Calculate wages, explore earnings records, and prepare a payroll register.3. Perform all aspects of payroll operations including payroll tax returns, while processing a three month payroll period for a business using two methods, manual and computerized.	AC110 LOCFinal-1 (2).docx AC110_2NSR_2018.03.16.pdf
AC150 - Federal Income Tax I A study of the basic forms and structures of federal taxation, particularly aspects which affect individual taxpayers, to include: components of tax formula, the use of the standard deduction. Personal exemption qualifications, filing systems, tax tables, exclusions from income, various categories of deductions, investment losses and passive activity losses, net operating losses, and tax credits. Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Explain what the federal income tax is and distinguish it from other types of federal taxes.2. Demonstrate knowledge of the components of the basic income tax formula, understand when income and deductions are recognized and describe when they are excluded (or disallowed) or deferred for individuals.3. Apply necessary steps to compute a taxpayer's federal income tax liability and apply tax language and terms appropriately throughout the process of computing a taxpayer's federal income tax return.	AC150_0_Pilot_1995-03-17.pdf AC150_0Adopt_2000-10-30.pdf AC150_1SR_SLO_2007-10-30.pdf AC150_2NSR_2008-10-02.pdf AC150_2NSR_2008-11-25map.pdf AC150_SR_AY1617-FINAL 02092016.pdf AC150_2NSR_06.06.22.pdf
AC210 - Introduction to Financial Management This course covers the basic fundamentals of financial management for a business. Students will learn about financial management with focus on statement analysis, procurement and utilization of funds, costs and problems associated with acquiring funds, forecasting profits gained through their use, markets, risk and rate of return, time value of money, valuation of stocks and bonds, dividend policy and financial planning and working capital management. Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Describe the major financial markets and their role.2. Analyze financial statements to determine future prospects of a business.3. Forecast a financial statement using a set of financial assumptions.	AC210_0Adopt_2004-11-15.pdf AC210_2NSR_2008-11-25map.pdf AC210_1SR_AIH_2014-04-24 Feb112015.pdf AC210 LOCFinal-1.docx AC210_SR_04242014_acalog.pdf AC210_1SR_2019.11.29.pdf
AC211 (formerly AC101) - Accounting Principles I This course prepares the student for entry-level accounting jobs, such as accounting clerk and bank teller. Students will interpret and apply accounting principles and concepts to record and report accounting data for sole proprietorship and merchandise business; apply internal control procedures, such as special journals and subsidiary ledgers; apply inventory costing methods; processing account issues for receivables, bank reconciliation and petty cash; calculate depreciation schedules for assets; and record data for intangible assets. Course offering: As needed. Prerequisites: Placement into either MA108 or a higher level math class.	AC211_1SR_2010-04-20.pdf AC211_1SR_2010-04-20combined AC101,AC102,AC103.pdf AC211_1SR_2016.11.24_FINAL.pdf

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Student Learning Outcomes (SLOs)

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

1. Interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
2. Demonstrate the proper procedures to perform all the steps of the accounting cycle for a service and merchandise business.
3. Demonstrate the ability to calculate inventory data using various types of inventory costing methods.

AC212 (formerly AC102 & AC103) - Accounting Principles II

Accounting theory and principles are discussed relating to corporations, manufacturing, budgeting and cost analysis. Specific topics include current and contingent liabilities, accounting for corporations, accounting for corporate income taxes, investments in bonds, accounting for bonds payable, the Statement of Cash Flows, Financial Statement analysis, job order and process costing systems.

Student Learning Outcomes (SLOs)

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

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

AC225 (formerly HS244) - Hospitality Industry Accounting

This course presents the fundamentals of financial accounting through hospitality industry simulation-problems and experiences. Accounting topics include procedures for merchandise and supplies inventories, fixed assets and depreciation methods, current liabilities and payroll, internal controls of cash, receivables and payables. Major elements of financial statements for the hospitality industry are emphasized. Course Offering: Fall only.

Student Learning Outcomes (SLOs)

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

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

AC232 - Accounting on the Computer Using Peachtree

A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring

[AC212_1SR_2010-05-03.pdf](#)

[AC212_1SR_2017.02.23_FINAL.pdf](#)

[AC212_2NSR_06.06.22.pdf](#)

[AC225_1SR_1996-10-25.pdf](#)

[AC225_1SR_2006-05-11.pdf](#)

[AC225_2NSR_2008-11-25map.pdf](#)

[AC225_2NSR_2010-10-20.pdf](#)

[AC225_1SR_2017.02.23.pdf](#)

[AC225_2NSR_06.06.22.pdf](#)

[AC232_0_Pilot_1995-06-13.pdf](#)

[AC232_0Adopt_1999-10-05.pdf](#)

[AC232_1SR_2004-11-15.pdf](#)

[AC232_2NSR_2008-11-25map.pdf](#)

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of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses. Course offering: As needed. Prerequisites: AC110, AC150, AC212

AC233 - Accounting on the Computer Using QuickBooks

Students will apply accumulated accounting knowledge and skills such as payroll, federal tax, inventory management, accounts payable, accounts receivable, and cash management. They will develop extensive skills using the features of QuickBooks accounting software.

Student Learning Outcomes (SLOs)

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

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

AC240 - Certified Bookkeeper Review

A detailed study and review structured to prepare students to pass the national test for Certified Bookkeeper (CB) given by the American Institute of Professional Bookkeepers (AIPB). This course covers specific topics such as adjusting entries, reconciliation and errors, payroll, depreciation, and inventory. Course offering: As needed. Prerequisites: AC211, AC110, AC150

Student Learning Outcomes (SLOs)

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

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

AC250 - Federal Income Tax II

This course is the second of two courses on Federal Taxation structure. Emphasis is given to the unique factors involved in taxation of individuals and other US Federal tax returns such as a partnership and corporation. It includes the latest developments in federal tax laws, covering information on property transactions, retirement plans, partnerships/S corporation basis and loss limitations.

Student Learning Outcomes (SLOs)

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

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

Related Documents

[AC232_2NSR_2010-10-20.pdf](#)

[AC232_6Arch_2017.02.23.pdf](#)

[AC233_0Adopt_2007-04-05.pdf](#)

[AC233_2NSR_2008-11-25map.pdf](#)

[AC233_2NSR_2014-04-18.pdf](#)

[AC233_1SR_06.06.22.pdf](#)

[AC240 Certified Bookkeeper Review December 2000.pdf](#)

[AC240 Certified Bookkeeper Review March 2008.pdf](#)

[AC240 Certified Bookkeeper Review May 2021.pdf](#)

[AC240 Certified Bookkeeper Review SLO March 2008.pdf](#)

[AC240 Course Guide.pdf](#)

[AC240 Memorandum November 2008.pdf](#)

[AC240 Memorandum October 2008.pdf](#)

[AC250_XMemo_1999-08-23.pdf](#)

[AC250_0Adopt_2000-10-30.pdf](#)

[AC250_1SR_2004-04-30.pdf](#)

[AC250_2NSR_2008-11-25map.pdf](#)

[AC250-2NSR_2016-04-05.pdf](#)

[AC250_1SR_06.06.22.pdf](#)

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payroll, and retirement.
3. Conduct tax research.

AC280 - Personal Finance

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

Student Learning Outcomes (SLOs)

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

1. Plan financially using critical thinking skills and concepts.
2. Demonstrate financial responsibility through course projects.
3. Set financial goals that reflect the acquisition of course content.

AC292 - Accounting Practicum

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

Student Learning Outcomes (SLOs)

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

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

AC298 - Cooperative Education for Accounting

The cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and non-paid work experience related to Accounting. Course offering: As needed. Prerequisite: AC232, AC233

AE103 - Basic Blueprint Reading

This course introduces students to basic principles of blueprint reading and shop sketching, including a study of drafting principles and concepts and all the related technical information necessary to interpret a drawing. Trade terminology and shop and field practices are defined and applied in operational notes, which appear on drawings. Course offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Identify basic specifications and codes of various trades related industries.

Related Documents

[AC280_0Adopt_2018.03.27.pdf](#)

[AC292_1SR_2018.03.25.pdf](#)

[AC298_1SR_2009-01-26.pdf](#)

[AC298_2NSR_2008-11-25map.pdf](#)

[AE103_1980-10-21.pdf](#)

[AE103_CourseGuide1980-10-21a.pdf](#)

[AE103_1SR_2009-03-18.pdf](#)

[AE103_CourseGuide_1980-10-21](#)

[AE103_CourseGuide_1980-10-21](#)

[AE103_1SR_2009-03-18.pdf](#)

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2. Recognize and sketch basic lines.
3. Apply symbols, notes, and conventions to the creation of drawings and sketches.

AE121 - Technical Engineering Drawing I

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

Student Learning Outcomes (SLOs)

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

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

AE122 - Technical Engineering Drawing II

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

Student Learning Outcomes (SLOs)

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

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

AE138 - Building Codes, Specifications & Construction Management

An interpretation and study of local and national building codes and standards, construction documents and office organization. This course will be of value to anyone who plans to enter, or is presently working in the field of construction. Course offering: As needed. Prerequisite: EN100

Student Learning Outcomes (SLOs)

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

1. Explain local and national building codes and standards.
2. Identify the process for acquiring a building permit.
3. Explain the various agencies' functions in the permitting process.

AE150 - Computer Aided Drafting I (CAD I)

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

Related Documents

[AE121_2NSR-2004-03-29.pdf](#)

[AE121_CourseGuide_1980-10-21.pdf](#)

[AE121_2NSR_2010-03-11.pdf](#)

[AE122_1980-10-28.pdf](#)

[AE122_2NSR_2004-03-29.pdf](#)

[AE122_2NSR_2010-03-11.pdf](#)

[AE122_CourseGuide_1980-10-21](#)

[AE122_CourseGuide_1980-10-21](#)

[AE138_1980-09-26.pdf](#)

[AE138_2NSR_2010-03-11.pdf](#)

[AE138_CourseGuide_1980-09-26](#)

[AE138_CourseGuide_1980-09-26](#)

[AE150_2NSR_1994-04-14.pdf](#)

[AE150_1993-05-03.pdf](#)

[AE150_0Adopt_1993-05-03.pdf](#)

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Related Documents

drafting software application.

Student Learning Outcomes (SLOs)

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

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

AE160 (reinstated 2010) - Computer Aided Drafting II (CAD II)

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

[AE160 1994-03-13.pdf](#)

[AE160 Deletion Memo 1999-08-19.pdf](#)

[AE160_1SR_2010-05-10.pdf](#)

[AE160_5Reinstitute_2010-04-30.pdf](#)

Student Learning Outcomes (SLOs)

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

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

AE170 - Revit Architecture Essentials

This course will teach students Revit's functionality as it pertains to the design process. Students will create 3D architectural project models and set up working drawings. Technical training focuses on theory, concepts, and basic tools of BIM (Building Information Modeling) to work with Autodesk Revit Architecture.

[AE170_0Adopt_2015-05-28.pdf](#)

Student Learning Outcomes (SLOs)

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

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

AE216 (reinstated 2010) - Descriptive Geometry

This course covers the analysis and solution of three-dimensional problems through application of the principles of multi-view projection. Topics include spatial relationships typical of engineering problems, auxiliary views, revolutions, curved lines and surfaces, intersections of surfaces and shades and shadows. This course is recommended for pre-engineering students and drafting majors. Course offering: As needed.

Prerequisite: MA161B

[AE216_1SR_2010-05-10](#)

[AE216_5Reinstitute_2010-04-30](#)

Student Learning Outcomes (SLOs)

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

1. Apply graphical methods to solve three-dimensional space problems.

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2. Set up projection planes to satisfy specific requirements.
3. Use computer drafting software such as AutoCAD® to create a three-dimensional object with integration of geometric shapes and save to an electronic medium.

AE228 (archived 2008) - Color Drafting

Building design, pictorial drawings, and landscaping ground sites. Drawings are water colored as envisioned by designer. Selection of washes, and superimposed washes, and color mixture by superimpositions or admixtures are studied. Students are required to do actual indoor and outdoor water coloring to achieve right balance of color tones, with emphasis on raw foliage greens. (Formerly: AE208) Prerequisite: AE121

AE280 - Network Security I

Cisco Certified Network Associate (CCNA) Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. CCNA Security is a blended curriculum with both online and classroom learning. The course covers theory and practice of computer security, focusing in particular on the security aspects of the web and Internet. It surveys cryptographic tools used to provide security, such as shared key encryption (Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), RC-4/5/6, etc.); public key encryption, key exchange, and digital signature (Diffie-Hellmann, Rivest, Shamir and Adleman (RSA), Digital Signature Standard (DSS), etc.).

AEMA050 - Algebra 1

This course is the first of three general mathematics courses designed to prepare students for college level mathematics courses or to have basic mathematical skills to succeed in the workplace. The Adult High School mathematics courses follow the College and Career Readiness Standards (CCRS) for Adult Education. The three shifts by CCRS (focus, coherence, and rigor) ensures that students understand and apply mathematical ideas.

Student Learning Outcomes (SLOs)

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

1. Interpret the structure of expressions. (A.SSE.1)
2. Write expressions in equivalent forms to solve problems. (A.SSE.3)
3. Perform arithmetic operations on polynomials. (A.APR.1)
4. Create equations that describe numbers or relationships. (A.CED.1)
5. Solve equations as a process of reasoning. (A.REI.1)

AEMA060 - Geometry

As one of the three mathematics courses, AEMA60 Geometry is designed to prepare students for college level mathematics courses or to have basic mathematical skills to succeed in the workplace. Topics include Expressing Geometric Properties with Equations, Congruence, Similarity, Right Triangles, Geometric Measurement and Dimension and Circles. The Adult High School mathematics courses follow the College and Career Readiness Standards (CCRS) for Adult Education. The three shifts by CCRS (focus, coherence, and rigor) ensures that students understand and apply mathematical ideas.

Related Documents

[AE228_4Delete_2008-10-02.pdf](#)

[AE280_1SR_2010-05-06](#)

[AEMA050_0Adopt_2017-02-27_Final.pdf](#)

[AEMA060_0Adopt_2017.02.27_Final.pdf](#)

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Student Learning Outcomes (SLOs)

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

1. Experiment with transformations in the plane and develop definitions of rotations, reflections, and translations in terms of angles, circles, perpendicular lines, parallel lines, and line segments. (G.CO.1)
2. Make formal geometric constructions such as copying and bisecting a segment, copying and bisecting an angle, constructing perpendicular lines, including the perpendicular bisector of a line segment with a variety of tools and methods. (G.SRT.5)
3. Prove geometric theorems, theorems involving similarity and applying these theorems to solve problems. (G.MG.2)

AEMA070 - Algebra II

This is a continuation of the AEMA 50 Algebra 1. Topics include: Linear Equations, Linear Functions and their Graphs, Quadratic Functions, Exponential and Logarithmic Functions, Polynomials and Polynomial Functions, Radicals and Radical Functions, Rational Functions, Systems of Linear Equations, and Arithmetic and Geometric Sequences. This course is the third of three general mathematics courses designed to prepare students for college level mathematics courses or to have basic mathematical skills to succeed in the workplace. The Adult High School mathematics courses follow the College and Career Readiness Standards (CCRS) for Adult Education. The three shifts by CCRS (focus, coherence, and rigor) ensures that students understand and apply mathematical ideas.

[AEMA070_0Adopt_2017.02.27_Final.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Create equations that describe numbers or relationships. (A.CED.1)
2. Solve equations as a process of reasoning. (A.REI.1)
3. Interpret functions. (F.IF.1)
4. Build functions. (F.BF.1)
5. Interpret categorical and quantitative data. (S.ID.1)

AEMT - Advanced Emergency Medical Technician Refresher Courses

This course is designed to maintain Advance EMT proficiency and certification. Students will review important components of the National Registry for Emergency Medical Technicians for advanced EMT's and will also be presented with additional AEMT knowledge and skills pertaining specifically to Guam's EMS system.

[AEMT Memo and Course Guide 2016.12.19.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Explain the roles and responsibilities of an Advanced EMT.
2. Deliver an advanced level of emergency care in the area of Advanced Life Support.
3. Demonstrate knowledge and skills needed for an Advanced EMT.

ASL100 - American Sign Language I

[ASL100_2NSR_2006-09-05.pdf](#)

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

Student Learning Outcomes (SLOs)

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

1. Increase vocabulary in American Sign Language to include subject-specific terminology and figures of speech such as idioms, metaphors and similes.
2. Develop current local, national and global vocabulary skills.
3. Interact with deaf people in an accepting and sensitive manner.

ASL110 - American Sign Language II

This course is a continuation of American Sign Language I. The course objective is to continue to develop basic syntactic knowledge of American Sign Language, vocabulary, finger spelling and conversational skills. Aspects of the Deaf community and culture are also incorporated. Prerequisite: ASL100.

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually coded English and finger spelling.
2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.
3. Use ASL to communicate with individuals who are Deaf or hard of hearing.

ASL120 - American Sign Language III

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

Student Learning Outcomes (SLOs)

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

1. Utilize American Sign Language (ASL) to include manually coded English and finger spelling at an intermediate level.
2. Expand their ASL vocabulary and conversational range (i.e. classifiers, giving directions, describing people, using number/time concepts, and making requests).
3. Interact and communicate with the Deaf and Hard of Hearing population at an intermediate level.

ASL130 - American Sign Language IV

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

Related Documents

[ASL100_1SR_2007-12-11.pdf](#)
[ASL100_1SR_SLO_2008-03-07.pdf](#)
[ASL100_1SR_2000-10-25.pdf](#)
[ASL100_0_Pilot_1994-07-19.pdf](#)
[ASL100_0Adopt_1997-08-07.pdf](#)
[ASL100_AY2015-2016_Approved
04132015_acalog.pdf](#)

[ASL110_1SR_2000-10-25.pdf](#)
[ASL110_2NSR_2004-11-15.pdf](#)
[ASL110_2NSR_2006-09-05.pdf](#)
[ASL110_2NSR_2010-03-11.pdf](#)
[ASL110_0_Pilot_1994-07-26.pdf](#)
[ASL110_0Adopt_1997-08-07.pdf](#)
[ASL110_1SR_2009-03-04.pdf](#)
[ASL110_AY2015-2016_Approved
04302015_acalog.pdf](#)

[ASL120_1SR_2000-10-25.pdf](#)
[ASL120_2NSR_2006-09-05.pdf](#)
[ASL120_3Delete_2010-03-25.pdf](#)
[ASL120_0_Pilot_1994-07-19.pdf](#)
[ASL120_0Adopt_1997-08-07.pdf](#)
[ASL120_2NSR_2004-11-15.pdf](#)
[ASL120_1SR_2012-03-27.pdf](#)
[ASL120_1SR_2018.02.06.pdf](#)

[ASL130_1SR_2000-10-25.pdf](#)
[ASL130_2NSR_2006-09-05.pdf](#)

AIER/CCA

Courses

ASL are also addressed.

Student Learning Outcomes (SLOs)

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

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

AST100 (formerly ME150 & ME150B) - Introduction to Automotive Service

This course introduces the student to core principles in Automotive Service Technology, providing them with the foundational knowledge necessary for success in all additional Automotive Service Technology upper 100-level courses. Students will become familiar with basic concepts and practices related to automotive service, safety and customer service. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate proper shop safety concepts and practices
2. Identify basic hand tools and shop equipment and demonstrate proper use.
3. Explain how a gasoline engine functions and perform basic automotive measurements and compare results to specifications.
4. Perform basic maintenance checks on the lubrication system and explain the functions of engine seals, gaskets, liquid sealers, and bearings.
5. Identify components in a vehicle's electrical system to include the starting, charging, lighting, ignition, and computer systems.

AST110 (formerly ME178A & ME178B) - Engine Repair

Students will learn core principles in Engine Repair, to include the foundational knowledge necessary for more advanced study and experiential development of engine repair skills.

Student Learning Outcomes (SLOs)

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

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

AST113 - Hybrid Engines and Motor/Generators

This course introduces the student to core principles of hybrid electric vehicle engine and motor/generator

Related Documents

[ASL130_4Delete_2010-03-05.pdf](#)

[ASL130_0_Pilot_1994-07-19.pdf](#)

[ASL130_0Adopt_1997-08-07.pdf](#)

[ASL130_1SR_2012-12-12.pdf](#)

[ASL130_SR_AY1617-FINAL_acalog_04272015.pdf](#)

[ASL130_SR_2020.2.19.pdf](#)

[AST100_1SR_2006-06-29.pdf](#)

[AST100_2NSR_2010-05-24.pdf](#)

[AST100_2NSR-2_2010-05-24.pdf](#)

[AST100_1SR_2019.04.24.pdf](#)

[AST110_1SR_2006-06-29.pdf](#)

[AST110_2NSR-2_2010-05-24.pdf](#)

[AST110_2006-06-29](#)

[AST110_2NSR_2010-05-24](#)

[AST110_1SR_2019.12.13.pdf](#)

[AST113_1SR_2019.12.16.pdf](#)

Courses

Related Documents

propulsion technology providing skillsets necessary for diagnosing and making repairs to hybrid electric vehicles.

Student Learning Outcomes (SLOs)

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

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

AST120 (formerly ME168A & 168B) - Automatic Transmission and Transaxle

Students will learn the core principles in automotive automatic transmission / transaxle systems, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and performing repairs.

Student Learning Outcomes (SLOs)

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

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

AST123 - Hybrid Electric Vehicle Energy Management and Transaxles 3

This course introduces the student to core principles of hybrid electric vehicle energy management and transaxle providing skillsets necessary for diagnosing and making repairs to hybrid electric vehicles. Course offering: As needed. Prerequisites: AST100, AST160, AST110, AST180A, AST180B, AST120, AST113

Student Learning Outcomes (SLOs)

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

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

AST130 (formerly ME167) - Manual Drive Trains and Axles I

This course introduces the student to core principles in manual drive train and axle systems, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and making repairs to manual drive train and axle systems. Prerequisite: AST100. Course offering: As needed.

[AST120 Replaces ME168A & 168B SR 2006-06-29.pdf](#)

[AST120_1SR_2006-06-29.pdf](#)

[AST120_2NSR- Course SLO2_2010-05-24.pdf](#)

[AST120_2NSR_SLO Map 2010-05-24.pdf](#)

[AST120_2NSR-2_2010-05-24](#)

[AST120_2NSR_2010-05-24](#)

[AST120_SR_AY1617-FINAL_2016-04-05_Acalog.pdf](#)

[AST113_1SR_2019.12.16.pdf](#)

[AST123_1SR_2019.12.16 .pdf](#)

[AST123_0Adopt_2017.05.25.pdf](#)

[AST130_1SR_2006-06-29.pdf](#)

[AST130_2NSR_2010-05-24.pdf](#)

[AST130_2NSR-2_2010-05-24.pdf](#)

[AST130_2NSR_2010-09-23.pdf](#)

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Courses

Related Documents

Student Learning Outcomes (SLOs)

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

1. Perform general drive train diagnostics and develop an action plan.
2. Diagnose and repair transmission and transaxle to include clutch system.
3. Ascertain cause of failure and perform needed repairs to the drive shaft assembly, constant-velocity joint (CV), universal joint, and front wheel drive (FWD) wheel bearings and hubs.
4. Determine structural integrity of differential drive components and perform preventive maintenance.
5. Inspect four-wheel drive components for proper operation.

AST133 - Belted Alternator Starter (BAS), Power Electronics, and Support Systems

This course introduces the student to core principles of hybrid electric vehicle Belted Alternator Starter (BAS), power electronics, and support systems. Students will learn the skill sets necessary for diagnosing and making repairs to hybrid electric vehicles.

Student Learning Outcomes (SLOs)

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

1. Describe the Belted Alternator Starter (BAS) system.
2. Explain the functionality of the hybrid support systems power electronics.
3. Diagnose hybrid power electronic system faults.
4. Perform hybrid support system fault analysis.

AST140 (formerly ME166) - Suspension and Steering

This course covers wheel alignment and correction, wheels and tires, active and passive suspension systems, steering and steering assist, progressive steering systems, and replacement of worn or damaged parts. Formerly ME166. Course offering: Spring only. Prerequisite: AST100

Student Learning Outcomes (SLOs)

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

1. Identify and interpret short and long arm and strut suspension faults and determine necessary action.
2. Perform preventive maintenance procedures on power steering system.
3. Diagnose tire related concerns and determine necessary action.
4. Service and adjust parallelogram, and rack and pinion steering systems.

AST143 - Hybrid Electric Vehicle Power Electronics and Support

This course introduces the student to core principles of hybrid electric vehicle power electronics and support systems providing skillsets necessary for diagnosing and making repairs to hybrid electric vehicles. Course offering: As needed. Prerequisites: AST100, AST160, AST110, AST180A, AST180B, AST120, AST113

Student Learning Outcomes (SLOs)

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

[AST130_1SR_2017.05.22.pdf](#)

[AST133_1SR_2019.12.16.pdf](#)

[AST133_0Adopt_2017.05.25.pdf](#)

[AST140_1SR_2006-06-29.pdf](#)

[AST140_2NSR-2_2010-05-24.pdf](#)

[AST140_2NSR_2010-05-24.pdf](#)

[AST140_1SR_2006-06-29](#)

[AST140_2NSR_2010-09-23.pdf](#)

[AST143_0Adopt_2017.05.25.pdf](#)

[AST143_6Arch_2019.11.29.pdf](#)

Courses

1. Identify hybrid support systems power electronics and explain functionality
2. Diagnose hybrid power electronic system faults and perform needed repairs.
3. Perform hybrid support system fault analysis and perform needed repairs.

AST150 (formerly ME165) - Brakes

This course introduces the student to core principles in brake systems, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and making repairs to automobile brake systems.

Student Learning Outcomes (SLOs)

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

1. Perform general brake assessment to determine causes for concern.
2. Inspect and service hydraulic brake system.
3. Diagnose disc and drum brake system faults and perform basic service.
4. Describe functionality of vacuum actuated power-assist units.
5. Service wheel bearings, parking brakes and brake-related electrical components.

AST160 - Electrical / Electronic Systems

This course covers diagnoses, repair and replacement of components involved in vehicular starting, charging, internal illumination, external illumination, instrumentation, horns, wiper systems, supplemental inflatable restraints (air bags) and accessories. Emphasis is given to interpretation and utilization of electrical diagrams. Formerly ME175. Course offering: Fall only. Prerequisite: AST100

Student Learning Outcomes (SLOs)

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

1. Perform general electrical system diagnosis.
2. Service battery and starting system.
3. Diagnose and repair lighting system.
4. Determine cause of inoperative electronic gauges and accessories, determine required action.

AST170 (formerly ME176) - Heating and Air Conditioning

This course covers diagnoses, performance checks, repair of air conditioning compressors, replacement of heating and air conditioning components, repairs and/or replacement of liquid cooling system components, and servicing of ventilation systems. Formerly ME176. Course offering: Spring only. Prerequisite: AST100

Student Learning Outcomes (SLOs)

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

1. Conduct performance check on A/C system and determine concern.
2. Recover and recycle refrigerant and charge A/C system.
3. Service A/C system components.
4. Perform diagnostics on heating, ventilation, and engine cooling system and perform needed repairs.

Related Documents

[AST150_1SR_2006-06-29.pdf](#)

[AST150_2NSR-2_2010-05-24.pdf](#)

[AST150_2NSR_2010-05-24.pdf](#)

[AST150_2NSR_2010-09-23.pdf](#)

[AST150_1SR_2017.04.11.pdf](#)

[AST160_1SR_2006-06-29.pdf](#)

[AST160_2NSR-2_2010-05-24.pdf](#)

[AST160_2NSR_2010-05-24.pdf](#)

[AST170_1SR_2006-06-29.pdf](#)

[AST170_2NSR-CLSLO2_2010-05-24.pdf](#)

[AST170_2NSR_2010-05-24.pdf](#)

[AST170_2NSR-2_2010-05-24](#)

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Courses

5. Diagnose and repair A/C and heating related controls.

AST180A (formerly ME177A) - Engine Performance I (Tune-up, No Fuel / Emission)

This course introduces the student to core principles in systems related to the performance of an engine providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in diagnosing and making repairs to engine performance control systems. Course offering: As needed. Prerequisite: AST100

Student Learning Outcomes (SLOs)

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

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

AST180B (formerly ME177B) - Engine Performance II (Fuels and Emissions Systems)

This second engine performance course involves diagnoses, adjustments, replacement of worn, damaged or inoperative components in the air induction, fuel delivery, electronic engine control and emission control systems. Formerly ME177B. Course offering: Fall only. Prerequisites: AST100, AST180A

Student Learning Outcomes (SLOs)

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

1. Perform intermediate level engine diagnostics.
2. Diagnose and repair faults in the fuel, air induction, and exhaust system.
3. Determine fault causes in the emission control system and perform needed repairs.

AST210 - Theory / Practicum: Engine Repair

This theory/practicum course builds on AST110, offering students a more in-depth conceptual understanding of engine repair and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST110

Student Learning Outcomes (SLOs)

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

1. Remove and reinstall engine assembly with minimal supervision.
2. Repair problems related to the cylinder head and valve train.
3. Diagnose and repair cylinder block related faults.
4. Service cooling and lubrication system.

AST220 - Automatic Transmission and Transaxle II

This course will present students with comprehensive theoretical and conceptual information in the area of automatic transmission / transaxle systems; students are also given the opportunity to demonstrate their transmission / transaxle diagnosis and repair knowledge and skill through practical, experiential application.

Related Documents

[AST180A_1SR_2006-06-29.pdf](#)

[AST180A_2NSR-CLSLO2_2010-05-24.pdf](#)

[AST180A_2NSR_2010-05-24.pdf](#)

[AST180A_2NSR-2_2010-05-24](#)

[AST180B_1SR_2006-06-29.pdf](#)

[AST180B_2NSR-CLSLO2_2010-05-24.pdf](#)

[AST180B_2NSR_2010-05-24.pdf](#)

[AST180B_2NSR-2_2010-05-24](#)

[AST180B_2NSR_2010-9-23.pdf](#)

[AST180B_1SR_2019.12.16.pdf](#)

[AST210_0Adopt_2006-07-05.pdf](#)

[AST210_2NSR-CLSLO2_2010-05-24.pdf](#)

[AST210_2NSR_2010-05-24.pdf](#)

[AST210_0Adopt_2000-07-05](#)

[AST210_2NSR-2_2010-05-24](#)

[AST220_0Adopt_2006-07-06.pdf](#)

[AST220_2NSR-2_2010-05-24.pdf](#)

[AST220_2NSR_2010-05-24.pdf](#)

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Courses

Course Offering: As needed. Prerequisites: AST120.

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

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

AST230 - Theory/Practicum: Manual Drive Train & Axles

This theory/practicum course builds on AST130, offering students a more in-depth conceptual understanding of annual drive trains and axles, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST130

Student Learning Outcomes (SLOs)

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

1. Perform general transmission and transaxle diagnostics with minimal supervision.
2. Replace clutch pack components.
3. Remove, disassemble, repair, and reinstall transmission, transaxle, and differential assemblies.
4. Service and Repair drive shafts, half shafts, and constant velocity joints.

AST240 - Theory / Practicum: Suspension and Steering

This theory/practicum course builds on AST140, offering students a more in-depth conceptual understanding of suspension and steering, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST140

Student Learning Outcomes (SLOs)

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

1. Perform general suspension and steering systems diagnostics.
2. Repair steering & suspension system faults.
3. Adjust wheel alignment angles.
4. Diagnose and repair wheel & tire failures.

AST250 - Theory / Practicum: Brakes

This theory/practicum course builds on AST150, offering students a more in-depth conceptual understanding of brakes, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST150

Student Learning Outcomes (SLOs)

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

1. Diagnose general brake system malfunctions.
2. Repair the hydraulic system.

Related Documents

[AST220_0Adopt_2006-06-29](#)

[AST230_0Adopt_2006-07-05.pdf](#)

[AST230_2NSR-2_2010-05-24.pdf](#)

[AST230_2NSR_2010-05-24.pdf](#)

[AST240_0Adopt_2006-07-05.pdf](#)

[AST240_2NSR-2_2010-05-24.pdf](#)

[AST240_2NSR_2010-05-24.pdf](#)

[AST250_0Adopt_2006-07-05.pdf](#)

[AST250_2NSR-2_2010-05-24.pdf](#)

[AST250_2NSR_2010-05-24.pdf](#)

Courses

3. Ascertain and remedy drum brake system failures.
4. Diagnose and repair disc brake system failures.
5. Diagnose and repair antilock brake and traction control systems.

AST260 - Theory/Practicum: Electrical/Electronic Systems

This is the second Electrical/Electronic Systems specialty course. Students will learn advanced diagnostic and repair procedures offering them an in-depth conceptual understanding of electrical and electronic systems. Students will be offered the opportunity to apply this knowledge in continually developing their automotive skill.

Student Learning Outcomes (SLOs)

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

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

AST270 - Theory/Practicum: Heating & Air Conditioning

This theory/practicum course builds on AST170, offering students a more in-depth conceptual understanding of heating and air conditioning systems, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST170

Student Learning Outcomes (SLOs)

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

1. Perform advance diagnostics on air conditioning and heating systems.
2. Replace air conditioning and heating system components with minimal supervision.
3. Diagnose and repair operating and control system.

AST280 - Theory/Practicum: Engine Performance

This theory/practicum course builds on AST180A and AST180B, offering students a more in-depth conceptual understanding of engine performance, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST180A, AST180B

Student Learning Outcomes (SLOs)

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

1. Perform advance engine performance diagnostics.
2. Locate faults in the computerized control system with minimal supervision.
3. Diagnose and repair ignition, fuel, air induction, and exhaust related problems with minimal supervision.

BAK200 (formerly CUL200) - FOUNDATIONS OF BAKING & PASTRY

This course introduces students to basic principles, skills, and techniques of baking and pastry. Special emphasis is placed on ingredient identification and function, weights and measures, safe use and care of

Related Documents

[AST260_0Adopt_2006-07-05.pdf](#)

[AST260_2NSR_2010-03-11.pdf](#)

[AST260_2NSR-2_2010-05-24.pdf](#)

[AST260_2NSR_2010-05-24.pdf](#)

[AST260_SR_2020.2.17.pdf](#)

[AST270_0Adopt_2006-07-05.pdf](#)

[AST270_2NSR-2_2010-05-24.pdf](#)

[AST270_2NSR_2010-05-24.pdf](#)

[AST280_0Adopt_2006-07-05.pdf](#)

[AST280_2NSR-2_2010-05-24.pdf](#)

[AST280_2NSR_2010-05-24.pdf](#)

[BAK200_SR_11.17.2021.pdf](#)

Courses

Related Documents

baking tools and equipment and evaluation of quality characteristics. Students will apply basic baking principles and techniques in the production of yeast breads, cookies and pies, and pastry and laminated doughs, breakfast and individual pastries, custards, creams, mousses, and souffles, icing, glazes, sauces, and frozen dessert.

Student Learning Outcomes (SLOs)

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

1. Describe properties and functions of major baking ingredients.
2. Utilize proper scaling and measuring techniques.
3. Choose the appropriate technique and equipment for baking each product.
4. Apply math skills to recipe conversion.
5. Evaluate characteristics of quality of baked goods.

BAK220 (formerly CUL220) - INTERMEDIATE BAKING AND PASTRY

This course builds on the principles and techniques introduced in CUL200 Foundations of Baking and Pastry. Students are introduced to individually plated desserts using traditional and modern techniques including methods to develop desserts that are healthy or conform to dietary restrictions. Students will have the opportunity to gain practical experience in the production, assembly, and decoration of special occasion cakes.

[BAK220_SR_11.17.2021.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Create plated desserts that are attractive and appropriate for a variety of food service venues.
2. Prepare desserts that conform to specific dietary restrictions.
3. Assemble and decorate cakes that meet quality standards.

BAK240 - Boulangerie: Advanced Bread Techniques

This course aims to provide students with an advanced skill-based boulangerie education that explores both traditional and contemporary techniques in the production of artisan breads. Skills learned in the Foundations of Baking and Pastry course are reinforced. Emphasis is placed on hand shaping skills, innovative and decorative shaping is introduced along with the principles of artisan and viennoiserie through a variety of lean, enriched, and laminated yeast dough products applied in bakery operations.

[BAK240_ADOPTION_12.17.2021.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Execute proper scaling, mixing, and baking techniques for different types of breads.
2. Select equipment and tools needed to produce different types of breads.
3. Control bread production costs by using the correct formula.
4. Assess the quality of baked products.

BAK250 - Cakes and Desserts Presentation

[BAK250_ADOPTION_12.17.2021.pdf](#)

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Courses

Related Documents

This course aims to teach cake production, assembly, and design inclusive of restaurant desserts and contemporary plating techniques.

Student Learning Outcomes (SLOs)

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

1. Execute proper mise en place and mixing techniques for different types of cakes and desserts.
2. Produce a variety of cakes and desserts.
3. Evaluate the quality of prepared and decorated cakes and plated desserts.

BAK293A - Restaurant Desserts & Pastries Practicum

This course is a faculty-supervised practicum designed to expand students' career knowledge and hone their skills in preparing quality desserts and pastries, maximizing within timing limits, and organizing within an approved commercial establishment.

[BAK293A_ADOPTION_12.17.2021.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Utilize pastry-making and baking equipment following safety standards.
2. Produce classical and contemporary style pastries, desserts, and confections.
3. Evaluate products for consistency using quality standards.
4. Apply effective organizational and interpersonal skills in a professional kitchen environment.

BAK293B - Breads and Cakes Practicum

This course is a faculty-supervised practicum designed to expand students' career knowledge and hone their skills in bread and cake production and cake decorating. To ensure that students benefit from a well-rounded practicum experience, they will rotate among different areas of the bakery and complete a task checklist.

[BAK293B_ADOPTION_12.17.2021.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Execute proper scaling, mixing, and baking techniques for different types of breads and decorated cakes.
2. Select equipment and tools needed to produce different types of breads and decorated cakes.
3. Evaluate breads and decorated cakes based on established quality standards, as applicable.
4. Apply organizational and interpersonal skills in a work environment.

BAK299 - Baking & Pastry Capstone

This capstone course builds on the techniques and principles introduced and reinforced in the program, helping students to develop an understanding of the basic principles of baking. Emphasis of this course is placed on the fundamental planning principles of a proposed bakeshop concept.

[BAK299_ADOPTION_12.17.2021.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Apply basic principles of bakery planning and layout.

2. Plan for daily bakery production.
3. Create a business proposal for a new bakeshop concept.

C_259 - Emergency Preparedness

This training will provide information for child care centers in handling emergencies, and creating emergency plan, communication plan, and disaster kit. In addition, participants will learn strategies for teaching other staff and young children disaster drills.

C_472D - Hazardous Materials Incident Commander Certification

This course is based on NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents. The course is designed for those persons who are responsible for all decision relating to the management of the incident and is in charge of the incident site at releases or potential releases of hazardous materials (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter I or IFSAC or Pro Board/NPQS Hazardous Materials Operations or Instructor's approval.)

Student Learning Outcomes (SLOB):

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

1. Analyze a hazardous materials/WMD incident to determine the complexity of the problem and potential outcomes
2. Plan and implement a response within the capabilities of available personnel, personal protective equipment, and control equipment while consistent with standard operating procedures and safety considerations.
3. Evaluate the progress and effectiveness of the planned response and properly terminate the incident.

C_BE100 - Basic Financial Management

This seminar will be conducted in 4 sessions at 4 hour intervals using a lecture with power-point presentation with sample exercises to encourage class participation with simple calculations. Then the students will review a case study in teams of 2 to 3 individuals for 30 minutes. They will then present their answers to the group for 30 minutes. Preferably using sample financial statements from their business for their analysis.

Student Learning Outcomes (SLOs):

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

1. Describe the financial statements of a business and explain how they interrelate.
2. Use a budget as a guideline to meet objectives.
3. Apply financial statement analysis to assess the solvency of a business.
4. Interpret and apply basic financial ratios to financial statements to evaluate a business.

C_BE101 - Procurement Basic Training: Fundamentals and Principles

The purpose of this course is to provide an introduction to, and an understanding of, the public procurement process in general and, in particular, the evolution of Guam procurement law, with special emphasis on the "nuts and bolts" of the procurement process.

C_BE102 - Procurement Basic Training: Methods of Source Selection

Courses

Related Documents

This course will rigorously examine the local Guam law and regulations of “methods of source selection”, including bidding, offers and other methods of acquisition of goods, services and construction. Related issues will be covered, including, the difference between a responsive bid and responsible bidder, specification rules, changes during the solicitation process including rejections and cancellations, various contract types, and various contract clauses allowed in contracts. The student will earn an appreciation and working knowledge of Chapters 3, 4, 5 and 6 of the Guam Procurement Regulations.

Student Learning Outcomes (SLOs):

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

1. Legally acquire goods, services and construction under Guam law.
2. Embrace the importance of writing legal specifications that stand up to scrutiny.
3. Identify a contract form and clauses best suited to meet performance requirements.

C_BE103 - Procurement Basic Training: Procurement Review and Remedies

This course covers the legal aspects of the dispute and review processes of the procurement law, and the remedies available. This course will examine the three types of disputes cognizable under the Procurement Act. The most talked-about dispute is over the solicitation or award of contracts, and this will be taken up in the detail of the law and regulation. The examination of each type of procurement dispute will begin with the agency-level dispute, progress to administrative review, if any, and introduce students to the judicial review process. Discussion of each dispute matter will include a look at the remedies available under the Procurement Act and other laws. Time permitting; the course will take a practical look at reviewing proposed procurement legislation to hone student's understanding of the entire procurement process. Prerequisite:

C_BE101 Procurement Basic Training: Fundamentals and Principles

Student Learning Outcomes (SLOs):

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

1. Understand what to do, and when to do it, on receiving a protest of an IFB or RFP as a government employee or submitting a protest as a potential contractor;
2. Know how to timely prepare and conduct oneself if an appeal is taken of a protest decision to the Public Auditor.
3. Apply a remedy to a wrong created during the procurement process, and the process required for that.

C_BE104 - Procurement Basic Training: Management and Administration of Procurement

This course covers the management and administration of the procurement process, from inception to contract termination and close-out. This course will introduce students to how the government can get the biggest bang for its buck. This course departs from the intense study of Guam procurement law found in other procurement courses, and puts the student's management, accounting and administrative skills to task. The course will examine some of the best practices of the Federal government, based on certain Federal Acquisition Rules, for determining agency needs, conducting market research and assuring quality

performance. It will take a second look at allowed contract clauses and the means of contract enforcement and termination. Students will learn the need and benefit to establishing an accountability procurement record and audit trail. Prerequisite: C_BE101 Procurement Basic Training: Fundamentals and Principles
Student Learning Outcomes (SLOs):

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

1. Know how to plan a procurement solicitation, from inception of a notion of need to preparation of specifications.
2. Know how to create an audit trail of documentation and price and cost data to attain an accountability outcome.
3. Know how to transition from contract solicitation to opening the contract and administering it during the course of performance, to enforcement of performance obligations and final close-out of the contract.

C_BE150 - Techniques of Alcohol Management

GCC's TAM Workshops/Classes will teach and prepare employees of establishments that sell and/or serve alcohol to be responsible sellers/servers of those alcoholic beverages.

Student Learning Outcomes (SLOs)

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

1. Have a foundation for an attitude of professionalism and ethical conduct among service personnel who sell beverage alcohol.
2. Demonstrate how to effectively identify and respond to false identification and underage purchase and possession.
3. Demonstrate how to effectively identify and respond to intoxicated customers.
4. Exhibit knowledge of methods to maintain safety, control of the establishment, creating a positive image and good customer relations while responding to beverage alcohol incidents.
5. Have a clear understanding of federal, territorial and local laws relating to beverage alcohol sales.

C_BE200 - Basic Project Management

This course is a basic overview of projects and managing projects in private and public sector. The course covers the stages of projects and the functional areas of project management, including project planning, managing, control and wrap up. The course will review the functional areas of expertise required by the project manager, as well as the roles and responsibilities of project team members.

STUDENT LEARNING OUTCOMES (SLOs):

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

1. Distinguish between a project and a program.
2. Identify the stages of a project.
3. Identify the functional areas within the various stages of a project.

Courses

Related Documents

4. Perform basic mathematical calculations required of project management.
5. Define key project management terms and concepts.
6. Understand the importance of management of risk and scope to project success.
7. Outline basic project stages and steps and set up simple projects within their industry.

C_BE201 - Workforce Development

This course offers an open forum setting for workforce development issues to be discussed which affects our community. Participation will generate meaningful discussion of how the island's businesses and government can prepare the workforce for sustainability and meet the laborforce market demands for our island. Various mini-workshops will be provided on job skills development training.

Student Learning Outcomes (SLOs):

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

1. Understand the importance of sustaining the workforce and the impact on the laborforce
2. Understand the importance of job skills development for the workforce.
3. Understand the various job skills training available for the workforce.

C_BE202 - Ethics in Government Program

This course covers basic foundations of ethics and responsibilities of Government of Guam Board members as required by PL 28-76.

Student Learning Outcomes (SLOs):

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

1. Fully comprehend the roles and responsibilities of a Government of Guam Board member as espoused in PL 28-76.

C_CD101 - Bookkeeping and Filing Systems for Childcare Centers

This training will cover basic accounting principles, to include recording entries in a general journal; posting to ledger, adjustments, and financial statements for the specific business of childcare centers. Training will also include basic filing systems, principles of business records control, filing procedures, and records-maintenance procedures that target activities under typical childcare centers.

Student Learning Outcomes (SLOs):

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

1. Define basic accounting principles.
2. Balance monthly financial statements.
3. Demonstrate basic filing systems.

C_CS110 - Computer Repair Module 1

Computer repair presents an in-depth exposure to computer hardware and operating systems. Students learn

the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities in the lab, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software and troubleshoot hardware and software problems.

Student Learning Outcomes (SLOs)

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

1. Explain IT industry certifications
2. Describe the internal components of a computer
3. Explain the purpose of safe working conditions and procedures

C_CS111 - Computer Repair Module 2

Computer repair presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities in the lab, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software and troubleshoot hardware and software problems.

Student Learning Outcomes (SLOs)

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

1. Open the computer case/cover
2. Attach all components to the motherboard and install it later
3. Identify the steps of the troubleshooting process

C_CS112 - Computer Repair Module 3

Computer repair presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities in the lab, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software and troubleshoot hardware and software problems.

Student Learning Outcomes (SLOs)

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

1. Explain the purpose of an operating system
2. Describe and compare operating systems to include purpose, limitations, and compatibilities
3. Compare the different mobile phone standards

C_CS113 - Computer Repair Module 4

Computer repair presents an in-depth exposure to computer hardware and operating systems. Students learn

Courses

Related Documents

the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. Through hands-on activities in the lab, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software and troubleshoot hardware and software problems.

Student Learning Outcomes (SLOs)

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

1. Describe the types of printers currently available
2. Identify and apply common preventive maintenance techniques for printers and scanners
3. Explain the principles of networking.

C_CS150 - Microsoft Applications for the Workplace

This training assists office workers in using basic Microsoft Office Applications which may include Word, Excel, PowerPoint, Access and Outlook.

Student Learning Outcomes (SLOs):

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

1. Utilize basic Microsoft Applications
2. Determine the best use for each Microsoft Application
3. Create professional looking documents for the workplace

C_CS245 - Microsoft Windows 7

Students will explore Windows 7, its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, and use the common tools and programs available in Windows 7.

Student Learning Outcomes (SLOs):

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

1. Identify the different components present in the interface.
2. Customize Windows 7 desktop.
3. Manage files and folders.

C_CS281 - Microsoft Office Word 2010

Word processing in the use of computers to create, revise, and save documents for printing and future retrieval. Students will gain all the basic skills that they need to create a wide range of standardized business documents. In this course students will learn how to improve the quality of their work by enhancing documents with customized Microsoft Word 2010 elements. Students will create complex documents in Microsoft Word 2010 by adding components such as customized lists, tables, charts, and graphics in addition to creating personalized Microsoft Word 2010 efficiency tools.

Student Learning Outcomes (SLOs):

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

1. Create, edit, and enhance standard business documents.
2. Create complex documents and build personalized efficiency tools.
3. Create, manage, review, and distribute documents.

C_CS288 - Microsoft Office Excel 2010 Expert

Students will learn to use the advanced features of Microsoft Excel 2010 to attain proficiency as an Excel power user.

Student Learning Outcomes (SLOs):

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

1. Manipulate data using statistical and lookup functions.
2. Analyze data using the data analysis tools.
3. Create templates and work with Excel's advanced chart options.

C_CT100 - Basic Home Improvement: Painting

This course exposes students to core principles in the Construction Trades specifically in the disciplines of painting. The purpose of this course is to provide the students with the foundational knowledge in painting so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their home. The course also provides specific safety components for each discipline as is standard in the construction industry.

Student Learning Outcomes (SLOs):

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

1. Be able to demonstrate knowledge of safety protocol related to the various disciplinary components in this course.
2. Demonstrate and identify knowledge of materials, equipment and tools pertinent to all disciplines studied in this course.
3. Perform basic skills related to the various disciplines in this course.

C_CT101 - Basic Home Improvement: Carpentry

This course exposes students to core principles in the Construction Trades specifically in the disciplines of tiling. The purpose of this course is to provide the students with the foundational knowledge in tiling so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their home. The course also provides specific safety components for each discipline as is standard in the construction industry.

Student Learning Outcomes (SLOs):

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

1. Be able to demonstrate knowledge of safety protocol related to the various disciplinary components in this course.
2. Demonstrate and identify knowledge of materials, equipment and tools pertinent to all disciplines studied in this course.
3. Perform basic skills related to the various disciplines in this course.

C_CT102 - Basic Home Improvement: Plumbing

This course exposes students to core principles in the Construction Trades specifically in the disciplines of plumbing. The purpose of this course is to provide the students with the foundational knowledge in plumbing so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their home. The course also provides specific safety components for each discipline as is standard in the construction industry.

Student Learning Outcomes (SLOs):

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

1. Be able to demonstrate knowledge of safety protocol related to the various disciplinary components in this course.
2. Demonstrate and identify knowledge of materials, equipment and tools pertinent to all disciplines studied in this course.
3. Perform basic skills related to the various disciplines in this course.

C_CT103 - Basic Home Improvement: Tiling

This course exposes students to core principles in the Construction Trades specifically in the disciplines of tiling. The purpose of this course is to provide the students with the foundational knowledge in tiling so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their home. The course also provides specific safety components for each discipline as is standard in the construction industry.

Student Learning Outcomes (SLOs):

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

1. Be able to demonstrate knowledge of safety protocol related to the various disciplinary components in this course.
2. Demonstrate and identify knowledge of materials, equipment and tools pertinent to all disciplines studied in this course.
3. Perform basic skills related to the various disciplines in this course.

C_CT104 - Basic Skills Improvement: Electrical

This course exposes students to core principles in the Construction Trades specifically in the disciplines of electrical. The purpose of this course is to provide the students with the foundational knowledge in electrical so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their home. The course also provides specific safety components for each discipline as is

standard in the construction industry.

Student Learning Outcomes (SLOs):

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

1. Be able to demonstrate knowledge of safety protocol related to the various disciplinary components in this course.
2. Demonstrate and identify knowledge of materials, equipment and tools pertinent to all disciplines studied in this course.
3. Perform basic skills related to the various disciplines in this course.

C_CT106 - Basic Home Improvement

This course exposes students to core principles in the Construction Trades specifically in the disciplines of painting, plumbing, tiling, electrical and carpentry. The purpose of this course is to provide the students with the foundational knowledge in these disciplines so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their home. The course also provides specific safety components for each discipline as is standard in the construction industry.

Student Learning Outcomes (SLOs):

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

1. Be able to demonstrate knowledge of safety protocol related to the various disciplinary components in this course.
2. Demonstrate and identify knowledge of materials, equipment and tools pertinent to all disciplines studied in this course.
3. Perform basic skills related to the various disciplines in this course.

C_ED182 - Methods: Integrating Math & Science

Students will learn methods and strategies to integrate math and science in the classroom. Students will be given guidance and tools in preparing and performing lessons that integrate math and science. This course will also replace teaching math and science myths with facts and effective teaching strategies.

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge of basic math and science facts and concepts.
2. Plan, prepare and present science and math lesson plans.
3. Demonstrate various micro-teaching strategies and assessment methods specific to science and math areas.

C_ED200 - Utilizing the Winning Formula

This course is designed to enhance the professional toolkit of educators for effectively teaching and championing the development of authentic literacy skills for middle and high school students.

Student Learning Outcomes (SLOs)

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

1. Utilize the Winning Formula Process as an instructional strategy for building authentic literacy and

- academic readiness with students from book-poor homes.
2. Model how to utilize the seven essential strategies in classroom teaching.
 3. Connect data-driven decision making with student performance and goal-setting.

C_ED250 - Fun and Learning

This training promotes the positive physical growth and development of young children. The training also provides the organization, management, and instructional techniques necessary to teach active physical education.

Student Learning Outcomes (SLOs):

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

1. Plan and demonstrate activities that promote fine motor skill development in infants, toddlers and preschoolers.
2. Plan and demonstrate activities that promote gross motor skill development in infants, toddlers and preschoolers.

C_ED251 - Week of the Young Child

This training focuses on the importance of the physical and mental health of the caregivers in promoting the physical and mental health of the children under their care.

Student Learning Outcomes (SLOs):

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

1. Conduct one activity that promotes mental health.
2. Conduct one activity that promotes physical health.
3. Conduct one activity that promotes relaxation and/or mediation.

C_ED252 - Start Smart

This training demonstrates how to use children's books to promote the positive growth and development in young children. The importance of reading books to young children and language activities are also covered. The integration of the cognitive domains, especially math and science, will also be demonstrated.

Student Learning Outcomes (SLOs)

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

1. Plan and demonstrate activities that promote language development in infants, toddlers and preschoolers.
2. Plan and demonstrate activities that promote cognitive development in infants, toddlers and preschoolers.

C_ED253 - Sensory Bins and Tactile Play

This training will provide knowledge on sensory integration and the value of using sensory bins and tactile play to promote the development of young children. The training will also demonstrate how to create and use sensory bins, especially for those with disabilities or difficulties with sensory integration. In addition, the use of tactile play - through water and/or sand will be discussed and demonstrated.

Courses

Related Documents

Student Learning Outcomes (SLOs):

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

1. Define sensory integration and tactile stimulation;
2. Explain the value of sensory bins and tactile play on the development of young children; and
3. Create at least two sensory bins and/or tactile play activities.

C_ED254 - Working with Parents and Families

This training will demonstrate how to promote positive relationships and partnerships with parents and families. Case studies, role playing, and hands-on activities are key strategies used in this training.

Student Learning Outcomes (SLOs):

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

1. Provide three suggestions to improve communication with parents and families;
2. Write observation and incident reports that build positive relationships with parents and families.
3. Provide one strategy for dealing with parents that may have issues or complaints.

C_ED255 - Integrating CTE Skills into Content Areas

The goal of this course is to assist teachers in acquiring the knowledge and skills need to integrate career and technical education (CTE) knowledge and skills, and GDOE content standards in different disciplines. This includes curriculum development and common CTE teaching practices that improve student achievement. Strategies and activities on incorporating CTE skills into academic disciplines will be explored and discussed and modeled. Participants will be expected to develop and implement an integrated lesson plan in their classrooms.

Student Learning Outcomes (SLOs):

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

1. Describe the characteristics and features of high-quality integrated academic and CTE education curricula; and
2. Develop and implement a lesson plan that integrates CTE skills with content standards.

[C_ED255_0Adopt_2010-01-08.pdf](#)

[C_ED255_2015-06-29.pdf](#)

C_ED256 - Integrating Career and Technical Education across the Curriculum

This training will assist the practicing teacher in developing lessons that integrate career and technical education across the curriculum

Student Learning Outcomes (SLOs):

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

1. Demonstrate understanding of the field of career and technical education.
2. Utilize career and technical education teaching methods.
3. Describe different learning paradigms and how they relate to career and technical education methods.

C_ED257 - Active Shooter-Child Care Centers

Courses

Related Documents

This training will provide actions and strategies for child care personnel to take when confronted with a possible active shooter. In addition, training in preventive measures and working with parents that have domestic issues will be provided.

Student Learning Outcomes (SLOs):

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

1. Create an emergency action plan for a child care center.
2. List at least three good practices for coping with an active shooter situation.
3. Provide a strategy in working with families that may have domestic issues.

C_ED258 - Guam Evaluation and Improvement Rating System

This training will provide an overview of the piloted GEIRS program including; requirement of deadlines, evaluation process, assessment system(ECERS and ITES), preparation for observations, verification and documentation forms, star ratings determination, and suggested resources.

C_ED259 - Emergency Preparedness-Child Care Centers

[C_ED259_2014-06-18 Mar122015.pdf](#)

This training will provide information for child care centers in handling emergencies, and creating an emergency plan, communication plan, and disaster kit. In addition, participants will learn strategies for teaching other staff and young children disaster drills.

Student Learning Outcomes (SLOs):

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

1. Create a plan in response to various types of emergencies;
2. Create a communication strategy for notification of parents/guardians in the event of a disaster.
3. Create a disaster kit.

C_ED260 - Signing to Learn

This training introduces common infant, toddler, and preschool signs that promote communication at a young age. The importance and connection of signs to basic development of language skills and the benefits and ways of using sign for children with cognitive and language delays are also addressed.

Student Learning Outcomes (SLOs)

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

1. Describe three benefits in using sign language with young children, especially infants and toddlers.
2. Demonstrate common signs that young children need to communicate and manage their environment.
3. Demonstrate alphabet and numbers signs.

C_ED261 - Praxis: Train the Trainers

The Praxis Series (TM) assessments provide educational tests and other services that states and territories, including Guam, use as part of their teacher licensure and certification process. This course trains faculty

Courses

Related Documents

members of teacher preparation courses, and related areas, to integrate Praxis knowledge and skills into their courses in order to better prepare students to successfully pass Praxis I and Praxis II.

C_ED262 - Praxis Preparation: Tools for Success

[C_ED262_0Adopt_2010-01-26.pdf](#)

The Praxis Series™ assessments provide educational tests and other services that states and territories, including Guam, use as part of their teacher licensure and certification process. This course provides teacher candidates with guidance and tools in preparing for the Praxis I® Pre-Professional Skills Test (PPST). This course will also replace myths with facts and “silver bullets” with effective strategies.

Student Learning Outcomes (SLOs)

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

1. Recognize how to prepare for the Praxis I® PPST test.
2. Utilize effective test-taking strategies.
3. Develop a study plan for the Praxis I® PPST test.

C_ED263 - Praxis Prep: Reading and Writing

[C_ED263_0Adopt_2010-01-19.pdf](#)

The Praxis Series™ assessments provide educational tests and other services that states and territories, including Guam, use as part of their teacher licensure and certification process. This course provides teacher candidates with guidance in preparing for the Praxis I® Pre-Professional Skills Test (PPST) in Reading and Writing. This includes the types of questions, reading and writing (essays) skills and strategies, and the suggested areas of concentration. In addition, the course will provide test question samples with an explanation of correct answers.

Student Learning Outcomes (SLOs):

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

1. Practice using reading skills and strategies for taking the Praxis I® PPST: Reading test.
2. Practice using writing skills and strategies for taking the Praxis I® PPST: Writing test.

C_ED264 - Praxis Preparation: Mathematics

[C_ED264_0Adopt_2010-01-20.pdf](#)

The Praxis Series™ assessments provide educational tests and other services that states and territories, including Guam, use as part of their teacher licensure and certification process. This course provides teacher candidates with guidance in preparing for the Praxis I® Pre-Professional Skills Test (PPST) in Mathematics. This includes providing helpful advice and strategies for taking the test, test taking strategies, and minimizing common errors. In addition, the course will provide test question samples with an explanation of correct answers.

Student Learning Outcomes (SLOs):

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

1. Use mathematics skills and strategies for taking the Praxis I® PPST: Mathematics.

2. Recognize common mathematics symbols, words, phrases and formulas.

C_ED265 - Integrating Career and Technical Education across the Curriculum

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

Student Learning Outcomes (SLOs):

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

1. Set up a personal computer system, including the operating system, interface cards, and peripherals devices.
2. Plan and install a home or small business network and connect it to the Internet.
3. Verify and troubleshoot network and Internet connectivity

C_ED266 - Culture and Learning

This training will provide developmentally appropriate activities that incorporate local culture, customs, and materials. The importance and ways of being culturally responsive and creating an anti-bias curriculum will also be provided.

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

1. Define anti-bias curriculum;
2. Demonstrate a developmentally appropriate activity that incorporates culture and customs using local materials.
3. List at least two care-giving practices that are culturally responsive.

C_ED267 - Rainy Day Activities

This training will provide ideas for activities that can be used to develop physical skills but can still be conducted indoors with limited space.

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

1. Explain the importance and general guidelines for keeping children active daily;
2. Create at least two fine motor physical activities using materials commonly found within an early childhood setting; and
3. Demonstrate at least five gross motor physical activities that can be conducted indoors with limited space.

C_EE100 - Marine Radio Certification Prep Class

The exam prep course will be used to prepare participants to take the FCC Element 1 examination, which is

used to prove that examinees possess the qualifications to operate licensed radio stations required of a person holding a Marine Radio Operator Permit (MP).

Student Learning Outcomes (SLOs):

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

1. Prepare to take element 1 test for the FCC commercial radio license.

C_EE104 - Introduction to Alternating Current Circuits

This Course is an introduction to the fundamentals associated with AC electronics. Students learn the importance of Alternating Current, generating AC, the Sinusoidal wave form (sine wave), perform basic calculations of peak-to-peak, effective, and average values, the period, and the frequency of a sine wave. Explain how to use the oscilloscope to measure pulse width, period, amplitude, and rate of change. Use an ammeter and voltmeter to measure AC current and voltage. Describe the operation of a basic alternating current generator.

SLOs:

- Identify and describe the operation of basic alternating current generator.
- Describe how to use an oscilloscope to measure voltage and frequency.
- Perform Laboratory experiments in alternating current circuits.

C_EE211 - IT Essentials

IT Essentials I present an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities and labs, student learn how to assemble and configure a computer, students will install the motherboard, floppy, and hard drives, CD-ROM, and video cards. Students will install operating systems and software, and troubleshoot hardware and software problems.

C_EE240 - Re-Cert: Fiber Optic Installation

This course is required by the Electronic Technicians Association for students who are renewing their three year national certification as a Fiber Optic Installer. The class is designed to have members perform all practical application (hands-on) competencies as required by the ETA. It also updates participants on any of the revisions or changes as it applies to the Fiber Optic industry and approved or adopted by IEEE, EIA/TIA standards governing bodies.

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

1. Successfully perform terminators with two types of fiber optic connectors and cures as per the ETA recertification standards.
2. Test and document fiber optic test results as per the ETA recertification standards.
3. Update knowledge on new changes as it relates to IEEE, EIA/TIA standards.

[C_EE240_1SR_2015-03-30 \(2\) Apr62015.pdf](#)

C_EE242 - Principles of Voice and Data Cabling

[C_EE242_2NSR_2014-07-07.pdfApr82015.pdf](#)

Courses

Related Documents

This is a preparatory course for electronics Technician Association (ETA) Data Cabling Installer Certification test. It is designed to introduce students to the basic theory and terminology of Category 5, 5E and 6 wiring. Detailed hands on component, which utilizes practical applications for installations of cables in indoor type applications in raceways, drop ceilings, raised floors and plenum environments. Cable terminations of data cables in the various environments and use of latest test equipment to perform testing and troubleshooting of Data Cable Systems for commissioning.

Student Learning Outcomes (SLOs):

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

1. Identify the various codes, specifications and technical requirements to terminate and commission data cabling systems.
2. Plan, prepare and place Data cables in the different environments for terminations and use of IDC connectors.
3. Troubleshoot and test data cables.

C_EE243 - Fiber Optics Installation

This is a preparatory course for the Electronics Technician Association (ETA) Fiber Optic Installer Certification test. It is designed to introduce students to the basic theory and terminology on Fiber Optics. Detailed hands on component, which utilizes practical applications for installations of cables in indoor and outdoor type applications, terminations of fiber cables in the various environments and use of latest test equipment to perform testing and troubleshooting of Fiber Optic Systems for commissioning.

Student Learning Outcomes (SLOs):

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

1. Identify the differences between multimode and singlemode applications and uses.
2. Plan, prepare and place fiber optic cables in the different environments for splicing or termination.
3. Splice and terminate fiber optic cables
4. Troubleshoot and test fiber optic cables

C_EE244 - Fiber Optic Technician

This course is required by the Electronic Technicians Association for students who are taking the national certification exam for Fiber Optic Technician. It is designed to prepare Fiber Optic Installers with the knowledge and advance skills set to become technicians. The competency includes concepts of fiber optic servicing, troubleshooting and repairing; diagnostically ranging from the intermediate installation up to rudimentary design knowledge.

Student Learning Outcomes (SLOs):

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

1. Students will be prepared to take the Fiber Optic Technician (FOT) exam.
2. Students will be exposed to in depth theoretical and practical applications of fiber theory, optical test equipment, fusion preparation, splicing and testing.
3. Students will complete the hands on competencies set forth by the ETA Hands on Skills Sheet requirements.

C_EE245 - ETA Fiber Optic Installer Renewal Exam

To Administer the ETA FOI Exam-Renewal.

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

1. Allow students to take the ETA FOI exam.

C_EE250 - Re-Cert: Principles of Voice and Data Cabling

This course is required by the Electronic Technicians Association for students who are renewing their three year national certification as a Data Cabling Installer. The class is designed to have members perform all practical application (hands-on) competencies as required by the ETA. It also updates participants on any of the revisions or changes as it applies to the Data Cabling industry and approved or adopted by IEEE, EIA/TIA standards governing bodies.

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

1. Successfully perform terminations with RJ45 jacks, 110 blocks and R-66 blocks as per the ETA recertification standards.
2. Test and document data cable results as per the ETA recertification standards.
3. Update knowledge on new changes as it relates to IEEE, EIA/TIA standards.

C_EE265 - Computer Networking I

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

Student Learning Outcomes (SLOs):

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

1. Set up a personal computer system, including the operating system, interface cards, and peripherals devices.
2. Plan and install a home or small business network and connect it to the Internet.
3. Verify and troubleshoot network and Internet connectivity

C_EE266 - Computer Networking II

Computer (Cisco) Networking II starts with a brief LAN overview covered in computer (CISCO) Networking I and continues to Wide Area Networks (WAN) Topics of Networking II include: Network layer, Cisco IOS (Internet Work Operating System) software user interface, display router configuration information, router

start up and setup configuration, sources for Cisco IOS software, TCP/IP, configuring router interfaces with IP, and routing protocols (RIP) and IGRP). Course Offering: Every 8 weeks, based on industry demand.

Prerequisite: C_EE265.

C_EE267 - Computer Networking III

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) protocol. Hands-on exercises, including configuration, installation, and troubleshooting, reinforce student learning.

Student Learning Outcomes (SLOs):

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

1. Configure a switch with VLANs and inter-switch communication.
2. Implement access lists to permit or deny specified traffic.
3. Configure routing protocols on Cisco devices.

C_EE268 - Computer Networking IV

This course introduces students to network design process using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercise found in the previous courses, there are many pen-and-paper and role-playing exercise that students complete while developing their network upgrade proposals. Prerequisite: CCNA III

Student Learning Outcomes (SLOs):

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

1. Design a simple Internetwork using Cisco technology
2. Design an IP addressing scheme to meet LAN requirements
3. Install and configure a prototype Internetwork.

C_ES100 - ESL Immersion Program

2017 GCC Spring Bridge ESL Immersion Program for students of Dong Seoul University to experience ESL and Cultural Immersion at the Guam Community College.

SLO - Course Level

Upon successful completion of the course, students will:

1. have gained a memorable GCC experience of EsL immerison involving Guam history, Guam culture, and visual communicaions activities offered through the Office of Continuing Education and Workforce Development.

Courses

Related Documents

2. have been exposed to the local educational trades setting to learn English conversational skills through peer mentorship while at the same time learning about the history of Guam through a variety of cultural and local activities.

SLO - Detailed

Section one: (1.5 hours)

Visual Communications (VISCOM): Analyze an advertisement using the elements and principles of design. Explain how typography rules of design, and color decisions affect a person's perception of a visual message.

Section two: (1.5 hours)

History and Culture of Guam: Explore the culture and traditions that permeated through our history and to our present Island/American culture. Understand historical sites/settings and its importance to the populace.

Section three: (2 hours)

English as a Second Language (ESL) Immersion: Read letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs. Write basic personal information on simplified forms.

C_FS 1002A - Apparatus Operator: Pumper

This course is designed for the firefighter who wishes to advance to the next level of his/her career. This course consists of six modules: Preventative Maintenance; Tests and Inspections, Driving/Operating, Water Supply, Sprinklers and Standpipes, and Operations. This course and the exams are based on NFPA 1002, Standard on Fire Apparatus Driver/Operator Professional Qualifications, 2009 edition. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter I Certification Level.)

Student Learning Outcomes (SLOB):

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

1. Conduct and document routine tests, inspections and servicing functions
2. Operate a fire department vehicle over predetermined routes while demonstrating safe backing operations, maneuvering around obstacles, and proper defensive driving techniques in accordance with local laws, standard operating procedures, and NFPA 1500, Standard on Fire Department Occupational Safety and Health Program.

C_FS 472C - Hazardous Materials Technician Certification

This course is based on NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents. The course is designed for those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release using specialized protective clothing and control equipment.

C_FS1002A - Apparatus Operator: Pumper

This course is designed for the firefighter who wishes to advance to the next level of his/her career. This

course consists of six modules: Preventative Maintenance; Tests and Inspections, Driving/Operating, Water Supply, Sprinklers and Standpipes, and Operations. This course and the exams are based on NFPA 1002, Standard on Fire Apparatus Driver/Operator Professional Qualifications, 2009 edition. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter I Certification Level.)

Student Learning Outcomes (SLOB):

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

1. Conduct and document routine tests, inspections and servicing functions
2. Operate a fire department vehicle over predetermined routes while demonstrating safe backing operations, maneuvering around obstacles, and proper defensive driving techniques in accordance with local laws, standard operating procedures, and NFPA 1500, Standard on Fire Department Occupational Safety and Health Program.

C_FS1002B - Airport Driver Operator Certification Course

This course is based on NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications. A course designed for the fire fighter who wishes to advance to the next level of his/her profession. This course consists of six modules: Preventive Maintenance, Test and Inspections, Driving/Operating, Water Supply, and Operations. (Prerequisite: IFSAC or Pro Board/NPQS Airport Firefighter Certification Level.)

Student Learning Outcomes (SLOB):

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

1. Conduct and document routine tests, inspections, and servicing functions
2. Operate a fire department vehicle over predetermined routes while demonstrating safe backing operations, maneuvering around obstacles, and proper defensive driving techniques in accordance with local laws, standard operating procedures, and NFPA 1500, Standard on Fire Department Occupational Safety and Health Program.

C_FS1003 - Airport Fire Fighter Certification Course

This course is designed for fire departments, both civilian and military whose primary mission is aircraft fire and rescue. This course meets the training requirements of both NFPA 1003, Standard for Airport Fire Fighter Professional Qualifications and FAA FAR Part 139.319. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter II.)

Student Learning Outcomes (SLOs):

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

1. Respond to day and night incidents or accidents on and adjacent to the airport so that the route selected and taken provides access to the site within the allotted time.
2. Extinguisher various types of fuel fires by effectively applying the required agent within the allotted time.
3. Operate as a member of a team while performing fire attack and rescue operations during a simulated aircraft accident.

C_FS1021A - Fire Officer I Certification Course

This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. The course identifies the performance requirements necessary to, perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and, supervision.(For qualification at Fire Officer Level I, the candidate shall meet the requirements of Fire Fighter II as defined in NFPA 1001, Fire Instructor I as defined in NFPA 1041, and the job performance requirements defined in Sections 4.2 through 4.7 of NFPA 1021.)

Student Learning Outcomes (SLOB):

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

1. Perform Human Resource Management and Administration Functions to implement departmental policies and procedures while evaluating performance and supervising personnel during emergency and nonemergency work periods.
2. Positively communicate the department mission to the public while providing safety, injury, and fire education programs as well as conducting fire inspections and investigations to reduce the overall risk of fire to the community served.
3. Properly supervise a crew during the performance of emergency and nonemergency company functions while integrating health and safety requirements such as, PPE and mishap prevention.

C_FS1021B - Fire Officer II Certification Course

This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. The course is designed for the fire officer who is ready to assume more of a leadership role by moving into the middle management level of his/her department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material including management, government structure, and department budget planning and management. (Prerequisite: IFSAC or Pro Board/NPQS Fire Officer I & Instructor I Certification Level.)

Student Learning Outcomes (SLOs):

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

1. Perform Human Resource Management and Administration Functions to implement departmental policies and procedures while evaluating performance and supervising personnel during emergency and nonemergency work periods.
2. Positively communicate the department mission to the public while providing safety, injury, and fire education programs as well as conducting fire inspections and investigations to reduce the overall risk of fire to the community served.
3. Perform effective emergency services delivery while following required safety standards, standard operating procedures, and local laws.

C_FS1021C - Fire Officer III Certification Course

This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. The course is designed for the chief officer who is ready to assume a leadership role by moving into the upper management

level of his/her department.(Prerequisite: IFSAC or Pro Board/NPQS Fire Officer II & Instructor II Certification Level.)

Student Learning Outcomes (SLOs):

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

1. Develop programs to improve and expand multi-agency service delivery, support community emergency management planning, and build partnerships with the public.
2. Evaluate inspection programs of the Authority Having Jurisdiction (AHJ) to determine effectiveness and develop public safety and education programs.
3. Develop, manage, and evaluate departmental health and safety programs

C_FS1021D - Fire Officer IV Certification Course

This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. The course is designed for the chief officer who is ready to assume a leadership role by moving into the upper management level of his/her department.(Prerequisite: IFSAC or Pro Board/NPQS Fire Officer III & Instructor II Certification Level.)

Student Learning Outcomes (SLOs):

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

1. Administer job performance requirements while evaluating and improving the department through long range planning.
2. Project a positive department image while developing plans for major disasters
3. Administer a comprehensive health and safety program.

C_FS1031A - Fire Inspector I Certification Course

This course is based on NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The course is designed for the individual who wants to obtain the knowledge and skills to conduct most types of inspections and interpret applicable codes and standards. (Prerequisite: IFSAC or Pro Board/NPQS Hazardous Materials Awareness Level.)

Student Learning Outcomes (SLOB):

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

1. Prepare correspondence and inspection reports, handle complaints, maintain records, participate in legal proceedings, and maintain open dialog with responders and plans examiners.
2. Conduct fire safety inspections of new and existing structures for construction, occupancy, fire protection, and exposures.

C_FS1031B - Fire Inspector II Certification Course

This course is based on NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The course is designed for the individual who wants to obtain the knowledge and skills to conduct most types of inspections and interpret applicable codes and standards. (Prerequisite: IFSAC or Pro

Courses

Related Documents

Board/NPQS Fire Inspector I Certification Level.)

Student Learning Outcomes (SLOB):

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

1. Conduct research, interpret codes, implement policy, testify at legal proceedings, and create forms and job aids.
2. Conduct code enforcement inspections and analysis of new and existing structures for construction, occupancy, fire protection, and exposures.
3. Review and verify shop drawings, plans, and construction documents to ensure they meet the intent of applicable codes and standards for fire and life safety.

C_FS1031C - Fire Inspector III Certification Course

This course is based on NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The course is designed for the individual who wants to obtain the knowledge and skills to perform all types of fire inspections, plans review duties and resolve complex code-related issues (Prerequisite: IFSAC or Pro Board/NPQS Fire Inspector II Certification Level.)

Student Learning Outcomes (SLOs):

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

1. Recommend, create, and evaluate policies and procedures for fire safety inspections and code enforcement activities
2. Analyze code compliance alternatives; evaluate construction, occupancy, fire protection, and exposures along with emergency planning.

C_FS1041A - Fire Instructor I Certification Course

This course is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. The course is designed for individuals who want to develop the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and the authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirement of the authority having jurisdiction. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter I Certification Level or Instructor's approval.)

Student Learning Outcomes (SLOs):

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

1. Demonstrate the management of basic resources and the records and reports essential to the instructional process
2. Review and adapt prepared instructional materials
3. Demonstrate the delivery of instructional sessions utilizing prepared course materials
4. Administer and grade student evaluation instruments

C_FS1041B - Fire Instructor II Certification Course

Courses

Related Documents

This course is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. The course is designed for the fire service instructor who, in addition to meeting Instructor I qualifications, wants to develop the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on overall training plan, of the authority having jurisdiction; and supervise and coordinate the activities of other instructors (Prerequisite: IFSAC or Pro Board/NPQS Fire Instructor I Certification Level.)

Student Learning Outcomes (SLOs):

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

1. Demonstrate the management of instructional resources, staff, facilities, and records and reports.
2. Manage the development of instructional materials for specific topics.
3. Conduct classes using a lesson plan
4. Manage the development of student evaluation instruments to support instruction and the evaluation of test results.

C_FS1041C - Fire Instructor III Certification Course

This course is based on NFPA 1041, Standard for Fire Service Instructor Professional Qualifications. The course is designed for the fire service instructor who, in addition to meeting Instructor II qualifications, wants to develop the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies.(Prerequisite: .IFSAC or Pro Board/NPQS Fire Instructor II Certification Level.)

Student Learning Outcomes (SLOs):.

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

1. Demonstrate the administration of agency policies and procedures for the management of instructional resources, staff, facilities, records, and reports.
2. Plan, develop, and implement comprehensive programs and curricula.
3. Develop an evaluation plan; collect, analyze, and report data; and utilize data for program validation and student feedback.

C_FS1521A - Fire Department Incident Safety Officer

This course is based on NFPA 1521, Standard for Fire Department Safety Officer. The course is intended for the member within a fire department or emergency service organization who performs the functions of an incident safety officer or who serves as an assistant to the incident safety officer. (Prerequisite: IFSAC or Pro Board/NPQS Fire Officer I Certification Level.)

Student Learning Outcomes (SLOs):

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

1. Perform the general functions of an Incident Safety Officer
2. Describe or demonstrate specific roles during fire suppression, emergency medical service operations, technical rescue incidents, and hazardous materials operations.
3. Conduct accident investigation and review

4. Conduct post-incident analysis

C_FS472C - Hazardous Materials Technician Certification

This course is based on NFPA 472, Standard for Competence of Responders to Hazardous Materials / Weapons of Mass Destruction Incidents. The course is designed for those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release using specialized protective clothing and control equipment. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter II and IFSAC or Pro Board/NPQS FS241 Hazardous Materials Operations.)

Student Learning Outcomes (SLOs):

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

1. Analyze a hazardous materials/WMD incident to determine the complexity of the problem and potential outcomes
2. Plan and implement a response within the capabilities of available personnel, personal protective equipment, and control equipment while consistent with standard operating procedures and safety considerations.
3. Evaluate the progress and effectiveness of the planned response and properly terminate the incident.

C_FS472D - Hazardous Materials Incident Commander Certification

This course is based on NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents. The course is designed for those persons who are responsible for all decision relating to the management of the incident and is in charge of the incident site at releases or potential releases of hazardous materials(Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter I or IFSAC or Pro Board/NPQS Hazardous Materials Operations or Instructor's approval.)

Student Learning Outcomes (SLOB):

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

1. Analyze a hazardous materials/WMD incident to determine the complexity of the problem and potential outcomes
2. Plan and implement a response within the capabilities of available personnel, personal protective equipment, and control equipment while consistent with standard operating procedures and safety considerations.
3. Evaluate the progress and effectiveness of the planned response and properly terminate the incident.

C_HL100 - Transforming Powerlessness into Power: A Trauma Informed Care Model

Power informs our lives at all levels-from how we view ourselves to how we experience the complex world of relationships around us. Unfortunately, after decades of ""empowerment"" programs within the field of human services, many of service providers and users have very little language or understanding of how power operates and impacts our lives. This three day training will provide participants with an understanding of the aspects of power- power over, power with and power from within – and offer a framework of the Seven

Healing Questions to support every day inquiry into how power impacts our functioning, our relationships and our capacity to maintain a state of emotional well-being. The training will include an in-depth discussion of power and tools for conducting a power analysis. Participants will explore how failure to explicitly discuss power in clinical settings can result in re-wounding/re-traumatizing of marginalized populations and how to co-create more emancipator interventions to support and sustain healing. This training will include lecture, small and large group discussion, journaling, personal sharing and the development of power philosophy statements. Participants are encourage to bring and share examples of interventions which they have created or modified which have been useful in addressing power issues in clinical or community session. Learning to stand in our own power as clinicians and behavioral health educators prepares us to stand with clients consu

C_HL110 - Introduction to Dialectical Behavior Therapy (DBT)

This course will teach the introduction to the theory and practice of dialectical behavior therapy as applied to clients with borderline personality disorder, substance abuse, or emotion dysregulation.

Student Learning Outcomes (SLOs):

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

1. Explain the bio-social model and conceptualize target behavior from this model.
2. Utilize validation and change strategies to assist clients to decrease target behavior and move to a life worth living.
3. Utilize principles of DBT in therapy sessions including a dialectical stance and a nonjudgmental approach to the client.

C_HL120 - Safe Talk (SFTK)

This course prepares learner / helpers to identify persons with thoughts of suicide and connect them to suicide first aid resources. Most people with thoughts of suicide, either directly or indirectly, invite help to stay safe. Alert helpers know how to identify and work with these opportunities to help protect life.

Student Learning Outcomes (SLOs):

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

1. Describe common tendencies to miss, dismiss or avoid suicide.
2. Identify people who may have thoughts of suicide.
3. Explain and apply the TALK steps to connect a person with thoughts of suicide to a suicide first aid intervention caregiver.

C_HL121 - Connect

The goal of the Connect Program is: Communities will become competent and confident to respond -to suicidal incidents across the lifespan. They will use a community-based approach for early recognition, skill-building, and to promote healing and reduce risk after a suicide.

Student Learning Outcomes (SLOs):

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

1. Recognize risk and impact on survivors of suicide loss Understand grief in individuals, families and

communities.

2. Understand grief in individuals, families and communities.
3. Understand specific areas of preparedness based on discipline, i.e., Law Enforcement, Education and Health Care.
4. Promote postvention as prevention.

C_HL122 - Applied Suicide Intervention Skills Training

This course prepares learner / helpers to identify persons with thoughts of suicide and connect them to suicide first aid resources. Most people with thoughts of suicide, either directly or indirectly, invite help to stay safe. Alert helpers know how to identify and work with these opportunities to help protect life.

Student Learning Outcomes (SLOs):

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

1. Describe common tendencies to miss, dismiss or avoid suicide.
2. Identify people who may have thoughts of suicide.
3. Explain and apply the TALK steps to connect a person with thoughts of suicide to a suicide first aid intervention caregiver.

C_HL123 - Suicide Prevention Tool Kit (SPTK)

This course prepares learner to function professionally and competently to respond to individuals who may be at risk for suicide. The toolkit is a step-by-step process To help clients. It can be used to help an adolescent struggling with a life crisis, a war veteran suffering from PTSD or traumatic brain injury, a mid-life worker with depression and alcohol dependence, or a lonely elder with a terminal illness.

Student Learning Outcomes (SLOs):

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

1. Recognize someone in need of suicide prevention.
2. Describe how to use the toolkit.
3. List at least (3) community resources.

C_HL124 - Mental Health First Aid

This course prepares learner to function professionally and competently to respond to individuals in a crisis situation and for providing comfort, promoting recovery and helping to reduce distress related to stressful situations, trauma and crisis situations and the aftermath.

Student Learning Outcomes (SLOs):

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

1. Describe at least 3 mental health crises and how they occur.
2. Describe at least 3 interventions for Mental Health First Aid (MHFA) for someone in health crises.
3. List at least 5 local resources for someone in crises.

C_HL200 - Heartsaver First Aid CPR AED

This course will provide students with the knowledge and skills to provide basic first aid and cardio pulmonary resuscitation (CPR) with an automated external defibrillator (AED). This course will also include information on the prevention of injury and illness.

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

1. Perform cardiopulmonary resuscitation (CPR) on an adult victim.
2. Demonstrate the use an automated external defibrillator (AED) on an adult victim.
3. Demonstrate the basic first aid techniques.

C_HL201 - 24 Hour EMT Refresher

This course is designed to maintain proficiency and certification of Emergency Medical Technician (EMT) personnel. Students will review essential components of the National Standard Curriculum for EMT and will also be presented with additional knowledge and skills pertaining to Guam's EMS system.

This course is also intended for EMT's who require 24 hours of Continuing Education Units (CEU) for recertification. This course follows all the necessary requirements from the Department of Transportation.

This course will include cognitive and psychomotor skills that are required for EMTs.

Student Learning Outcomes (SLOs)

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

1. Explain various types of emergencies.
2. Define medical direction and discuss/demonstrate the EMT role in the process.
3. Demonstrate knowledge of basic anatomy, physiology, medical terminology, and interpretation of diagnostic signs and symptoms.

C_HL300 - Trauma Nursing Core Course

Trauma nursing as a discipline refers to the process and content of all the different role nurses have in the care of the trauma patient. Knowledge is the core of any discipline. The purpose of TNCC is to present core-level knowledge, refine skills, and build a firm foundation in trauma in nursing. Course Requirement: Must be an RN, Paramedic or EMT

Student Learning Outcomes (SLOs):

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

1. Identify the common mechanisms of injury associated with trauma.
2. Describe the pathophysiological changes as a basis for signs and symptoms.
3. Describe the Emergency Nurses Association assessment of patients presenting with trauma.
4. Based on the assessment data, identify appropriate nursing diagnoses and expected outcomes for the trauma patient.
5. Describe the appropriate nursing interventions for patient with trauma.

C_HL301 - TNCC/ENPC Instruction Course

To prepare the TNCC/ENPC health provider to become an Instructor of the Trauma Nurse Core Course and the Emergency Nursing Pediatric Course. Course offering: As needed. Prerequisite: Must have completed the TNCC/ENPC provider course (HL300).

Student Learning Outcomes (SLOs):

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

1. Conduct and teach a TNCC/ENPC provider course.
2. Demonstrate a standardized, systematic, and organized approach to assessment, planning, intervention, and evaluation.
3. Identify an appropriate plan of care.
4. Identify priorities for nursing interventions.
5. Demonstrate trauma nursing process scenarios for both teaching and evaluation.

C_HL302 - Emergency Nursing Pediatric Course

ENPC is designed to provide core-level pediatric knowledge and psychomotor skills needed to care for pediatric patients in the emergency setting. The course presents a systematic assessment model, integrates the associated anatomy, physiology and pathophysiology, and identifies appropriate interventions. Triage categorization and prevention strategies are included in the course content.

Student Learning Outcomes (SLOs):

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

1. Describe the characteristics of life-threatening illness or injury in children.
2. Identify the anatomic and physiologic characteristics of children as a basis for signs and symptoms.
3. Identify the most frequent causes of illness or injury in children.
4. Describe the Emergency Nursing Association assessment process of a pediatric patient for illness or injury.
5. Plan the specific interventions needed to manage the pediatric patient with illness or injury.

C_HL303 - Trauma Nursing Core Course/Emergency Nursing Pediatric Course Re-certification Course

Recertification course is to prepare the TNCC or ENPC providers to recertify who have taken the class within the last 4 years and hold a current TNCC/ENPC verification card that has not expired prior to the date of the re-certification course.

Student Learning Outcomes (SLOs):

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

1. Demonstrate a standardized, systematic, and organized approach to assessment, planning, intervention, and evaluation.
2. Identify an appropriate plan of care.
3. Identify priorities for nursing interventions.
4. Demonstrate trauma nursing process scenarios for both teaching and evaluation.

C_HL304 - 20 Hour Breastfeeding Course

Courses

Related Documents

This course can be connected to the Allied Health programs, Early Childhood courses, Health Services and Human Services. This course prepares learner to recognize that breastfeeding is a public priority and that healthcare workers across the parallels should promote, protect, and support breastfeeding. This course brings clinicians in compliance with recommendations from UNICEF and the World Health Organization and support Baby Friendly USA in efforts to improve breastfeeding initiation and duration rates for Guam and US stats. By taking this course it will also afford the learner the opportunity to align with The US Healthy People 2020 goals and comply with the Joint Commission requirements for Joint Commission awarded facilities.

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

1. Describe, protect, promote and support of breastfeeding as outlined by Baby Friendly USA.
2. Explain the 10 steps to successful breastfeeding.
3. Recognize potential breastfeeding problems and connect to resources.

C_HM101 - Systems of Care - Basic Level

The System of Care (SOC) was developed to offer integrated, efficient, effective treatment, services, and supports across child serving agencies and service providers. The Guam SOC framework and its competencies were developed to offer guidance for how these services and supports for individuals should be developed and implemented. This course is designed to provide service providers with a basic level of understanding of the Guam SOC principles and competencies in order to support their service to children, youth, and families.

C_HS110 - Tour Guide Certification Trng

This course will prepare students to conduct tours professionally. The course will focus on two key areas; the tour guide position and skills, knowledge and abilities required to be a tour guide, and, Tour guide tasks and requirements specific to knowledge of guiding tourists on Guam.

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

1. Explain the importance and role of the tour guide on Guam.
2. Describe the laws and regulations that tour guides must follow.
3. Identify key points on Guam tour sites, Guam history and Guam as a destination.

C_HS111 - Passenger Assistance Training

This course will provide the student with expertise in passenger assistance techniques and sensitivity skills appropriate for serving the public riders of Guam.

[C_HS111_0Adopt_2016-11-22_Approved.pdf](#)

Student Learning Outcomes - Course Level

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

1. Identify the proper methods and techniques of providing good customer service.
2. Identify basic tips for providing professional customer service to riders.

Courses

Related Documents

3. Describe ways to serve customers with special needs (children, senior citizens, disabled).

Student Learning Outcomes - Detailed (Based on Course Outline)

Students will be able to properly and professionally interact with a diverse group of customers. Students will learn skills and techniques for handling various customers and situations while engaging with the public.

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

1. Identify their role and responsibilities as a passenger assistance provider.
2. Explain the importance of providing good customer service.
3. Provide examples of effective communication both verbally and non-verbally.
4. Identify signs of stress and ways to deal with the stress of transporting passengers.
5. Identify the appropriate actions to take to address challenging customers.
6. Identify different methods for handling child and adult passengers.
7. Explain the affects and impact of passenger assistance role in relation to the Americans with Disabilities Act.
8. Identify ways to handle customers with special

C_HS112 - Passenger Assistance Training Refresher Course

This course will provide the student with expertise in passenger assistance techniques and sensitivity skills appropriate for serving the public riders of Guam.

[C_HS112_0Adopt_2016-11-22_Approved.pdf](#)

[C_PD181_0Adopt_2017-03-07_Approved.pdf](#)

Student Learning Outcomes - Course Level

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

1. Identify the proper methods and techniques of providing good customer service.
2. Identify basic tips for providing professional customer service to riders.
3. Describe ways to serve customers with special needs (children, senior citizens, disabled).

Student Learning Outcomes - Detailed (Based on Course Outline)

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

1. Identify their role and responsibilities as a passenger assistance provider.
2. Explain the importance of providing good customer service.
3. Provide examples of effective communication both verbally and non-verbally.
4. Identify signs of stress and ways to deal with the stress of transporting passengers.
5. Identify the appropriate actions to take to address challenging customers.
6. Identify different methods for handling child and adult passengers.
7. Explain the affects and impact of passenger assistance role in relation to the Americans with Disabilities Act.
8. Identify ways to handle customers with special needs (children, senior citizens, disabled).

C_HS200 - Food Protection - Hazard Analysis Critical Control Points

This course provides students with the knowledge and skills, through “hands-on” experience in developing a HACCP plan. This course will help students create an outline of the 5 prerequisites required for a HACCP plan, how to conduct a hazard analysis, how to create flow charts and all of the needed forms for documentation. Prerequisite: CEIC 1910 Food Protection Managers Certification (ServSafe)

[C_HS200_0Adopt_2011-07-20.pdf](#)

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

1. Identify food that is most likely to become unsafe, known as TCS foods.
2. Identify the factors that affect the growth of food borne bacteria in TCS foods.
3. Demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
4. Identify how active managerial control can impact food safety.

C_ME193 - Truck Drive Trains

This course is designed to prepare the student to pass the national certifying examination (ASE) in truck drive trains. Course content includes theory as well as hands-on work relating to the diagnosis, adjustment, repair and replacement of the components of the drive train such as clutch, transmission, driver shaft, and drive axle.

C_ME194 - Truck Electrical Systems

A course designed to prepare the student to pass the national certifying examination (ASE). Consists of about 1/3 classroom work and 2/3 hands-on work involving live and dead vehicles. Content covers diagnosis, adjustment, repair and replacement of components of all electrical systems except ignition and includes the charging, starting, lighting, horn, wipers, and accessories circuits.

C_NU281 - NCLEX-PN Review and Transition

This course will act as a review of the standard curriculum for Licensed Practical Nursing (LPN) programs focusing on licensure examination and question analysis.

Student Learning Outcomes (SLOs):

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

1. Apply and be prepared to take the NCLEX-PN exam.
2. Review the content of an LPN program.
3. Apply test-taking strategies needed to successfully pass the NCLEX-PN exam.

C_NU282 - Nursing Assistant Review Class

This course will act as a review of the standard curriculum for Nursing Assistant students who have already completed NU101 or equivalent as approved by the department. Graduates will be able to generate the

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knowledge and demonstrate skills required to pass the National Nurse Aide Assessment Program (NAAP) Exam which leads to becoming a Certified Nursing Assistant (CNA). This class will focus on licensure exam preparation. Including test taking techniques specific to Nursing Assistant format, mock written and manual skills examinations and questions analysis. Prerequisite(s): Completion of Nursing Assistant program or equivalent course work as approved by the department.

Student Learning Outcomes (SLOs):

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

1. Review the content and demonstrate proficiency of nursing assistant skills in preparation for the National Nurse Aide Assessment Program (NNAAP) written and practical exam.
2. Apply test-taking strategies.
3. Practice timed competency skills in a mock test environment.

C_PD181 - Career & Technical Education Methods 1: Instructional Design & Delivery

This course will give students the opportunity to examine current teaching practices using Career and Technical Education Teaching Standards. Prospective and practicing teachers will acquire knowledge, skills, and values essential to becoming effective and competent CTE teachers. Participants will create standards-based student centered lesson plans using Madeline Hunter's Essential Elements of Effective Instruction Model. Participants will also engage in self-reflection in order to improve professional practice.

[C_PD181_0Adopt_2017-03-07_Approved.pdf](#)

Student Learning Outcomes (SLO's)

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

1. Apply essential elements of effective instruction in designing lesson plans.
2. Create standards-based unit and lesson plans integrating learner-centered classroom strategies.
3. Examine classroom practice relative to the Ten CTE Teaching Standards.
4. Create a professional growth plan.

C_PD210 - Career and Technical Education Methods of Teaching II

An extension of CTE Methods of Teaching I, this course provides participants with knowledge and skills in planning, designing, and implementing effective assessment strategies that will engage students in their own self-assessment, measure learning, and achieve learning outcomes. Participants will learn how to construct reliable and valid test items, gather and interpret test results, and use results to improve instruction, course, and program.

[C_PD210_0Adopt_2017.03.28_Final.pdf](#)

Student Learning Outcome(SLOs):

1. Explain the five keys to classroom assessment quality;
2. Design assessments that are valid and reliable; aligned with industry, academic, career and technical standards, and learning outcomes;
3. Analyze own assessment data to improve instructions, course, and program.

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C_SI120 - Sustainable Technologies and Environmental Education Program - 2017 Summer Event

The core purpose for this course is to equip students with an understanding of the general principles of environmental biology, environmental issues, sustainable development, and renewable energy, i.e. Wind and Photovoltaic Technologies through lectures and hands-on activities. Students will learn how to design and develop small scale, off-grid PV systems and the integration of such technologies into alternative sustainable homes on island.

Student Learning Outcomes (SLO's):

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

- 1) Identify the basic components of an off-grid and grid-tied PV system
- 2) Design and develop recycled pallet furniture.
- 3) Design and develop an alternative shipping container home model suitable for tropical climates.

C_TR210 (Formerly CT110) - Truck and Bus Driving

This course covers the types of commercial vehicles that require a Type C and/or Type D driver's license, and the appropriate regulations, driver qualifications, vehicle components, loading and unloading practices, environmental safety measures, and log books. Students will gain practical application through the use of a driving simulator and/or actual drive time/hours.

Student Learning Outcomes (SLOs):

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

1. Demonstrate skills needed to operate a variety of commercial vehicles with emphasis on truck/bus driving.
2. Demonstrate the knowledge and skills needed to successfully pass the Type C/Type D commercial vehicle license tests (over 10 tons).
3. Identify commercial vehicle components to include the breaking and steering systems and correct basic malfunctions as needed.
4. Demonstrate the knowledge and skills needed to successfully perform a preoperational inspection and identify operational checks & awareness.

CABE030 - Basic Skills Reading

The course is designed to assist students who have a reading score of 201-210 develop and improve their reading and writing skills. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. This course is an application of English Language Arts standards called for in the College and Career Readiness Standards (CCRS) for Adult Education. The integration of CCRS into basic skill courses is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs and continuing on to postsecondary education and the workforce.

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

Related Documents

[C_SI120_0Adopt_2017.04.04_Final.pdf](#)

[C_TR210_1SR_2011-29-06.pdf](#)

[C_TR210_2NSR_2011-07-11.pdf](#)

[C-TR210_SR_022522.pdf](#)

[CABE030_1SR_2011-04-27.pdf](#)

[CABE030_1NSR_2017-02-21.pdf](#)

[CAEM 020_ARCH_AY1718-FINAL.pdf](#)

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1. Illustrate understanding of spoken words, syllables, and sounds.
2. Apply grade-level phonics and word analysis skills in decoding words.
3. Read with sufficient accuracy and fluency to support comprehension.
4. Illustrate the conventions of standard English grammar and usage when writing or speaking.
5. Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

CABE031 - Basic Skills Math

This course is designed to assist students who have a mathematics score of 201-210 develop and improve their skills. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. This course is an application of Mathematics standards called for in the College and Career Readiness Standards (CCRS) for Adult Education. The integration of CCRS into basic skill courses is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs and continuing on to postsecondary education and the workforce.

At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Students scoring a 211 or above in the CASAS Mathematics scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and will be placed into the next appropriate course/program. Formerly: CAEM020. Course offerings: As needed.

Student Learning Outcomes (SLOs):

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

1. Use place value to read and write whole numbers. (2.NBT.1-4)
2. Solve problems involving addition, subtraction, multiplication, and division. (2.OA.1-2)
3. Solve problems involving measurement and estimation of intervals of time, liquid volumes, and masses of objects. (3.MD.1-2)

CABE040 - Level 3 Reading and Writing

This course is designed to assist student who have a reading score of 211-220 develop and improve their reading and writing skills. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. This course is an application of English Language Arts standards called for in the College and Career Readiness Standards (CCRS) for Adult Education. The integration of CCRS into basic skill courses is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs and continuing on to postsecondary education and the workforce.

At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Students scoring a 221 or above in the CASAS Reading scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course

[CABE031_1SR_2011-04-27.pdf](#)

[CABE031_1SR_2017.04.17.Final.pdf](#)

[CABE040_1SR_2011-04-27.pdf](#)

[CABE040_2NSR_2011-10-25.pdf](#)

[CABE040_1NSR_2017-02-21.pdf](#)

[CABE040_SR_2016.12.14_Approved.pdf](#)

and will be placed into the next appropriate course/program.

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

1. Read closely for details and examples in a text when making inferences from the text.
2. Determine the main idea of a text and explain how it is supported by key details; summarize the text.
3. Writing arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
4. Produce clear and coherent writing in which the development a

CABE041 - Level 3 Mathematics

This course is designed to assist students who have a mathematics score of 211-220 develop and improve their skills. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. This course is an application of Mathematics standards called for in the College and Career Readiness Standards (CCRS) for Adult Education. The integration of CCRS into basic skill courses is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs and continuing on to postsecondary education and the workforce.

At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Students scoring a 221 or above in the CASAS Mathematics scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and will be placed into the next appropriate course/program. Formerly ABE041. Course offerings: As needed.

Student Learning Outcomes (SLOs):

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

1. Generalize place value understanding for multi-digit whole numbers. (4.NBT.1)
2. Compute fluently with multi-digit numbers and find common factors and multiples. (6.NS.2)
3. Use ratio concepts and reasoning to solve problems. (6.RP.1)

CAEM020 - Mathematics Level B

This is the second of four courses in developing mathematical skills in the Adult Basic Education Program. The development of mathematical skills will prepare students to pursue the attainment of a High School Diploma or prepare them for the administration of a high school equivalency exam. The knowledge and skills addressed correspond to the mathematics content standards articulated for the Comprehensive Adult Student Assessment System (CASAS).

Student Learning Outcomes (SLOs):

[CABE041_1SR_2011-04-27.pdf](#)

[CABE041_2NSR_2011-10-25.pdf](#)

[CABE041_1SR_2017.04.17.Final.pdf](#)

[CAEM 020_ARCH_AY1718-FINAL.pdf](#)

[CAEM020_1SR_2014-11-26.pdf](#)

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

1. Read, write, order and compare rational numbers.
2. Demonstrate understanding of the operations of addition, subtraction, multiplication, division, their relation to each other and their application in solving problems with rational numbers.
3. Use strategies and tools to solve problems.
4. Work fluently within measurement systems and use general equivalencies between them.
5. Collect, organize, display, and interpret data.

CCA101 - CCA Training Part A

CCA102 - CCA Training Part B

CCA103 - CCA Training Part C

CD110 - Early Childhood Education (ECE) Orientation

The course provides an overview of entry-level knowledge and skills in the early childhood education field. The course also covers developmentally appropriate practices (DAP) in early childhood, careers, employment skills, and opportunities for those entering the early childhood education field.

Student Learning Outcomes (SLOs)

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

1. Differentiate among the physical, social, emotional, and cognitive developmental domains related to early childhood.
2. Integrate activities and components of a developmentally appropriate learning environment for young children.
3. Produce a written Student Education Plan based on exploration of various careers in early childhood education.

CD1124 - ABE Language Arts

This course assists adult learners in the mastery of the skills and content necessary to earn a secondary credential, enhance their employability, increase their ability to participate in the life of their communities, and gain greater control over their lives.

CD140 - Nutrition and Physical Health

This course provides students with strategies in promoting the health, safety and nutrition of young children in the childcare settings. This includes safety and health assessments, taking care of ill children, meal planning, detecting child abuse and neglect, working with families, and planning activities for young children that teach health, safety and nutrition.

[CD110_1SR_1990-06.pdf](#)

[CD110_2NSR_1994-07-12.pdf](#)

[CD110_XMemo_1995-05-08.pdf](#)

[CD110_1SR_2000-05-01.pdf](#)

[CD110_1SR_2004-12-16.pdf](#)

[CD110_2NSR_2006-09-05.pdf](#)

[CD110_1SR_2009-04-02.pdf](#)

[CD110_2NSR_2009-03-02map.pdf](#)

[CD110_1SR_2011-03-07.pdf](#)

[CD110_1SR_2012-04-26.pdf](#)

[CD110_1SR_2013-04-19.pdf](#)

[CD110_1SR_2018.03.16.pdf](#)

[CD140_2NSR_1994-07-12.pdf](#)

[CD140_1SR_1998-11-26.pdf](#)

[CD140_1SR_2003-02-1.7.pdf](#)

[CD140_1SR_2005-05-10.pdf](#)

[CD140_2NSR_2009-04-26.pdf](#)

Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate strategies that promote best practices in nutrition within the early childhood environment. 2. Design age appropriate physical activities for young children from birth to eight years. 3. Create healthy and balanced meal plans for young children to include recommended portion sizes. 	<p>CD140_1SR_2010-04-21.pdf</p> <p>CD140_2NSR_2009-03-02map.pdf</p> <p>CD140_1SR_2016.12.01-1.pdf</p>
<p>CD180 - Language Arts in Early Childhood</p> <p>Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children. Course Offering: Fall only.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate knowledge in the language development domains as it relates to young children. 2. Create activities that build literacy skills. 3. Plan and implement a lesson plan for young children which develop and enhance language skills. 	<p>CD180_1SR_1997-12-09.pdf</p> <p>CD180_1SR_2002-05-01.pdf</p> <p>CD180_2NSR_2006-09-05.pdf</p> <p>CD180_1SR_2008-05-22.pdf</p> <p>CD180_2NSR_2010-04-23.pdf</p> <p>CD180_2NSR_2009-03-02map.pdf</p> <p>CD180_1SR_2012-12-12.pdf</p> <p>CD180_2NSR_2013_12_12.pdf</p> <p>CD180_2NSR_2013-12-16.pdf</p> <p>CD180_2NSR_AIH_2014-04-30 2-11-2015.pdf</p> <p>CD180_2NSR_2014-04-30 2-11-2015.pdf</p> <p>CD180_1SR_2018.10.23.pdf</p>
<p>CD221 - Child Growth & Development</p> <p>This course provides students with an overview of the interrelationship between physical, emotional, cognitive, language and social growth in young children from conception through the early primary school years. Topics include prenatal care, brain research, and the effects of heredity and environment. The roles of the family, culture, community and society and how they impact development is also explored.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the social, physical, and cognitive development of children birth through age eight. 2. Explain prenatal development and factors that promote a healthy pregnancy to include the first few years of life. 3. Analyze the impact of family, culture, community and society on development. 	<p>CD221_1SR_1997-12-09.pdf</p> <p>CD221_1SR_2002-05-01.pdf</p> <p>CD221_1SR_2005-05-10.pdf</p> <p>CD221_2NSR_2006-11-03.pdf</p> <p>CD221_1SR_2009-12-24.pdf</p> <p>CD221_2NSR_2010-04-23.pdf</p> <p>CD221_2NSR_2009-03-02map.pdf</p> <p>CD221_SR_2014-12-11_acalog.pdf</p> <p>CD221_1SR_2017.01.10.pdf</p> <p>CD221_1SR_04.04.22.pdf</p>
<p>CD240 - Cognitive & Creative Development in Early Childhood</p> <p>In this course, students will plan and implement developmentally appropriate practices that promote the cognitive and creative domains of development in young children birth to age eight. Topics include science, mathematics, cognitive, creative, visual and performing arts, and literacy.</p>	<p>CD240_2NSR_1994-07-12.pdf</p> <p>CD240_1SR_2001-10-29.pdf</p> <p>CD240_1SR_2003-06-09.pdf</p> <p>CD240_2NSR_2006-09-05.pdf</p>

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Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Incorporate creativity in all content areas of developmentally appropriate early childhood environments through original lesson plan design.2. Plan, write, and implement creative lessons and activities for young children that incorporate cognitive and creative goals aligned with Guam Early Learning Guidelines, Common Core, and/or Guam Dept. of Education standards.3. Demonstrate current practices and methods for teaching science, mathematics, cognitive, creative, arts, and literacy.	<p>CD240_1SR_2008-10-28.pdf</p> <p>CD240_2NSR_2009-03-02map.pdf</p> <p>CD240_1SR_2011-03-18.pdf</p> <p>CD240_2NSR_2011-12-05.pdf</p> <p>CD240_SR_AY1617-FINAL_2016-04-05.pdf</p> <p>CD240_1SR_2018.05.14.pdf</p>
<p>CD260 - Social & Emotional Development</p> <p>This course teaches skills needed to promote social and emotional development in young children and use positive guidance strategies to handle inappropriate behavior. Temperament, parenting styles, and child rearing issues such as feeding, potty training, and tantrums are a few of the topics covered. This course also provides students opportunities to plan and implement activities that promote children's self-concept, emotional, social and pro-social development.</p> <p>Prerequisite: CD110 (or concurrently) or CD221 (or concurrently) or permission.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Demonstrate knowledge in the domains of social and emotional development in young children.2. Plan and implement a lesson plan which promotes self-concept, emotional, social and/or pro-social development.3. Apply skills in using positive guidance in an early childhood setting.	<p>CD260_2NSR_1994-07-12.pdf</p> <p>CD260_1SR_2001-05-04.pdf</p> <p>CD260_1SR_2005-04-01.pdf</p> <p>CD260_2NSR_2006-09-05.pdf</p> <p>CD260_1SR_2010-03-02.pdf</p> <p>CD260_2NSR_2009-03-02map.pdf</p> <p>CD260_2NSR_2011-12-05.pdf</p> <p>CD260_AY2015-2016_Approved_04132015acalog.pdf</p>
<p>CD280 - Program Development & Family Partnerships</p> <p>This course provides an overview of early childhood programs such as Reggio Emilia, early intervention, Head Start, Waldorf, Montessori, High Scope, and extended school-age programs. Topics include family involvement and designing developmentally appropriate curriculum for infants and young children. Course offering: Every Semester. Prerequisite: CD110 or concurrently</p>	<p>CD280_1SR_2001-10-29.pdf</p> <p>CD280_1SR_2004-04-27.pdf</p> <p>CD280_2NSR_2009-03-02map.pdf</p> <p>CD280_1SR_2009-01-26.pdf</p>
<p>CD281 (now ED281) - Bilingual/Bicultural</p> <p>This course prepares students to work with children and families who speak languages other than English and/or who come from different cultural backgrounds. Students will gain knowledge on existing program models for multicultural education and develop awareness and skills in working with young children and their families. Emphasis will be placed in serving children and families from cultural groups found on Guam. Course offering: Spring only. Last Curriculum Revision: May 2001 department will meet in Fall 2005 to review again.</p>	<p>CD281.pdf</p> <p>CD281 Intro to Bilingual-Bicultural Ed.pdf</p> <p>CD281 1994-07-11 NSR.pdf</p> <p>CD281 Replaced by ED281 2001-05-04.pdf</p> <p>CD281 2001-05-04 Replaced by ED281.pdf</p>
<p>CD285 - Child Care Management</p> <p>This course provides students with an overview of local requirements for starting and managing a profitable</p>	<p>CD285_2NSR_1994-07-11.pdf</p> <p>CD285_1SR_2002-05-01.pdf</p>

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childcare business on Guam. Topics covered include financing, marketing, staff supervision, staff training, writing policies, licensing requirements, and other operating procedures. Course offering: As Needed

Student Learning Outcomes (SLOs)

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

1. Identify current laws and regulations controlling the child care industry.
2. Explain information needed in a business plan for the start-up a child care center.
3. Create a handbook of operating policies and procedures.

CD292 - ECE Practicum

This course provides students with the opportunity to demonstrate professionalism and employ reflective practices while completing 135 practicum hours in an early childhood setting (birth to third grade) under the supervision of a certified professional. Practicum students will be required to assist in a school or center as needed which may include conducting observations and assessments, attending meetings, creating a conducive learning environment, and implementing age-appropriate activities. Students should be enrolled in their last semester of the Certificate and/or Associate of Science in Early Childhood Education program and completed their major courses.

Student Learning Outcomes (SLOs)

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

1. Reflect on the practices, pedagogy, and resources in early childhood setting that serves children ages birth through age eight years.
2. Implement developmentally and age-appropriate teaching, assessment and guidance strategies needed to effectively work with young children.
3. Communicate with students, staff and families including those from diverse backgrounds and special populations.

CD293 - Early Childhood CDA Practicum

This course integrates 480 hours of experience working with young children in an infant-toddler or preschool setting, and preparation of a Child Development Associate (CDA) Professional Portfolio. It covers the emotional, physical, intellectual, and social development of children birth to five years old and is designed to prepare students to successfully fulfill the requirements for the CDA credential.

CE121 (Archived 2022.05.20) - Properties of Materials

This course is a study of the mechanical, thermal, electrical, and chemical properties of metals, alloys, plastics, and other nonmetallic materials used in construction. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. List all the types of materials used in the building construction field.
2. Describe basic properties that differentiate the various types of building material.

Related Documents

[CD285_2NSR_2004-04-02.pdf](#)
[CD285_1SR_2005-05-25.pdf](#)
[CD285_1SR_2009-12-24.pdf](#)
[CD285_2NSR_2010-03-11.pdf](#)
[CD285_2NSR_2009-09-24.pdf](#)
[CD285_SR_02252015_Approved.pdf](#)

[CD292_1SR_2001-04-05.pdf](#)
[CD292_1SR_2003-06-09.pdf](#)
[CD292_1SR_2009_01_26.pdf](#)
[CD292_2NSR_2009-03-02map.pdf](#)
[CD292_2NSR_2010-10-25.pdf](#)
[CD292_1SR_2011-11-08.pdf](#)
[CD292_1SR_2016.12.02.pdf](#)
[CD292_1SR_04.05.22.pdf](#)

[CD293_ADPT_2020.02.26.pdf](#)

[CE121_CourseGuide_1980-10-31.pdf](#)
[CE121_2NSR_2010-03-11.pdf](#)
[CE121_6ARCHIVAL_05.20.22.pdf](#)

Courses

Related Documents

3. Identify the correct application for any given material used in the construction industry.

CE210 - Statics

Statics is the study of bodies at rest - in a state of balance with their surroundings. Through the applications of the principles of statics, several questions emerge: What load will the column have to support? What is the tension of the bridge cable? What is the mechanical advantage of the block and tackle? Statics is an analytical subject and it makes extensive use of mathematics in all of its forms: Algebra, Geometry, and Trigonometry.

Course offering: As needed. Prerequisite: MA161B, SI141

[CE210_1SR_2011-03-23.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Successfully apply Algebra, Geometry, and Trigonometry as needed when solving problems.
2. Identify and describe key concepts of Force Systems, Center of Gravity, Equilibrium, Force Analysis of Structures, Friction, and Movement.
3. Identify and analyze given information and data and employ proper procedures and formulas to solve problems.
4. Solve problems using appropriate technology.

CE211 (formerly CE241) - Plane Surveying I

A beginning course in surveying techniques designed to give the student an understanding of the fundamentals of chaining, leveling, and proper use of the transit. Care and adjustment of instruments and office procedure are also considered. Provision is made by appropriate fieldwork for practical application of the techniques learned. Formerly CE241. Course offering: As needed. Prerequisite: MA122

[CE211_CourseGuide_1980-10-31.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe the fundamentals of chaining, leveling, and use of transit as it relates to plane surveying.
2. Properly care, adjust, and use equipment in the plane surveying field.
3. Given a set of tasks, demonstrate proper use and application of surveying equipment and tools

CE213 (Archived 2022.05.20) - Hydraulics

This Course is designed to present the basic principles of fluid mechanics and the application of those principles to practical applied problems. Students will develop skills in the solution of problems involving fluid statics, flow of fluids in pipes, open channel flow, flow measurement, and forces developed by fluids in motion. The course will also educate students in water treatment practices and community water systems components. Course offering: As needed. Prerequisites: SI141 & MA161B.

[CE213_5Reinst_2011-11-04.pdf](#)

[CE213_1SR_2012-01-03.pdf](#)

[CE213_6ARCHIVAL_05.20.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify and describe basic fluid mechanics principles.
2. Analyze water treatment operations and generate solutions to problems.

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3. Solve problems using appropriate tools including logic, models and applicable formulas.
4. Apply knowledge by functioning as an aide to a civil engineer or a sanitary engineer in the design of ducts, piping and channels for irrigation systems.

CE214 (Archived 2022.05.20) - Structural Design

This course will acquaint the student with all the facts of concrete and structural steel design. This includes having the student become familiar with various structural members of bridges and buildings and provisions of AISC (American Institute of Steel construction) and ACI (American Concrete Institute) publications in designing steel and concrete structural members. The first part of the course deals with structural steel design; the latter portion deals with concrete structural design. Various structural members are addressed- first as to their functions and second as to types of loading. The publications and specifications of AISC are closely followed to include the use of tables and design aids. Course offering: As needed. Prerequisite: CE221

Student Learning Outcomes (SLOs)

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

1. Apply provisions of AISC and ACI publications in designing steel and concrete structural members.
2. Identify and make use of appropriate tables and design aids as required.
3. Apply knowledge by functioning as an aide to an architect or an engineer in the design of structural members.

CE215 (formerly CE151) - Construction Procedures

A study of construction organization, building codes, foundations, construction materials, methods and techniques of cast-in-place reinforced concrete, precast and prestressed concrete, steel and masonry construction, wood and plastics, thermal and moisture protection and building equipment. Formerly CE151. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Explain the difference between precast and post stress concrete.
2. Describe the process involving the construction of a building foundation.
3. Chronologically sequence the steps related to the construction process.

CE221 (formerly CE212) (Archived 2022.05.20) - Strength of Materials

A study of the relationship between the stresses, strains, deformations, and loads applied to structural members. Axial, torsional, bending and combined stresses are discussed. Stability and the buckling of columns are introduced. Formerly CE212. Course offering: As needed. Prerequisite: CE210

Student Learning Outcomes (SLOs)

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

1. Describe the strengths and limitations of various types of building materials.

[CE214_5Reinst_2011-11-04.pdf](#)

[CE214-1SR_2012-01-03.pdf](#)

[CE214_6ARCHIVAL_05.20.22.pdf](#)

[CE215_CourseGuide_1980-09-11.pdf](#)

[CE215_2NSR_2010-03-11.pdf](#)

[CE221_1980-10-24.pdf](#)

[CE221_XMemo_1999-03-19.pdf](#)

[CE221_2NSR_2010-03-11.pdf](#)

[CE221_6ARCHIVAL_05.20.22.pdf](#)

Courses

2. Discuss the testing process involved in determining stress, strains, deformations, and loads.
3. Explain typical applications for various types of construction materials.

CE222 (reinstated 2009) - Plane Surveying II

This course is a continuation of Plane Surveying I dealing with modern surveying including construction surveying and surveying for engineering design. The students are introduced to modern surveying technology including Global Positioning Systems (GPS) and Geographic Information Systems (GIS). Reconnaissance and field procedures and methods are discussed and the students will be divided into survey teams and given area assignments to perform survey fieldwork including topographic surveys for contour maps. The students are exposed to the prospects of employment as survey and civil engineering technicians. Course offering: As needed. Prerequisite: MA161A, CE211

Student Learning Outcomes (SLOs)

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

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

CE224 (Archived 2022.05.20) - Highways

This course introduces the different aspects of Traffic and Highway Engineering and the potential employment opportunities in the field. This course provides an overview of the relevance of roadway transportation in our society, introduces basic concepts of Highway Safety, Traffic Engineering, Level of Service, Intersection Design, Signal timing, Transportation Planning, Forecasting travel demand, the Environmental Process in roadway projects, Geometric Design, roadway Drainage, Roadway Geotechnical Engineering, and Pavement Design. Course offering: As needed. Prerequisite(s): MA161A, CE211, CE213

Student Learning Outcomes (SLOs)

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

1. Describe current state of the art and science of Highway Engineering.
2. Apply the concept of Level of Service in highways and intersections.
3. Solve problems of Signal Timing.
4. Solve problems relating to basic roadway design.
5. Solve problems involving pavement design.

CE225 - Construction Planning & Estimating

This course covers methods of estimating construction costs including excavation, highway, structures, piling and foundations; methods to determine qualities of materials, equipment, labor, and money required for construction projects; characteristics and capabilities of work equipment; methods of obtaining unit cost of in

Related Documents

[CE222_CourseGuide_1980-10-15.pdf](#)

[CE222_CourseGuide_1980-10-17.pdf](#)

[CE222_4Delete_2004-02-02.pdf](#)

[CE222_5Reinstitute 2009-04-01.pdf](#)

[CE222_1SR_2012-01-03.pdf](#)

[CE224_5Reinst_2011-11-04.pdf](#)

[CE224_1SR_2012-01-03.pdf](#)

[CE224_5Reinst_2011-11-04.pdf](#)

[CE224_1SR_2012-01-03.pdf](#)

[CE224_6ARCHIVAL_05.20.22.pdf](#)

Courses

Related Documents

place construction; and field reporting practices and responsibilities of field inspection. Formerly CE252.

Course offering: As needed. Prerequisites: AE121, CE215, MA161A

Student Learning Outcomes (SLOs)

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

1. Determine costs needed for various construction projects.
2. Estimate the amount of time required to complete a given construction project.
3. Apply critical thinking to determine labor hours verses equipment costs versus material costs.

CE225 (formerly CE252) - Construction Planning & Estimating

This course covers methods of estimating construction costs including excavation, highway, structures, piling and foundations; methods to determine qualities of materials, equipment, labor, and money required for construction projects; characteristics and capabilities of work equipment; methods of obtaining unit cost of in place construction; and field reporting practices and responsibilities of field inspection. Formerly CE252.

Course offering: As needed. Prerequisites: AE121, CE215, MA161A

[CE225_CourseGuide_1980-09-29.pdf](#)

[CE225_2NSR_2010-03-11.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Determine costs needed for various construction projects.
2. Estimate the amount of time required to complete a given construction project.
3. Apply critical thinking to determine labor hours verses equipment costs versus material costs.

CE292 - Surveying Practicum

CEAD1100 - Basic Skills

Basic Skills - This course offers adults 16 years of age and older, the opportunity to gain key skills and knowledge essential pre-GED-level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practice exercises in reading, mathematic computations, communication, writing and employment skills.

Basic Skills provides practice exercises in reading skills. The course introduces Basic English conversation and literacy skills; develops in listening, speaking, reading and writing skills necessary to basic survival needs. Concentration is on the following topic areas; general information, social skills, community skills, and employment skills. Grammar points are integrated as appropriate. Focus is on vocabulary acquisition and beginning listening and literacy skills.

Student Learning Outcomes (SLOs)

Upon completion, students will be able to:

1. Demonstrate their understanding of the Basic Skills in reading.
2. Develop inferences and logical conclusions from reading passages.
3. Identify the main idea and supporting details of a reading selection.

4. Read and understand simple sentences that contain familiar vocabulary.
5. Demonstrate read and understand simple texts on familiar topics (e.g. short narratives, basic consumer materials)
6. Interpret basic sentence structure and grammar (e.g. statements, questions, negatives; adjectives modifying nouns).

CEAD1101 - Basic Skills Math

Basic Skills Math - This course focuses on the four basic math operations, with whole numbers, fractions and decimals.

This course offers adults 16 years of age and older, the opportunity to gain key skills and knowledge essential for pre-GED-level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practices exercises in mathematic computations.

SLOs:

Upon completion, students will be able to:

- demonstrate their understanding of the Basic Skills in reading and comparing place values, sorting and grouping numbers and using patterns, and estimating the using of round numbers.
- demonstrate their skills in Solving Problems; adding and subtracting numbers, multiplying and dividing numbers, and estimating with lead digits and compatible pairs, and to check work done with a calculator.
- demonstrate their skills in solving Fractioning, Decimals, and Percents; by understanding and using decimals, fractions, ratios, proportions, and percents.
- demonstrate their skills in measurements and formulas; measuring using the English system and calculating with the English measurements, metric system with metric measurements, and choosing formulas to solve problems with measurements.
- demonstrate their understanding in describing Trends and Predictions, Graphs and Data; reading bar graphs, line graphs and spreadsheets, drawing conclusions and making predictions base on data, and finding averages of group of numbers.

CEAD1102 - GED Prep

GED Prep - This course prepares adults age 16 years and older to pass the 2002 version of the GED tests.

This course is designed to improve reading, writing, and social skills used in both the workplace and in everyday life. Successful completion of this course will also prepare the students to take the GED test at the end of the course.

SOPs:

At the end of this course, students will be able to:

- demonstrate reading and writing skills necessary to pass the GED test.
- demonstrate an understanding of different areas in social studies necessary to pass the GED test.

CEAD1104 - GED Prep, Non-Math

GED Prep, Non-Math - This course focuses on critical thinking skills needed to pass the GED tests including composing multi-paragraph essays using information from a variety of source materials using context cues and higher order processes to interpret meaning of written material.

CEAD1105 - GED Math

GED Math - This course focuses on simple algebraic equations, tables and graphs, making mathematical estimates of time and space, and applying geometry to measure angles, lines and surfaces, as well as applying trigonometric functions.

CEAD1106 - Preparation for General Education Development (GED)

Preparation for General Education Development - This course prepares adults age 16 and older to pass the 2002 version of the GED tests and obtain a GED high school diploma. GED preparation course content instructs students in five programmed subjects. The GED Preparation course incorporates problem solving practice exercises in reading, science, social studies, mathematics and language arts: writing. Prerequisite: CASAS Employability Competency System (ECS) 130 aorauasak test,

CEAD1107 - Beginning Literacy

This course is designed to give non-native English speakers their first exposure to the English language. Major emphasis will be placed on practicing oral/aural skills through visual and physical responses. Basic competencies, very simple functions are taught at this level. CEAD 1107 will replace ESL11A and B.

CEAD1108 - Low Beginning ESL

This course is designed to give non-native English speakers basic English language practice with major emphasis on practicing listening and speaking. Basic competencies and simple functions and structures are taught at this level. CEAD1108 will replace ESL12A and B.

CEAD1109 - High Beginning ESL

This course is designed to give English as a Second Language speakers further work on oral production, with increased emphasis on reading and writing in English. Students are given opportunities to produce language meaningful to them. Development of reading skills will include vocabulary building, word recognition and comprehension. Simple writing tasks will also be taught to enhance good writing skills. CEAD 1109 will replace ESL13A and B.

CEAD1110 - Low Intermediate ESL

The objective of this course re: 1) to meet the needs of Guam's youth and adult student clientele to achieve their career and quality of life goals and 2) to prepare students in the English language for personal enrichment and survival needs in the community.

CEAD 1110 will replace ESL14A and B.

[CEAD1107_1SR_2009-02-09.pdf](#)

[CEAD1107 Email.pdf](#)

[CEAD1107_6Arch_2012-11-20.pdf](#)

[CEAD1108_1SR_2009-02-09.pdf](#)

[CEAD1108 Email.pdf](#)

[CEAD1108_6Arch_2012-11-30.pdf](#)

[CEAD1109_1SR_2009-02-09.pdf](#)

[CEAD1109 Email.pdf](#)

[CEAD1110_1SR_2009-01-26.pdf](#)

[CEAD1110 Email.pdf](#)

CEAD1112 - ESL 18

Listening is designed to help high-intermediate students improve skills needed for effective listening. Pronunciation, note-taking and everyday language are practiced in the Language Media Center through audio and video tapes of real-life conversations, short lectures, TV programs, and movies. This course is recommended for students in ESL14A and/or 14B.

CEAD1113 - ESL 20, Level 4 (English Conversation)

ESL 20, Level 4, English Conversation - English Conversation is designed to help high-intermediate students improve their speaking skills for daily conversations with native English speakers. Students practice pronunciation, idioms, and everyday language expressions using audio and video tapes of real-life conversations and interactions, role-playing, and speaking in pairs or small groups. Recommended for Level 4 ESL students.

CEAD1115A - ABE High Intermediate (Reading)

All ABE courses cover the same basic kinds of material. The focus in all programs is on developing students' spoken, computational, and written communication skills, increasing their level of general knowledge, and assisting them in meeting such life goals as securing better employment, obtaining citizenship, earning a driver's license, acquiring a secondary credential, transitioning to postsecondary education, or participating more in the civic and community activities. To that end, the subjects covered include reading, writing, science, social studies, and math at all levels, with the addition of such subjects as social studies, science, and arts at more advanced levels. Students may also spend time learning test-taking strategies.

This course assists adult learners in the mastery of the skills and content necessary to earn a secondary credential, enhance their employability, increase their ability to participate in the life of the communities, and gain greater control over their lives.

SLOs:

Upon completion, students will be able to:

WRITING:

- express their ideas and feelings through short stories, journals, and short papers.
- use different techniques to organize their writing.
- write drafts for other students to revise and edit.
- create effective sentences using proper use of grammar.

READING:

- explore the similarities and differences between fiction and non-fiction.
- read poetry and drama and identify patterns and interpret literature.

SOCIAL STUDIES:

- unders

CEAD1115B - ABE High Intermediate Math/Science

This course offers learners who are 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their reading, writing, math, science, social studies, as well as graphic literacy and critical thinking skills.

This course provides practice exercises in mathematic computations; assists adult learners in the mastery of the skills and content necessary to earn a secondary credential, enhance their employability, increase their ability to participate in the life of their communities, and gain greater control over their lives.

SLOs:

Upon completion, students will be able to:

- build critical thinking and problem solving skills. Developing these skills will also help prepare for the GED tests.
- demonstrate their skills in solving problems; adding and subtracting numbers, multiplying and dividing numbers, and estimating with lead digits and compatible pairs, and to check work done with a calculator.
- demonstrate their skills solving fractions, decimals, and percents; by understanding and using decimals, fractions, ratios, proportions, and percents.
- demonstrate their skills in measurements and formulas; measuring using the English system and calculating with the English measurements, metric system with metric measurements, and choosing formulas to solve problems with measurement.
- demonstrate their understanding in describing trends and predictions, graphs and data; reading bar graphs, line graphs and spreadsheets

CEAD1116 - GED Prep Math/Science

This is a math, social studies, and science refresher course designed to assist you to pass the GED. Class will begin with a question and answer discussion, followed by watching a video on the topic for that day. After watching the video, there will be another question/answer discussion. To finish the lesson, workbook problems and activities will be assigned and should be done in a timely manner.

CEAD1117 - GED Official Practice Test (OPT)

The General Education Development (GED) Office Practice Test (OPT) is the qualifying test for applicants for the GED.

CEAD1118 - GED Battery Test

The General Education Development (GED) Battery Test

CEAD1119 - GED Online

The General Education Development (GED) Online is a take home interactive CD for students preparing for the GED Test.

CEAD1120 - Basic Skills Reading

This course offers adults 16 years of age and older the opportunity to gain key skills and knowledge essential pre-General Education Development (GED)-level work sufficient to enroll in a high school or GED preparation courses. Basic Skills Reading provides practice exercises in reading skills. The course introduces Basic English conversation and literacy skills; develops in listening, speaking, reading and writing skills necessary to basic survival needs. Concentration is on the following topic areas; general information, social skills, community skills, and employment skills. Grammar points are integrated as appropriate. Focus is on vocabulary acquisition and beginning listening and literacy skills.

CEAD1122 - Techno Bable

This course is specifically targeted for students from Hallym College in Korea whom are interested in acquiring culture and culture general knowledge, skills and attitudes for effective communication and interaction with individuals from other cultures. Students will engage in event driven activities and integrate learning into technological projects.

CEAD1124 - ABE Language Arts

This course assists adult learners in the mastery of the skills and content necessary to earn a secondary credential, enhance their employability, increase their ability to participate in the life of their communities, and gain greater control over their lives.

CEAD1126 - Basic Conversational ESOL

An English for Speakers of Other Languages (ESOL) Basic Conversational English course for students of Hallym College, Korea who are in the second year of working toward their postsecondary certificate in Information and Technology.

CEBU4001 - How to Use QuickBooks Software

This course covers small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customer and vendor transactions, processing payroll, and printing reports.

CEHT1214 - Health Certificate Workshop

This workshop is intended for personnel who are employed with the food service industries in compliance with the Department of Public Health and Social Services.

CEHT1215 - Customer Service

This interactive and exciting course helps participants to expand the definition of service, consider who customers are, offer useful techniques, and develop a customer friendly attitude that will distinguish in customer service excellence.

CEHT1217 - Tour Guide Training I

This is part one (1) of a thirty hour training for personnel working in the tour guide industries for certification. This course teaches the practical aspects of conducting tours and the career skills necessary for employment. The course focuses on the principles of guiding, cultural sensitivity, types of tours, dealing with supplies and

Courses

Related Documents

attractions, customer service, places of interest and public speaking.

CEHT1218 - Tour Guide Training II

This is the second part of a thirty hour training for personnel working in the tour guide industries for "Tour Guide Certification." It focuses on the principles of guiding, cultural sensitivity, types of tours, dealing with customer service, places of interest and public speaking.

CEHT1223 - Front Desk Training

This course uses the American Hotel & Lodging Educational Institute's (EI) "Going the Extra Mile" front desk training curriculum to prepare participants to be efficient front desk associates. Additionally, this course also prepares participants for the EI Certified Front Desk Representative exam.

CEHW2001 - Medical Code and Billing

This course focuses on Medical Billing and Procedures as well as Diagnostic Coding. Students will learn skills and techniques of handling medical billing and insurance claims. Work for a hospital, rehabilitation center physician's office or private billing service. Learn how to manage records and file claims, prepare insurance forms, and handle billing. Master the basics of medical terminology and using the the internet for coding and billing.

[CEHW2001_1SR_2013-09-25.pdf](#)

CEHW2005 - CPR/First Aid & Safety

Keeping children safe is a top priority. Learn how to protect children inside the house and out, what to do in an emergency, how to stock a first-aid-kit, where to call for help and more.

CEHW2011 - In Home Service Training (Certification/Re-certification)

Intensive In-Home Ser

CEIC 301 - Lead Safety for Renovations, Repair, & Painting

Renovation Repair and Painting as described in 40 CFR § 745 effective April 22, 2010. Lead safe work practices for persons performing work activities that disturb lead based paint in target housing and child occupied facilities.

Student Learning Outcomes (SLOs)

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

1. How to determine if lead base paint controls their work.
2. How to test lead based paint.
3. Prohibited work practices.
4. Health effects of lead poisoning
5. Permissible exposure levels of lead dust.
6. Personal safety and containment of debris or dust created during work activities.
7. Verify successful cleaning of the work area.
8. How to release the area for clearance testing to the appropriate qualified professional.
9. How to locate reference materials for further information on lead poisoning.

CEIC1910 - Servsafe Managerial Workshop

Courses

Related Documents

ServSafe leads the way in providing the restaurant and food service industry with an up-to-date, comprehensive food safety training and certification program. Manager Certification is nationally recognized and accredited. To date, the NRAEF has awarded more than 2.6 million ServSafe Food Protection Manager Certifications. That's food safety at work.

CEIC1920 - Management (SHRM) Prep Course

The SHRM Learning system is a certification preparation and professional development tool that offer the most up-to-date HR content aligned with the HR Certificate Institute Body of Knowledge. This program was designed to meet the demands of customers and instructors and is updated to reflect legislative changes and new HR developments. By attending this course, you'll benefit from an experienced instructor, interactions with peers and dynamic classroom environment that enhances learning and helps you stay on track. You'll also earn 4.0 continuing education credits, and tuition reimbursement programs may cover your costs.

CEIC1930 - Certified Managers Program

This accelerated course provides a broad overview of American management practices. Students enrolled in this course will study and prepare to pass a series of three exams. These exams are required to become a certified manager by the Institute of Certified Professional Managers. (ICPM).

CEIN 479 - CAT5 ETA Testing

This course is based on hands-on training and understanding of category 5 systems applying the Telecommunications Industry Association (TIA) and Electronics Industries Association (EIA) standards, techniques, and testing requirements.

CEIN 482 - High Voltage Cable Splicing

This course will entail medium to high voltage cable splicing. Training will focus on QT III Termination Kit, Modular Splicing Kit and Load Break Elbow.

CEIN 483 - Level I Water Distribution Certification (4.5 CEUs)

This course is designed to train operators in the practical aspects of operating and maintaining water distribution systems, emphasizing safe practices and procedures and to prepare for level I Water Distribution Certification. Topics include the role and duties of water distribution system operators, procedures for operating and maintaining clear distribution system operators, procedures for operating and maintaining clear wells and storage tanks, components and characteristics of distribution system facilities, operating and maintaining distribution systems, maintaining distribution systems, maintaining water quality in the system, disinfecting new and repaired facilities as well as water delivered to consumers and techniques for recognizing hazards and developing safe procedures and programs. Operators learn to analyze and solve problems when they occur and perform mathematical calculations commonly associated with operating a distribution system.

CEIN 498 - Re-Cert: Principles of Voice & Data Cabling

This course is required by the Electronic Technicians Association for students who are renewing their three year national certification as a Data Cabling Installer. The class is renewing their three year national certification as a Data Cabling Installer. The class is designed to have members perform all practical

Courses	Related Documents
<p>application (hands-on) competencies as required by ETA. It also updates participants on any of the revisions or changes as it applies to the Data Cabling industry and approved or adopted by IEEE, EIA/TIA standards governing bodies.</p>	
<p>CEIN 518 - Holiday Fun & Learning Conference (1 CEU) To provide training strategies that promotes positive growth and development in young children in the creative arts: music, art, culture and movement.</p>	
<p>CEIN 521 - Birth & Beginning Years This training uses carefully selected multicultural children's books to initiate discussion and health information sessions for expectant and new parents, including related to substance abuse, adolescent pregnancy and emergent literacy.</p>	
<p>CEIN 522 - Story Exploring This training helps teachers and caregivers build children's reading and critical thinking skills using a variety of books. The training uses discussion questions and activities to foster creative thinking and problem solving skills, nurture a love of books, and aid in the development of comprehension skills. It also includes a variety of language skill-building activities in reading, writing, listening, and speaking.</p>	
<p>CEIN 525 - Literacy - Physical Health This training improves literacy related to physical health development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.</p>	
<p>CEIN 526 - Literacy - Math This training improves literacy related to math development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.</p>	
<p>CEIN 527 - Literacy - Social & Emotional This training improves literacy related to social and emotional development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.</p>	
<p>CEIN 528 - Literacy - Cognitive & Creative This training improves literacy related to cognitive and creative development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.</p>	
<p>CEIN 529 - Literacy - Reading & Writing This training improves literacy related to reading and writing development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.</p>	
<p>CEIN 530 - Literacy - Science This training improves literacy related to science development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.</p>	
<p>CEIN 531 - Baby Signs Training that introduces common baby signs to use with all children that enhance and promote language and</p>	

communication at a young age. The importance and connection of signs to basic development of language skills will be covered.

CEIN 537 - Working with Challenging Behaviors

This training will assist caregivers in using appropriate language, interactions, and techniques to manage challenging behaviors of young children. Case studies, role playing, and hands-on activities shall be key strategies used.

Student Learning Outcomes (SLOs)

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

1. Describe three strategies that prevent challenging behaviors from occurring.
2. Describe two strategies that teach children to control emotions and self-regulate.
3. Describe the use of positive reinforcement with young children.

CEIN 538 - Effectively Teaching Adult Learners

This training will provide participants with knowledge and skills to effectively teach adult learners (English as a Second Language (ESL), Basic Skills, adult high school, and family literacy). Training includes unique characteristics of learners, reading comprehension, motivating adult learners, teaching math and science, creating a syllabus, lesson planning, writing skills, and actual teaching methods. In addition, participants will discuss and explore characteristics of effective teachers and learning classroom, and develop a lesson plan for adult learners.

Student Learning Outcomes (SLOs)

Upon successful completion of this training, students will be able to.

1. List characteristics of the adult learner.
2. Relate the implications of these characteristics to classroom teaching and learning.
3. Demonstrate at least one strategy that can be used with the adult learner.

CEIN 539 - ECERS/ITERS Training

This training will provide participants with an overview of two evaluation rating systems for daycare centers: the Early Childhood Environment Rating Scale (ECERS) and the Infant/Toddler Environment Rating Scale (ITERS).

Student Learning Outcomes (SLOs)

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

1. Articulate what ECERS and ITES stand for.
2. Explain differences between two systems.
3. Demonstrate how areas of the center may be rated.

CEIN 539B - Breaking Down the ITES

This training will provide participants with an understanding of the evaluation rating systems, the Infant-Toddler Environmental Rating Scale (ITERS) for daycare center.

CEIN 540 - Understanding ECERS

This training will provide participants with an understanding of the evaluation rating systems, the Early Childhood Environment Rating Scale (ECERS), for daycare centers.

Student Learning Outcomes (SLOs)

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

1. Articulate the purpose of ECERS.
2. List different subscales of the ECERS.
3. Demonstrate how areas of the center may be rated.

CEIN 541 - ETA Data Cabling Installation Certification Test

This course is required by the Electronics Technicians Association for students who are taking the national certification exam for Data Cabling Installer.

CEIN 542 - ETA FOI Certification Test

This course is required by the Electronic Technicians Association for Students who are taking the national certification exam for Fiber Optic Installer.

CEIN 543 - Dramatic Play and Prop Boxes

This training is to show caregivers how to create prop boxes for effective dramatic play areas, such as literacy and sensory integration. Dramatic play center is one of the most important areas of the center but it is often neglected.

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of the value of dramatic play in building cognitive skills of young children.
2. Create a prop box.
3. Describe advantages of using prop boxes and dramatic play materials in the early childhood classroom.

CEIN 544 - Nutrition and Health

This training assists caregivers in providing nutritious snacks to young children that meet USDA guidelines, talking with parents about nutrition, and resources to make informed choices. With the increase in obesity rates and the concomitant health problems, such as diabetes, proper nutrition in the early years plays a significant role in the health and development of young children.

Student learning Outcomes (SLOs)

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

1. Create a menu following USDA guidelines.
2. Role-play a discussion with parents about one nutritional fact.
3. Articulate local and web resources for information about nutrition.

CEIN 545 - Circle Time and Centers

This training will provide the important components of circle time activities and how to effectively implement these components using developmentally appropriate practices. In addition, the training will provide strategies for creating and managing learning centers within.

Student Learning Outcomes (SLOs)

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

1. Define developmentally appropriate practices.
2. Conduct circle time activities.
3. Create one learning center based on a theme.

CEIN 546 - Trng Board & Commission Member

This course is designed to provide a general knowledge base of the roles and responsibilities of board and commission members. The topics discussed include: Ethics in Government, Roberts Rules of Order, Policy Making & Micro-management, Open Government, FOIA Requests, and Procurement.

Student Learning Outcomes (SLOs)

Upon successful completion of this training, students will have a general understanding of:

1. Ethics in Government
2. Roberts Rules of Order
3. Policy Making & Micro-management
4. Open Government
5. FOIA Requests
6. Procurement

CEIN 547 - Breaking Down the CERS

This training will provide participants with an understanding of the evaluation rating systems, the Early Childhood Environment Rating Scale (ECERS), for daycare centers.

CEIN463 - Plane Surveying I

Beginning course in surveying techniques designed to give the student an understanding of the fundamentals of chaining, leveling, and proper use of the transit. Care and adjustment of instruments and office procedure are also considered. Provision is made by appropriate fieldwork for practical application of the techniques learned. Three hours lecture--Four hours laboratory fundamentals of Plane Surveying, Field practice, and calculations. Equipment and equipment use, horizontal, vertical, angular measurements; errors, traversing, leveling and stadia; surveying mathematics; recording of field notes.

CEIN489 - Diesel Tech & Prevention Maintenance

This course prepares students for a career in the area of diesel repair, maintenance, and testing of diesel engines, power trains, and components of medium to heavy trucks and heavy construction

CEIN493 - Medium/Heavy Truck-Suspension

Courses

Related Documents

This course offers training in the diagnosis and repair of the steering and suspension systems of medium and heavy trucks. Students learn the principles of suspension/steering systems and suspension alignment. The course provides the student with training in wheel alignment and repair of steering and suspension systems.

CEIN537 - Working with Challenging Behaviors

This training will assist caregivers in using appropriate language, interactions and techniques to manage challenging behaviors of young children. Case studies and role playing and hands-on activity shall be key strategies used.

CEIN543 - Dramatic Play and Prop Boxes

This training is to show caregivers how to create prop boxes for effective dramatic play areas, such as literacy and sensory integration. Dramatic play center is one of the most important areas of the center but it is often neglected.

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of the value of dramatic play in building cognitive skills of young children.
2. Create a prop box.
3. Describe advantages of using prop boxes and dramatic play materials in the early childhood classroom.

CEIN544 - Nutrition and Health

This training assists caregivers in providing nutritious snacks to young children that meet USDA guidelines, talking with parents about nutrition, and resources to make informed choices. With the increase in obesity rates and the concomitant health problems, such as diabetes, proper nutrition in the early years plays a significant role in the health and development of young children.

Student Learning Outcomes (SLOs)

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

1. Create a menu following USDA guidelines.
2. Role-play a discussion with parents about one nutritional fact.
3. Articulate local and web resources for information about nutrition.

CEIN546 - Basic Skills Training for Board & Commission Members

This course is designed to provide a general knowledge based on the roles and responsibilities of board and commission members. The topics discussed include: Ethics in Government, Roberts Rules of Order, Policy Making and Micro-Management, Open Government, FOIA Requests, and Procurement.

CEIN547 - Homemade Learning Creations

This training will focus on using recyclable materials and supplies and other simple, cheap materials to create homemade devices that are safe, effective, fun, and provide quality learning experiences for young children.

Student Learning Outcomes (SLOs)

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

Courses

1. Explain the advantages and learning opportunities of using recyclable materials in the early childhood classroom.
2. Create activities for the young child using recyclable materials.
3. Create activities for the young child using common materials and supplies found around the home and the childcare center.

CELA020 - Foundational Literacy I

This is the second of four courses in developing literacy skills in the Adult Basic Education Program. The development of reading and writing skills will prepare students to pursue the attainment of a High School Diploma or prepare them for the administration of a high school equivalency exam. The knowledge and skills addressed correspond to the reading and writing content standards articulated for the Comprehensive Adult Student Assessment System (CASAS).

CEPD348 - Application Psychological Type Theory for Educators

This course provides an understanding of theory of Psychological Type in relation to the application of this theory for educators. The Myers-Briggs Type Indicator (MBTI) will be utilized to help teachers, counselors, and administrators examine the strengths, key motivations, and blind spots of various personality types, as they relate to learning processes, classroom discipline, communication styles, team-building and problem-solving. Course content includes: (1) the understanding of the Carl G. Jung's theory of Psychological Type (2) examining the strengths, key motivations, and blind spots of the 16 Psychological types as they relate to the learning process, classroom discipline, communication styles, team-building, and problem-solving (3) the understanding of the ethical pitfalls in using type and how to avoid them (4) exercises on adapting teaching styles (5) developing and implementing lesson plans that will work best with various psychological types.

CESL001 - Beginning ESL Literacy

This course is designed to give non-native English speakers their first exposure to the English language. Major emphasis will be placed on practicing oral/aural skills through visual and physical responses. Basic competencies, very simple functions and structures are taught at this level. Students who score 180 and below on the Comprehensive Adult Student Assessment System (CASAS) pretest are placed in this ESL course level.

Student Learning Outcomes (SLOs)

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

1. Recognize vowel and consonant sounds in English.
2. Comprehend simple learned social exchanges and expressed feelings.
3. Differentiate between simple questions and statements.
4. Distinguish between singular and plural nouns.
5. Apply basic grammar and structures with present tense verbs.

CESL002 - Low Beginning ESL

This course is designed to give non-native English speakers their first exposure to the English language. Major emphasis will be placed on practicing oral/aural skills through visual and physical responses. Basic

Related Documents

[CELA020_1SR_2014-11-26 \(2\) Jan272015.pdf](#)

[CELA 020_ARCH_AY1718-FINAL.pdf](#)

[CESL001_SR_2017-09-28_Final.pdf](#)

[CESL002_2NSR_2013-01-30.pdf](#)

[CESL002_SR_2017-09-27_Final.pdf](#)

Courses

Related Documents

Competencies, very simple functions and structures are taught at this level. Students who score 181-190 on the Comprehensive Adult Student Assessment System (CASAS) pretest are placed in this ESL course level.

Prerequisite: Comprehensive Adult Student Assessment System (CASAS)

Student Learning Outcomes (SLOs)

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

1. Read and understand common sight words.
2. Write own name and address.
3. Recognize and write letters and numbers.
4. Ask and respond to basic learned phrases spoken slowly and repeated often.
5. Use English in a very limited way in situations related to immediate needs.

CESL003 - High Beginning ESL

This course is designed to give English as a Second Language speakers further work on oral production, with increased emphasis on reading and writing in English. Students are given opportunities to produce language meaningful to them. Development of reading skills will include vocabulary building, word recognition and comprehension. Simple writing tasks will also be taught to enhance good writing skills. Prerequisite: Comprehensive Adult Student Assessment System (CASAS)

[CESL003_2NSR_2013-01-30.pdf](#)

[CESL003_SR_2017-09-27_Final.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Read letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs.
2. Write basic personal information on simplified forms.
3. Demonstrate some simple oral communication abilities.
4. Interpret basic learned phrases and sentences.
5. Solve problems with some difficulty in situations related to immediate needs.

CESL004 - Low Intermediate ESL

This course is a low intermediate level ESL. It teaches students the use of more complicated grammatical structures of the English language in speaking, listening, reading and writing in addition to acquiring knowledge of vocabulary. Other focuses of this course are to enable students to speak with a degree of fluency, master basic and more advanced language functions, understand the "culture" of language use based on the principles and trends of particular cultures through daily lessons and/or *civic engagement/service-learning activities. Students are also required to read practical materials and perform assigned writing tasks. *Civic engagement/Service-Learning (CE/SL) activities are a suggested component for the course. Therefore, CE/SL activities will be based on instructor's discretion. Prerequisite: Comprehensive Adult Student Assessment System (CASAS)

[CESL004_2NSR_2013-01-30.pdf](#)

[CESL004_SR_2017-10-18.Final.pdf](#)

Student Learning Outcomes (SLOs)

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

Courses

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1. Manage basic survival needs and routine social demands.
2. Speak slowly with frequent repetition.
3. Interpret simple learned and new phrases containing familiar vocabulary.
4. Read and restate simple material on familiar topics.
5. Write short, simple notes and messages.

CESL005 - High Intermediate ESL

This course integrates functional reading, writing, speaking and listening skills using authentic materials. The lessons are designed to boost achievement gains among higher-level learners. Reading exercises help develop reading strategies while expanding students' vocabulary. Writing tasks provide guided practice for brainstorming, organizing and peer editing.

[CESL005_2NSR_2012-12-12.pdf](#)

[CESL005_SR_2017-09-28_Final.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Manage most survival needs and social demands.
2. Demonstrate some ability to understand and communicate on familiar topics.
3. Express opinion in conversations on a variety of topics.
4. Read and interpret simplified and some non-simplified materials on familiar topics.
5. Write short personal notes and letters and fill out medical information forms and job applications.

CESL006 - Advanced ESL

This is an advanced level ESL course. The lesson provides additional opportunities for expansion of reading, writing, speaking and listening skills development to continuing students. The course helps learners communicate both accurately and fluently in the English language and enables them to develop higher-level thinking skills.

[CESL006_2NSR_2012-12-12.pdf](#)

[CESL006_SR_2017-09-28_Final.pdf](#)

CESL017 - High Intermediate ESL

This course integrates functional reading, writing, speaking and listening skills using authentic materials. The lessons are designed to boost achievement gains among higher-level learners. Reading exercises help develop reading strategies while expanding students' vocabulary. Writing tasks provide guided practice for brainstorming, organizing and peer editing. (Formerly ESL17)

[CESL017_SR_2009-5-12.pdf](#)

CESL018 - Advanced ESL

This is an advanced level ESL course. The lessons provide additional opportunities for expansion of reading, writing, speaking and listening skills development to continuing students. The course helps learners communicate both accurately and fluently in the English language and enables them to develop higher-level thinking skills.

[CESL-018 Advance ESL_Adopt_2009-5-12.pdf](#)

CETE1300 - Host Kryterion

Kryterion is a full-service test development and delivery company that provides world-class online testing technology integrating item banking, test delivery and real time reports: while leveraging a global network of testing centers. Kryterion is the market leader in live Online Proctoring, which utilizes remote video monitoring to observe test takers where they live, learn or work. <http://www.kryteriononline.com/>

CETE1300 - Prometric

Prometric is the recognized global leader in technology-enabled testing and assessment services. Prometric offers a consultative approach to test development and assessment.

CETE1300? - Performance Assessment Network (PAN)

A leading provider of talent assessment and technology solutions for corporate and government clients worldwide by helping clients select and grow employees through our extensive assessments, robust technology solutions, and talent measurement services and proctored testing services. PAN is a leader in online assessment solutions, human resource and pre-employment testing for Transportation Security Administration (TSA) and Custom Border Patrol (CBP). <http://www.panpowered.com/>

CETE3034 - Outlook 2007

This course is the first in a series of three Microsoft Office Outlook 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft Office Outlook 2007, as well as maintaining your calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

CETE3048 - Crossroads Communication

Working as a cooperative team member with instructors from Hallym College, the instructor will introduce elements of the new culture in event driven schedules and interact to obtain reflections of the student and to maintain a non-threatening environment.

CETE3049 - ED2GO Online Partner

Easy-to-use instructor-led courses and certificate programs that are informative, fun, convenient, and highly interactive. Accounting, Business, Computer, Grant Writing, Test Prep, and more.
<http://www.ed2go.com/guamcc/>

CETE3050 - Jer Online Partner

Career Track Training - Online certificates and courses in Customer & Technical Support Training, Technical Writing, Functional Specialties in Human Resource Management, and more.
<http://edu2u.coursecatalog.com/default.aspx?schoolid=706>

CETE3051 - Gatlin Online Partner

Gatlin's online career training courses are designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin offers over 70 online certificate programs in the Allied Health, Computer-Internet, Business, Technical and Construction industries.
<http://www.gatlineducation.com/guamcc/>

CETE3053 - Excel 2007

Courses

You have basic computer skills such as using a mouse, navigating through windows, and surfing the internet. You have also used paper based systems to store data that you run calculations on. You may want to migrate that data to an electronic format.

CETE3067 - LERN UGOTCLASS ONLINE PARTNER

LERN-Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization's bottom line. <http://www.yougotclass.org/catalog.cfm/Guamcc>

CGED050 - Level 4 Reading and Writing

This course is designed to assist students who have a reading score of 221-235 develop and improve their reading and writing skills. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. This course is an application of English Language Arts standards called for in the College and Career Readiness Standards (CCRS) for Adult Education. The integration of the CCRS into basic school courses is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs and continuing on to post-secondary education and the workforce.

At the end of each semester, students enrolled in this course are required to complete this post-test component of the CASAS for Adult Basic Education. Students scoring a 236 or above in the CASAS Reading scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and will be placed into the Adult High School Diploma Program or register to take the High School Equivalency Exam.

CGED051 - Level 4 Mathematics

This course is designed to assist students who have a mathematics score of 221-235 develop and improve their skills. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. This course is an application of Mathematics standards called for in the College and Career Readiness Standards (CCRS) for Adult Education. The integration of CCRS into basic skill courses is intended to provide the foundation of knowledge and skills that students will need to transition to adult secondary programs and continuing on to post-secondary education and the workforce.

At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Students scoring a 236 or above in the CASAS Mathematics scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and will be placed into the next appropriate course/program.

CGED052 - Level 4 Social Studies

This course is designed to assist students who have a reading score of 221-235 to increase their civics competence in the various areas of social studies to include U.S. History, and Geography. Students' pretest scores are determined through the Comprehensive Adult Student Assessment System (CASAS) for Adult Education. Additionally, students will become effective readers, develop critical thinking skills, become more effective decision-makers, and enhance their problem-solving skills; these skills will assist students as they enter the workforce, transition into post-secondary education and training, and become more effective citizens.

Related Documents

[CGED050_1SR_2011-04-27.pdf](#)
[CGED050_2NSR_2011-10-25.pdf](#)
[CGED050_SR_2016.12.14_Approved.pdf](#)
[CGED050_1NSR_2017-02-21.pdf](#)

[CGED051_1SR_2011-04-27.pdf](#)
[CGED051_2NSR_2011-10-25.pdf](#)
[CGED051_2SR_2017.04.17.Final.pdf](#)

[CGED052_0Adopt_2017.04.14.Final.pdf](#)

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Related Documents

At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Students scoring a 236 or above in the CASAS reading scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and will be placed into the next appropriate course/program.

CGED053 - Level 4 Science

This course is designed to assist students who have a reading score of 221-235 to increase their knowledge in science (life, physical, earth and space). Students' pretest scores are determined through the comprehensive Adult Student Assessment System (CASAS) for Adult Education. Additionally, students will become effective readers, develop critical thinking skills, and enhance their problem-solving skills; these skills will assist students as they enter the workforce, transition into post-secondary education and training, and become effective citizens.

At the the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Students scoring a 236 or above in the CASAS reading scale assessment will be considered to have achieved the STudent Learning OUTcomes (SLOs) for the course and will be placed into the next appropriate course/program. Course offerings: As needed.

Student Learning Outcomes (SLOs):

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

1. Cite specific textual evidence to support analysis of science and technical texts. (RH.6-8.1)
2. Determine the meaning of symbols, terms, and phrases as they are used in scientific presentations. (L.6.4)
3. Draw evidence from the literary or informational texts to support analysis, reflection, and research. (W/WHST.6-8.9)"

CH110 - Chamorro I

This course provides basic Chamorro language rules, simple conversation skills, and vocabulary for students with little to no knowledge of the language. Students will learn to use Chamorro to initiate basic conversations, communicate about themselves, and negotiate basic exchanges in various social settings. Students will gain knowledge of Chamorro history and culture to better understand the language. Course Offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic conversation skills in Chamorro
2. Comprehend basic written Chamorro
3. Compose short paragraphs

[CGED053_0Adopt_2017.04.14.Final.pdf](#)

[CH110_0Adopt_2000-05-17.pdf](#)

[CH110_0_Pilot_1996-07-03](#)

[CH110_2NSR_2011-06-27.pdf](#)

[CH110_1SR_2012-05-04.pdf](#)

[CH110_1SR_2017.05.22.pdf](#)

Courses

4. Memorize at least 300 vocabulary words
5. Demonstrate basic awareness of Chamorro language, culture, customs, familial names, and culturally relevant events

CH111 - Chamorro II

This course is a continuation of CH110 Chamorro I. Students will increase their ability to perform a range of language functions in self-expression and social exchanges by reviewing and building upon basic language rules, conversation skills and vocabulary. Students will continue to develop an appreciation for Chamorro language and culture. Prerequisite: CH 110. Course Offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Compose sentences orally and in written form in Chamorro.
2. Apply knowledge and skills learned in CH110 with a focus on increasing basic proficiency in self-expression and social interactions.
3. Express themselves in a range of real-life tasks.

CH200 - Immersion methods for CHamoru Language Teaching I

This course introduces students to foundational skills for teaching CHamoru language using the immersion method. Students will explore examples of immersion teaching, guiding principles, lesson plan development, and assessment from a practical approach. A major focus of the course is creating authentic contents for learning CHamoru in efforts to develop fluent CHamoru speakers over time.

Student Learning Outcomes (SLOs)

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

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

CH220 - CHamoru Composition

Students in this course will develop literacy skills in CHamoru through reading, writing, revising, and editing short essays, legends, and stories in CHamoru. Students will explore language and engage in translation exercises.

Student Learning Outcomes (SLOs)

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

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

CHLS102 - Intelligence Analysis and Security Management

This course examines intelligence analysis and its indispensable relationship to the security management of

Related Documents

[CH111_0Adopt_2000-05-17.pdf](#)

[CH111_0_Pilot_1996-07-03](#)

[CH111_2NSR_2011-06-27.pdf](#)

[CH111_1SR_2012-05-04.pdf](#)

[CH200_ADPT_2021.05.27 rcvd 2021.05.27.pdf](#)

[CH220_ADOPTION_03.25.22.pdf](#)

[CHLS102_0Adopt_2013-04-25.pdf](#)

Courses

terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

Student Learning Outcomes (SLOs)

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

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

CJ110 - Beginning Mandarin Chinese I

Students will learn basic Mandarin Chinese and will be able to use correct pronunciation, basic grammar, and sufficient vocabulary to engage in simple Chinese conversation. Course offering: As needed

CJ100 - Introduction to Criminal Justice

This course offers an overview of the criminal justice system from its early historical development to its evolution within the United States. It also identifies the various agencies of justice-law enforcement, courts, corrections, and the juvenile justice system, their functions, expectations and interrelationships. Course offering: As neededn

Student Learning Outcomes (SLOs)

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

1. Describe the history and development of the Criminal Justice System.
2. Identify the role of the Criminal Justice System in contemporary society.
3. Describe the functions of law enforcement, courts and corrections.
4. Describe the functions of probation, parole and the Juvenile Justice System.

CJ101 - Juvenile Justice Process

CJ101 JUVENILE JUSTICE PROCESS Credits: 3 Course Offering: As Needed. Prerequisites: CJ100, EN110 placement or equivalent. Corequisites: None. This course is designed to provide students with a fundamental understanding of the history, philosophy, and practical application of the American Juvenile Justice System. Students will examine the juvenile justice responsibilities of police, courts, and juvenile

Related Documents

[CJ110_1SR_2007-04-06.pdf](#)
[CJ110_0_Pilot_1996-02-22](#)
[CJ110_0Adopt_2000-03-07](#)
[CJ110_Concept_1993-11-01](#)
[CJ110_Concept_1994-01-14](#)
[CJ110_2NSR_2011-04-25.pdf](#)
[CJ110_SR_04132015_Approved_aalog.pdf](#)

[CJ100_1993-01-20.pdf](#)
[CJ100_2NSR_2005-03-29.pdf](#)
[CJ100_2NSR_2006-03-24.pdf](#)
[CJ100_1SR_1991-06.pdf](#)
[CJ100_CourseGuide_1981-09-02.pdf](#)
[CJ100_2NSR_2009-12-10.pdf](#)
[CJ100_2NSR_2010-03-10.pdf](#)
[CJ100_1SR_2009-11-16.pdf](#)
[CJ100_2NSR_2008-12-16map.pdf](#)
[CJ100_2NSR_1993-01-20.pdf](#)

[CJ101_1SR_2003-12-15.pdf](#)
[CJ101_2NSR_2005-03-29.pdf](#)
[CJ101_1SR_1997-04-18.pdf](#)
[CJ101_2NSR_2008-08-02.pdf](#)

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corrections with additional emphasis on current practices of Juvenile Justice agencies in Guam.

Student Learning Outcomes (SLOs)

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

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

CJ102 - First Responder

The First Responder course shall be at least 48 hours of classroom training. It aims to provide training in emergency medical care for those who are apt to be the first person responding to an accident. When the course is completed, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills. Can be repeated for credit.

Student Learning Outcomes (SLOs)

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

1. Diagnose emergency situations and provide appropriate emergency treatment.
2. Explain and discuss the role of a First Responder.
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.

CJ103 (archive 2003) - Emergency Medical Technician-Ambulance (EMT-A) Basic

The Basic EMT-A course shall be at least 100 hours of classroom training. In addition, a minimum of 10 hours of in-hospital/clinical observation and training shall be available. The course covers all the techniques currently considered to be within the responsibilities of a Basic EMT providing emergency medical care with an ambulance service. The instructional strategy postulated for the course is one of learning by doing. Prerequisite: CJ102 or permission. Can be repeated for credit.

CJ104 - Dynamics of Substance Abuse

This course is designed to introduce students to the problems of substance abuse in our society. Students will examine the history of dangerous drug use, basic pharmacology and classification, the social impact of drug abuse, physical and psychological consequences of drug use and dependence, various treatment modalities, legal implications of illicit drug use, and current law enforcement efforts. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Articulate the medical, social and/or psychological aspects of addiction.
2. Demonstrate understanding of the different schedules under the Controlled Substances Act.

Related Documents

[CJ101_CourseGuide_1981-09-02.pdf](#)

[CJ101_XTextbook_1990-05-30.pdf](#)

[CJ101_2NSR_2009-12-10.pdf](#)

[CJ101_2NSR_2008-12-16map.pdf](#)

[CJ101_XMemo_2003-03-03.pdf](#)

[CJ101_XMemo_2003-03-05.pdf](#)

[CJ101_2NSR_2013-04-15.pdf](#)

[CJ102_2NSR_1994-10-07.pdf](#)

[CJ102_2002-08-12.pdf](#)

[CJ102_1SR_1982-08-12.pdf](#)

[CJ102_CourseGuide_1980-10-14.pdf](#)

[CJ102_2NSR_2009-12-10.pdf](#)

[CJ102_2NSR_2010-03-10.pdf](#)

[CJ102_2NSR_2008-08-02.pdf](#)

[CJ102_XMemo_1994-10-07](#)

[CJ102_XMemo_2003-03-03.pdf](#)

[CJ102_XMemo_2003-03-05.pdf](#)

[CJ103_XMemo-Delete_2003-03-03.pdf](#)

[CJ103_XMemo-Delete_2003-03-05.pdf](#)

[CJ104_1SR_1994-10-06.pdf](#)

[CJ104_2NSR_1991-05-30.pdf](#)

[CJ104_2NSR_2008-08-02.pdf](#)

[CJ104_CourseGuide_1981-11-17.pdf](#)

[CJ104_2NSR_2009-12-10.pdf](#)

[CJ104_2NSR_2010-05-24.pdf](#)

[CJ104_XMemo_2003-03-03.pdf](#)

[CJ104_XMemo_2003-03-05.pdf](#)

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3. Identify and apply the detection, suppression, apprehension and prosecution procedures of substance abuse violations.

CJ106 (archived 2003) - Corrections as a Career

This course is designed to provide the corrections officers/recruits with the basic understand of the principles, the history and responsibilities involved when choosing corrections as a career. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required.

CJ107 - Introduction to Corrections

An introduction and overview of fundamental processes, trends, and practices of juvenile and adult probation, institutional treatment, parole, and contemporary community-based correctional programs, both public and private will be covered in this course. Included is a review of the history and philosophy of corrections, with emphasis on the constitutional rights of offenders. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Explain and analyze the correctional process, the correctional system, and the role of corrections in contemporary society.
2. Evaluate the history and evolution of the correctional process.
3. Identify the various correctional systems.
4. Examine the administration and trends in corrections.

CJ108 (archive 2003) - Law & The Correctional Officer

A study of the legal aspects of being a correctional officer which includes instruction in inmates' rights and responsibilities, lawsuits and liability, Guam law and the Guam Court System. Parole, probation and courtroom testimonies are also introduced. The course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required.

CJ109 (archived 2003) - Emergency Medical Technician

The program was developed to assure maintenance of a uniformly high level of training and skills among EMTs who have successfully completed the basic training program. Specific objectives are: 1) review basic skills and knowledge of emergency care; 2) bring the student up-to-date on new knowledge in patient care, employment of acceptable newly developed equipment, faults of new equipment that are not acceptable; and 3) recently students in CPR. Extensive practical and didactic exercises insure that the EMTs know why they are doing something not just how to do it. Prerequisite: CJ103. Can be repeated for credit.

CJ112 (archived 2003) - First Responder Refresher

This course emphasizes the development of student skills in recognition of signs and symptoms of illnesses and injuries and in proper procedures of emergency care. The refresher training program serves a review of central material assuring a minimum level of cognitive knowledge and skill performance for each First Responder. Prerequisite: CJ102.

Related Documents

[CJ106_XMemo-Delete_2003-03-03.pdf](#)

[CJ106_XMemo-Delete_2003-03-05.pdf](#)

[CJ107_1981-09-04.pdf](#)

[CJ107_1SR_2008-04-21.pdf](#)

[CJ107_2NSR_2008-08-02.pdf](#)

[CJ107_2NSR_2009-12-10.pdf](#)

[CJ107_2NSR_2008-12-16map.pdf](#)

[CJ107_CourseGuide_1981-09-04](#)

[CJ107_XMemo_2003-03-03.pdf](#)

[CJ107_XMemo_2003-03-05.pdf](#)

[CJ108_XMemo-Delete_2003-03-03.pdf](#)

[CJ108_XMemo-Delete_2003-03-05.pdf](#)

[CJ109_XMemo-Delete_2003-03-03.pdf](#)

[CJ109_XMemo-Delete_2003-03-05.pdf](#)

[CJ112_XMemo-Delete_2003-03-03.pdf](#)

[CJ112_XMemo-Delete_2003-03-05.pdf](#)

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Courses

CJ115 (archived 2003) - Introduction to Police Career

This course fosters positive police-community relations. The student will understand and utilize the principles and techniques that promote community service, crime prevention, and appropriate behavior by an individual police officer. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required.

CJ122/SI122 - Introduction to Forensic Science

This course introduces students to the field of forensic science. Students will be able to identify the various principles, methods and procedures used in the preservation, collection, processing, and investigation of the crime scene as well as identify the various scientific techniques used to evaluate and analyze the evidence to resolve criminal matters. Students will also be familiar with some of the legal and ethical issues in forensic science. Course offering: As needed. Prerequisites: CJ100

Student Learning Outcomes (SLOs)

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

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

CJ125 (archived 2003) - Human Behavior & the CJ System

This course deals with the productive supervision of inmates through effective interpersonal skills and is designed to create an awareness of mental illness. The student will also learn the necessary skills to better cope with the stress and tension inherent in the corrections profession. This course is conducted through the Continuing Education for career public safety officers and recruits. Instructor permission is required.

CJ126 - Officer Survival

CJ126 OFFICER SURVIVAL Credits: 3 Course Offering: As Needed. Prerequisites: Instructor permission
Corequisites: None. This course provides law enforcement academy recruits with the knowledge and skills necessary to perform a variety of police tasks safely and effectively. This course is designed for career public safety officers and recruits. Instructor permission is required.

Student Learning Outcomes (SLOs)

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

1. Identify the safety techniques to use when approaching a potentially dangerous or life threatening situation.
2. List street survival skills an officer should acquire while on duty.
3. Demonstrate the ability to apply officer safety and street survival skills at an acceptable level in mock situations.

CJ126L - Officer Survival Laboratory

Related Documents

[CJ115_XMemo-Delete_2003-03-03.pdf](#)

[CJ115_XMemo-Delete_2003-03-05.pdf](#)

[CJ122_0Adopt_2009-11-23.pdf](#)

[SI122_2NSR_2011-01-03.pdf](#)

[CJ125_XMemo-Delete_2003-03-03.pdf](#)

[CJ125_XMemo-Delete_2003-03-05.pdf](#)

[CJ126_2NSR_1999-06-14.pdf](#)

[CJ126_2NSR_2009-12-10.pdf](#)

[CJ126_2NSR_2010-03-10.pdf](#)

[CJ126_XMemo_2003-03-03.pdf](#)

[CJ126_XMemo_2003-03-05.pdf](#)

[CJ126_1994-03-19.pdf](#)

[CJ126L Memo 1999-04-07.pdf](#)

Courses	Related Documents
<p>This course provides students with the opportunity to practice and demonstrate “hands on” application of survival skills learned in CJ126. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is designed for career public safety officers and recruits. Instructor permission is required.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Practice the various officer safety and street survival skills in mock situations. 2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels. 	<p>CJ126L Deletion 1999-04-07.pdf</p> <p>CJ126L_2NSR_2009-12-10.pdf</p> <p>CJ126L_2NSR_2010-03-10.pdf</p>
<p>CJ130 (archived 2003) - Security, Supervision & Control</p> <p>Security and control are prime responsibilities of institutions and the correctional officer employed there. This course is designed to provide the student with a basic knowledge of proven security and control systems. The course also covers positive, constructive supervision methods which will help the officer maintain order in the correctional institution. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required.</p>	<p>CJ130_XMemo-Delete_2003-03-03.pdf</p> <p>CJ130_XMemo-Delete_2003-03-05.pdf</p>
<p>CJ132 - Emergency Vehicle Operator Course (EVOC)</p> <p>This course is restricted to students enrolled the Criminal Justice Academy or Law Enforcement Cycle. It prepares students and fire recruits to safely operate emergency vehicles used by their respective agencies.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify major components of an emergency response vehicle. 2. Explain the local and federal laws governing the operations in responding to emergency situations. 3. Utilize basic emergency vehicle operator skills during controlled, emergency response scenarios. 	<p>CJ132_1SR_1994-11-22.pdf</p> <p>CJ132_2NSR_2009-12-10.pdf</p> <p>CJ132_2NSR_2010-03-10.pdf</p> <p>CJ132_1SR_2011-02-08.pdf</p> <p>CJ132_XMemo_2003-03-03.pdf</p> <p>CJ132_XMemo_2003-03-05.pdf</p> <p>CJ132_1SR_2017.12.19 1.4.2018_1.12.2018.pdf</p>
<p>CJ135 - Firearms Use/Safety/Care</p> <p>This course is restricted to students enrolled in the Criminal Justice Academy or Law Enforcement Cycle. It is designed to teach students the proper use and care of firearms. Emphasis is placed on safety, use of deadly force, marksmanship, judgmental shooting, and the care and cleaning of weapons.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify the physical attributes and mechanics of a firearm. 2. Apply basic firearm safety techniques. 3. Identify the various laws related to firearms use. 4. Practice safe use of firearms within a controlled environment. 5. Demonstrate use of firearms at prevailing acceptable and passing levels. 	<p>CJ135_1SR_1994-03-14.pdf</p> <p>CJ135_2NSR_2005-05-10.pdf</p> <p>CJ135_2NSR_2008-08-02.pdf</p> <p>CJ135_2NSR_2009-12-10.pdf</p> <p>CJ135_2NSR_2010-03-10.pdf</p> <p>CJ135_1SR_2011-03-22.pdf</p> <p>CJ135_XMemo_2003-03-03.pdf</p> <p>CJ135_XMemo_2003-03-05.pdf</p> <p>CJ135_1SR_2018.05.30.pdf</p>
<p>CJ140 - Defensive Tactics</p>	<p>CJ140_2NSR_2005-06-22.pdf</p>

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Courses

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is designed for career public safety officers and recruits.

Student Learning Outcomes (SLOs)

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

1. Perform control and self-defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and the continuum of force.
4. Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

CJ145 - Physical Development

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is designed for career public safety officers and recruits.

Student Learning Outcomes (SLOs)

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

1. Develop a positive attitude toward physical fitness.
2. Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
3. Participate in physical development exercises.
4. Demonstrate the use of the various physical development exercises.

CJ148 - Traffic Law Enforcement

This course provides students with the knowledge and skills necessary in the identification and enforcement of Guam's traffic laws. Students will be acquainted with the terminology, facts, and concepts of pedestrian, bicycle and motor vehicle violations to include a comprehensive understanding of Title 16 Guam Code Annotated, the Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to deal with DUI offender cases, how to operate radar and laser devices, and how to conduct traffic direction and accident investigation. Course offering: As needed. Prerequisites: CJ100, CJ150

Student Learning Outcomes (SLOs):

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

1. Interpret and apply Title 16, Guam Code Annotated (the Vehicle Code of Guam) and related

Related Documents

[CJ140_2NSR_1999-04-07.pdf](#)
[CJ140_4Delete_2003-12-17.pdf](#)
[CJ140_CourseGuide_1988-02-05.pdf](#)
[CJ140_2NSR_2009-12-10.pdf](#)
[CJ140_2NSR_2010-05-24.pdf](#)
[CJ140_XMemo_2003-03-03.pdf](#)
[CJ140_XMemo_2003-03-05.pdf](#)

[CJ145 Physical Development 1988-02-05.pdf](#)
[CJ145 1988-02-05.pdf](#)
[CJ145 1999-04-07 NSR.pdf](#)
[CJ145 Deletion Memo 2003-12-03.pdf](#)
[CJ145 NSR 2005-06-22.pdf](#)
[CJ145_2NSR_2005-06-22.pdf](#)
[CJ145_2NSR_2009-12-10.pdf](#)
[CJ145_2010-05-24.pdf](#)
[CJ145_CourseGuide_1988-02-05](#)
[CJ145_XMemo_2003-03-03.pdf](#)
[CJ145_XMemo_2003-03-05.pdf](#)
[CJ145_4Delete_2003-12-17.pdf](#)

[CJ148_2NSR_1999-06-14.pdf](#)
[CJ148_2006_1SR_2006-05-11.pdf](#)
[CJ148_CourseGuide_1984-06.pdf](#)
[CJ148_2NSR_2009-12-10.pdf](#)
[CJ148_2NSR_2010-05-24.pdf](#)
[CJ148_XMemo_2003-03-03.pdf](#)
[CJ148_XMemo_2003-03-05.pdf](#)
[CJ148_1SR_2013-04-15.pdf](#)

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Courses

Related Documents

statutes to hypothetical situations.

2. Demonstrate the use operations, and limitations of radar laser and other traffic enforcement devices.
3. Demonstrate Guam Police Department (GPD) protocols concerning the enforcement of Guam's Safe Street Act laws including DUI Checkpoint Procedures, DUI Traffic Stops, Field Sobriety and Breathalyzer Testing and Arrest and Post-Arrest protocols.
4. Demonstrate GPD Red-Light Running and Buckle-Down Protocols.

CJ150 - Criminal Procedure

This course provides an overview of the criminal justice process, the court system, and the U.S. Constitution with emphasis on the method of case interpretation of the U.S. Supreme Court and the Criminal Procedure Code of Guam. Course offering: As needed

Student Learning Outcomes (SLOs)

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

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

CJ155 - Self Defense

This course is a study of the basic principle and control techniques of weapons defense. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Apply the basic self-defense techniques through practical hands on training.
2. Demonstrate evasive measures, personal security, and escape tactics.
3. Demonstrate proper use of defense techniques upon weapon attacks and defend against multiple assailants.

CJ160 - Motorcycle Training

This course is designed to provide police officers and police recruits with the skills and confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is conducted through the Office of Continuing

[CJ150_2NSR2005-03-29.pdf](#)

[CJ150_1SR_2007-04-25.pdf](#)

[CJ150 NSR 1999-04-07.pdf](#)

[CJ150_2NSR_2008-08-02.pdf](#)

[CJ150_CourseGuide.pdf](#)

[CJ150_2NSR_2009-12-10.pdf](#)

[CJ150_2NSR_2010-03-10.pdf](#)

[CJ150_1SR_2009-11-23.pdf](#)

[CJ150_2NSR_2008-12-16map.pdf](#)

[CJ150_1SR_2009-11-19.pdf](#)

[CJ 150 _AY1617-FINAL.pdf](#)

[CJ150_1SR_2017.07.02.pdf](#)

[CJ155_2NSR_1999-06-14.pdf](#)

[CJ155_2NSR_2009-12-10.pdf](#)

[CJ155_2NSR_2010-03-11.pdf](#)

[CJ155_XMemo_2003-03-03.pdf](#)

[CJ155_XMemo_2003-03-05.pdf](#)

[CJ155_6Arch_2018.06.22.pdf](#)

[CJ160 1994-11-22.pdf](#)

[CJ160_2NSR_2009-12-10.pdf](#)

[CJ160_2NSR_2010-03-11.pdf](#)

[CJ160_XMemo_2003-03-03.pdf](#)

Courses	Related Documents
<p>Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Understand the basic motorcycle operation skills. 2. Demonstrate and differentiate between fundamental riding skills and street riding skills. 3. Determine the proper operation of a motorcycle under normal, special, adverse, hazardous and emergency riding conditions. 	<p>CJ160_XMemo_2003-03-05.pdf</p>
<p>CJ170 (archived 2003) - EMT Intermediate I</p> <p>This module was developed to be taught as one of two modules within a single course to those experienced EMTs who have the potential and desire to increase their knowledge in and deliver a more sophisticated level of Emergency Medical Technological skills within the advanced life support area. Specific objectives included are: 1) Definition of Mass Casualty; 2) Problems and Solutions of Mass Casualty Response; 3) Advanced Mass Casualty Triage Procedures and Practice; 4) Skills Review and Refinement; 5) Equipment and Personnel Utilization; 6) Disaster Plan Review; 7) Psychological Response to Mass Casualty; 8) Specific Considerations of Local Area. Prerequisites: CJ103; Valid Certification as Basic EMT from Guam or the NREMT and two years EMT experience. Can be repeated for credit.</p>	<p>CJ170_XMemo-Delete_2003-03-03.pdf CJ170_XMemo-Delete_2003-03-05.pdf</p>
<p>CJ175 (archived 2003) - EMT Intermediate II</p> <p>This module was developed to be taught as one of two modules within a single course to those experienced EMTs who have the potential and desire to increase their knowledge in and deliver a more sophisticated level of Emergency Medical Technological skills within the advanced life support area. Specific objectives included are: 1) Intravenous Theory; 2) Solution Types and Uses; 3) Equipment Types and Selection for Use; 4) Set-Up and Volume Infusion Calculation; 5) IV Site Selections; 6) Starting an Infusion; 7) Potential Problem/Complications of IV Theory; 8) Monitoring Before and During Transportation. Prerequisites: CJ103; Valid Certifications Basic EMT from Guam or the RNEMT and two years EMT experience. Can be repeated for credit.</p>	<p>CJ175_XMemo-Delete_2003-03-03.pdf CJ175_XMemo-Delete_2003-03-05.pdf</p>
<p>CJ200 - Criminal Law</p> <p>This course is designed to introduce students to the history, philosophy, and application of US Federal and Guam criminal laws. It provides students with an understanding of crime classifications, matters affecting criminal responsibility, criminal statutes including those of Guam, and the role of criminal law in contemporary society. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the origin and evolution of US Criminal Laws and the US Federal and Guam/State Court systems and their relationship to each other. 2. Identify the basic principles of Criminal Law. 	<p>CJ200_1SR_2003-04-28.pdf CJ200_2NSR)2005-03-29.pdf CJ200_1SR_1997-04-18.pdf CJ200_2NSR_2008-08-02.pdf CJ200_CourseGuide_1981-09-02.pdf CJ200_XMemo_1994-10-07.pdf CJ200_2NSR_2009-12-10.pdf CJ200_2NSR_2010-03-10.pdf CJ200_2NSR_2008-12-16map.pdf</p>

Courses	Related Documents
<p>3. Distinguish the elements of various common law and statutory crimes.</p> <p>4. Apply Guam's substantive criminal laws under the Guam Code Annotated (GCA) to hypothetical situations.</p> <p>CJ204 - Introduction to Criminology</p> <p>This course provides a fundamental understanding of criminal behavior, crime topologies, and the various theories of crime causation. Students will also explore the efforts of society to remedy, correct, and prevent crime and delinquency.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify the role of the criminal justice system in criminology. 2. Compare and contrast major theories of crime causation and typologies. 3. Explain the evolution of criminology as it relates to the current criminal justice system. <p>CJ205 - Police Report Writing</p> <p>This course is designed to emphasize the key principles and techniques in the development of various types of report writing for law enforcement professionals. Report writing proficiency will focus upon evidence gathering, report organization, sentence and content development. Permission from advisor and/or instructor is required. Course offering: As needed. Prerequisites: EN100R, EN100W</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Organize relevant information to write an effective report. 2. Differentiate amongst the various types of evidence required for different law enforcement report forms. 3. Demonstrate writing techniques for effective report writing. <p>CJ206 - Social Values & the Criminal Justice Process</p> <p>This course is designed to provide an in-depth exploration consistent with the philosophy that social value and ethics are basic principles of a sound criminal justice process, and the roles of the administration of justice practitioners in relation to the public they serve. Through interaction and study, the student will become aware of the interrelations and role expectations of the human dimension required by practitioners in developing empathy, sensitivity, and acceptable behavior. Instruction on the importance of open communication and accountability to those within and without the justice process is explored.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p>	<p>CJ200_2SR_2013-04-15.pdf</p> <p>CJ204_2SR_1996-06-13.pdf</p> <p>CJ204_2NSR_2005-03-29.pdf</p> <p>CJ204_2NSR_2008-08-02.pdf</p> <p>CJ204_2NSR_2009-12-10.pdf</p> <p>CJ204_2NSR_2008-12-16map.pdf</p> <p>CJ204_XMemo_2003-03-03.pdf</p> <p>CJ204_XMemo_2003-03-05.pdf</p> <p>CJ204_1SR_2013-02-22.pdf</p> <p>CJ204_1SR_2017.05.22.pdf</p> <p>CJ204_1SR_2017.12.19.pdf</p> <p>CJ205_2NSR_1999-06-14.pdf</p> <p>CJ205_2NSR_2005-03-29.pdf</p> <p>CJ205_2NSR_2008-08-02.pdf</p> <p>CJ205_CourseGuide_1981-11-18.pdf</p> <p>CJ205_2NSR_2009-12-10.pdf</p> <p>CJ205_2NSR_2010-03-10.pdf</p> <p>CJ205_2NSR_2008-12-16map.pdf</p> <p>CJ205_XMemo_2003-03-03.pdf</p> <p>CJ205_XMemo_2003-03-05.pdf</p> <p>CJ205_1SR_2012-04-26.pdf</p> <p>CJ205_1SR_2017.05.22.pdf</p> <p>CJ206_1SR_2003-03-26.pdf</p> <p>CJ206_2NSR_2008-08-02.pdf</p> <p>CJ206_CourseGuide_1981-11-18.pdf</p> <p>CJ206_2NSR_2009-12-10.pdf</p> <p>CJ206_2NSR_2008-12-16map.pdf</p> <p>CJ206_XMemo_2003-03-03.pdf</p> <p>CJ206_XMemo_2003-03-05.pdf</p> <p>CJ206_1SR_2013-02-</p>

Courses	Related Documents
<ol style="list-style-type: none"> 1. Analyze community-policing strategies. 2. Demonstrate the role of police and professionalism. 3. Identify the various ethical issues of policing. 4. Explain how political, social, and economic issues relate to law enforcement. 	CJ206_1SR_03.24.22.pdf
<p>CJ207 (archived 2003) - Introduction to Corrections: Interviews and Counseling</p> <p>A study of the basic concepts of interviewing and counseling techniques used by corrections officers in one-to-one contact with clients. Rudimentary skills practiced through role-playing and demonstration to prepare the student for practice in the field, and an appreciation of further training required. Prerequisite: CJ107 or permission.</p>	CJ207_1981-11-18.pdf CJ207_2003-12-17 Deletion Memo.pdf CJ207_XMemo_2003-03-03.pdf CJ207_XMemo_2003-03-05.pdf
<p>CJ209 - Concept of Police Operations</p> <p>This course provides students with operational knowledge needed to function successfully in a modern police agency. Concepts are particularly useful for first-line supervisors and managers. Topics include effective supervision, communication skills, problem solving, time management, motivation and morale, effective discipline, interpersonal conflict, stress management, productivity issues, and performance appraisals. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Explain and evaluate the structure, organization, and management of police or other law enforcement agency. 2. Explain and analyze the various types of police operations and the methods and strategies used to implement policies and other executive decisions. 3. Demonstrate understanding of the interrelations, role, conflict and trends of police and law enforcement in modern society. 	CJ209_1SR_2003-12-15.pdf CJ209_2NSR_2005-03-29.pdf CJ209_2NSR_2003-10-27.pdf CJ209_2NSR_2008-08-02.pdf CJ209_CourseGuide_1981-11-17.pdf CJ209_2NSR_2009-12-10.pdf CJ209_2NSR_2008-12-16map.pdf CJ209_XMemo_2003-03-03.pdf CJ209_XMemo_2003-03-05.pdf CJ209_1SR_2013-04-15.pdf
<p>CJ225 - Criminal Investigations</p> <p>This course provides students with the knowledge and technical skills necessary to successfully investigate crime scenes, identify suspects, and successfully present evidence in court. Skills learned and practiced include processing crime scenes, preserving and evaluating evidence collected, interviewing witnesses and suspects, case preparation, and presenting evidence in court. Course offering: As needed. Prerequisites: CJ100, CJ205, EN100R, EN100W</p>	CJ225_1SR_2003-11-20.pdf CJ225_2NSR_2005-03-29.pdf CJ225_2NSR_2008-08-02.pdf CJ225_CourseGuide1981-09-09.pdf CJ225_2NSR_2009-12-10.pdf CJ225_2NSR_2008-12-16map.pdf CJ225_XMemo_2003-03-03.pdf CJ225_XMemo_2003-03-035.pdf
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Apply the various methods used in investigating criminal cases to hypothetical situations. 2. Explain and evaluate the investigation, processing, and preservation of a crime scene. 3. Identify and analyze the various methods used to obtain information. 	CJ246_XMemo-Delete_2003-03-03.pdf

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Courses

Exploration of philosophy and programs of juvenile and adult probation supervision, after care parole, half-way homes, work and educational release-furlough, as well as execution clemency and interstate compact practices. The dilemma of surveillance-custody/control factors vs supervision-treatment will be examined. Introduction to classification of offenders, leading to treatment implications, will be analyzed. Citizen-agency relationships will be investigated, along with potentials for utilizing citizen volunteer programs. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required. Prerequisite: CJ107.

CJ250 - Police Organizational Theory

This course examines and analyzes the traditional concepts, techniques, policies and operating systems in the police component of the criminal justice system. Basic knowledge of the police organizational function, structure, processes, and behavior is emphasized. Theories related to the practice applied to the administration of justice process and the comprehension of administrative phenomena is explored. Permission from instructor/CJ Advisor is required. Course offering: As needed. Prerequisites: CJ 100, EN100R, EN100W

Student Learning Outcomes (SLOs)

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

1. Apply the various management theories and styles.
2. Explain and evaluate the structure and organization of police and other law enforcement agencies.
3. Identify and analyze the concepts of leadership, decision-making, accountability, responsibility, and liability.

CJ260 - Forensic Computer Examiners

This course is designed to address training requirements for students seeking employment as forensic computer examiners in the public safety field. Specifically, this course is a requirement for the Forensic Computer Examiner concentration in the AS in Criminal Justice program. Course offering: As needed. Prerequisites: CJ122, CJ225

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge required to successfully pass the Certified Forensic Computer Examiner test.
2. Analyze electronic data including storage and retrieval.
3. Compile computer evidence.
4. Identify how to process the electronic crime scene.

CJ290 - Criminal Justice Internship

This course provides students a supervised work experience to develop skills necessary to succeed in the Criminal Justice field. The experience will acquaint students with terminology, facts and conceptions relating to a specific agency within the Criminal Justice field. Also, students will evaluate the importance of that agency's role in the Criminal Justice process and their role as a Criminal Justice professional. Course offering:

Related Documents

[CJ246_XMemo-Delete_2003-03-05.pdf](#)

[CJ250_1981-09-08.pdf](#)

[CJ250_2NSR_2005-03-29.pdf](#)

[CJ250_2NSR_2008-08-02.pdf](#)

[CJ250_2NSR_2009-12-10.pdf](#)

[CJ250_CourseGuide_1981-09-08.pdf](#)

[CJ250_2NSR_2008-12-16map.pdf](#)

[CJ250_XMemo_2003-03-03.pdf](#)

[CJ250_XMemo_2003-03-05.pdf](#)

[CJ250_1SR_2012-04-26.pdf](#)

[CJ260_0Adopt_2010-04-30.pdf](#)

[CJ260_6Arch_2018.06.22.pdf](#)

[CJ290_1SR_2005-05-25.pdf](#)

[CJ290_2NSR_1994-04-07.pdf](#)

[CJ290_2NSR_2008-08-02.pdf](#)

[CJ290_CourseGuide_1981-09-08.pdf](#)

AIER/CCA

Courses

As needed

CJ292 - Criminal Justice Practicum

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

Student Learning Outcomes (SLOs)

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

1. Integrate classroom knowledge and theories with outside work experience.
2. Develop practical work related skills.
3. Explain the operations of a criminal justice related agency.
4. Practice the daily operations policy of a criminal justice related agency.

CM101 - Cosmetology I

The primary purpose of this course is for students to acquire basic manipulative skills in shampooing, haircutting, nail care, and skin care with compliance to infection control and all safety operations in order to obtain licensure and competency in entry-level positions required in the field of cosmetology. Students will have the opportunity to complete 450 hours of in-class and salon practices under the supervision of a licensed cosmetologist.

Apply entry level cosmetology techniques for hair, skin, and nails.

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

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

CM102 - Cosmetology II

This is a lecture/lab course offered in the second semester of the program. It includes instruction in haircutting, hair coloring, chemical texture, principles of hair design, hairstyling, and pedicure services.

Related Documents

[CJ290_2NSR_2009-12-10.pdf](#)
[CJ290_2NSR_2010-03-11.pdf](#)
[CJ290_2NSR_2008-12-16map.pdf](#)

[CJ292_1SR_1989-08-25](#)
[CJ292_CourseGuide_1980-10-15](#)
[CJ292_1SR_2013-03-13.pdf](#)

[CM101_1SR_2007-02-12.pdf](#)
[CM101_2NSR_1995-09-18.pdf](#)
[CM101_2NSR_2008-12-19.pdf](#)
[CM101_2NSR_2010-12-16.pdf](#)
[CM101_1SR_2012-05-16.pdf](#)
[CM101_1SR_2017.05.08.pdf](#)
[CM101_1SR_2017.12.19.pdf](#)
[CM101_1SR_03.25.22.pdf](#)

[CM102_0Adopt_2012-06-01.pdf](#)
[CM102_1SR_2017.05.22.pdf](#)
[CM102_1SR_2017.12.19.pdf](#)

AIER/CCA

Courses	Related Documents
<p>Successful completion of this course will help students reach the goal of obtaining licensure and competency in entry-level positions required in the field of cosmetology. Students will have the opportunity to complete 450 hours of in-class and salon practices under the supervision of a licensed cosmetologist.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Perform procedures in various haircutting, styling, chemical texture, and hair coloring services to a client's satisfaction.2. Model basic nail services in a class and/or salon setting, to include foot and leg massage.3. Apply critical thinking and problem solving skills while conducting cosmetology services. <p>CM102L (formerly CM115) - Salon I This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM115. Course offering: As needed. Corequisite: CM101</p> <p>CM103L (formerly CM115) - Salon I Advanced This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM115. Course offering: As needed. Prerequisites: CM101, CM102L, CM117</p> <p>CM104A - Cosmetology III This course emphasizes skills introduced and practiced in CM101 Cosmetology I and CM102 Cosmetology II, to develop in a salon/lab environment. Students will gain experience in a salon open to the public and is designed to give the students the opportunity to further enhance their cosmetology skills. The level of performance rendered, is at a minimum competency needed for an entry-level skilled position in the field of cosmetology (450 clock hours). Students may recover clock hours via a Continuing Education CM192 Cosmetology Lab (5 credit) course. If a student is not present by the end of the second day of class they may be dropped.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Describe the skills and knowledge needed for hair coloring, chemical texture, basic styling, nail, and skin care services in a salon setting.2. Practice appropriate customer service skills when performing cosmetology services in a salon setting.3. Apply test taking strategies in preparation for the Guam Board of Barbering and Cosmetology exam to be a licensed cosmetologist. <p>CM104B - Cosmetology IV</p>	<p>CM102_1SR_03.25.22.pdf</p> <p>CM102L_1SR_2007-02-12.pdf CM102L_2NSR_2010-12-16.pdf CM102L_4Arch_AIH_2014-03-31 2-12-2015.pdf CM102L_4Arch_2014-03-31 Feb122015.pdf</p> <p>CM103L_1SR_2007-03-28.pdf CM103L_6Arch_2014-03-31 2162015.pdf CM103L_6Arch_AIH_2014-03-31 2162015.pdf</p> <p>CM104_0Adopt_2012-05-21.pdf CM104_0Adopt_2012-05-21.pdf CM104A_1SR_2015-06-22.pdf CM104A_1SR_2018.10.23.pdf CM104A_1SR_03.25.22.pdf</p> <p>CM104B_1SR_2015-06-22.pdf</p>

AIER/CCA

Courses	Related Documents
<p>This course builds on skills practiced in CM104A Cosmetology III to develop a mastery skill level in a salon/lab environment. The focus of this course is to prepare the student to successfully apply and pass The National Cosmetology Practical Examination. The College's salon, which is opened to the public, is designed to give the students the opportunity to perfect their cosmetology skills. The level of performance rendered, is above the minimum needed for an entry-level skilled position in the field of cosmetology (450 clock hours). Students will practice practical and written exam scenarios to prepare for the National –Interstate Council of State Boards of Cosmetology Examination in order to obtain a Guam license to qualify for positions in the cosmetology field. Prerequisite: CM104A Cosmetology III.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Apply skills needed for services in a salon setting based on the content domains of the National Cosmetology Practical Examination.2. Create a business plan utilizing marketing features such as a pamphlet or video that focuses on the student's area of interest.3. Demonstrate preparedness to pass the written and practical cosmetology exam required by the National Interstate Council of State Boards of Cosmetology (NIC) and Guam Board of Barbering and Cosmetology (GBBC).	<p>CM104B_AIH_2015-06-22.pdf CM104B_1SR_03.25.22.pdf</p>
<p>CM105 (now CM101) - Introduction to Cosmetology</p> <p>This course covers regulations regarding the cosmetology profession equipment, professional and personal development, professional ethics, personality development, employee and employer relationships, public relations, salesmanship and business administration in relationship to the beauty salon operation. Prerequisite: none. Recommended concurrent enrollment in CM110 & CM115.</p>	<p>CM105_1SR_2000-10-25.pdf</p>
<p>CM106 (now CM201) - Science of Cosmetology</p> <p>This is an intermediate level course in the science of cosmetology. Study is related to anatomy, physiology, chemistry, art principles and preparation for Guam Board of Cosmetology licensing examination. Course offering: As needed. Prerequisites: CM105, CM110 & CM115. Co-requisites: CM111 & CM116</p>	<p>CM106_1SR_2005-05-13.pdf</p>
<p>CM110 (now CM101) - Elementary Cosmetology Theory</p> <p>This course covers basic instruction in the science of cosmetology. It also addresses related study of shampooing, rinses and scalp treatments, manicuring, facials, hair cutting, finger waving and styling. Sanitation and safety practices are stressed. Course offering: Fall and Spring. Corequisites: CM105 & CM115.</p>	<p>CM110_1SR_2005-05-13.pdf</p>
<p>CM111 (now CM201)) - Intermediate Cosmetology Theory</p> <p>This course covers intermediate instruction in massage, manicure, pedicure, facials, hair removal, makeup, permanent waving, cutting, hair coloring, hair-relaxing, thermal pressing and hair styling. Prerequisites: Permission. Recommended co-requisites: CM106 & CM116.</p>	<p>CM111_0Adopt_1995-10-16.pdf</p>
<p>CM115 (now CM102L & CM103L) - Elementary Cosmetology Lab</p> <p>This lab focuses on practice in the art of Cosmetology. The student performs beauty culture practices in both</p>	<p>CM115_1SR_2000-10-25.pdf</p>

Courses

class situations and under salon conditions in the lab. Students must complete the course in order to receive six credits as required to receive a Certificate in Cosmetology. Course offering: As needed. Recommended co-requisites: CM105 & CM110. (Inactive: December 2006)

CM116 (now CM202L, CM203L, & CM204L) - Intermediate Cosmetology Lab

This course provides opportunities for students to practice intermediate cosmetology skills in a salon setting. Individual instruction in intermediate hair styling, hair shaping, waving, coloring, makeup, facials, and air waving is given. Prerequisite: CM115. Co-requisites: CM106 & CM111. (Inactive: December 2006)

CM117 - Esthetics

This course teaches students the basic fundamentals. They perform as skincare consultants and specialists. They perform facials and facial massage, manually and with the aid of a machine. Students will gain knowledge and practical experience so that they can begin at entry levels, performing many of the duties of a licensed Esthetician. Course offering: As needed

CM118 - Nail Technology

This course incorporates the basic fundamentals needed for students to perform the duties of a nail specialist. Students will gain knowledge in salon business, infection control, anatomy and physiology, chemistry, electricity and nail care. Students will gain practical experience performing many of the duties of a licensed manicurist. Course offering: As needed

CM198 - Clinical Co-op/Work-Learn

This course provides students a supervised work experience to develop skills necessary to succeed in the cosmetology profession. It prepares students to enter the workforce by combining academic studies with practical, on-the-job training and work experience. Course offering: As needed. Prerequisites: CM101, CM102L

CM201 (formerly CM106, CM111 & CM210) - Concepts II

This lecture will include instruction in chemical texture services; hair design and styling; hair coloring and chemistry. Also, the necessary preparation for the Guam Board of Cosmetology licensing examination will be covered. Formerly CM106, CM111 and CM210. Course offering: As needed. Prerequisite: CM101

CM202L (formerly CM116) - Salon II

This lab focuses on practice in the art of cosmetology at an intermediate level. The student performs beauty culture practices in both class situations and under salon conditions in the lab. (Formerly: CM116). Course offering: As needed. Prerequisite: CM102L. Corequisite: CM201

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will:

1. Demonstrate the ability to correctly perform a chemical texture service.
2. Demonstrate the ability to correctly apply hair color service.
3. Demonstrate the ability to perform hair cutting services to customer satisfaction.

Related Documents

[CM116_1SR_2000-05-01.pdf](#)

[CM117_1SR_2007-04-10.pdf](#)

[CM117_6Arch_2014_08_07 Aug.132014.pdf](#)

[CM118_0Adopt_2007-04-18.pdf](#)

[CM118_6Arch_2014_08_07 Aug132014.pdf](#)

[CM198_1SR_2007-03-28.pdf](#)

[CM198_4Arch_2014-03-25.pdf](#)

[CM198_6Arch_AIH_2014-03-31 Feb122015.pdf](#)

[CM198_6Arch_2014-03-31 Feb122015.pdf](#)

[CM201_1SR_2007-02-12.pdf](#)

[CM201_2NSR_2008-12-19.pdf](#)

[CM201_2NSR_2010-12-16.pdf](#)

[CM201_4Arch_2014-03-25.pdf](#)

[CM202L_1SR_2007-02-12.pdf](#)

[CM202L_2NSR_2010-12-16.pdf](#)

[CM202L_6Arch_2014-04-18 Feb162015.pdf](#)

[CM202L_6Arch_AIH_2014-04-18 2162015.pdf](#)

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Courses

CM203L (formerly CM116) - Salon II Advanced

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM116. Course offering: As needed. Prerequisites: CM101, CM117, CM201

CM204L (formerly CM116) - Salon III

This laboratory course focuses on practice in the art of cosmetology at an advanced level. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. This course is taken in the third semester if CM198 Co-Op is not taken. (300 contact hrs.). Formerly CM116. Course offering: As needed. Prerequisite: CM202L

CM210 (now CM201) - Advanced Cosmetology Theory

This course focuses on advanced instruction in nail, skin, scalp and hair disorders as well as advanced theory instruction in manicure, facial, makeup, permanent waving, hair coloring, hair shaping and hair waving. It includes preparation for the Guam Board of Cosmetology licensure examination. Prerequisite: Permission. Recommended co-requisites: CM215.

CM215 - Advanced Cosmetology Lab

The course provides (1-7 credits/75-525 contact hours) actual performance of the art of Cosmetology under salon conditions in the GCC Cosmetology clinic. Special instruction in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CM204L. Corequisites: CM210

CM292 - Cosmetology Practicum

Cosmetology Practicum is to provide individuals training for cosmetology-related occupations with methods and techniques to develop effective interpersonal skills and professional ethics. The supervised work experience affords the students the opportunity to develop skills necessary to succeed in the cosmetology profession. This practicum is (250) clock hours. Prerequisites: CM101 & CM102 Course offering: Summer only.

CO110 - Critical Thinking for Civic Engagement

The world and our Micronesian region is facing environmental, political, and economic challenges that require civic engagement. This course provides students with the opportunity to practice fundamental thinking skills for approaching real-world challenges. Students will learn to approach civic and interpersonal challenges by evaluating evidence in order to develop solutions and draw informed conclusions.

Student Learning Outcomes (SLOs)

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

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

Related Documents

[CM203L_2NSR_2007-03-28.pdf](#)

[CM203L_6Arch_2014-04-18 2162015.pdf](#)

[CM203L_6Arch_AIH_2014-04-18 2162015.pdf](#)

[CM204L_1SR_2007-03-28.pdf](#)

[CM204L_6Arch_2014-04-18 2162015.pdf](#)

[CM204L_6Arch_AIH_2014-04-18 2162015.pdf](#)

[CM210_0Adopt_1995-10-16.pdf](#)

[CM215_2NSR_2000-05-01.pdf](#)

[CM215_0_Pilot_1994-04-20.pdf](#)

[CM215_1SR_2000-05-01.pdf](#)

[CM215_XMemo_2003-03-03.pdf](#)

[CM215_0Adopt_1995-10-16.pdf](#)

[CM292_0Adopt_2012-05-21.pdf](#)

[CM0Cert_0Memo_2015-07-10 \(1\)_.pdf](#)

[CO110_ADPT_2019.12.19.pdf](#)

AIER/CCA

Courses

CO125 - Introduction to Human Communication & Speech

In this course, students will apply communication theories, concepts and skills to their own real-world experiences. The goal is to develop students' self-awareness, understanding of culture, and communication skills for more effective communication in a variety of contexts. Students will also prepare and present speeches. Formerly EN125. Prerequisite: Placement into EN110 or equivalent

Student Learning Outcomes (SLOs)

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

1. Demonstrate listening and information gathering skills;
2. Explain the differences in cultural communication patterns;
3. Apply oral communication skills through actual applications; and
4. Develop and deliver speeches for a variety of purposes.

CS101 - Introduction to Computer Systems & Information Technology

This course provides students with an overview of computer technology, computer hardware and software, data communications, Internet resources, programming concepts and other technologies that are an integral part of everyday life. Student Learning Outcomes (SLOs)

Student Learning Outcomes (SLOs)

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

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

CS102 - Computer Operations

This course features hands-on experience in multi-programming computer systems with various I/O devices. Operation procedures are given on the data entry stations, workstations, diskette drives, and system printers. Students learn control commands of display and console stations, control command statements, supplied procedures, utility programs, and program products. They are also introduced to the organization of a data processing center and its operations procedures.

Student Learning Outcomes (SLOs)

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

1. Be able to operate single user and multi-user operating systems.
2. Use system utilities at the basic level on AS/400.
3. Create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).

Related Documents

[CO125_NSR_2021.04.29 rcvd 2021.04.30.pdf](#)

[CS101_2NSR-Memo_1999-03-19.pdf](#)

[CS101_1SR_2007-05-08.pdf](#)

[CS101_2NSR_1994-09-08.pdf](#)

[CS101_CourseGuide_1980-09-30.pdf](#)

[CS101_CourseGuide_1992.pdf](#)

[CS101_2NSR_2010-03-23.pdf](#)

[CS101_2NSR_2008-10-29map.pdf](#)

[CS101_XMemo_1999-03-19.pdf](#)

[CS101_1SR_AIH_2014-05-02 2172015.pdf](#)

[CS101_LOCFinal5-1-14 2172015.doc](#)

[CS101_1SR_2018.03.16.pdf](#)

[CS102_1980-10-27.pdf](#)

[CS102_PS Program.pdf](#)

[CS102_2NSR_2008-10-29map.pdf](#)

[CS102_CourseGuide_1980-10-27](#)

[CS102_SR_AY1415-FINAL_2014-04-18_Acalog.pdf](#)

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Courses

CS103 - RPG

This course provides the student with the programming concepts and techniques necessary to solve business type problems. Students will learn program logic. They are also taught how to code, compile, test, debug, and execute programs. RPG (Report Program Generator) is the programming language used in this course. Course Offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Comprehend basic syntax and command structure of RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS104 - Visual Basic Programming

This course covers the introductory fundamentals of the Visual Basic programming language. Students will learn object oriented and event-driven programming concepts and develop applications using Visual Basic. Permission from instructor and/or from a computer science advisor is required. Course offering: Fall & Spring only. Prerequisites: CS101, MA108

Student Learning Outcomes (SLOs)

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

1. Describe basic syntax and command structure of Visual Basic Programming.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS110 - Introduction to Internet

This course introduces the student to the basic concepts of the Internet and explores the latest online tools and technologies.

Student Learning Outcomes (SLOs)

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

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

CS112 - Introduction to Linux

Introduction to Linux course presents students with an open source alternative to Windows operating system. This course discusses installation, simple administrations, and usage of Linux systems as both workstation and server. Questions about where to find, how to install and configure, and how to use open source software will be covered. Course offering: Fall Only

Student Learning Outcomes (SLOs)

Related Documents

[CS103_1980-10-27.pdf](#)

[CS103_1SR_2010-04-21.pdf](#)

[CS103_2NSR_2008-10-29map.pdf](#)

[CS103_CourseGuide_1980-10-27](#)

[CS104_1SR_2003-04-22.pdf](#)

[CS104_2NSR_1992-11-27.pdf](#)

[CS104_2NSR_2008-10-29map.pdf](#)

[CS104_1SR_2012-01-24.pdf](#)

[CS110_1SR_2006-06-28.pdf](#)

[CS110_0_Pilot_1997-05-14_1.pdf](#)

[CS110_1SR_2010-04-21.pdf](#)

[CS110_2NSR_2008-10-29map.pdf](#)

[CS112_0Adopt_2011-11-07.pdf](#)

[CS112_1SR_2017.05.22-1.pdf](#)

Courses

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

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

CS151 - Windows Applications

The students will learn fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands-on experience with real world applications using the Windows environment and the application software for Windows: Word Processing, Spreadsheet, Database and Presentation.

Student Learning Outcomes (SLOs)

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

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

CS152 - Macintosh Applications

The students will learn fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands-on experience with real world applications using the Macintosh environment and the application software for Macintosh: Word Processing, Spreadsheet, Database and Presentation.

Student Learning Outcomes (SLOs)

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

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

CS190/290 - Special Project and/or

This course is open to first year and second year students enrolled in Computer Science. The type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved (if required). Practical/specialized working experience in the area of data entry, data control, computer operations, computer programming and or systems analysis may be arranged. The student will be expected to meet at least once a week in conferences with the instructor. A term report summarizing his or

Related Documents

[CS151_1SR_2003-11-20.pdf](#)
[CS151_2NSR_2006-05-16.pdf](#)
[CS151_0_Pilot_1996-04-29.pdf](#)
[CS151_2NSR_2006-05-04.pdf](#)
[CS151_2NSR_2008-10-29map.pdf](#)
[CS151_1SR_2012-01-24.pdf](#)
[CS151_1SR_2018.04.12.pdf](#)
[CS151_1SR_2018.04.12.pdf](#)

[CS152_1SR_2005-05-25.pdf](#)
[CS152_2NSR_2008-06-09.pdf](#)
[CS152_0_Pilot_1998-08-20.pdf](#)
[CS152_1SR_2003-05-19.pdf](#)
[CS152_2NSR_2004-02-17.pdf](#)
[CS152_2NSR_2010-03-17.pdf](#)
[CS152_1SR_2015-06-22.pdf](#)
[CS152_1SR_2018.04.12.pdf](#)

[CS190-290_CourseGuide_1980-10-27.pdf](#)

Courses

her experience will be written by the student.

CS198-298 - Co-Op Work Study

The purpose of the course is to provide the student with practical experience in the field of Computer Science or Data Processing. The student must work at a work site which deals with the field of Computer Science or Data Processing.

CS202 - COBOL

The purpose of the course is to teach computer programming in COBOL (Common Business Oriented Language). A number of practical programs are written. Program problems deal with processing small volume of data using workstation keyboard and large volume of data using the printer and disk/diskette drives. Printer output includes titles, headings, vertical and horizontal spacing, etc. Statements of input/output, data manipulation, arithmetic, conditional, and procedure branching are covered. Arrays and subscripts, tables, subroutines, files, and other COBOL features are also discussed. Permission from instructor and/or a computer science advisor is required. Course offering: As needed. Prerequisite: CS101

Student Learning Outcomes (SLOs)

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

1. Comprehend basic syntax and command structure of COBOL.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS203 - Systems Analysis and Design

This course offers a practical, streamlined, and updated approach to information technology systems analysis and design. Students will learn how to translate business requirements into information systems that support a company's short-and long-term objectives by applying project management concepts, tools and techniques. Students will understand how IT supports business requirements in today's intensely competitive environment through emerging technologies, such as agile methods, cloud computing, and mobile applications in systems analysis and design.

Student Learning Outcomes (SLOs)

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

1. Describe the importance of system analysis and design in today's dynamic business environment.
2. Use an emerging technology in system analysis and design.
3. Manage system implementation of an IT project.

CS204 - C++ Programming

The purpose of the course is to teach students how to use the C++ programming language. The C++ language concepts and methods to be covered include program development, algorithms, data types, operators, expressions, input/output and files, program control, pointers, functions and macros, variable storage and memory models, arrays, data structures, unions, graphics, and BIOS services. Structured program design will be emphasized. It is not recommended to be the students' first programming course.

Related Documents

[CS202_1992-06.pdf](#)

[CS202_2NSR_1992-11-27.pdf](#)

[CS202_CourseGuide_1980-10-27.pdf](#)

[CS202_PS Program.pdf](#)

[CS202_2NSR_2008-10-29map.pdf](#)

[CS202_SR2014-04-24 COBOL LOC Final.pdf](#)

[CS203_1980-10-27.pdf](#)

[CS203_1981-10-05.pdf](#)

[CS203_1986-11-12.pdf](#)

[CS203_2NSR_2009-03-02.pdf](#)

[CS203_1SR_2009-12-24.pdf](#)

[CS203_2NSR_2008-10-29map.pdf](#)

[CS203_1SR_1986-11](#)

[CS203_CourseGuide_1980-10-27](#)

[CS203_CourseGuide_1981-10-05](#)

[CS203_1SR_2019.11.29.pdf](#)

[CS204_1995-01-22.pdf](#)

[CS204_0Adopt_1995-06-22.pdf](#)

[CS204_4DeletCS105_2004-02-09.pdf](#)

[CS204_2NSR_2008-10-29map.pdf](#)

[CS204_1SR_2015-04-01.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Use basic syntax and command structure of C++ Language.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS205 - Network Communications

Networking has become the foundation of the modern world. The interconnection of computers, individuals, and society as a whole has become interdependent. The students will obtain the basic knowledge on local area networks (LANs), wide area networks (WANs), the Internet and the Cloud. They will be able to design a simple network such as a local area network. They will also learn how to keep up with the changing hardware and software and how to maintain networks and expand them as needed.

Student Learning Outcomes (SLO)

1. Demonstrate an understanding of how the Internet progresses from how we know it today, and how it will continue to evolve.
2. Describe the Open Systems Interconnection model (OSI) and how it characterizes and standardizes the internal functions of a networking communication system by partitioning it into 7 abstraction layers.
3. Design a basic network, make network connections using various access methods and troubleshoot network problems

CS206 - Java I

This course introduces problem-solving methods and algorithm development using the object-oriented programming language Java. Students will learn to design, code, debug, and document programs using modern engineering techniques in a PC or Linux based environment, create Java applications that leverage the object-oriented features of the Java language such as encapsulation and polymorphism. Students will execute and run Java applications using Java data types and expressions, Java flow control constructs, arrays, etc.

Student Learning Outcomes (SLOs)

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

1. Develop effective, logical algorithms to solve real-world problems.
2. Write object-oriented Java programs using Java features, such as abstraction, encapsulation, and polymorphism.
3. Compile, run, and test object-oriented Java programs using an integrated development environment.

CS210 (archived March 2010) - Windows Professional

This course focuses on teaching the knowledge and skills required to install, configure, administer, and troubleshoot the Microsoft Professional operating system. It is presented in a task-oriented format that covers all the important features Windows Professional provides for end users and network Administrators.

[CS205_0_Pilot_1996-02-22.pdf](#)

[CS205_2NSR_2008-10-02.pdf](#)

[CS205_2NSR_2008-10-29map.pdf](#)

[CS205_1996-02-22](#)

[CS205_1SR_2015-06-22.pdf](#)

[CS206_0Adopt_2009-12-24.pdf](#)

[CS206_1SR_2015-06-22.pdf](#)

[CS206_1SR_03.23.22.pdf](#)

[CS210_0Adopt_2005-05-11.pdf](#)

[CS210_4DELETE_2010-03-02.pdf](#)

Courses

Related Documents

This course also provides students with interactive activities, and hands-on projects that reinforce key concepts and let the students experience first-hand the processes involved in Windows Professional configuration and management. This course contains material that is intended to help prepare students for Microsoft certification test 70-210. Course offering: As needed. Prerequisite: OA101 or permission from a Computer Science Advisor.

CS210A - Configuring Windows Systems

This course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing. This course helps students prepare for the Microsoft Certification Exam 70-680: Windows 7, Configuring.

[CS210A_0Adopt_2012-06-25.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Perform a clean installation of Windows 7, upgrade to Windows 7, and migrate user-related data and settings from an earlier version of Windows.
2. Secure Windows 7 client computers.
3. Optimize and maintain the performance and reliability of a Windows 7 client computer.

CS211 - JavaScript Programming

This hands on course will provide students with the skills to design and develop dynamic, interesting and interactive web pages using JavaScript. The basic web page creation using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) will also be introduced.

[CS211_0Adopt_2018.02.19.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify JavaScript basic syntax and command structure.
2. Create programs using JavaScript programming language.
3. Integrate JavaScript with HTML and CSS to create dynamic and animated web pages.

CS212 - Python Programming

Python is a general purpose interpretive programming language for a broad range of operating systems. Students will learn the basic concepts and techniques of programming with Python.

[CS212_0Adopt_2018.02.19-1.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify Python basic syntax and command structure.
2. Create programs using Python programming language.
3. Debug Python programs to fix syntax and logical errors.

CS213 - PHP Programming with MySQL

[CS213_0Adopt_2018.02.19-1.pdf](#)

Courses

Related Documents

Hypertext Preprocessor is an open source programming language that is used for developing interactive Web sites. MySQL is an open source relational database that is often used with PHP. Together, PHP and MySQL are becoming one of the most popular technology combinations for Web site development. This course teaches Web development with PHP and MySQL. At the beginning of the course, students will learn how to install Apache, PHP and MySQL open source free software on the computers. This course covers the basic functionality of PHP and MySQL along with introductions to advanced topics, including using PHP and MySQL to integrate object-oriented programming and how to build Web sites that incorporate authentication and security. At the end of the course, students will be able to use PHP and MySQL to build professional, dynamic and database driven Web sites.

Student Learning Outcomes (SLOs)

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

1. Write a complete program using PHP programming language.
2. Create a database using MySQL relational database language.
3. Build a professional, dynamic and databasedriven website using PHP and MySQL.

CS215 - Windows Server

This course will prepare students to handle the real-world challenges of managing a network. Students will learn planning protocols and dealing with compatibility issues, disk storage and operating system requirements. Other features covered will include: server installation, server configuration, managing clients through accounts and groups, managing security and folders, and fine-tuning the network. This course will help students prepare for Microsoft certification test 70-215. Course offering: As needed. Prerequisite: CS210 or permission from a Computer Science Advisor

[CS215_0Adopt_2005-05-11.pdf](#)

[CS215_4DELETE_2010-03-02.pdf](#)

CS216 - Windows Network Infrastructure

This course is the introduction to Windows networking. Installation and configuration of Domain Name Service and Dynamic Host Configuration Protocol, Virtual Private Network, and remote access will be covered. Transmission Control Protocol/Internet Protocol, Windows Internet Name Service, IP routing, gateway services, Remote Installation Service security, network protocol security, configuring IP Security, Network Address Translation, monitoring events, and installing certificates are some of the other topics students will work with in this course. This course will help students prepare for Microsoft certification test 70-216. Course offering: As needed. Prerequisites: CS205 and CS210, or CS215 or permission from a Computer Science advisor.

[CS216_0Adopt_2005-05-11.pdf](#)

[CS216_4DELETE_2010-03-02.pdf](#)

CS217 - Windows Directory Services

Students in this course will learn how to plan, deploy and manage the Windows Active Directory. Implementing the Active Directory domain structure, a multi-domain structure, Active Directory sites and replication will be part of this course. Students will work with groups, policies and certificates. Active Directory Maintenance and Recovery, Active Directory connector and upgrading, Active Directory Replication and Active Directory security will also be covered. This course will help students prepare for Microsoft certification test 70- 217. Prerequisites: CS205 and CS210 or CS215 or permission from a computer science

[CS217_0Adopt_2005-05-11.pdf](#)

[CS217_4DELETE_2010-03-02.pdf](#)

Courses

advisor

Related Documents

CS240 - Microsoft Office Access 2010

This course is designed to provide the basic, intermediate and advanced operations of the Microsoft Access database program. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications, creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. Students will also be introduced to integrating Access data with other applications such as Microsoft Office Word or Excel. Course offering: Fall only. Prerequisites: OA101 or Instructor's approval

[CS240_0Adopt_2010-05-11.pdf](#)

[CS240_2NSR_2010-05-24.pdf](#)

[CS240_1SR_2011-12-06.pdf](#)

CS241 - Microsoft Office Excel 2010

Students will receive a solid foundation in the basic, intermediate and advanced skills for Microsoft® Office Excel® 2010 such as running calculations on data, sorting and filtering numeric data. In this course, students will extend their knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. Course offering: Fall only. Prerequisites: OA101 or Instructor's approval

[CS241_0Adopt_2010-05-11.pdf](#)

[CS241_1SR_2011-12-07.pdf](#)

CS242 - Microsoft Office Outlook 2010

Students will learn to use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes. They will also learn to customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items. Course offering: As needed. Prerequisites: OA101 or Instructor's approval

[CS242_0Adopt_2010-05-11.pdf](#)

[CS242_2NSR_2010-05-24.pdf](#)

[CS242_1SR_2011-12-05.pdf](#)

CS243 - Microsoft Office PowerPoint 2010

Students will explore the PowerPoint environment and create a presentation. Students will learn to enhance the visual appeal, by adding graphical objects to a presentation and modify them. Students will enhance their presentation by using features that will transform it into a powerful means of communication. Students will finalize a presentation and secure it to authenticate its validity. Course offering: Fall only . Prerequisites: OA101 or Instructor's approval

[CS243_0Adopt_2010-05-11.pdf](#)

[CS243_1SR_2011-12-08.pdf](#)

CS244 - Microsoft Word 2010

Students will learn how to improve the quality of their work by enhancing documents with customized Microsoft® Word 2010 elements. Students will create complex documents in Microsoft® Word 2010 by adding components such as, customized lists, tables, charts, and graphics in addition to creating personalized Microsoft® Word 2010 efficiency tools. Course offering: Fall only. Prerequisites: OA101 or Instructor's approval

[CS244_0Adopt_2010-05-11.pdf](#)

[CS244_1SR_2011-12-05.pdf](#)

CS252 - Advanced RPG

This course provides the students with advanced application techniques in computer programming in the

[CS252_1980-10-27.pdf](#)

[CS252_2NSR_2008-10-29map.pdf](#)

Courses

RPG/ILE (Report Language Generator/Integrated Language Environment). The concepts of structured programming and top down design, RPG/ILE advanced statements, and utility programs are taught. The students learn how to apply the above concepts to program planning, program design, coding, presentation, and documentation.

Student Learning Outcomes (SLOs)

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

1. Describe basic syntax and command structure.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.
4. Integrate the previously covered material into a larger complex system using RPG/ILE, CL (Command Language), SEU (Source Entry Utility), SDA (Screen Design Aid), and IDDU (Interactive Data Definition Utility).

CS266 - Advanced Java

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

Student Learning Outcomes (SLO)

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

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

CS290 - Special Project

This course is open to first year and second year students enrolled in Computer Science. The type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved (if required). Practical/specialized working experience in the area of data entry, data control, computer operations, computer programming and or systems analysis may be arranged. The student will be expected to meet at least once a week in conferences with the instructor. A term report summarizing his or her experience will be written by the student. Course offering: As needed

CS292 - Computer Science Practicum

This course provides students a supervised work experience where they develop skills necessary to be successful in an information technology position. (Formerly CS298).

Student Learning Outcomes (SLOs)

Related Documents

[CS252_CourseGuide_1980-10-27](#)

[CS252_1SR_2011-11-07.pdf](#)

[CS266_OADOPT_2016-05-24.pdf](#)

[CS290_CourseGuide_1980-10-27.pdf](#)

AIER/CCA

Courses

Related Documents

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

1. Obtain supervised work experience to develop skills necessary to succeed in information technology positions.
2. Demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
3. Apply principles of personal responsibility and ethical behavior to the community and in the workplace.

CS298 - Co-Op/Work-Learn

This course provides students a supervised work experience where they develop skills necessary to be successful in an information technology position. Course offering: As needed. Prerequisite: Complete at least 18 credits in Technical Requirements.

[CS198-298_CourseGuide_1980_10-27.pdf](#)

[CS298_1SR_2010-04-21.pdf](#)

[CS298_2NSR_2008-10-29map.pdf](#)

CS299 - Computer Science Capstone

This course covers advanced programming topics. Students are expected to have a good working knowledge of Java, C++, PHP, and other programming languages before taking this course. This course provides students with the opportunity to complete at least three significant programming projects, which emphasize on-project definition, testing, presentation, and implementation. The projects demonstrate the knowledge and skills the students have acquired over the course of completing the Computer Science.

[CS299_0Adopt_2018.05.20.pdf](#)

Student Learning Outcomes (SLOs)

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

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

CT100 - Introduction to Construction Trades

This course introduces students to core principles in the construction trades, providing them with the foundational knowledge necessary for study and experiential development of skills in each of GCC's construction trades areas. This course focuses on basic construction safety, construction mathematics, hand tools, power tools, reading of blueprints, basic rigging, communication skills and employability skills. It also focuses on the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the construction trades. Course offering: As needed

[CT100_0Adopt_2007-10-19.pdf](#)

[CT100_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe basic knowledge and skills needed in various construction trades areas.
2. Identify the proper names of tools and equipment used in the construction technology field.
3. Develop an appropriate work ethic and attitude necessary to succeed in the construction field.

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Courses

CT140 (formerly SP153) - Industrial Safety

This course develops safe working concepts and habits for the prevention of accidents resulting in personnel injury and damage to building facilities and equipment. Students also learn about requirements of federal and local legislation for personnel and equipment safety.

Student Learning Outcomes (SLOs)

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

1. Identify accident prevention practices within the construction trades industry.
2. Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
3. List national (international) and local agencies that provide safety standards and be familiar with available resources.

CT152 - Fundamentals of Plumbing

This course introduces the student to the use, safety, care and maintenance of special tools and equipment for basic cold water supply (pipes, fittings, valves, safety devices, appliances), and drainage systems (sewers, drains, vents, traps, test, and maintenance).

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
2. Explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
3. Discuss the various local and global career opportunities for professional plumber/pipefitters.
4. Demonstrate basic knowledge of cold water supply and drainage system concepts.
5. Identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
6. Discuss industry related safety standards.

CT152A - Plumbing Level I

This course builds on content from CT152, and introduces the student to core principles in plumbing, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in this trade area. This course focuses on the use, care, safe operations and maintenance of hand and power tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional plumbing work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in plumbing. Specific emphasis is placed on cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all

Related Documents

[CT140_SP153.pdf](#)

[CT140_2NSR_2004-01-28.pdf](#)

[CT140_1SR_2009-01-26.pdf](#)

[CT140_1SR_2019.05.23.pdf](#)

[CT152_0Adopt_2007-10-19.pdf](#)

[CT152_CourseGuide.pdf](#)

[CT152_CourseGuide_1992-06.pdf](#)

[CT152_2007-10-19](#)

[CT152_CourseGuide_1992-06](#)

[CT152_1SR_2019.04.12.pdf](#)

[CT152A_0Adopt_2007-10-19.pdf](#)

[CT152A_0Adopt_2001-06-01.pdf](#)

[CT152A_1SR_2007-10-19.pdf](#)

[CT152A_4Delete_2003-02-10.pdf](#)

[CT152_1SR_2019.04.12.pdf](#)

Courses

industry safety standards.

2. Develop and exhibit professionalism and work ethic as related to the plumbing and pipefitting career.
3. Demonstrate understanding of cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems.

CT153 (formerly CT053) - Introduction to Carpentry

This introductory course is designed to familiarize students with the use, care, safe operations and maintenance of hand and power tools; to develop their skills in the use, care, and safe handling of supplies and materials; and to provide them with occupational information about carpentry. Formerly CT053. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Identify commonly used tools, supplies, and equipment in the carpentry profession.
2. Explain the safe use and care of various carpentry tools, supplies and equipment.
3. Identify common terminology in the carpentry field.
4. Discuss the various local and global career opportunities for professional carpenters.

CT154 (archived Oct 2008) - Fundamentals of Masonry

This course focuses on the skills and academic competencies necessary for safe, professional, as well as effective practice of basic masonry in entry-level masonry-related occupations. Safety, proper use, care and maintenance of masonry tools and equipment will be emphasized. Mastery of selected construction-related competencies will be demonstrated through the completion of projects. Students will be oriented to the process of securing entry-level masonry positions. Course offering: As needed Prerequisites: CT100 (or permission of the instructor)

CT154A - Masonry Level I

This course will introduce students to basic masonry materials, tools, mathematical concepts, and techniques, such as the proper way to mix mortar by hand, lay masonry units, and practice safety precautions. Students will also learn the skills, attitudes, and abilities necessary to become a successful mason. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

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

CT154B - Masonry Level II

This course builds on content addressed in CT154A and will focus on advanced study in masonry. Students will learn about residential plans and masonry, drawing interpretation, openings and reinforced masonry,

Related Documents

[CT153 Intro to Carpentry 1990-06.pdf](#)

[CT153_CourseGuide.pdf](#)

[CT153 1990](#)

[CT153_CourseGuide_1990-06](#)

[CT153_1SR_2019.03.28.pdf](#)

[CT154_4Delete_2008-10-02](#)

[CT154_CourseGuide](#)

[CT154_CourseGuide_1992-06](#)

[CT154A_0Adopt_2007-10-19.pdf](#)

[CT154A_0Adopt_2001-04-05.pdf](#)

[CT154A_1SR_2007-10-19.pdf](#)

[CT154A_4Delete_2003-02-10.pdf](#)

[CT154A_1SR_2019.05.29 updated.pdf](#)

[CT154B_0Adopt_2007-10-19.pdf](#)

[CT154B_0Adopt_2001-04-05.pdf](#)

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metal work, advanced laying techniques, effects of climate on masonry, construction inspection, and quality control. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

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

CT158 - Heavy Equipment Operation

This course offers training in the maintenance and operations of selected power construction equipment ranging from air compressors to dozers to tractor trailers.

Student Learning Outcomes (SLOs)

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

1. Identify all heavy equipment components and their functions.
2. Demonstrate how to properly operate any given heavy equipment.
3. Demonstrate how to properly service any given heavy equipment.

CT165A - Electricity Level I

This course introduces students to core principles in electricity: electrical safety, circuits, theory, National Electrical Code; the various electricity equipment including, but not limited to, device boxes and conduits. Students will review basic electrical construction drawings, residential electrical services, and test electrical equipment. Upon completion of the course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

1. Demonstrate the safe and proper use of electrical tools and equipment.
2. Apply skills needed to become a certified electrician.
3. Explain the various electrical career paths.

CT165B - Electricity Level II

This course introduces students to core principles in electricity. Students will review electrical blueprints essential for electrical wiring for commercial, industrial, and residential areas. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Related Documents

[CT154B_1SR_2007-10-19.pdf](#)
[CT154B_4Delete_2003-02-10.pdf](#)
[CT154B_1SR_2019.05.29 updated.pdf](#)

[CT158 Heavy Equipment Operation & Maint..pdf](#)
[CT158_2NSR_2010-03-11.pdf](#)
[CT158](#)
[CT158_CourseGuide](#)

[CT165A_1SR_2007-04-25.pdf](#)
[CT165A_0_Pilot_1997-12-04.pdf](#)
[CT165A_0Adopt_2001-05-31.pdf](#)
[CT165A_4Delete_2003-02-10.pdf](#)
[CT165A_XMemo_1983-11-23.pdf](#)
[CT165A_XMemo_1999-08-19.pdf](#)
[CT165A_1SR_2019.05.23 updated.pdf](#)

[CT165B_1SR_2007-04-25.pdf](#)
[CT165B_0Adopt_2001-06-01.pdf](#)
[CT165B_4Delete_2003-02-10.pdf](#)
[CT165B_1SR_2019.05.29 update.pdf](#)

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Courses

Related Documents

Student Learning Outcomes (SLOs)

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

1. Illustrate knowledge of the National Electrical Code (NEC).
2. Differentiate between residential, commercial, and industrial electrical blueprints.
3. Apply the knowledge and skills related to alternating current, motors, conduit bending, conductor termination and splice, grounding and bonding, and circuit breakers and fuses.

CT165C - Electricity Level III

This course covers the advanced principles in electricity. These principles include, but are not limited to, load calculations, conductor selection and calculations, and practical applications lighting. Upon completion of this course students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

[CT165C_0Adopt_2001-06-01.pdf](#)

[CT165C_4Delete_2003-02-10.pdf](#)

[CT165C_1SR_2007-04-25.pdf](#)

[CT165C_2007-04-25](#)

Student Learning Outcomes (SLOs)

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

1. Identify residential branch circuit requirements.

2. Describe types of motor overload protection.
3. Distinguish Class I-III hazardous locations.
4. Interpret electrical diagrams related to the installation of distribution equipment.

CT165D - Electricity Level IV

This is the final course in electricity. Students will learn advanced principles that include, but not limited to, specialty transformers, advanced controls, motor operations and maintenance, medium-voltage terminations/splices, and fundamentals of crew leadership. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

[CT165D_0Adopt_2001-06-01.pdf](#)

[CT165D_1SR_2007-04-25.pdf](#)

[CT165D_2007-04-25](#)

[CT165D_1SR_2019.05.29 updated.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Compute load calculations for residential and commercial applications.
2. Explain the function and operation of basic electronic devices.
3. Describe the various types of transformers.
4. Identify the factors that affect motor reliability and lifespan.

CT172 - Plumbing Installation and Design

This course provides the student with the application of methods and theory in installation and design of residential and commercial plumbing systems of cold water supply, hot water supply and drainage systems. Course offering: As needed. Prerequisite: AE103

[CT172.pdf](#)

[CT172_CourseGuide](#)

Student Learning Outcomes (SLOs)

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

1. Determine correct elevations required in setting up wastewater lines.

Courses

2. Properly install water pipes as detailed by given blueprints.
3. Test all plumbing systems using a pressurized method.

CT173 - Rough Framing and Exterior Finishing

This course concentrates on basic structure construction, which includes footing and foundation, sill, floor, wall partition, roof framing, and door and window framing.

Student Learning Outcomes (SLOs)

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

1. Demonstrate the knowledge and skills needed to properly construct a structure.
2. Demonstrate basic skills needed to complete the framing of a given project.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.

CT174 (archived Mar 2010) - Columns, Beams, Walls and Partitions

This course prepares the student in the construction techniques and practices of concrete beam, column, wall and partition construction, types, kinds, planning, design, and purpose. Course offering: As needed.

Prerequisite: CT153

CT182 (reinstated Jan 2009) - Uniform Plumbing Code

This course concentrates on achieving familiarity with and understanding of the Uniform Plumbing Code. Student will be expected to use the Uniform Plumbing Code manual as a resource to determine specifications during design, construction and installation of plumbing systems. This course does not require any previous knowledge or skill in plumbing.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge of laws and ordinances governing plumbing systems.
2. Explain the dynamics of the installation of residential and commercial plumbing systems.
3. Efficiently use the Uniform Plumbing Code manual.

CT183 - Finishing

This course is designed to help students know and understand the use, methods, and materials needed in finishing a residential house. The course covers the installation of wall and ceiling panels, hanging windows and doors, construction of cabinets and closets, application of molds and trims, bathroom materials and finishing hardware. Course offering: As needed. Prerequisite: CT153

Student Learning Outcomes (SLOs)

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

1. Dial in angles and make accurate cuts with a slide compound saw.
2. Demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
3. Install a variety of trims as specified in given blue prints.

Related Documents

[CT173.pdf](#)

[CT173_CourseGuide](#)

[CT173_1SR_2018.12.05.pdf](#)

[CT174.pdf](#)

[CT174_6Arch_2010-03-25.pdf](#)

[CT174_CourseGuide](#)

[CT182_2008-07-14.pdf](#)

[CT182_1SR_2009_01_26.pdf](#)

[CT182_5Reinstitute2009_01_05.pdf](#)

[CT182_Course Guide.pdf](#)

[CT182_1SR_2019.04.09.pdf](#)

[CT183.pdf](#)

[CT183_2NSR_2010-03-11.pdf](#)

[CT183_Course Guide](#)

[CT183_1SR_2019.05.22.pdf](#)

Courses

CT185A - Refrigeration and Air Conditioning Level I

This course is an introduction to air conditioning and refrigeration. Students will focus on air conditioning and refrigeration safety, blueprint reading, copper, ferrous metal, and plastic piping, soldering and brazing, basic electricity, and introduction to cooling. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

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

CT185B - Refrigeration and Air Conditioning Level II

This course is the second of three courses for air conditioning and refrigeration. Students will learn about introductory Heating Ventilation Air Conditioning (HVAC), trade mathematics, tools, air distribution systems, vents, and maintenance skills for service technicians. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

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

CT185C - Refrigeration and Air Conditioning Level III

This course is the last of three courses for air conditioning and refrigeration. Students will learn about compressors, alternating current, introduction to control circuit troubleshooting, metering devices, leak detection, evacuation, recovery and charging. Upon completion of the course, students will be eligible to acquire online certification through the National Occupational Competency Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

1. Describe the equipment and method used to leak test refrigerant circuits.
2. Explain how alternating current (AC) power is generated and used.
3. Illustrate the function of refrigerant metering devices and their effect on refrigerants.
4. Demonstrate safe and proper use of air conditioning and refrigeration tools and equipment.

CT190-CT290 - Special Projects

This course is offered for those students wishing to obtain credit for catalogue listed courses that are required

Related Documents

[CT185A_0Adopt_2007-10-19.pdf](#)

[CT185A_1SR_2007-10-19.pdf](#)

[CT185A_0Adopt_2001-06-01.pdf](#)

[CT185A_4Delete_2003-02-10.pdf](#)

[CT185A_1SR_2019.05.29.pdf](#)

[CT185B_0Adopt_2007-10-19.pdf](#)

[CT185B_0Adopt_2001-06-01.pdf](#)

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[CT185C_1SR_2007-10-19.pdf](#)

[CT185C_4Delete_2003-02-10.pdf](#)

[CT185C_1SR_2019.05.29.pdf](#)

[CT190-CT290_0_Concept_1992-02-28.pdf](#)

Courses

for a degree or certificate, but not currently offered; or for non-catalogue listed courses of study, of special interest to the student, and directly related to the degree or certificate program within the construction trades department.

CT192 - Practicum

CT193 (archived Mar 2010) - Cabinet Making and Millwork

This course covers the fabrication and installation of custom and factory-built cabinets and mill-work. Course offering: As needed. Prerequisite: CT153

CT195A - Shielded Metal Arc Welding I

This course focuses on the skills and academic competencies necessary for safe, professional and effective practice in basic shielded metal arc welding. This course also introduces and emphasizes basic shielded metal arc welding skills, including selection of metals and electrodes, and making beads, fillet welds and groove welds. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100 (or permission of the instructor).

CT195B - Shielded Metal Arc Welding II

This course builds on the content addressed in CT195A, focusing on the skills and academic competencies necessary for safe, professional and effective practice in intermediate shielded metal arc welding. This course concentrates on knowledge and skills necessary for completion of SMAW open V-butt welds in all positions. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisites: CT100 (or permission of the instructor), CT195A.

CT196A - Fundamentals of Oxyacetylene Welding I

This course is the first of two courses on oxyacetylene welding and cutting. Students will focus on the identification, use, care, safe operations, maintenance, assembling and disassembling of welding equipment and tools. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

1. Identify commonly used welding tools, supplies, and equipment.
2. Illustrate the setup, light, and shut down processes of oxy-fuel equipment.

Related Documents

[CT192_CourseGuide_1992-06](#)

[CT192-CT292_CourseGuide_1992-06](#)

[CT193.pdf](#)

[CT193_4Delete_2010-03-25.pdf](#)

[CT193_CourseGuide](#)

[CT195A_0Adopt_2002-04-11.pdf](#)

[CT195A_4Delete_2003-02-10.pdf](#)

[CT195A_1SR_2007-04-26.pdf](#)

[CT195B_1SR_2007-05-21.pdf](#)

[CT195B_2NSR_2007-08-17.pdf](#)

[CT196A_0Adopt_2007-10-19.pdf](#)

[CT196A_0Adopt_2001-06-01.pdf](#)

[CT196A_1SR_2007-10-19.pdf](#)

[CT196A_4Delete_2003-02-10.pdf](#)

[CT196A_1SR_2019.07.25.pdf](#)

Courses

3. Demonstrate safe and proper use of various tools and equipment related to oxyacetylene welding and cutting.

CT196B - Fundamentals of Oxyacetylene Welding II

This course is the last of two courses on oxyacetylene welding and cutting. Students will learn about working with torch flame and perform in-depth cutting procedures utilizing stand-alone and portable oxyfuel cutting machines. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

1. Explain the good and inferior cuts and their causes.
2. Illustrate the essential skills required for oxyacetylene welding.
3. Model the proper techniques used for various oxyfuel cutting procedures.

CT197 - Non-Ferrous Welding Level I

This course focuses on the skills and academic competencies necessary for safe, professional, and effective practice in non-ferrous welding. This course also introduces and emphasizes basic non-ferrous welding skills, including gas metal arc welding, gas tungsten arc welding, flux cored arc welding, submerged arc welding, and plasma arc cutting. Mastery of competencies is demonstrated through completion of projects. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate skills needed to weld select non-ferrous material using oxyfuel, shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), and metal to inert gas (MIG) processes.
2. Cut select non-ferrous materials using a plasma cutter.
3. Identify select non-ferrous material and explain its properties.

CT197A - Shielded Metal Arc Welding I

This course focuses on the skills and academic competencies necessary for safe, professional and effective practice in basic shielded metal arc welding. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding.

Student Learning Outcomes (SLOs)

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

1. Demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.

Related Documents

[CT196B_OAdopt_2007-10-19.pdf](#)

[CT196B_OAdopt_2001-06-01.pdf](#)

[CT196B_1SR_2007-10-19.pdf](#)

[CT196B_4Delete_2003-02-10.pdf](#)

[CT196B_1SR_2019.06.07.pdf](#)

[CT197_OAdopt_2007-10-19.pdf](#)

[CT197_1SR_2007-10-19.pdf](#)

[CT197_2NSR_2010-03-11](#)

[CT197A_2NSR_2007-08-17.pdf](#)

[CT197A_OAdopt_2002-04-11.pdf](#)

[CT197A_1SR_2007-04-26.pdf](#)

[CT197A_2NSR_2003-02-10.pdf](#)

Courses

Related Documents

2. Demonstrate the professionalism and an appropriate attitude necessary in the welding field.
3. Acquire skills needed for an entry-level position in the welding field.

CT197B - Shielded Metal Arc Welding II

This course builds on the content of CT197A. Students will learn gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), flux cored arc welding (FCAW), and submerged and plasma arc welding skills. Upon completion of this course, students will be eligible to acquire online certification through the National Occupational Competency Testing Institute (NOCTI).

Student Learning Outcomes (SLOs)

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

1. Describe equipment used for Flux Core-Arc Welding (FCAW) Gas Metal-Arc Welding (GMAW) Gas Tungsten-Arc Welding (GTAW).
2. Explain the welding preparation process for Flux Core-Arc Welding (FCAW) Gas Metal-Arc Welding (GMAW) Gas Tungsten-Arc Welding (GTAW).
3. Illustrate welding skills for gas metal, gas tungsten, flux cored arc welding, and metal to inert gas processes.

CT290 - Special Project

CT292 - Construction Practicum

This course covers the application of field work related to the skills acquired in one of the seven concentration areas: carpentry, electricity, HVAC, masonry, plumbing, reinforcing metal worker, and welder. Students will experience a real work environment under the supervision of an industry qualified manager. Through on-the-job experience, students will gain a greater vision of what it means to be employed in the construction industry. Prerequisite: Must complete all required CT courses under concentration area or with department chair approval.

Student Learning Outcomes (SLOs)

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

1. Demonstrate proficiency in the operations of equipment and instruments needed for concentration area.
2. Demonstrate professional and ethical conduct as required by specific trade.
3. Apply employment skills in resume writing, job portfolio preparation, networking, and interviewing.
4. Troubleshoot problems within discipline area and make appropriate corrections.

CTCT053 (Formerly VECT053) - Carpentry Level 1A/B

This course is designed to provide students with an alternative to traditional classrooms and exposure to what might otherwise be considered a hobby. This course will utilize a combination of teaching strategies including lecture, small group activities, and multiple projects, with an extreme emphasis on "hands-on" exposure to equipment and tools. Students will be given the opportunity to incorporate service learning techniques by performing projects for satellite host schools and will be exposed to a myriad of character building activities. Technology, such as computers, multimedia projectors and visual presenters, digital

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[CT197B_2NSR_2007-08-17.pdf](#)

[CT197B_1SR_2019.06.07.pdf](#)

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[CT292_0Adopt_2010-03-20.pdf](#)

[CT292_CourseGuide_1992-06](#)

[CT292_4Arch_2014-03-25.pdf](#)

[VECT053_OSR_2005-5-10.pdf](#)

[VECT053_0Adopt_2001-10-17](#)

AIER/CCA

Courses

Related Documents

cameras and videos will be used to enhance the learning experience. Course offering: Fall and Spring.

CTCT073 (Formerly VECT073) - Carpentry 2A/B

Wheels of Learning Carpentry Level Two modules cover special floor systems, wall systems tilt up, roof systems, reading plans and evaluations, field engineering principles, forming and water and damp proofing. Course offering: As needed.

[VECT073_0Adopt_2001-10-19.pdf](#)

[VECT073_2NSR_2010-12-18.pdf](#)

CTCT080 (Formerly VECT080) - Intro. to AutoCADD

Since course is only offered at GW (pilot) faculty is working to modify this postsecondary curriculum for secondary student population. This course prepares students in basic use of computers for drafting and design.

Course Guide - under development

CTCT081 (Formerly VECT081) - Intermediate AutoCADD

Since course is only offered at GW (pilot) faculty is now working to modify this postsecondary curriculum for secondary student population. This course prepares students in intermediate level use of AutoCADD software for drafting and design.

Course Guide - under development

CTE299A - Praxis I Review Part A

This course is a direct-instruction review course that builds upon students' reading and writing skills, as needed to succeed on the Praxis I core tests in Reading (5713) and Writing (5723). Students will learn the practice of skimming, previewing, locating answers, summarizing and evaluating written materials, and producing informative and explanatory essays.

Student Learning Outcomes (SLOs)

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

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

CTE299B - Praxis I Review Part B

This course is a direct-instruction review course of the fundamentals of math including numbers and quantity, statistics and probability, data interpretation and representation, and geometry. Students will answer practice questions to apply strategies for determining what the question is asking; the approaches to math questions presented in abstract form; and tactics for translating real world problems into algebraic equation.

Student Learning Outcomes (SLOs)

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

1. Utilize geometric properties and formulas to solve problems.

2. Demonstrate the ability to follow an arithmetic or algebraic procedure.
3. Interpret data to solve problems.

CTE300 - Foundations of Career and Technical Education

The course is a study of the origins of career and technical education (CTE) in the United States, including its early leaders and philosophers, and federal legislation that has shaped CTE. A foundational course on teaching, this course introduces students to the Universal Design for Learning (UDL) – an educational framework that provides strategies to instruct, engage, manage, and challenge all learners to meet rigorous goals and remove barriers to their success. Students will engage in the in-depth study of the Danielson Framework for Teaching, describing good teaching practices. Students will also identify their own teaching beliefs and formulate a statement of their philosophy of teaching CTE.

Student Learning Outcomes (SLOs)

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

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

CTE310 - CTE Methods of Teaching I: Planning and Preparation

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

Student Learning Outcomes (SLOs)

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

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

CTE320 - Classroom and CTE Laboratory Management

Through this course, students will learn the four aspects of classroom management, (i.e. rules and procedures, disciplinary interventions, teacher-student relationship, and mental set) as well as tools and strategies that create a well-organized safe classroom and lab environment that promotes learning collaboration and achievement.

Student Learning Outcomes (SLOs)

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

1. Design a classroom management plan that addresses the four aspects of classroom management.

Courses

Related Documents

2. Assess the effectiveness of safety in a CTE laboratory.
3. Create a comprehensive CTE laboratory manual.

CTE330 - Educational Technology

This course offers a framework to guide students to apply educational technology theories and principles that transform teaching and learning. Students will evaluate instructional software and identify web-based resources to incorporate into instructional plans. The course addresses technology integration strategies and practices that are specific to various content areas. Students will have the opportunity to take the certification exam and become a Google Certified Educator Level 1 and 2.

[CTE330_1SR_2019.06.07.pdf](#)

Student Learning Outcomes (SLOs)

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

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

CTE340 - CTE Methods of Teaching II: Instructional Delivery

This course presents effective teaching methods and contemporary classroom strategies that meet the needs of diverse students. The course incorporates the standards for effective instruction described in Charlotte Danielson's Framework for Teaching. In this course, students will learn about culturally responsive teaching, differentiated instruction, Sheltered Instruction Observation Protocol (SIOP), and teaching CTE laboratory.

Student Learning Outcomes (SLOs)

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

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

CTE350 - Assessment and Grading

This course presents tools and techniques needed to design effective assessments that guide teaching and learning, and accurately measure students' mastery of 21st century skills. Students will learn about validity, reliability, meaningfulness, and appropriateness as quality assessment practices, and standards-based grading and reporting in this course.

Student Learning Outcomes (SLOs)

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

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

Courses

Related Documents

CTE400 - CTE Leadership & Program Management

This course develops students' understanding of the importance of effective CTE program design and management. Students will learn about evaluating the quality of CTE programs of study, work-based learning, CT Student Organizations (CTSO), articulation, dual enrollment agreements, collaboration with stakeholders, business and school community, marketing of CTE programs, retention and completion, industry credentialing and technical assessments.

Student Learning Outcomes (SLOs)

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

1. Evaluate a CTE program of study using the evidence-based ACTE Quality CTE Program Framework.
2. Use evaluative data to drive program improvement.
3. Develop the skills necessary to apply quality improvement practices, in management of a CTE program.

CTE410 - CTE Methods of Teaching III: 21st Century Teaching Methodology

This course presents CTE educational philosophy, principles, and strategies to transform a traditional classroom into a 21st-century classroom. Students will plan and execute a career and technical project-based learning curriculum that integrates 21st century skills, literacy, math, and technology. Students will also learn about strategies for managing classrooms to create students with skill and habits necessary in today's economy, the five elements of high-quality CTE instruction, CTE's role in literacy, math-in-CTE model, and a step-by-step approach to implementing project-based learning (PBL).

Student Learning Outcomes (SLOs)

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

1. Implement a career and technical project-based learning curriculum that integrates 21st century skills, literacy, math, and technology.
2. Utilize quantitative and qualitative methods of assessment to obtain information about student achievement of learning outcomes.
3. Analyze the instructional process with the use of feedback from learners, peers, and evaluators.

CTE492 - CTE Student Teaching

This is a field-based student-teaching experience which provides students with a valuable opportunity to apply pedagogical competencies in the classroom. Under the observation of the instructor-coordinator, students plan and prepare instructional materials, and direct instructional roles. Students assess learning outcomes, assist in record-keeping, and perform other responsibilities of a classroom teacher. Students submit field and conference reports based upon teaching assignment. The Framework for Teaching standards will be used to evaluate student performance. Students should be prepared to accept an assignment at any school or a CTE subject designated by the instructor-coordinator. This course requires 540 contact hours which is comprised of 525 student teaching hours and 15 instructional hours.

Student Learning Outcomes (SLOs)

[CTE400_ADPT_2019.12.19.pdf](#)

Courses

Related Documents

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

1. Apply the principles of sound CTE pedagogical practices, strategies, and concepts in the classroom.
2. Implement valid and reliable assessments to guide professional development.
3. Conduct a summative reflection on the efficacy of teaching practices, strategies, and concepts used in the classroom.

CTE498 - Praxis III Principles of Learning and Teaching

This course is a direct-instruction review course that builds upon students' academic skills and subject-specific content knowledge needed for teaching. The purpose of Praxis Principles of Learning and Teaching is to assess students' knowledge and understanding of the foundations of educational practices and concepts.

CTE498Praxis® course is designed to prepare students for Praxis Principles of Learning and Teaching Grades 7-12 exam.

Student Learning Outcomes (SLOs)

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

1. Compare and contrast the ways various educational theories are applied to teaching practice.
2. Discuss how curriculum goals and discipline-specific scope and sequence framework are translated into unit and lesson plans.
3. Explain the characteristics, uses, advantages, and limitations of formal and informal types of assessments.

CTE499 - CTE Captstone

This interdisciplinary course is designed to develop students' skills in implementing research-based methods of teaching that will improve classroom practice. Students will utilize a framework to conduct classroom action research. To apply these skills, students will create a portfolio showcasing program knowledge, occupational skills, and a plan for continued professional growth.

Student Learning Outcomes (SLOs)

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

1. Explain the importance of conducting classroom action research.
2. Present a completed classroom action research project.
3. Showcase program learning outcomes in a portfolio.

CTEC050 - Early Childhood Education Orientation I

This course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field.

[CTEC050 Early Childhood Education Orientation I.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic knowledge of all developmental domains related to childhood.
2. Develop activities to address the development of skills in young children.

Courses

3. Demonstrate ways to maintain a safe and healthy environment.

CTEC050 (formerly VEEC050) - Early Childhood Education Orientation

This course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field.

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic knowledge of all developmental domains related to childhood.
2. Develop activities to address the development of skills in young children.
3. Demonstrate ways to maintain a safe and healthy environment.

CTEC051 - Early Childhood Education Orientation 2

This course provides an overview of entry-level knowledge and skills, including terminology and aspects in the early childhood education field. This course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field.

CTEC051 (formerly VEEC051) - Early Childhood Education Orientation 2

This course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field. Course offering: Fall and Spring.

CTEC060 - Language Arts in Early Childhood 2

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will be able to develop resources and materials that are appropriate to teach language arts to young children.

CTEC060 (formerly VEEC060) - Language Arts in Early Childhood 1

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge in the language development domains as it relates to young children.
2. Demonstrate strategies to stimulate language development.
3. Create activities that build literacy skills.

CTEC061 - Language Arts in Early Childhood 2

Related Documents

[VEEC050_0Adopt_2009-12-09.pdf](#)

[VEEC050_1SR_2010-04-21.pdf](#)

[CTEC050 Early Childhood Education Orientation I.pdf](#)

[CTEC051 ECE Orientation 2.pdf](#)

[VEEC051_0Adopt_2010-04-30.pdf](#)

[CTEC051 ECE Orientation 2.pdf](#)

[CTEC060 Language Arts on Early Childhood I.pdf](#)

[VEEC060_0Adopt_2009-12-17.pdf](#)

[VEEC060_1SR_2010-04-20.pdf](#)

[CTEC060 Language Arts on Early Childhood I.pdf](#)

[CTEC061 Language Arts in Early Childhood 2.pdf](#)

Courses

Related Documents

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children.

CTEC061 (formerly VEEC061) - Language Arts in Early Childhood 2

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children.

Student Learning Outcomes (SLOs)

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

1. Create activities that build literacy skills.
2. Plan and implement a lesson plan for young children which develops and enhances language skills.
3. Describe strategies to use when working with children with language differences.

CTEC089 (formerly VEEC089) - Early Childhood Education CO-OP-Curriculum Archival (approved November 12, 2014)

This course provides the students with opportunities to implement knowledge and skills learned in the classroom while working with young children in an early childhood setting. Course offering: Fall and Spring. Prerequisites: VEEC050, VEEC051, VEEC060, VEEC061, or concurrently if only one course is needed.

CTEE051A (Formerly VEEE051A) - Electricity I

This beginning course in electronics provides electrical theory, mathematics and formulas, and practical basic electronic competencies. It includes test equipment and measurements, block diagrams, soldering and disoldering and cabling construction and characteristics. Student Electronics Technician Certification is aimed for secondary students. The course allows high school students and entry level technicians, with minimal training, the opportunity to earn a basic beginners certification. It also has a hands-on component that will be used as a part of the training process.

Student Learning Outcomes (SLOs)

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

1. Explain and Illustrate Electrical Theory and Components
2. Explain and Demonstrate use of Test Equipment and Measurements.
3. Follow national, state and local industry electrical safety standards.

CTEE051B (Formerly VEEE051B) - Project based-Electronics (formerly Electricity II)

This is the second course in the first year of the Secondary Computer Networking program. This course introduces photovoltaic energy and various practical and current electronics projects that students initiate, manage and close out.

[VEEC061_0Adopt_2009-11-24.pdf](#)

[VEEC061_1SR_2010-04-20.pdf](#)

[CTEC061 Language Arts in Early Childhood 2.pdf](#)

[VEEC089_0Adopt_2010-05-06.pdf](#)

[VEEE051A_1SR_2008-05-22](#)

[CTEE051A_1SR_2014-03-28.pdf](#)

[VEEE051B_1SR_2008-05-22.pdf](#)

[CTEE051B_1SR_2014-03-28.pdf](#)

Courses

Related Documents

Student Learning Outcomes (SLOs)

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

1. Produce a simple photovoltaic system.
2. Create a prototype circuit.
3. Build an electronic product.

CTEE065 - Computer Networking 1

CCNA R&S: Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

Student Learning Outcomes (SLOs)

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

1. Design an IP addressing scheme to provide network connectivity for a small to medium-sized business network.
2. Configure initial settings on a network device.
3. Implement basic network connectivity between devices.

CTEE066 - Computer Networking II

This course prepares students to be entry-level network and computer technicians. It provides a basic overview of routing, remote access, addressing, and security in the computer networking industry. It familiarizes students with servers that provide email services, web space, and authenticated access. Students will learn the aspect of soft skills, requires for help desk and customer service positions. Its final chapter helps the students in preparing for the CCENT certification exam. Course Offering: Spring Only. Prerequisite: VEEE065.

CTEE080 - IT Essentials I

This is the first course in the second year of the Computer Networking program. Students will learn about hardware components of the PC, proper installation/assembly, software installation, data/information gathering, preventive maintenance and troubleshooting of desktop/mobile computers, office equipment, printers and other peripherals.

Student Learning Outcomes (SLOs)

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

1. Identify computer hardware.
2. Assemble Apple computers and PCs.
3. Set-up and install peripherals.

CTEE081 - IT Essentials II

This is the second course in the second year of the Computer Networking program. Students will learn mobile and wireless concepts, potential consequences of cyberattacks, security principles, development of compliant policies, and implementation of proper procedures for data confidentiality and availability. Students will

[VEEE065_0Adopt_2002-02-06.pdf](#)

[VEEE065_1SR_2010-05-03](#)

[VEEE066_0Adopt_2002-03-07.pdf](#)

[VEEE066_1SR_2010-05-03](#)

[VEEE080_0Adopt_2007-09-28.pdf](#)

[VEEE080_1SR_2008-08-25](#)

[VEEE080_1SR_2012_05_28.pdf](#)

[VEEE081_0Adopt_2007-05-21](#)

[VEEE081_2NSR_2010-09-21.pdf](#)

[VEEE081_1SR_2012_05_28.pdf](#)

AIER/CCA

Courses

Related Documents

create an IoT project using actual equipment and Cisco Packet Tracer.

Student Learning Outcomes (SLOs)

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

1. Build a small office and home office (SOHO) wireless network securely.
2. Fortify an organization.
3. Create an IoT project using Packet Tracer software.

CTHC050 - Health Careers and Science I

This course is an introductory study of health occupations providing an overview of basic health care concepts and skills. Students will learn about the fundamental roles of a medical assistant in patient care.

[CTHC050_0Adopt_2013_04_25 \(1\).pdf](#)

[CTHC 050 syllabus 2013-2014.doc](#)

Student Learning Outcomes (SLOs)

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

1. Identify the qualities needed to be a health care professional.
2. Determine the diverse health beliefs of different ethnic and cultural groups and how they can impact health care.
3. Classify patient coping mechanisms and communication methods.
4. Demonstrate basic knowledge of administration and clinical skills in the medical assisting field.

CTHC060 - Health Careers and Science II

This course focuses on basic core concepts and skills required of health care professionals, particularly nursing assistants and home caregivers. Students will be exposed to learning concepts and applying basic medical therapeutic procedures. Prerequisite is CTHC 050 with a grade of C or better.

[CTHC060_0Adopt_2013_04_25.pdf](#)

[CTHC 060 syllabus 2013-2014.doc](#)

Student Learning Outcomes (SLOs)

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

1. Describe ways major cultures may differ in health practices.
2. Identify the principles of prevention, therapy and rehabilitation for patients of all ages.
3. Delineate the role of a nursing assistant in a health care team.
4. Utilize basic skills in patient care properly.

CTHC070 - Health Careers and Science III

This course is a continuation of CTHC 060 with the addition of more complex skills and utilization of processes in assessment, planning, implementation and evaluation of therapeutic interventions. It will also focus on assisting the student secure placement in a post-secondary or CTE Allied Health program. Pre-requisites: Passed CTSI 050 (a GDOE Honors Anatomy class may be used for this pre-requisite) and CTHC 060 with a C or better in both classes.

[CTHC070_0Adopt_2013_04_25.pdf](#)

[CTHC 070 syllabus 2013-2014.doc](#)

Student Learning Outcomes (SLOs)

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

Courses	Related Documents
<ol style="list-style-type: none"> 2. Demonstrate one and two-person resuscitation of a simulated adult in cardiac arrest. 3. Evaluate the effective use of ventilation when using a barrier device. 4. Apply concepts to use an Automated External Defibrillator (AED) correctly. 	
<p>CTME050A - Automotive Service Basics I</p> <p>This is the first half of the secondary-level introductory course in Automotive Service Technology. It covers but is not limited to the following topics: safety, proper use of shop tools and equipment, checking and adjusting fluid and pressure levels, checking for wear of mechanical and hydraulic components and replacing expendable fluids and parts. Course offering: As needed.</p>	<p>VEME050A_1SR_2007-08-16.pdf</p> <p>VEME050A_1SR_2007-05-25</p> <p>VEME050A_2NSR_2010-05-24</p>
<p>CTME050B - Automotive Service Basics II</p> <p>This is a second half preparatory course for entry into specialty areas of Automobile Service Technology which covers topics not covered in VEME150A which includes but not limited to: performing preventive maintenance, replacing minor external mechanical, electrical and hydraulic components and basic diagnoses and troubleshooting of common automobile malfunctions. Course offering: As needed.</p>	<p>VEME050B_1SR_2007-08-16.pdf</p> <p>VEME050B_1SR_2005-05-25</p> <p>VEME050B_2NSR_2010-05-24</p>
<p>CTME061A (Formerly VEME061A) - Autobody Non-Structural & Damage Repair I</p> <p>The purpose of this substantive revision is to meet the standards set by the National Automotive Technicians Education Foundation (NATEF); NATEF is a division of the National Institute for Automotive Service Excellence (ASE). ASE is the nationally recognized institution for certifying automotive and autobody technicians. NATEF is the division that is responsible for certifying automotive programs. The Student Learning Outcomes, SLO's listed in this course guide meet the competencies required by NATEF. Our Advisory Committee, as well as the instructors of the Autobody Department, were unanimous in their decision to recommend that the curriculum be revised to meet the NATEF standards.</p>	<p>VEME061A_0Adopt_2002-05-03</p> <p>VEME061A_1SR_2008-04-04</p> <p>VEME061A_2NSR_2010-10-12.pdf</p>
<p>CTME061B (Formerly VEME061B) - Autobody Non-Structural & Damage Repair II</p> <p>The purpose of this substantive revision is to meet the standards set by the National Automotive Technicians Education Foundation (NATEF); NATEF is a division of the National Institute for Automotive Service Excellence (ASE). ASE is the nationally recognized institution for certifying automotive and autobody technicians. NATEF is the division that is responsible for certifying automotive programs. The Student Learning Outcomes, SLO's listed in this course guide meet the competencies required by NATEF. Our Advisory Committee, as well as the instructors of the Autobody Department, were unanimous in their decision to recommend that the curriculum be revised to meet the NATEF standards.</p>	<p>VEME061B_1SR_SLO_2008-04-04.pdf</p> <p>VEME061B_0Adopt_2002-05-03</p> <p>VEME061B_1SR_2008-04-04</p> <p>VEME061B_2NSR_2010-11-05.pdf</p>
<p>CTME065 - Brakes</p> <p>This course covers combination disc/drum brake systems, friction components, power assist systems, anti-lock brake systems, hydraulic systems, parking brake systems and traction control systems. Course offering: As needed. Prerequisites: VEME050A and VEME050B.</p>	<p>VEME065_1SR_2007-08-16.pdf</p> <p>VEME065_2NSR_2010-05-24</p> <p>VEME065_CourseGuide_1986-05</p> <p>VEME065_CourseGuide_1986-05a</p>
<p>CTME066 - Suspension and Steering</p> <p>This course covers wheel alignment and correction, wheels and tires, active and passive suspension systems, steering and steering assist, progressive steering systems, and replacement of worn or damaged parts. Course</p>	<p>VEME066_1SR_2007-08-16.pdf</p> <p>VEMK066_2NSR_2010-03-19.pdf</p> <p>VEME066_2NSR_2010-05-24</p>

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Courses

offering: As needed. Prerequisites: VEME050A and VEME050B.

CTME071A (Formerly VEME071A) - Autobody Painting and Refinishing I

This course covers repairing damage on automobiles due to collision. Straightening of unibody frames will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learning in prior courses will be stressed. Course offering: As needed. Prerequisites: VEME061A and VEME061B.

CTME071B (Formerly VEME071B) - Autobody Painting and Refinishing II

This course covers the basic concepts and practices in autobody refinishing. Emphasis will be placed on complete paint and refinishing jobs following the student learning outcomes required by the National Automotive Technicians Education Foundation (NATEF). Course offering: As needed. Prerequisites: VEME061A, VEME061B, and VEME071A.

CTME075 - Electrical/Electronic Systems

This course covers diagnosis, repair and replacement of components involved in vehicular starting, charging, internal illumination, external illumination, instrumentation, horns, wiper systems, supplemental inflatable restraints (air bags) and accessories. Emphasis is given to interpretation and utilization of electrical diagrams. Course offering: As needed. Prerequisites: VEME050A and VEME050B.

CTME077 - Engine Performance

This course involves but is not limited to diagnoses, adjustments, repair and replacement of components in the ignition, charging, starting, engine cooling and the valve train. Course offering: As needed. Prerequisites: VEME050A and VEME050B.

CTMK050 - Marketing I

This course is an overview of fundamental marketing concepts and applications in a technology- driven world. Students will learn the skills required to be successful marketers today.

Student Learning Outcomes (SLOs)

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

1. Describe fundamental marketing concepts.
2. Demonstrate oral and written communication skills using technological tools in marketing.
3. Evaluate various marketing career opportunities.

CTMK060 - Marketing II

Marketing II is an intermediate course that further details marketing functions including promotion, pricing, marketing research, product planning and management, entrepreneurship, and the use of technology in marketing. This course includes a comprehensive range of techniques of professional selling and ethical behavior in business with both consumer and organizational sales and settings. Students will develop skills for successful selling and relationship marketing while incorporating technology into the sales process. Principles

Related Documents

[VEME066_CourseGuide_1986-05](#)

[VEME071A 2002-05-03 Adoption.pdf](#)

[VEME071A 2008-04-07 SR.pdf](#)

[VEME071B 2002-05-03 Adoption.pdf](#)

[VEME071B 2008-04-07.pdf](#)

[VEME071B 2008-04-07 2nd copy.pdf](#)

[VEME071B_1SR_2008-04-07](#)

[VEME075 2007-05-17 Adoption.pdf](#)

[VEME075_2NSR_2010-05-24](#)

[VEME077 2007-05-17 Adoption.pdf](#)

[VEME077_2NSR_2010-005-24](#)

[VEMK050 2007-05-16 SR.pdf](#)

[VEMK050_2NSR_2010-03-19.pdf](#)

[VEMK050_1SR_1997-12-04](#)

[VEMK050_2NSR_2001-02-12](#)

[VEMK050_2NSR_2011-01-03.pdf](#)

[VEMK050_1SR_2011 12 12.pdf](#)

[CTMK050 Marketing I.pdf](#)

[CTMK050_2NSR_06.06.22.pdf](#)

[VEMK060 2007-04-25 SR.pdf](#)

[VEMK060_2NSR_2010-03-19.pdf](#)

[VEMK060_1SR_2005-04-06](#)

[VEMK060_1SR_2007-04-25](#)

[VEMK060_2NSR_2011-01-03.pdf](#)

AIER/CCA

Courses

and concepts learned by students in the first year are practiced through hands-on activities and projects.

Student Learning Outcomes (SLOs)

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

1. Prepare and execute a sales presentation with the use of technology
2. Apply marketing knowledge by creating a promotional mix and pricing strategy for a product.
3. Identify and examine the components and functions of the sales management structures, process, and responsibilities.

CTMK062 - Marketing II Lab

Marketing II Lab is an initial and hands-on simulation course that introduces fundamental knowledge and requirements of a retail-based industry. The laboratory provides opportunities to introduce students to exercise, engage, and practice their skills and knowledge in the operation of utilizing the latest Point-of-Sale (POS) registering system, implementing a cost-effective inventory system in monitoring the dollar and unit control concept. Through the laboratory operations, negotiating, pricing, promotional, and financial analysis are integrated with the curriculum. Interaction through the daily operation of the marketing store laboratory, students learn how to make sound decisions and troubleshoot situations when they arise. This course is designed to support the necessary training and to prepare students to enter entry-level jobs in retail and service-based industries.

Student Learning Outcomes (SLOs)

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

1. Demonstrate the use of the latest technology, such as Point-of-Sale (POS) touch screen and Mobile apps ordering system.
2. Apply skills and knowledge required to enter an entry-level retail-based industry.
3. Explain the different departments' roles and functions in a retail-based industry.

CTMK070 (Formerly VEMK070) (archived 2010) - Marketing III

This course is an overview of the role of entrepreneurial businesses and its impact on the global economy. Students will evaluate skills and commitment necessary to successfully start and maintain a business.

Student Learning Outcomes (SLOs)

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

1. Determine the characteristics and skills of a successful entrepreneur.
2. Design a business plan using the latest technology.
3. Recognize the advantages and disadvantages of entrepreneurship as a career.

CTMK072 - Marketing III Lab

Marketing III Lab is the next level hands-on simulation course after CTMK062 is completed. CTMK072 introduces fundamental supervision and management knowledge required in a retail and service based

Related Documents

[VEMK060_1SR_2011-12-12.pdf](#)

[CTMK060 Marketing II.pdf](#)

[CTMK060_1SR_06.06.22.pdf](#)

[VEMK062_2NSR_2010-03-25.pdf](#)

[VEMK062_1SR_2012-05-28.pdf](#)

[CTMK062_1SR_2017-05-24.pdf](#)

[CTMK062_2NSR_06.06.22.pdf](#)

[VEMK070 2007-05-16 SR.pdf](#)

[VEEC070_6Arch_2010-03-23.pdf](#)

[VEMK070_1SR_2001-05-29](#)

[VEMK070_1SR_2007-05-16](#)

[VEMK070_2NSR_2010-03-19](#)

[VEMK070_4Delete_2010-03-23](#)

[CTMK070_1SR_2015-04-14.pdf](#)

[CTMK070_1SR_06.06.22.pdf](#)

[VEMK072_2NSR_2010-03-25.pdf](#)

[VEMK072_1SR_2010-04-21.pdf](#)

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Courses

industry. The laboratory provides opportunities to students to exercise, engage, and practice their skills and knowledge in the operation of utilizing a latest and touch screen Point-of-Sale (POS) registering system, implementing a cost-effective inventory system in monitoring the dollar and unit control concept. Through the laboratory operations, negotiating, pricing, promotional, and financial analysis is integrated into this curriculum. Interaction through daily operation of the marketing store laboratory, students learn how to make sound decisions and trouble-shoot situations when they arise. This course is designed to support the necessary training and to prepare students to enter entry level jobs in retail and service-based industries.

Student Learning Outcomes (SLOs)

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

1. Utilize managerial functions relevant to updated technology, such as Point-of-Sale (POS) touch screen and Mobile apps ordering systems.
2. Apply essential fundamental supervisory and/or managerial skills and knowledge required in a retail and/or service based industry.
3. Supervise the training of new lab employees of the different departments' roles and functions within the retail and/or service based industry.

CTSI050 - Applied Anatomy and Physiology

This course is a comprehensive study of the human body, inclusive of the body structures and its functions, the underlying principles, manifestations and clinical implications of disease processes in all age groups. With the use of interactive computer software and websites, this course enables mastery of the human body structures and functions through the process of virtual dissection and comparative analyses of each body system.

Student Learning Outcomes (SLOs)

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

1. Identify human body systems and their functions.
2. Demonstrate knowledge and understanding of how the body systems interact with each other to maintain stability or homeostasis.
3. Demonstrate knowledge and understanding of the pathophysiology of common diseases & disorders and its application to the health care field.

CTSP089 - Work Experience

This course provides students with the opportunity to implement theoretical principles and skills learned in the classroom, while working in the real world environment related to their Career and Technical Education (CTE) program. After completion of two semesters in their CTE program, students will have the opportunity to apply to the Work Experience program.

Student Learning Outcomes (SLOs)

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

Related Documents

[VEMK072_1SR_2012_05_28.pdf](#)

[CTMK072_1SR_06.07.22.pdf](#)

[CTSI050_0Adopt_2013_04_25.pdf](#)

[CTSI 050 syllabus 2013-2014.doc](#)

Courses

Related Documents

1. Exhibit professional behaviors and attitudes expected in the workplace.
2. Apply entry level skills learned in the classroom in the workplace.
3. Assess technical and employ-ability skills applied in the workplace.

CTTE101 - Intro to Computer Systems and Information Technology

Student Learning Outcomes:

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

CTTE102 - Javascript Programming

Student Learning Outcomes

1. Identify JavaScript basic syntax and command structure.
2. Create programs using JavaScript programming language.
3. Integrate JavaScript with HTML and CSS to create dynamic and animated web pages.

CTTE103 - Java I

Student Learning Outcomes.

1. Identify basic syntax and command structure.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CTTE104 - Python Programming

Student Learning Outcomes.

1. Identify Python basic syntax and command structure
2. Create programs using Python programming language.
3. Debug Python programs to find syntax and logical errors.

CTTE105 - Introduction to Linux

Student Learning Outcomes.

1. Identify practical differences between Windows and Linux operating systems.
2. Install a Linux workstation and perform a simple configuration.

CTTT054 - Lodging Management Program I

This course provides an overview of the hospitality and tourism industry. This course emphasizes the importance of professionalism, guest relations, and developing positive work habits, values, attitudes expected of hospitality employees, and also career exploration.

Student Learning Outcomes (SLOs)

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

1. Describe the scope and components of the hospitality and tourism industry.
2. Demonstrate guest relations skills and explain the need for a hospitality attitude.

[VETT054_0Adopt_2005-05-10.pdf](#)

[VETT054_1SR_2010-04-21.pdf](#)

[VETT054_2NSR_2009-02-24](#)

[VETT054_1SR_2011-05-18.pdf](#)

[CTTT054 1SR 2014-04-8.pdf](#)

[CTTT054_SR_2020.02.25 \(2\).pdf](#)

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Courses

Related Documents

3. Identify career opportunities in the hospitality and tourism industry.

CTTT054A (formerly CTTT054), HS150 Dual - Hospitality and Tourism Management Program IA

This course provides an overview of the hospitality, travel and tourism industry. Students will achieve an understanding of the concepts and facets of the hospitality, tourism and travel industry, interacting in the framework of product and service distribution systems. Students will learn, through career exploration, the importance of professionalism, guest relations, positive work habits, values, and attitudes expected of hospitality employees, and career exploration.

[CTTT054A_SR_2020.02.25.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe the main components of the hospitality, tourism, and travel industries.
2. Explain the importance of guest relation skills and a hospitality attitude.
3. Discuss the history, organizational structures and contemporary issues in the hospitality and travel industries.
4. Identify career opportunities in the hospitality, tourism, and travel industries.

CTTT054B (formerly CTTT054), HS152 Dual - Hospitality and Tourism Management Program IB

This course is designed to examine, challenge, and refine the principles of guest service management in various service organizations. Students will gain an understanding of “service products” and apply the tools to deliver these services and use these concepts in their own work experiences.

[CTTT054B_SR_2020.02.25.pdf](#)

Postsecondary Course Description:

This course is designed to examine, challenge, and refine the principles of guest service management in various service organizations. Students will gain an understanding of “service products” and apply the tools to deliver these services and use these concepts in their own work experiences. Included is the American Hotel and Lodging Association Educational Institute’s Guest Service Gold® program designed to train employees to be guest service-oriented to provide memorable service. A Certified Guest Service Professional (CGSP) examination is offered to those seeking a CGSP designation.

Student Learning Outcomes (SLOs)

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

1. Utilize data to assess the guests' wants and needs.
2. Apply the accepted protocol for resolving guest complaints.
3. Design a customer service campaign that appeals to the wants and needs of a guest.

CTTT055 - ProStart I

ProStart I is an overview of the restaurant and food & beverage industry and provides the foundational skills required for students to proceed through ProStart II. It introduces high school sophomores to careers in food service and provides students with basic skills and knowledge essential for success in the program. The student will learn the fundamentals of foodservice operations which include food safety, workplace safety,

[VETT055_1SR_2005-05-10.pdf](#)

[VETT055_1SR_2011-05-27.pdf](#)

[VETT055_1SR_2012_05_28.pdf](#)

Courses

Related Documents

culinary math, nutrition, and guest service with emphasis on application of professional standards. Laboratory experiences focus on basic food preparations such as breakfast, items, eggs, and sandwiches. Students will acquire work ethics and interpersonal skills necessary to excel in today's work environment.

Student Learning Outcomes (SLOs)

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

1. Demonstrate skills in completing a job application, preparing a resume and cover letter.
2. Demonstrate skills in proper handling of knives, kitchen tools, and equipment.
3. Demonstrate safe and sanitary food handling practices.

CTTT055A - ProStart IA: Food Safety and Sanitation

This course aims to develop student understanding of the principles of food safety and sanitation and apply them in food-service operations. Students will learn about the study of food-borne illness, biological, chemical, and physical hazards, cross-contamination, the flow of food and HACCP (Hazards Analysis Critical Control Point) food safety program. The course prepares students for the National Restaurant Association ServSafe Food Protection Manager certification exam.

Student Learning Outcomes (SLOs)

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

1. Apply the basic principles of food safety.
2. Model good personal hygiene practices and personal appearance standards in daily life.
3. Evaluate food safety and sanitation practices of a food-service operation.

CTTT055B - ProStart IB: Introduction to Food-Service Profession

This course provides an overview of the culinary profession, including standards and behaviors that are essential for success in this field. Students will learn about the history of culinary arts, orientation to career opportunities and pathways in culinary and food-service industry, ethics, resume writing, interviewing skills, and networking. Sustainable practices in the food-service industry will also be covered.

Student Learning Outcomes (SLOs)

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

1. Identify the characteristics of professional standards in attitude, behavior, and attire within the culinary profession.
2. Explore career opportunities within the food-service industry to determine a suitable career pathway.
3. Using ethical principles, lead by example in personal and professional situations.

CTTT064 - Lodging Management Program II

This course provides students with knowledge and abilities that prepare them to assist with or manage the implementation and monitoring of meeting, exposition, event, or convention (MEEC). Students will learn tasks, activities, and issues involved in producing a meeting or event. Course competencies are aligned to Meeting and Business Event Competency Standards (MBECS) – which are global, industry-endorsed

[VETT064 2006-05-02 SR.pdf](#)

[VETT064_2NSR_2009-02-24](#)

[VETT064_1SR_2011-05-27.pdf](#)

[CTTT064_1SR_2015-04-01.pdf](#)

AIER/CCA

Courses

descriptions of the knowledge and abilities that meeting professionals need in order to be successful.

Student Learning Outcomes (SLOs)

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

1. Discuss the role and function of a meeting planner.
2. Identify the legal and ethical responsibilities of a meeting planner.
3. Create a project management plan for meeting, exhibition, event, and convention (MEEC).

CTTT064A (formerly CTTT064) HS157 Dual - Hospitality and Tourism Management Program II A

This course provides an overview of the tourism industry and how its components - destination, marketing, demand, and travel -- interact with each other in order to create a successful tourism product. Students will learn principles of destination planning, development, and marketing and apply these principles in the study of Guam's tourism industry.

Student Learning Outcomes (SLOs)

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

1. Explain the importance of tourism in the economy.
2. Discuss the components of a tourism system.
3. Create a tourism marketing program for Guam.

CTTT064B (formerly CTTT064) HS158 Dual - Hospitality & Tourism Management Program II B

This course provides students with knowledge and abilities that prepare them to assist with or manage the implementation and monitoring of meeting, exposition, event, or convention (MEEC). Students will learn tasks, activities, and issues involved in producing a meeting or event. Course competencies are aligned to Meeting and Business Event Competency Standards (MBECS) – which are global, industry-endorsed descriptions of the knowledge and abilities that meeting professionals need in order to be successful.

Student Learning Outcomes (SLOs)

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

1. Discuss the role and function of a meeting planner.
2. Identify the legal and ethical responsibilities of a meeting planner.
3. Create a project management plan for meeting, exhibition, event, and convention (MEEC).

CTTT065 - ProStart II

This course covers a comprehensive hands-on experience in food production principles and methods. Emphasis is placed on knife skills, safety and sanitation, flavorings, seasonings, recipe conversion, measurements, terminology used in the kitchen, meat fabrication and butchery; vegetable, starch, and protein cookery; sauces, dessert preparation, and plate presentation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. Students eligible to participate in the work experience component of this program may begin their internship at this time. Prerequisite: CTTT055

Related Documents

[CTTT064_SR_2020.03.19 \(1\).pdf](#)

[CTTT064A_SR_2020.04.09.pdf](#)

[CTTT064B_SR_2020.03.19.pdf](#)

[VETT065 2006-04-03 SR](#)

[VETT065_1SR_2011-05-27.pdf](#)

[VETT065_1SR_2012_05_28.pdf](#)

Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate a variety of cooking methods and demonstrate skills in food presentation. 2. Reinforce personal hygiene habits, safety and sanitation practices in the production of foods. 3. Apply cost control technique to foodservice operations. <p>CTTT065A - Dining Room Service</p> <p>CTTT065B - Foodservice Nutrition</p> <p>CTTT074 - Lodging Management Program III</p> <p>This course is part of the Hospitality and Tourism Management Program, designed by the American Hotel & Lodging Educational Institute. It provides students with a broad-based learning on the tasks, knowledge, and skills required to build a career in the hospitality and tourism industry. This course focuses on the leadership and managerial aspects, responsibilities, knowledge, and skills required by an entry-level leader in hotels and restaurants.</p>	
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe leadership and management skills required for hotel operations. 2. Explain the need to value diversity when interacting with guests and associates. 3. Organize a professional career portfolio and demonstrate career planning skills. <p>CTTT074A (formerly CTTT074) HS160 Dual - Hospitality and Tourism Management Program III A</p> <p>This course provides hospitality students with proven ways to get maximum results by directing and leading, within a hospitality supervision context. Students will learn to juggle the expectations of management, guests, employees, and governmental agencies. In addition, students will develop creative strategies for effectively managing change and resolving conflicts.</p>	<p>CTTT065B_1SR_2019.04.12.pdf</p> <p>VETT072_0Adopt_2001-05-31.pdf</p> <p>VETT072_2NSR_2009-02-24</p> <p>CTTT074_1SR_2015-04-01.pdf</p> <p>CTTT074A_SR_2020.03.23.pdf</p> <p>HS160_1SR_04.04.22 CTTT074A.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify fundamental supervisory responsibilities. 2. Describe how supervisors work with the human resources department to recruit new employees. 3. Distinguish coaching from counseling and disciplining. 4. Describe issues supervisors should be aware of as they assume the role of team leader. <p>CTTT075 - ProStart III</p> <p>This is a capstone course focusing on advanced food production and restaurant operations skills and introduction to global cuisine. Students will gain an understanding of purchasing, receiving, and storing practices in quality foodservice operations and marketing of menus and services. Students will demonstrate, with greater than 80% proficiency, the knowledge and skills in developing and pricing menu items. Students</p>	<p>VETT075_1SR_2011-05-27.pdf</p> <p>VETT075_1SR_2012_05_28.pdf</p> <p>CTTT075_1SR_2013.04.15.pdf</p>

Courses

Related Documents

ving for the NRAEF Certificate of Achievement must complete the required hours of work experience in the foodservice industry. Prerequisite: Successful completion of ProStart II (CTTT065)

Student Learning Outcomes (SLOs)

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

1. Describe proper purchasing, receiving, and storing practices in quality foodservice operations.
2. Demonstrate how to calculate recipe ingredients costs, total recipe costs, and meal costs.
3. Demonstrate how to calculate and set menu item prices
4. Demonstrate how to write menu descriptions using descriptive terms to design attractive and informative menus.

CTTT075A - PROSTART IIIA: Restaurant Purchasing

[CTTT075A_1SR_2019.07.11.pdf](#)

CTTT075B - PROSTART IIIB: ProStart Capstone

[CTTT075B_1SR_2019.07.11.pdf](#)

CTVC051 - Visual Communications I

This course is designed to provide students with the fundamental knowledge and skills needed to produce vector graphics for print and interactive media using industry recognized vector tools, such as Adobe Illustrator, Sketch Corel Draw, Inkscape, and Affinity software. This introductory course is designed to provide students with the skills necessary to perform as an entry level Graphic Designer.

[VEVC051_2NSR_SLO_2007-12-11-2007.1.pdf](#)

[VEVC051_1SR_2006-09-25.pdf](#)

[VEVC051_0Adopt_2001-12-13](#)

[VEVC051_2NSR_2011-01-23.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Explain the common vocabulary of vector-based problems.
2. Differentiate between vector and raster (bit-map) graphics.
3. Produce graphic design pieces with type including the creation of type, type masks, formatting, and wrapping text.

CTVC052 - Visual Communications II

This is the second course in the first year of Visual Communications Secondary program which encourages students to develop and explore their creative abilities. Students will learn about the concepts of raster and vector programs as well as the fundamental skills, knowledge, and attitudes necessary for performing the duties of an entry level Graphic Designer.

[VEVC052_2NSR_SLO_2007-12-11.pdf](#)

[VEVC052_0Adopt_2002-10-21.pdf](#)

[VEVC052_1SR_2006-09-25.pdf](#)

[VEVC052_2NSR_2010-12-18.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Produce graphic design pieces with type, images, and graphics.
2. Differentiate the moods of the typeface families.
3. Explain the ethical and legal standards regarding the use of visual media.

CTVC053 - Visual Communications III

[VEVC053_2NSR_SLO_2007-12-11.pdf](#)

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Courses

As the third course in Year 1 of the Visual Communications secondary program, this course is designed to provide students with the fundamental knowledge and skills needed to produce raster graphics for print and interactive media using industry recognized raster tools such as Photoshop, GIMP, Corel Photopaint, and Affinity. Students will learn to apply basic digital imaging concepts, techniques, and applications to graphic design and other media production applications. This course further establishes the foundational skills, knowledge, and attitudes necessary for performing the duties of an entry level Graphic Designer or Media Production Assistant.

Student Learning Outcomes (SLOs)

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

1. Explain the common vocabulary of raster-based programs.
2. Employ basic photo editing including cloning, healing, and patching.
3. Produce graphic images using layers, masks, paths, and channels.

CTVC054 - Visual Communications IV

This is the fourth semester of a six-semester program for students interested in pursuing careers in Visual Communications. It is designed to reinforce the skills, creativity, and attitude necessary for performing the duties of a Digital Designer, Level I. This course provides students with the opportunity to learn new areas such as web development, video production and database design while providing additional information on electronic presentations. Course offering: As needed. Prerequisites: Basic English composition, keyboarding skills, and/or permission of instructor, Visual Communications III, with a grade of "C" or better.

CUL120 - Food-Service Safety and Safety

Using the NRA ServSafe training module, this course is designed to develop an understanding of the basic principles of sanitation and safety and to be able to apply them in food-service operations. Course Offering: As needed

Student Learning Outcomes (SLOs)

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

1. Identify the factors that affect the growth of food borne bacteria in food.
2. Demonstrate proper hygienic procedures or processes that food-service employees use to prevent the spread of food borne illness and cross contamination of food.
3. Discuss and demonstrate personal hygiene habits and food handling practices that protects the health of the consumer.

CUL140 - Culinary Foundations I

This course introduces students to culinary terminology, concepts and principles, and includes the basic preparation of stock, soups, and sauces and cooking techniques such as dry heat cooking techniques of roasting, grilling, and frying; moist heat cooking techniques of boiling, steaming, poaching; and combination cooking techniques of braising and stewing. Key components of the course include application of food safety

Related Documents

[VEVC053_0Adopt_2002-10-22.pdf](#)

[VEVC053_1SR_2006-09-25.pdf](#)

[VEVC053_1SR_2010-05-07](#)

[VEVC053_2NSR_2010-12-18.pdf](#)

[VEVC054_2NSR_SLO_2007-12-11.pdf](#)

[VEVC054_0Adopt_2002-10-21.pdf](#)

[VEVC054_1SR_2006-09-25.pdf](#)

[VEVC054_2NSR_2007-10-04.pdf](#)

[VEVC054_2NSR_2010-12-20.pdf](#)

[VEVC054_SR2010-05-07.pdf](#)

[CUL120_0Adopt_2014-08-12.pdf](#)

[CUL120_1SR_2018.12.03.pdf](#)

[CUL140_0Adopt_2015-05-28 \(2\).pdf](#)

[CUL140-1SR_2016-04-13.pdf](#)

[CUL140_1SR_2019.05.23.pdf](#)

Courses

Related Documents

principles introduced in Food Safety and Sanitation course and the practice of standards of professionalism learned in Introduction to the Foodservice Profession. The concept of mise-en-place, kitchen organization, sustainability, safe use and care of chef tools and commercial equipment will be introduced in this course. Students will also learn about taste, flavor, cooking, and plating principles. At the end of the course, students will have a working vocabulary of culinary terms and the ability to select and prepare ingredients using the right tool, equipment, and cooking principles to produce quality prepared dishes.

Student Learning Outcomes (SLOs)

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

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

CUL145 - Culinary Math

This course provides the student with the understanding of the mathematical concepts required of being a successful professional in the food-service industry. This course is reserved exclusively for declared Associate of Arts in Culinary Arts students, Cooks Apprentices and Associate of Food & Beverage Management students and meets the General Education Math requirement for the degree.

Student Learning Outcomes (SLOs)

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

1. Demonstrate comprehension of key theories and concepts in culinary mathematics to include conversions of units of measure of volume & weight and calculations of yields for recipes.
2. Perform mathematical calculations relevant to the kitchen and restaurant operation.
3. Calculate food and beverage labor costs and selling price of menu items.
4. Apply critical thinking skills in calculating various kitchen costs.

CUL160 - Culinary Foundations II

This course is the second part of Culinary Foundations where student are taught the basic principles of food preparation. This course introduces students to the principles European cuisines. Foundations II focuses on applying the various food production techniques introduced in Foundations I through cooking labs. Food labs and demonstrations and evaluation of foods produced play a considerable part in this course. Conforms to ACEF Knowledge Area: Food Preparation; Sustainability. Course offering: As needed, Prerequisite: CUL140

[CUL160_0Adopt_2015-05-28 \(2\).pdf](#)

[CUL160-1SR_2016-04-13.pdf](#)

[CUL160_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding in the basic principles of European and Mediterranean Cuisine both contemporary and the traditional methods.
2. To further develop skills in knife, tool and equipment handling.

Courses

Related Documents

3. Apply principles of food preparation to produce a variety of food products.
4. Apply the fundamentals Europe and the Mediterranean of cookery by preparing and presenting foods from the region.
5. Evaluate quality of a variety of prepared foods.

CUL180 - Garde Manger

This course introduces the students to the art and craft of garde manger, which includes the preparation of hot and cold hors d'oeuvres, canapes, and appetizers. Applying the concept of "total utilization", students will learn the techniques of forcemeat production, charcuterie, and food preservation. Emphasis will be placed on culinary principles, techniques, food safety, use and care of equipment, and standards of quality for cold and buffet presentations. Following the attributes of a professional culinarian, students will demonstrate professionalism, respect for culinary craft, and strict adherence to kitchen sanitation and procedures.

[CUL180_0Adopt_2014-08-14.pdf](#)

[CUL180-1SR_2016-04-13.pdf](#)

[CUL180_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic preparation of forcemeats such pates, galantines, terrines, and sausages using culinary principles and quality standards.
2. Prepare various sandwiches, canapes, hors d'oeuvres, and appetizers using culinary principles and quality standards.
3. Prepare composed salad, dressing, and marinades using culinary principles and quality standards.
4. Reinforce the principles of food safety and sustainable food production
5. Demonstrate food presentation techniques using a variety of plates, platters, and trays.

CUL200 - Foundation of Baking & Pastry

This course is a study of the fundamentals of baking including, dough, quick breads and basic items made in a bakery. It focuses on the basic principles behind formulas—ratios, sequence, time and temperature—and how these factors impact all quality-baked products. Students will learn each step in the process of bread making including the science of bread production, the measuring of ingredients, and the proper evaluation of recipes. Techniques on the preparation of breads commonly produced in bakeries will also be introduced.

Course Offering: Fall and Spring. Prerequisite(s): CUL 160

[CUL200_0Adopt_2014-08-14.pdf](#)

[CUL200-2NSR_2016-04-03.pdf](#)

[CUL200_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. To apply the fundamentals of baking science to the preparation of a variety of products.
2. To use and care for equipment normally found in the bakeshop or baking area.
3. Demonstrate knowledge and apply the twelve (12) step baking process.
4. Discuss the importance of starters, structure builders, tenderizers, moisteners and driers in bread making.
5. Prepare and evaluate different types of breads using various baking methods.

CUL220 - Intermediate Baking & Pastry

This course builds on the principles and techniques introduced in CUL200 Foundations of Baking and Pastry.

[CUL220_0Adopt_2015-05-28 \(2\).pdf](#)

[CUL220-2NSR_2016-04-13.pdf](#)

AIER/CCA

Courses

Students are introduced to individually plate desserts using traditional and modern techniques including methods to develop desserts that are healthy or conform to dietary restrictions. Students will have the opportunity to gain practical experience in the production, assembly, and decoration of special occasion cakes.

Student Learning Outcomes (SLOs)

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

1. Create plated desserts that are attractive and appropriate for a variety of food-service venues.
2. Create healthy desserts that conform to specific dietary restrictions.
3. Assemble and decorate cakes that meet quality standards.

CUL240 - Pacific and Asian Cuisine

Students study, prepare, serve, and evaluate traditional cuisines of Pacific and Asian countries. Emphasis will be placed on ingredients, flavor profiles, cooking methods, and techniques. Through regularly-scheduled Asian-theme buffet showcase, students gain practical experience in menu and event planning, marketing, time and labor management.

Student Learning Outcomes (SLOs)

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

1. Discuss the influence of geography, climate, history, and philosophy in each of the cuisine.
2. Reinforce the principles of food safety and sustainable food production.
3. Demonstrate the fundamentals of Asian or Pacific cooking principles and preparation techniques.
4. Plan, organize, and implement buffet presentations.
5. Evaluate visual appearance, flavor, taste, and texture of prepared food.

CUL280 - Culinary Capstone+

This class is offered to the culinary students to prepare for an ACFEF Certified Culinarian (CC) certification. A CC is an entry level culinarian within a commercial foodservice operation responsible for preparing and cooking sauces, cold food, fish, soups and stocks, meats, vegetables, eggs and other food items. Course offering: Spring Only, Prerequisites: CUL120, CUL140, CUL160, CUL180, CUL200, CUL220, CUL240.

Student Learning Outcomes (SLOs)

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

1. Demonstrate a thorough working knowledge of safety and sanitation skills
2. Evaluate organization skills, organization work flow, proper utilization of all ingredients.
3. Demonstrate craftsmanship skills through creativity, classical knife cuts, and proper cooking techniques, utilizing correct methods of preparation, serving, and portion size.
4. Demonstrate finished product skill, serving methods and presentation, portion size and nutritional balance, ingredient compatibility, flavor, taste, texture, and doneness.

CUL293A (Formerly CUL293) - Culinary Practicum Part 1

Related Documents

[CUL220_1SR_2019.05.28.pdf](#)

[CUL240_0Adopt_2014-08-14.pdf](#)

[CUL240_1SR_2019.05.23.pdf](#)

[CUL280_0Adopt_2014-08-14.pdf](#)

[CUL280-2NSR_2016-04-13.pdf](#)

[CUL293_0Adopt_2014-08-14.pdf](#)

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Courses

This is a faculty-supervised practicum designed to expand career knowledge, hone culinary skills with increasing speed, timing, and organization in an approved commercial food-service establishment. To ensure that students benefit from a well-rounded practicum experience, they will rotate in different areas of the kitchen and complete a task checklist.

Student Learning Outcomes (SLOs)

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

1. Identify components of workplace culture, norms, and expectations.
2. Assess products for consistency and quality standards.
3. Demonstrate safe food handling procedures.
4. Utilize effective teamwork skills in a professional kitchen.

CUL293B - Culinary Practicum Part II

This course is a continuation of Culinary Practicum Part II, where students will choose an area to specialize in, to include hot kitchen, cold kitchen and bakery/pastry/dessert section. The intent of each area of specialization is to further students' culinary skills and abilities with regard to speed, timing, and organization.

Student Learning Outcomes (SLOs)

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

1. Apply skills in food production related to area of specialization.
2. Demonstrate effective time management and teamwork in a professional kitchen.
3. Utilize feedback received from industry professionals.

CUL299 - Culinary Capstone (formerly CUL280)

Based on contemporary North American cuisines, this course builds on the techniques and principles introduced and reinforced in the program. Skills in classical knife cuts, product identification, fabrication of meat, poultry, fish, and shellfish, preparation and cooking of a variety of meat, seafood, vegetables, potatoes, and pasta, plating techniques are refined and improved. Students will identify and define ingredients, flavor profile, and apply appropriate cooking technique to produce quality a la minute plates. Use and care of commercial equipment, tools, and facility, mise-en-place, understanding of measurement and ratio, and adherence to recipes and sustainable kitchen practices are emphasized. Following the attributes of a professional culinarian, students are expected to demonstrate professionalism, respect of the culinary craft, and strict adherence to kitchen sanitation procedures. At the end of the course, student will write standardized recipes for a 3-course plated menu, execute, and serve to industry professionals for judging.

Diploma/Certificate - Adult High School Diploma

The goal of the Adult High School Program, as stated in the 1996 report submitted to the Governor by the Human Resources Task Force for Vision 2001, is "to serve the large and growing population of Guam's youth and adults who drop out of secondary level education and to provide them with diplomas, employment skills, language and communication skills, computer skills, and basic life and coping skills."

EC110 - Economics

Related Documents

[CUL293-2NSR_2016-04-13.pdf](#)

[CUL293A_1SR_2019.05.30.pdf](#)

[CUL293A_1SR_2019.11.12.pdf](#)

[CUL293B_1SR_2019.03.28.pdf](#)

[CUL299_1SR_2019.03.28.pdf](#)

[AHS DIP_1SR_2000-03-17.pdf](#)

[AHS DIP_1SR_2005-06-09.pdf](#)

[EC110_1SR_1992-12-01.pdf](#)

AIER/CCA

Courses

This course is designed to help students understand the economic challenges and opportunities found in the United States mainland and Guam. This introductory course focuses on describing economic events, explaining why they occur, predicting similar future events, and recommending solutions. Financial responsibilities always impact people's lives and their dependents. Understanding the relationship between financial decisions and outcomes is extremely important for all citizens.

Student Learning Outcomes (SLOs)

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

1. Discuss with understanding the basic principles and theories of economics.
2. Apply economic principles and theories to decisions societies make (Micro).
3. Demonstrate understanding of the relationships between various global markets and the impact those relationships have on the entire world economy (Macro).

ED100 (now ED270) - Behavior Management

This course will provide the practicing teacher with the knowledge of basic principles and methods of assessment, including measurement, test construction and evaluation that can be applied in the vocational (career and technical) classroom. Course offering: As needed.

ED150 - Introduction to Teaching

This course presents a unique and realistic approach to the fundamentals of teaching as a career. Not only are the rewards of teaching established and explored, but also the challenges educators face in the classroom. The course also introduces students to the larger topics of education, including discipline, history, philosophy, learning theories, teaching techniques, assessment, classroom management and diversity.

Student Learning Outcomes (SLOs)

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

1. Develop a philosophy of education that includes self-efficacy.
2. Formulate a comprehensive academic plan to include goals and objectives related to a profession in education.
3. Demonstrate diverse teaching strategies and integration of curricula standards on a chosen subject area.

ED180 (formerly ED190) - Educational Methods

This course provides the knowledge and skills necessary to plan, prepare and implement educational activities and teaching strategies in a K12th grade educational setting. The course is designed for individuals interested in pursuing a career in an educational setting. Course content focuses on identifying the diversity of learners' needs, instructional approaches to best address this diversity, planning and implementing activities, and project based learning.

Related Documents

[EC110_2NSR_1994-04-13.pdf](#)

[EC110_2NSR_2002-03-20.pdf](#)

[EC110_2NSR_2006-03-23.pdf](#)

[EC110_2NSR_1992-12-01.pdf](#)

[EC110_XMemo_1994-04-13.pdf](#)

[EC110_2NSR_2010-03-11.pdf](#)

[EC_2NSR_2009-12-02](#)

[EC110_XMemo_2003-03-03.pdf](#)

[EC110_XMemo_2003-03-05.pdf](#)

[ED100_0_Pilot_1997-12-04.pdf](#)

[ED100_0Adopt_2000-02-29.pdf](#)

[ED100_1SR_2005-04-01.pdf](#)

[ED100_2NSR_2008-08-29.pdf](#)

[ED100_1SR_2010-01-12.pdf](#)

[ED100_2NSR_2008-04-04map.pdf](#)

[ED150_1SR_2003-06-09.pdf](#)

[ED150_2NSR_2006-04-07.pdf](#)

[ED150_0_Pilot_1997-12-09.pdf](#)

[ED150_0Adopt_2000-04-10.pdf](#)

[ED150_2NSR_2008-08-29.pdf](#)

[ED150_1SR_2009-03-04.pdf](#)

[ED150_2NSR_2008-04-04map.pdf](#)

[ED150_1SR_2011-02-09.pdf](#)

[ED150_1SR_2016.12.02.pdf](#)

[ED180_1SR_2005-04-01.pdf](#)

[ED180_2NSR_2006-09-05.pdf](#)

[ED180_0_Adopt_2000-03-07.pdf](#)

[ED180_0_Pilot_1998-06-30.pdf](#)

[ED180_2NSR_2008-08-29.pdf](#)

AIER/CCA

Courses

Student Learning Outcomes (SLOs)

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

1. Present at least three effective educational methods and/or strategies for primary, middle, and secondary programs.
2. Develop a written plan for an interdisciplinary project which aligns with Common Core and local standards.
3. Design a learning center based on Bloom's Levels of Taxonomy which addresses at least three learning styles.

ED181 - Vocational Methods I

This course will assist the prospective and practicing teacher in developing and implementing career and technical education curriculum and teaching methods in the classroom. Formerly: Vocational Methods I.

Course offering: As needed

ED182 - Methods: Integrating Math and Science

Students will learn methods and strategies to integrate math and science in the classroom. Students will be given guidance and tools in preparing and performing lessons that integrate math and science. This course will also replace teaching math and science myths with facts and effective teaching strategies.

ED200 - Instructional Technology

This course will cover the knowledge and skills needed to operate and incorporate instructional technology in the classroom. Students will learn how to use various types of technology including computers, software, assistive devices, audiovisual

equipment and other related equipment and materials. Course offering: As needed

ED201 - Creating an Online Environment Using Moodle

Students will use Moodle ? ?Modular Object-Oriented Dynamic Learning Environment? ? as a supplement to traditional teaching methods in order to manage student learning outcomes. Moddie is a course management system designed to help educators create quality online courses. Moodle is considered Open Source software and runs without modification on Windows, Mac OS X and

other systems. Upon completion of this course, students will be able to configure class settings, and set up ?side blocks? using Moodle. Course offering: As needed

Related Documents

[ED180_2NSR_2010-05-04.pdf](#)

[ED180_1SR_2010-01-19.pdf](#)

[ED180_2NSR_2006-09-05.1.pdf](#)

[ED180_2NSR_2008-04-04map.pdf](#)

[ED180_1SR_2011-03-22.pdf](#)

[ED180_1SR_2018.05.14.pdf](#)

[ED181_1SR_2008-10-28.pdf](#)

[ED181_2NSR_2009-08-24.pdf](#)

[ED181_6Arch_2012-08-20 \(2\).pdf](#)

[ED182_0Adopt_2010-08-06.pdf](#)

[ED200 1998-11-26 Pilot.pdf](#)

[ED200 2000-05-01 Adoption.pdf](#)

[ED200 2008-08-29 NSR.pdf](#)

[ED200 Email to Pat 2008-10-17.pdf](#)

[ED200 2005-04-01 SR.pdf](#)

[ED200 2008-05-28 Deletion Memo.pdf](#)

[ED200_1SR_2010-04-20.pdf](#)

[ED200_0_Pilot_1998-11-26.pdf](#)

[ED200_2NSR_2008-04-04map.pdf](#)

[ED200_2NSR_2008-04-04map.pdf](#)

[ED200_6ARCH_2013_12_23.pdf](#)

[ED201_0_Adopt_2008-11-07.pdf](#)

Courses	Related Documents
<p>ED202 - Creating Online Learning Communities</p> <p>Students and teachers must acquire both the knowledge and the technical aspects of how to integrate the Internet into their learning environment. This course will stress the use of the computer and the Internet to establish online learning communities. Course offering: As needed</p>	<p>ED202_0Adopt_2009-02-03.pdf</p> <p>ED202_6Arch_2014-10-15.pdf</p>
<p>ED210 (archived 2000) - Vocational Methods II</p> <p>This course is an extension of ED181 and provides students an opportunity to strengthen their skills in career and technical education curriculum development and instructional techniques. Students also prepare and utilize materials and techniques that support students with disabilities and those from diverse cultural and linguistic backgrounds. Formerly Vocational Methods II. Course offering: As needed</p>	<p>ED210_1SR_2008-10-28.pdf</p> <p>ED210_4Delete_2000-03-28.pdf</p> <p>ED210_2NSR_2009-08-24.pdf</p> <p>ED210_6Arch_2012-09-10.pdf</p>
<p>ED220 (formerly ED170) - Human Growth and Development</p> <p>This course covers the study of human growth and development from birth to death with special emphasis on the formative and school years. An overview of the interrelationship between physical, emotional, intellectual and social growth will be presented. The role of the family, culture, community and society and the impact on development is also explored.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the social, physical, and cognitive development of school-age learners. 2. Explain the social, physical, and cognitive development of adolescent and young adult learners. 3. Illustrate the impact of family, culture, community and society on development. 	<p>ED220_1SR_2005-04-01.pdf</p> <p>ED220_2NSR_2005-09-12.pdf</p> <p>ED220_0Adopt_1999-12-09.pdf</p> <p>ED220_1SR_2010-01-19.pdf</p> <p>ED220_2NSR_2008-04-04map.pdf</p> <p>ED220_SR_2016-02-09_FINAL_acalog.pdf</p>
<p>ED231 (formerly CD231) - Introduction to Exceptional Children</p> <p>This course provides students with an introduction to exceptionalities. An overview of all aspects of exceptionality including etiology, legal aspects, assessment, and service delivery will be provided. Formerly: Introduction to Exceptional Children.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe ways to meet the needs of students with exceptionalities using the Universal Design for Learning model. 2. Develop strategies to communicate with and empower families of students with exceptionalities. 3. Explain the process of referral, screening, and assessment, including knowledge of the roles and responsibilities of primary members. 	<p>ED231_1SR_2006-05-02.pdf</p> <p>ED231_2NSR_2008-04-04map.pdf</p> <p>ED231_2NSR_2009-03-02map.pdf</p> <p>ED231_1SR_2011-02-11.pdf</p> <p>ED231_1SR_2016.12.02.pdf</p> <p>ED231_ISR_2018.05.15.pdf</p> <p>ED231 Memo Pre-Coreq removal 2018_10_10.pdf</p>
<p>ED240 - Reggio-Inspired Approach</p> <p>The Reggio-Inspired approach is based on students' interest; the teacher takes the role of a facilitator, assisting the students as they develop their projects. Course offering: As needed</p>	<p>ED240_0Adopt_2009-02-03.pdf</p> <p>ED240_6Arch_2014-12-11.pdf</p>
<p>ED241 - Reading Strategies for the Classroom Teacher</p> <p>This course incorporates strategies from the Mother-read® curriculum, and presents methods and activities</p>	<p>ED241_0Adopt_2009-02-09.pdf</p> <p>ED241_6Arch_2014-12-11.pdf</p>

Courses

that strengthen reading and writing skills which will assist the practicing teacher in promoting literacy in the school environment. Course offering: As needed

ED251 - Career and Technical Education Philosophy

This course examines the history and philosophy of career and technical education. Students will engage in current debates about career and technical education in particular, and the purpose of public education more generally. In addition, this course is designed to help students examine the diverse philosophical views that have affected, and are affecting, educational philosophy in the United States. Students will explore questions about the purposes, ends, and means of education, and assess their own philosophy through readings, discussion, and lectures. Course offering: As needed

ED252 - Career and Technical Education Assessment

This course will provide the practicing teacher with the knowledge of basic principles and methods of assessment, including measurement, test construction and evaluation that can be applied in the career and technical education classroom. Course offering: As needed. This course is equivalent to CEPD390.

ED253 - Organization and Management of Career and Technical Education/Technical Educational Laboratories

Education laboratories. This includes utilizing knowledge of curriculum planning as a basis for development of a model laboratory plan suitable for actual use in the teaching field. This course also offers the student selected classroom and laboratory teaching and management techniques commonly used by career and technical educators Course offering: As needed. This course is equivalent to CEPD391.

ED254 - Career and Technical Education Curriculum

This course examines the development of career and technical education curriculum at the secondary and postsecondary levels. The use of resources and the integration of student organizations and service learning activities are also discussed in relation to developing career and technical education curriculum. Course offering: As needed. This course is equivalent to CEPD392.

ED265 - Culture and Education in Guam

This course focuses on aspects of Guam's cultural development to include cultural reciprocity, cultural exchanges, and tensions. How these factors impacted Guam's educational system will also be covered. The historical, current, and future impact of these topics on educators and educational methods will also be addressed.

Student Learning Outcomes (SLOs)

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

1. Analyze the effect of current and past issues pertaining to Guam's cultural development and education system.
2. Project future problems that may affect Guam's community and educational system to include diversity issues.
3. Engage in social and/or political action directed at improving education on Guam.

Related Documents

[ED251_0Adopt_2009-02-16.pdf](#)

[ED251_2NSR_2009-08-24.pdf](#)

[ED251_6Arch_2014-11-07.pdf](#)

[ED252_0Adopt_2009-03-24.pdf](#)

[ED252_2NSR_2009-08-24.pdf](#)

[ED252_6Arch_2014-10-15.pdf](#)

[ED253_0Adopt_2009-02-16.pdf](#)

[ED253_2NSR_2009-08-24.pdf](#)

[ED253_2NSR_2009-09-25.pdf](#)

[ED253_6Arch_2014-10-15.pdf](#)

[ED254_0Adopt_2009-02-16.pdf](#)

[ED254_2NSR_2009-08-24.pdf](#)

[ED254_6Arch_2014-10-15.pdf](#)

[ED265_0Adopt_2019.06.26.pdf](#)

Courses	Related Documents
<p>ED270 (formerly ED100) - Behavior Management</p> <p>This course provides students with basic knowledge and skills in the area of behavior management including specific techniques which promote and encourage positive behavior while working with children in a variety of settings and situations. Course offering: Fall & Spring only</p> <p>ED281 (formerly CD281) ARCHIVED - Bilingual/Bicultural Education</p> <p>This course deals with all aspects of bilingualism and biculturalism. It also prepares students to work with children and families who speak languages other than English and/or who come from different cultural backgrounds. Students will gain knowledge on existing program models for multicultural education and develop awareness and skills in working with young children and their families. Emphasis will be placed in serving children and families from cultural groups found on Guam. Formerly CD281. Course offering: Spring only</p>	<p>ED270_1SR_2010-01-12.pdf</p> <p>ED270_6ARCH_2013_12_23.pdf</p> <p>ED281_1SR_2005-04-01.pdf</p> <p>ED281_1SR_2010-01-19.pdf</p> <p>ED281_2NSR_2008-04-04map.pdf</p> <p>ED281_2NSR_2009-03-02map.pdf</p> <p>ED281_6ARCH_2013_12_23.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate ways of creating a multicultural environment. 2. Demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom. 3. Demonstrate the ability to use multicultural learning materials and techniques with students in the classroom. 	
<p>ED282 - Culture & Linguistic Diversity in the Career & Technical Education</p> <p>The composition of students in classrooms today is becoming more diverse as student populations continue to grow and diversify. Although student diversity is increasing, the national teacher population continues to be predominantly female, white and middle-class. Furthermore, the shortage of qualified teachers, particularly in teaching English language learners, will present additional challenges when addressing the growth in student diversity. In addition, society is becoming increasingly diverse resulting in diverse workplace environments. Therefore, understanding diversity has become a fundamental component and issue for the classroom teacher and for employers. This course provides a mechanism to improve this necessary understanding of working and teaching those from diverse cultural and linguistic backgrounds. Special emphasis will be placed on Pacific island cultures. Course offering: As needed</p>	<p>ED282_0Adopt_2009-04-24.pdf</p> <p>ED282_6Arch_2014-10-15.pdf</p>
<p>ED283 - Reaching Diverse Learners</p> <p>Teachers face many challenges in the classrooms, including meeting the needs of diverse learners. This course targets practicing teachers and provides them with tools to assist them in meeting the needs of diverse learners and their families. Course offering: As needed</p>	<p>ED283_0Adopt_2009-04-27.pdf</p> <p>ED283_6Arch_2014-10-15.pdf</p>
<p>ED292 - Education Practicum</p> <p>This course provides students with the opportunity to demonstrate professional behaviors and implement their knowledge and skills while working with students in a variety of school settings under the supervision of a credentialed educator. A minimum of 135 hours of work is required, which may include observations, meetings with parents and professionals, and professional development activities.</p>	<p>ED292_1SR_2003-06-09.pdf</p> <p>ED292_0_Pilot_1998-04-24.pdf</p> <p>ED292_2NSR_2008-08-29.pdf</p> <p>ED292_1SR_2009-01-26.pdf</p>

Courses

Student Learning Outcomes (SLOs)

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

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

ED300 - Principles of Adult Teaching and Learning

Designed for educators of adults, this course equips practitioners with the knowledge about adult learners and the principles and process of adult teaching. Students will learn the context of adult learning, theories, and models and approaches to adult learning.

Student Learning Outcomes (SLOs)

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

1. Differentiate adult learning from the education of children.
2. Internalize a philosophy of teaching that reflects the values and principles of adult teaching and learning through written reflection.
3. Facilitate a workshop or an educational session for adult learners as a demonstration of learning.

EE101 - Introduction to Electronic Engineering Technology

The first course in electronic engineering is a survey course and is divided into three parts corresponding to the three major areas of study in the electronic technology program. The first part introduces the principles of direct current (DC). The second part introduces the principles of alternating current (AC). The third part introduces active elements such as electron tubes, diodes, transistors and integrated circuits. Course offering: As needed. Prerequisites: Students entering this course should have a good command of the English Language, Normal color vision, and Elementary Algebra is desired, but not required.

EE103 (formerly EE103A & EE103B) - Electricity I: Direct Current Circuits

This beginning course in electricity provides a thorough, comprehensive, and practical coverage of direct current circuit's concept and application. It covers electrical safety, scientific notation, electricity, resistors, ohm's law, series circuits, parallel circuits, series-parallel circuits, conductors and insulators, analog and digital multi meter, batteries, magnetism, and electromagnetic induction.

Student Learning Outcomes (SLOs)

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

1. Follow national, state, and local industry established electrical safety.
2. Explain and illustrate the elements and properties of electrical circuits.
3. Design, analyze, and calculate electrical quantities of series, parallel, and series-parallel circuits.

Related Documents

[ED292_2NSR_2008-04-04map.pdf](#)

[ED292_1SR_2011-11-08.pdf](#)

[ED292_1SR_2016.12.02.pdf](#)

[ED300_ADPT_16.06.2020.pdf](#)

[EE101.pdf](#)

[EE101S.pdf](#)

[EE101_4Delete_2008-11-24.pdf](#)

[EE103 Adoption 2004-03-08.pdf](#)

[EE103 DC Circuits.pdf](#)

[EE103 NS 2008-10-10.pdf](#)

[EE103 SLO Mapping NSR 2008-10-10.pdf](#)

[EE103.pdf](#)

[EE103_CourseGuide.pdf](#)

[EE103 2008-10-10 NSR](#)

[EE103 Elec. I Direct Current Circuits A-2004-03-08](#)

[EE103_2NSR_2008-10-10](#)

Courses	Related Documents
<p>EE103A (now EE103) - DC Circuits I</p> <p>The course includes the study of atomic structure, charges, electron current Ohm's law, Watt's law, dc components, and simple series and parallel circuits. The student will learn to use a VOM, solder and read simple circuit diagrams. Prerequisite: MA110, or concurrently.</p>	<p>EE103_XMemo_2004-01-28</p> <p>EE103_0Adopt_2004-03-08</p> <p>EE104_1SR2_1991-07-29</p> <p>EE104_2NSR_2008-10-10</p> <p>EE103_2NSR_2014-03-31.pdf</p> <p>EE103A_XMemo_2004-01-28.pdf</p>
<p>EE103B (now EE103) - DC Circuits II</p> <p>This course is a continuation of EE131, (DC Circuits I), and includes the study of series, parallel, and series-parallel circuits using Ohm's law, Watt's law, Kirchoff's Law, and Thevin and Norton equivalent circuits. Prerequisite: EE103A, MA112, or concurrently.</p>	<p>EE103B_XMemo_2004-01-28.pdf</p>
<p>EE103S - Electronics Self-Paced</p> <p>This is a "self-paced" course in which the students progress at their own rate. An open laboratory /classroom is available for students to study, perform controlled experiments, or take examinations; under the supervision of a qualified instructor. This is an "open-entry, open-exit" class for which a student may enroll or complete anytime during the year.</p>	<p>EE103S.pdf</p>
<p>EE104 (formerly EE104A & EE104B) - Electricity II - Alternating Current Circuits</p> <p>This second course in electricity provides a thorough, comprehensive, and practical coverage of alternating current circuit's concept and application. It includes basic of trigonometry, alternating current and voltage, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and RL time constant, alternating current circuits, resonance, and filters.</p>	<p>EE104_0Adopt_2004-03-08.pdf</p> <p>EE104 AC Electronics.pdf</p> <p>EE104 2008-10-10 NS.pdf</p> <p>EE104 SLO Mapping NSR 2008-10-10.pdf</p> <p>EE104_1SR1_1991-07-29.pdf</p> <p>EE104_2NSR_1998-05-21.pdf</p> <p>EE104_CourseGuide.pdf</p> <p>EE104_XMemo_2004-01-28.pdf</p> <p>EE104_2NSR_2014-03-27.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Follow national, state, and local industry established electrical safety procedures. 2. Illustrate and describe AC voltage and the characteristics of AC voltage source. 3. Design, experiment, and troubleshoot alternating current circuits. 	<p>EE104A_XMemo_2004-01-28.pdf</p>
<p>EE104A (now EE104) - AC Circuits I</p> <p>This course is designed to provide the student with fundamentals of AC theory and "hands-on" experience. It will include the study of sine waves, coils, capacitors, transformers, motors, AC residential applications, and use of the VOM and DVM for making AC measurements. Prerequisite: EE103A, MA112, or concurrently.</p>	<p>EE104B_XMemo_2004-01-28.pdf</p>
<p>EE104B (EE104) - AC Circuits II</p> <p>This course is a continuation of AC Circuits I and is designed to provide the student with fundamentals of AC</p>	

Courses

theory and "hands-on" experience. It will include the study of series and parallel AC circuits, tuned circuits, resonance, and the use of the oscilloscope and other AC test instruments. Prerequisite: EE104A, MA121, or concurrently.

EE104S - Electronics Self-Paced

This is a "self-paced" programmed instruction course that instructs the student on the basic fundamentals of Alternating Current (AC) theory, analysis and circuit design. It will include (but not be limited to) the study of transforms coils, capacitors, capacitive and inductive resolant circuits, and voltage/curre phase relationships. This course is designed for those students seeking an AA/AS Degree; certificatio or enrichment in computers, engineering, engineering technology or other associa technical fields. Course offering: As needed. Prerequisites: MA122 (may take concurrently) and EE103 (may take concurrently).

EE105 (now EE112) - Semiconductor Devices

This course teaches the basic fundamentals of crystals and semiconductors. The course will include (but not limited to) crystals, semiconductors in electronic circuits, and semiconductors parameters. Prerequisite: EE141, or concurrently.

EE105S - Electronics Self-Paced

This course will introduce the students into the Basic Electronic course that deals with the study of semi-conductor devices - the counterpart of Electron Tubes. They will be studying how diodes and transistors react to voltage, current, resistance and power in terms of its application such as a rectifier or amplifier in a circuit.

EE106 (now EE112) - Electronic Circuits

This course teaches the applications of active circuit devices such as electron tubes and transistors. It will provide the student a comparison, and focus on the circuit uses of each with their advantages and disadvantages. Course offering: As needed. Prerequisite: MA122, EE105 or concurrently.

EE107 - Introduction to Instrumentation

"This is an introductory course in instrumentation that covers typical metered electronic measuring devices used in a wide range of technical and scientific fields. The student will receive a thorough grounding in meter theory, design, and application. Course offering: Fall only. Prerequisites: EE112

Student Learning Outcomes (SLOs)

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

1. Demonstrate and explain the purpose and use of voltmeters, ammeters, and ohmmeters in measuring voltages, currents and resistances.
2. Illustrate and calculate the meter shunt, resistance multiplier, and the current limiting resistances of a voltmeter, ammeter and ohmmeter.
3. Explain and illustrate the advantages of digital meters over an analog type of meters.
4. List four integrating techniques as applied to digital meters and explain the operation of each.

EE107S - Self-Paced

Related Documents

[EE104S.pdf](#)

[EE105 Semi-Conductor Devices.pdf](#)

[EE105_XMemo_2004-01-28.pdf](#)

[EE105](#)

[EE105S.pdf](#)

[EE105S Semi-Conductor Devices.pdf](#)

[EE105S 2nd copy](#)

[EE106.pdf](#)

[EE106_XMemo_2004-01-28.pdf](#)

[EE107_1SR_2009-12-24.pdf](#)

[EE107S.pdf](#)

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Introduction to Instrumentation course will direct the students on the proper use and application of metering devices such as voltmeter, ammeter, ohmmeter, vacuum tube voltmeter, wattmeter, and transistor voltmeter.

This is an introductory course in instrumentation that covers typical, metered electronic measuring devices used in a wide range of technical and scientific fields. The student will receive a thorough grounding in meter theory, design and application.

EE108 - Electronic Devices

Curriculum memo dated 2004-01-28.

EE110 (archived Apr 2011) - Instrumentation

This is an intermediate course on theory and applications of typical electronic test instruments used in a wide range of scientific and technological disciplines. Extensive classroom and laboratory time is devoted to such devices as balanced bridge circuits, signal generators, testers, frequency counters and spectrum analyzers.

Prerequisite: EE107

EE111 - Introduction to PC Systems Installation and Maintenance

EE112 (formerly EE105 & EE106) - Electronic Devices

This is a preparatory course covering the fundamentals of semiconductor devices as applied to electronic circuits. Through lecture and lab work, students will become familiar with basic and advanced semiconductor devices and electronic circuits with an emphasis on electronic troubleshooting.

Student Learning Outcomes (SLOs)

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

1. Design a power supply circuit.
2. Identify each part of a power supply system.
3. Calculate the voltage gain for a transistor amplifier circuit.

EE116 - Digital Technology

This course provides an introduction to digital techniques, semiconductor devices for digital integrated circuits, Boolean Algebra, flip-flop registers, sequential logic circuits, counters, clocks, shift registers, combination logic circuits, digital design and applications. Course offering: As needed. Prerequisites: EE104, EE112

Student Learning Outcomes (SLOs)

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

1. Design a simple counter circuit.
2. Simplify logic circuits using k-map.
3. Identify different types of logic circuits.

Related Documents

[EE108_XMemo_2004-01-28](#)

[EE110.pdf](#)

[EE110_CourseGuide](#)

[EE110_6Arch_2011-04-18.pdf](#)

[EE111_0Pilot_1993-01-11.pdf](#)

[EE111_1996-03-07.pdf](#)

[EE112_0Adopt_2004-03-24.pdf](#)

[EE112_2NSR_2008-10-10.pdf](#)

[EE116.pdf](#)

[EE116_1SR_2009-04-21.pdf](#)

[EE116S_CourseGuide.pdf](#)

[EE116_2NSR_2008-10-10map.pdf](#)

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Courses	Related Documents
EE116S - Digital Technology This course on Digital Technology, will present the basic concept of binary numbers and codes, digital circuit applications and the implementations of digital technology into electronic equipment and systems.	EE116S_CourseGuide
EE118 - Fundamentals of Telephone Systems This course includes the study of signal characteristics, basic telephone service, and the equipment that is used in generating, detecting, and transmitting telephone signals. Course offering: As needed. Prerequisites: EE131, EE141, and EE105.	EE118 1993-06-08
EE130 - Project Management for IT This course is designed to provide basic project management skills with a strong emphasis on issues and problems associated with delivering successful IT projects. The module is designed to provide an understanding of the particular issues encountered in handling IT projects and to offer students methods, techniques and 'hands-on' experience in dealing with them.	EE130_0Adopt_2019.06.26.pdf
Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Identify the fundamentals of project management.2. Demonstrate effective project execution and control.3. Implement general business concepts, practices, and tools to facilitate project success.	
EE131 - Server Technology This course builds on student's existing mid- to upper-level knowledge and experience with personal computer operating systems and networks. Students will learn to utilize advanced skills and concepts necessary for management of server technology.	
Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Describe different types of servers, identifying their hardware and software components.2. Explain disaster-recovery concepts and techniques.3. Configure servers for optimal performance.	
EE190 - Special Project This course is offered for those students wishing to obtain credit for catalog listed courses that are required for an A.S. degree or certification, but not currently offered; or for non catalog listed courses of study, of special interest to the student, and directly related to the Degree or certification program.	EE190_CourseGuide.pdf
EE192 - Practicum This course is open to students enrolled in Engineering Technology. Type, place, and amount of work will be carefully planned by the instructor, student, and. a representative of the agency or activity involved. Practical work experience in many areas may be arranged. The student will be expected to meet at least once a week in conference with the instructor. The student will arrange for his transportation to and from the campus. The	EE192_CourseGuide.pdf

Courses

Related Documents

students will be allowed to accumulate only a total of eight (8) credit hours in Practicum.

This course is designed for those students seeking an AA/AS Degree, Certification or enrichment in: Engineering, Computers, Engineering Technology or Associated Technical Fields. This is an elective course for an AS Degree or Certification in Engineering Technology and other technical fields. This course provides basic practical experience for those wishing to become proficient in the applications of the technical knowledge gained in the classroom.

EE198 - Co-Op

The purpose of this course is to permit a student to receive credit for work experience related to his/her academic career objective. The work experience will take place with employers who have agreed to participate in the Co-Operative Work-Learn Program. Students who are identified by the shop instructor as having satisfactorily completed the entry level requirements for the course are candidates for cooperative education. Cooperative education is a continuation of the campus occupational training and students may earn vocational credit towards graduation for this training experience. Course offering: As needed.

[EE198_CourseGuide.pdf](#)

EE200 (archived Nov 2008) - Microprocessors

This course covers microprocessor theory and operation, computer arithmetic, programming and interfacing with switches, memory and other peripheral equipment. Prerequisite: EE116.

[EE200.pdf](#)

[EE200_4Delete_2008-11-24.pdf](#)

EE201 (archived Nov 2008) - Communication Systems I

The first of a three-unit introduction to communications. Students study communications systems and information transmission theory from the viewpoint of system analysis and wave shaping. Prerequisites: EE112, EE107

[EE201 2008-11-24 Deletion.pdf](#)

EE201S - Self-Paced

The purpose of this course is to introduce students to the fundamentals of signal modulation, signal transmission theory, waveshaping, and system analysis with respect to electronic communications systems.

[EE201S.pdf](#)

The first of a three-unit introduction to communications. Students study communications systems and information transmission theory from the viewpoint of system analysis and waveshaping. Course offering: As needed. Prerequisites: EE106 and EE107.

EE202 (archived Nov 2008) - Communication Systems II

The second of a three-unit introduction to communications. Students study a wide variety of circuits and techniques used in the communications industry. Prerequisite: EE201

[EE202 2008-11-24 Deletion Memo.pdf](#)

EE202S - Self-Paced

To provide instruction to students on the various types of communication circuits and equipment, how they are designed, function, and their uses in the communications industry.

[EE202S.pdf](#)

EE203 (archived Nov 2008) - Communication Systems III

The third of a three-unit introduction to communications. Students continue their study of a wide variety of circuits and techniques used in the communications industry. Prerequisite: EE202.

[EE203 2008-11-24 Deletion Memo.pdf](#)

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EE203S - Self-Paced

Provides students with instruction on the different types of radio frequency communications circuits, their design, functions and applications. Provides students with the theory and applications of antennas and antenna systems.

The third of a three-unit introduction to communications. Students continue their study of a wide variety of circuits and techniques used in the communications industry. This course is designed for those students seeking an A.S. degree, or enrichment in electronics, engineering technology or other associated technical fields. This is an elective course for an A.S. Degree in Electronic Engineering Technology and is recommended for other technical fields. This course provides basic electronic information for those wishing to become electronic technicians.

EE209 - Opto Electronics

This course instructs students on basic optical terms and concepts, light sources and opto electronic displays. It covers light sensitive components such as photodiodes, phototransistors, LEDs, LCSs solar cells and opto couplers; their theory of operation, design and applications. Prerequisite: EE106, Normal color vision.

EE209S - Self-Paced

This course is designed to provide students with the theory of operation, design, and applications of light sensitive and light emission electronic components. It also teaches basic optical terms and concepts and their relationship to opto electronics.

This course instructs students on basic optical terms and concepts, light sources and opto electronic displays. It covers light sensitive components such as photodiodes, photo-transistors, LED's, LCS's solar cells and opto couplers; their theory of operation, design and applications.

EE210 (archived Nov 2008) - FCC License Preparation

This course is designed to review the entire electronics program with special consideration shown to those areas of electronics that will be covered in the Federal Communications Commission and commercial license examination. Prerequisite: EE203 or equivalent.

EE211 - IT Essentials I

IT Essentials 1 (ITE) emphasizes practical knowledge and experience to help students develop fundamental computer and career skills. ITE helps students prepare for entry-level career opportunities in IT and for the CompTIA A+ certification exam. The course also provides a learning pathway to Cisco CCNA Routing and Switching, Linux Essentials, and Introduction to the Internet of Everything (IoE).

Student Learning Outcomes (SLOs)

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

1. Describe the internal components of a computer.
2. Assemble a computer system meeting all required standards.
3. Install and understand operating systems on computers and mobile devices.

Related Documents

[EE203S.pdf](#)

[EE209S.pdf](#)

[EE210 Deletion Memo 2008-11-24.pdf](#)

[EE211_0Adopt_2007-05-18.pdf](#)

[EE211_0Adopt_2008-07-02.pdf](#)

[EE211_2NSR_2008-10-10map.pdf](#)

[EE211_2NSR_2008-10-10](#)

[EE211_1SR_2011-01-07.pdf](#)

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Courses

EE215 - IT Essentials II

IT Essentials II helps students prepare for the CompTIA A+ Practical Application exam, which builds on the CompTIA A+ Essentials knowledge and skills, with more of a hands-on orientation and scenarios in which troubleshooting and tools must be applied to resolve problems. Course offering: As needed. Prerequisites: EE211

Student Learning Outcomes (SLOs)

1. Upgrade laptop components based on customer needs.
2. Perform preventive maintenance and troubleshooting on components of a printer/scanner.
3. Install a network; upgrade components based on customer needs and perform preventive maintenance and advanced troubleshooting.

EE221 - PC Systems I

This intermediate level course provides some of the skills and knowledge necessary to upgrade, maintain, and repair IBM compatible PC computer systems. It gives an introduction to the Windows 3.1 and Windows 95 operation environments and covers several intermediate DOS 6 commands. Hands-on hardware training is provided in 486 and Pentium systems. Emphasis is placed on questions covered of the A+ Certification exam. Prerequisite: EE111, also EE103A, EE104A recommended.

EE222 (archived Nov 2008) - PC Systems Repair II

This course covers advanced DOS and Windows commands for the technician, including printer, monitor and systems maintenance. It serves as a continuation for PC Systems Repair I. Prerequisites: EE221, recommended EE103, EE104.

EE231 (archived Nov 2008) - A+ Preparation

This course will cover viruses, customer interaction, diagnosis, and printed board soldering. Several samples of A+ Certification exams will be taken in preparation for the actual test. The students will be expected to take A+ Certification examination during this semester. Prerequisites: EE222, EE103, EE104

EE241 (archived 2009, now EE242) - Category 5 Wiring/Test

Students in this course will receive hands-on training and an understanding of Category 5 Systems, TIA/ETA Standards, techniques and testing requirements. This course is designed for customer premises cabling. Prerequisites: EE103, EM103 and EE104 or EM104

EE242 - Principles of Voice and Data Cabling

This course provides an overview of cabling and networking industry standards as well as emerging cabling technologies. It is designed for students interested in the physical aspects of voice and data network cabling and installation. Students will learn about documentation, design, installation, laboratory safety, as well as working effectively in group environments. Students will become familiar with cabling issues related to data and voice connectivity, media and transmission practices, and cabling customer support.

Related Documents

[EE215_0Adopt_2007-05-10.pdf](#)

[EE215_2NSR_2008-10-10.pdf](#)

[EE215_2NSR_2008-10-10map](#)

[EE215_1SR_2011-01-07.pdf](#)

[EE221_0Adopt_1998-08-20.pdf](#)

[EE221_4Delete_2008-11-24.pdf](#)

[EE222 1992-06.pdf](#)

[EE222 Deletion Memo 2008-11-24.pdf](#)

[EE222 June 1992.pdf](#)

[EE231 Deletion Memo 2008-11-24.pdf](#)

[EE241_0Adopt_2000-05-17.pdf](#)

[EE241_0_Pilot_1994-08-20.pdf](#)

[EE241_2NSR_2008-10-10.pdf](#)

[EE241_4Delete_2009-06-01.pdf](#)

[EE242_0_Adopt_2009-03-18.pdf](#)

[EE242_2NSR_2009-05-20.pdf](#)

[EE242_1SR_2019.05.30.pdf](#)

Courses

Student Learning Outcomes (SLOs)

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

1. Define standards and codes pertaining to the IT field.
2. Terminate and test category cabling systems.
3. Terminate and test coaxial cabling systems.

EE243 - Fiber Optics Installation

This course is designed for personnel who work with fiber optic cables or individuals who want a working knowledge of fiber optics. Students in this course will learn how to splice, terminate, and test fiber optics cables/systems.

Student Learning Outcomes (SLOs)

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

1. Install, terminate, and splice fiber optic cables.
2. Troubleshoot and repair fiber optic cables.
3. Use test equipment for troubleshooting (light source & power meter, optical time domain, reflectometer, & visible light source).

EE245 (archived Nov 2008) - Cable Fault Without TDR

This course is designed for people who work on telephone systems. Students in this course will learn how to locate the path and depth of copper telephone cables. The students will be able to use the various test equipment to troubleshoot and clear cable faults. Prerequisites: EE103 or EM103 and EE104 or EM104.

EE247 - Fiber Optic Troubleshooting

Students are introduced to the fundamentals of troubleshooting fiber optic systems: to locate, analyze and correct different cases of trouble in a fiber optic network. This course is designed for personnel who install and maintain a fiber optic network. Prerequisites: EE103A, EE104A.

EE249 (archived March 2005) - Fundamentals of Voice & Data Cabling

Fundamentals of Voice and Data Cabling is a 70-hour, hands-on, lab-oriented course. This course stresses documentation, design and installation issues, laboratory safety, as well as working effectively in-group environments. Students will become familiar with cabling issues related to data and voice connections, media and transmissions practices, and cabling customer support. This course provides an overview and cabling and networking industry standards as well as emerging cabling technologies. Course offering: As needed. (Formerly: EE249 Voice & Data Cabling)

EE265 - Computer Networking I

The first course in the CCNA curriculum introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students will be able to build simple local area networks (LAN) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

Related Documents

[EE243_0Adopt_2000-05-17.pdf](#)

[EE243_1SR_2009-04-24.pdf](#)

[EE243_2NSR_2008-10-10map.pdf](#)

[EE243_2NSR_2019.05.30.pdf](#)

[EE245_0Adopt_2000-05-17.pdf](#)

[EE245_4Delete_2008-11-24.pdf](#)

[EE247_0Adopt_2001-05-31.pdf](#)

[EE247_4Delete_2008-11-24.pdf](#)

[EE249_2004-04-13 Adopting.pdf](#)

[EE249_2004-02-02 Adopting](#)

[EE249_2005-03-11 Deletion Memo](#)

[EE265_0Adopt_2002-02-06.pdf](#)

[EE265_1SR_SLO_2008-01-18.pdf](#)

[EE265_2NSR_2008-10-10.pdf](#)

[EE265_1SR_2008-01-18](#)

[EE265_SR_03.05.2021.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Build a simple Local Area Network (LAN).
2. Perform basic configurations for routers and switches.
3. Implement IPv4 and IPv6 addressing schemes.

EE266 - Computer Networking II

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Student Learning Outcomes (SLOs)

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

1. Define and describe basic switching concepts and the operation of Cisco switches.
2. Define and describe the purpose, nature, and operations of a router, routing tables, and the route lookup process.
3. Configure and troubleshoot an Open Shortest Path First (OSPF) network.

EE267 - Computer Networking III

Computer Networking III teaches students about the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality.

Student Learning Outcomes (SLOs)

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

1. Configure routers and switches
2. Troubleshoot common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks
3. Implement a WAN in a small-to-medium network

EE268 - Computer Networking IV

Computer Networking IV focuses on WAN technologies and network services required by converged applications in a complex network. The course enables students to apply the selection criteria for network devices and WAN technologies to meet network requirements.

Student Learning Outcomes (SLOs)

Upon successful completion, students will be able to:

1. Write access control lists (ACLs) to filter traffic.
2. Implement remote access and site-to-site Virtual Private Networks (VPNs).

[EE266_0Adopt_2002-03-07.pdf](#)

[EE266_1SR_SLO_2008-02-29.pdf](#)

[EE266_2NSR_2008-10-10map.pdf](#)

[EE266_1SR_2008-02-29](#)

[EE266_2NSR_2014-04-18.pdf](#)

[EE267_0Adopt_2003-03-24.pdf](#)

[EE267_2NSR_2008-10-10.pdf](#)

[EE267_2NSR_2014-04-18.pdf](#)

[EE267_1SR_2019.05.22.pdf](#)

[EE268_0Adopt_2003-03-24.pdf](#)

[EE268_2NSR_2008-10-10.pdf](#)

[EE268_2NSR_2014-04-18.pdf](#)

[EE268_1SR_2019.04.22.pdf](#)

Courses

3. Configure router to router for WAN.

EE269 - Advanced Computer Networking I

This course is the first course in the Cisco Certified Networking Professional (CCNP) curriculum. This course will cover the configuration of Cisco routers for operation in large or growing multiprotocol Internetworks. This course includes lectures and labs that focus primarily on scalable technologies and the Cisco IOS software features that are most useful in building large or growing Internetworks.

These features include scalable routing protocols such as Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Intermediate System to Intermediate System (IS-IS), and Border gateway Protocol (BGP), and Variable Length Subnet Mask (VLSM), Classless Interdomain Routing (CIDR), route redistribution, and route summarization. This course is designed to help prepare students for the CCNP "Building Scalable Cisco Internetworks" (BSCI) exam 640-901. Course offering: As needed. Prerequisites: EE268 or CCNA certification.

EE271 - Advanced Computer Networking I

This course is the first course in the Cisco Certified Networking Professional (CCNP) curriculum. This course will cover the configuration of Cisco routers for operation in large or growing multi-protocol Internet works. This course includes lectures and labs that focus primarily on scalable technologies and the Cisco IOS software features that are most useful in building large or growing Internet works. These features include scalable routing protocols such as Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Intermediate System to Intermediate System (IS-IS), Border Gateway Protocol (BGP), Variable Length Subnet Mask (VLSM), Classless Inter Domain Routing (CIDR), route redistribution, and route summarization.

Student Learning Outcomes (SLOs)

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

1. Identify scalable technologies for growing internet works.
2. Configure CISCO routers for operations.
3. Implement the EIGRP, IPv6, and OSPF in an enterprise network.

EE274 (archived March 2010) - Advanced Network Professional II

Deletion of curriculum approved dated 2010-03-02.

EE275 - Advanced Computer Networking III

This course introduces students on the deployment of the state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multilayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments. This course may lead to a Cisco Certified Network Professional (CCNP) designation.

Related Documents

[EE269_0Adopt_2004-03-29.pdf](#)

[EE269_4Delete_2008-11-24.pdf](#)

[EE271_0Adopt_2005-04-05.pdf](#)

[EE271_1SR_2011-05-05.pdf](#)

[EE271_1SR_2019.03.28.pdf](#)

[EE274_0Adopt_2005-04-05.pdf](#)

[EE274_4Delete_2010-03-02](#)

[EE275_0Adopt_2005-09-29.pdf](#)

[EE275_1SR_2011-05-05.pdf](#)

[EE275_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will:

1. Design state-of-the-art campus LANs.
2. Connect networks utilizing various protocols.
3. Troubleshoot switched and routed environments.

EE276 (archived Feb 2012) - Advanced Networking Professional

Course required as a Technical Requirement for the Cisco Certified Networking Professional (CCNP) certification exam.

[EE276_4Delete_2012-02-27.pdf](#)

EE280 - Network Security I

Cisco Certified Network Associate (CCNA) Security equips students with the knowledge and skills needed to prepare for entry level security specialist careers. CCNA Security is a blended curriculum with both online and classroom learning. The course covers theory and practice of computer security, focusing in particular on the security aspects of the web and Internet. It surveys cryptographic tools used to provide security, such as shared key encryption (Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), RC-4/5/6, etc.); public key encryption, key exchange, and digital signature (Diffie-Hellmann, Rivest, Shamir and Adleman (RSA), Digital Signature Standard (DSS), etc.). Course offering: As needed

[EE280_0Adopt_2007-03-30.pdf](#)

[EE280 Network Security I](#)

EE281 (archived March 2010) - Network Security II

Deletion of curriculum approved dated 2010-03-02.

[EE281_0Adopt_2007-05-10.pdf](#)

[EE281_4Delete_2010-03-02](#)

EE283 - Network Security +

This course is targeted toward an Information Technology (IT) professional with the recommendation that he/she has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS/2, who wants to: further a career in IT by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles. Course offering: As needed

[EE283_0Adopt_2010-03-02](#)

[EE283_2NSR_2019.01.18.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify fundamental concepts of computer security.
2. Identify security threats.
3. Secure network communications.
4. Monitor the security infrastructure.

EE284 - CCNA Security

The CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. CCNA Security aims to develop an in-depth understanding of network security principles as well

[EE284_ADPT_2021.05.27 rcvd 2021.05.27.pdf](#)

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Courses

Related Documents

as the tools and configurations required to secure a network.

Student Learning Outcomes (SLOs)

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

1. Describe the basics of securing a network.
2. Apply firewall technologies to secure the network perimeter.
3. Implement Adaptive Security Appliances (ASA) firewall configuration using the CLI.

EE285 - Cybersecurity Operations

This course aligns with the Cisco Certified CyberOps Associate (CBROPS) certification. Candidates need to pass the 200-201 CBROPS exam to achieve the Cisco Certified CyberOps Associate certification. The CBROPS exam tests a candidate's knowledge and skills related to security concepts, security monitoring, host-based analysis, network intrusion analysis, and security policies and procedures.

[EE285_ADOPTION_06.08.22 rcvd 2022.07.27.pdf](#)

Student Learning Outcomes (SLOs)

Upon successful completion of this course, student's will be able to:

1. Explain how to investigate endpoint vulnerabilities and attacks.
2. Demonstrate the process to prevent malicious access to computer networks, hosts, and data.
3. Classify the various type of network attacks.

EE290 - Special Project

This course is offered for those students wishing to obtain credit for catalog listed courses that are required for an A.S. degree or certification, but not currently offered; or for non-catalog listed courses of study of special interest to the student, and directly related to the Degree of certification program. Credit obtained in this course to be applied toward certification or an A.S. degree within the student's area of study. Course offering: As needed.

[EE290_CourseGuide](#)

EE292 - Practicum

This course is open to students enrolled in Engineering Technology. Type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved. Practical work experience in many areas may be arranged. The student will be expected to meet at least once a week in conference with the instructor. The student will arrange for his transportation to and from the campus. The students will be allowed to accumulate only a total of eight (8) credit hours in Practicum. Course offering: As needed. Prerequisites: Consent of Instructor of Record. Completion of application for "Special Project" form with all appropriate approval signatures.

[EE292.pdf](#)

EE298 - Cooperative Education Work-Learn

The purpose of this course is to permit a student to receive credit for work experience related to his/her academic career objective. The work experience will take place with employers who have agreed to participate in the Co-Operative Work-Learn Program. Course offering: As needed. Prerequisite: The student is recommended by the shop instructor as having the skills, attitudes and competencies necessary for the job entry.

[EE298_CourseGuide](#)

EM102 - Hazardous Materials

EM103 - Basic Electricity I

This class is the first of two semester courses in basic electricity and is designed to provide an overview of the fundamentals of electricity. The primary goal is to introduce the basic fundamentals of electricity in order to provide the knowledge necessary to continue study in a chosen field requiring electricity. Prerequisite: None, however any math class up to and including basic algebra, while not required, will be helpful in this class. This course may be substituted for EE103, EE103A, or EE131. Recommended Prerequisite: Algebra.

EM108 - Orientation to Disaster Exercise

EM111 - Electrical Wiring

This course is designed to instruct students on the practical aspects of industrial, residential and rural electrical wiring. And to teach adult students the proper techniques in modern wiring practices and the necessity of conforming to the National Electrical Code, and solidify safety rules on working with electricity. Formerly: EM072. Course offering: As needed. Prerequisite: EE104

EM112 - National Electrical Code

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems.

Student Learning Outcomes (SLOs)

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

1. Correctly reference information using the National Electric Code in various electrical appliances.
2. Identify faulty installations based on the National Electric Code.
3. Select the proper codes to apply to residential or commercial applications.

EM112 (formerly EM092) - National Electrical Code

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems. Formerly EM092. Course offering: As needed.

Prerequisite: EM111

[EM112_CourseGuide.pdf](#)

[EM112_2NSR_2010-03-11.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Correctly reference information using the National Electric Code in various electrical appliances.
2. Identify faulty installations based on the National Electric Code.
3. Select the proper codes to apply to residential or commercial applications.

EM182 (archived Mar 2010) - Industrial Controls

This course is designed to help students understand control systems, including manual and automatic controls, speed and direction controls, acceleration and deceleration controls, timers, releases, relays, protective devices, starters, and enclosures for motors, generators, and other AC, DC electrical and

[EM182_1SR.pdf](#)

[EM182_4Delete_2010-03-25](#)

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Courses

Related Documents

mechanical devices. Course offering: As needed.

EM192 - National Electrical Code

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems.

EMI100 - Emergency Manager

EMI104 - A Citizen Guide to Disaster Assistance

EMI106 - Building for the Earthquakes of Tomorrow

EMI108 - Orientation to Disaster Exercise

EMI110 - Exercise Design

EMI114 - Principles of Emergency Management

EMI116 - Emergency Planning

EMI118 - Leadership & Influence

EMI120 - Decision Making & Problem Solving

EMI122 - Effective Communication

EMI124 - Developing & Managing Volunteers

EMI126 - Anticipating Hazardous Weather

EMI130 - Volunteer Agencies in Emergency Management

EMI132 - Disaster Basics

EMI134 - Community Hurricane Preparedness

EMI136 - Hazardous Material Prevention

EMI138 - Multi-hazard Emergency Planning for Schools

EMI140 - Introduction to Mitigation

EMI142 - Protecting your Home and Small Business from Disaster

EMI144 - Introduction to Public Assistance

EMI146 - Debris Operation

Courses

Related Documents

EMI148 - Incident Command System

EMI150 - National Incident Management System

EMI152 - National Response Plan & Disaster Medical System

EMI154 - Community Emergency Response Team

EMS103 (formerly CJ103) - Emergency Medical Technician (EMT)-Basic

The goals and objectives of this course are to improve the quality of emergency medical care. Students will attain the skills and competencies to the level of Emergency Medical Technician-Basic to serve as a vital link in the chain of the healthcare team. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Upon completion of this course, students will be eligible to test for the National Registry of EMT (NREMT), a national certifying examination.

Student Learning Outcomes (SLOs)

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

1. Assess and communicate the nature and seriousness of the patient's condition and extent of injuries required for emergency medical care.
2. Apply appropriate emergency medical care based on assessment findings of the patient's condition.
3. Properly and effectively handle the patient to minimize discomfort and prevent further injury.

EMS109 (formerly CJ109) - Emergency Medical Technician - Refresher

This course is a refresher for qualified EMT's who must update their training and must re-certify every two (2) years. The course involves review and updating of the materials presented in EMS 103. Formerly CJ109.

Course offering: As needed. Prerequisite: 18 years old, EMS103

Student Learning Outcomes (SLOs)

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

1. Explain various types of emergencies.
2. Demonstrate knowledge and skills needed to care for victims in emergencies.
3. Demonstrate most current practices of Emergency Medical Technicians.

EMS170 (formerly CJ170) - Emergency Medical Technician - Intermediate I

This course is the first of two modules of EMT-Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Can be repeated for credit. Formerly CJ170. Course offering: CJ Academy only. Prerequisite: 18 years old, Valid EMT-Basic Certification from Guam or the NREMT

[EMS103_1SR_2002-08-29.pdf](#)

[EMS103_2NSR_2003-03-11.pdf](#)

[EMS103_formerly_CJ-103.pdf](#)

[EMS103_XMemo_2010-01-08.pdf](#)

[EMS103_2NSR_2009-12-10.pdf](#)

[EMS103_XMemo_2010-01-08.pdf](#)

[EMS103_XMemo_2003-03-03.pdf](#)

[EMS103_XMemo_2003-03-05.pdf](#)

[EMS103_1SR_2012-05-28.pdf](#)

[EMS103_1SR_04.07.22.pdf](#)

[EMS109_1SR_2002-05-01.pdf](#)

[EMS109_2NSR_2003-03-11.pdf](#)

[EMS109_formerly_CJ-109.pdf](#)

[EMS109_XMemo_2010-01-08.pdf](#)

[EMS109_2NSR_2009-12-10.pdf](#)

[EMS109_XMemo_2010-01-08.pdf](#)

[EMS109_2NSR_2010-03-11.pdf](#)

[EMS109_XMemo_2003-03-03.pdf](#)

[EMS109_XMemo_2003-03-05.pdf](#)

[EMS170_1SR_2002-11-08.pdf](#)

[EMS170_2NSR_2009-12-10.pdf](#)

[EMS170_2NSR_2010-03-11.pdf](#)

[EMS170_formerly_CJ-170](#)

[EMS170_XMemo_2003-03-03.pdf](#)

[EMS170_XMemo_2003-03-05.pdf](#)

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Courses

Student Learning Outcomes (SLOs)

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

1. Explain the roles and responsibilities of an Intermediate Emergency Medical Technician.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an intermediate level.

EMS175 (formerly CJ175) - Emergency Medical Technician Intermediate II

This course is the second of two modules of EMT Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Formerly CJ175. Course offering: As needed. Prerequisite: 18 years old

Student Learning Outcomes (SLOs)

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

1. Explain various types of emergencies and care needed at an advanced level.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an advanced level.

EMS176 - Emergency Medical Technical - Intermediate Review

This course is designed to maintain EMT-Intermediate's proficiency and certification. Students will review essential components of the National Standard Curriculum for EMT Intermediates and will also be presented with additional EMT-Intermediate knowledge and skills pertaining specifically to Guam's EMS system. Course offering: As needed. Prerequisite: 18 years old, Valid EMT-Intermediate certification from either Guam or the NREMT, EMS175

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of the National Standard Curriculum for EMT Intermediates.
2. Demonstrate knowledge and skills needed for the local EMS system.
3. Acquire nationally recognized EMT certification.

EN066 - Reading Workshop

This course is designed to develop and improve the student's current reading skill level as determined by the Comprehensive Adult Student Assessment System (CASAS) pre-test reading scale score for Adult Basic Education. This course provides adult students with an opportunity to develop and improve their reading skills. Relevant individualized instruction provides reading activities to enable students to become empowered, competent, critical, and reflective in their reading. At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Student scoring 246 or above in the CASAS Reading scale assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and can be awarded a CR grade for the course. Course offering: As needed

Related Documents

[EMS175_1SR_2002-11-08.pdf](#)

[EMS175_2NSR_2009-12-10.pdf](#)

[EMS175_XMemo_2010-01-08.pdf](#)

[EMS175_2NSR_2010-03-11.pdf](#)

[EMS175_formerly_CJ-175](#)

[EMS175_XMemo_2003-03-03.pdf](#)

[EMS175_XMemo_2003-03-05.pdf](#)

[EMS176_0Pilot_1997-04-18.pdf](#)

[EMS176_1SR_2002-10-09.pdf](#)

[EMS176_2NSR_2009-12-10.pdf](#)

[EMS176_XMemo_2010-01-08.pdf](#)

[EMS176_2NSR_2010-03-11.pdf](#)

[EMS176_XMemo_2003-03-03.pdf](#)

[EMS176_XMemo_2003-03-05.pdf](#)

[EN066 Substantive Changes_1994-12-29.pdf](#)

[EN066_SR_1999-2-8_Reading Workshop.pdf](#)

[EN066_2NSR_2009-10-30.pdf](#)

[EN066 1999-02-08 SR](#)

[EN066_2NSR_2010-05-04](#)

[EN066_2NSR_2010-05-24](#)

[EN066_1SR_2011-04-27.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate an increase in reading skills.
2. Demonstrate an understanding of reading as a process.
3. Apply reading skills in a lifelong-learning context.

EN067 - Writing Workshop

EN067-Writing Workshop will introduce students to the writing process. This process includes a series of ongoing, interconnected writing skills and activities involving pre-writing, writing, conferences, revision, editing, and finalization of writing pieces. Mini-lessons, individualized guided writing, instructor-student conferencing, student-student conferencing, and group sharing will facilitate a better understanding and application of the writing process. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate that writing is a progressive activity.
2. Utilize the components of the writing process to improve individualized skill levels.
3. Apply basic writing skills in organizing an effective message in a variety of individual, group, organizational, and related social meetings.

EN068 - Language Arts Literacy

This course is designed to develop and improve the students' current reading skill level as determined by the Comprehensive Adult Student Assessment System (CASAS) and writing skills. The course incorporates the College and Career Readiness Standards (CCRS) for adult education; the standards will enhance students' reading and writing skills which will prepare them for post-secondary education and the workforce. Relevant individualized instruction provides reading and writing activities to enable students to become empowered, competent, critical, and reflective in their reading and writing. At the end of each semester, students enrolled in this course are required to complete the post-test component of CASAS; students scoring a 245 or above in the CASAS reading assessment will be considered to have achieved the Student Learning Outcomes (SLOs) for the course and can be awarded a CR grade for the course.

Student Learning Outcomes (SLOs)

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

1. Read closely to determine what the text says explicitly and to make logical inferences.
2. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
3. Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.

EN076 (archived Mar 2011) - Applied Communication

[EN067 Writing Workshop 12-29-1994.pdf](#)

[EN067 Writing Workshop 2-8-99.pdf](#)

[EN067_2NSR_2009-10-30.pdf](#)

[EN067 1994-12-29](#)

[EN067 1999-02-08 SR](#)

[EN067_2NSR_2010-03-23](#)

[EN067_2NSR_2010-05-04](#)

[EN067_2NSR_2010-05-24](#)

[EN067_1SR_2011-10-26.pdf](#)

[EN068_0Adopt_2017.02.27.pdf](#)

[EN068_0_Pilot_1996-01-12.pdf](#)

[EN068_2NSR_2018.10.18.pdf](#)

[EN076 Applied Communication 1-12-1996.pdf](#)

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Courses

This course teaches Adult High School (AHS) students Communication, Language Arts, and English skills in an applied setting. Prerequisites: Students must pass the Adult High School Placement test and have at least an eighth grade reading level. They must be in the Adult High School program. Course offering: As needed.

EN081 - Literature Survey

This course is an application of English Language Arts standards called for in the College and Career Readiness Standards for Adult Education. This course provides adult students with an opportunity to read and comprehend literature, including stories, dramas, and poems. Area of instruction include the structure of and literary elements contained in these genre, reading comprehension, vocabulary development, and literature-based composition.

Student Learning Outcomes (SLOs)

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

1. Determine a theme or central idea of a text.
2. Conduct literary analysis.
3. Write informative/explanatory texts to examine and convey complex ideas, concepts, and information.
4. Develop writing by planning, revising, editing, rewriting, or trying a new approach.

EN091 - Fundamentals of Communication

This course is a study of communication and speech; it introduces students to the evolving process of communication. Basic channels of communication, principles of interpersonal communication, group communication, and the preparation and delivery of speech presentation are aspects that will be covered. Course offering: As needed. Prerequisite: EN068

Student Learning Outcomes (SLOs)

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

1. Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
2. Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
3. Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations.
4. Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for speaking and listening at the college and career readiness level.
5. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

EN096 - Basic English Level 1

Related Documents

[EN076 Applied Communication 7-8-1998.pdf](#)

[EN076_2NSR_2009-10-30.pdf](#)

[EN076 1996---1-12 Pilot](#)

[EN076 1998-07-08 Adoption](#)

[EN076_6Arch_2011-03-24.pdf](#)

[EN081 Literature Survey 1982.pdf](#)

[EN081_2NSR_2009-10-30.pdf](#)

[EN081_2NSR_2010-05-24](#)

[EN081_CourseGuide_1982](#)

[EN081_2NSR_2011-04-05.pdf](#)

[EN081_1SR_2012-03-16.pdf](#)

[EN081_1SR_2012-03-16.pdf](#)

[EN081_1SR_2016.12.02_Approved.pdf](#)

[EN081_2NSR_2018.10.18.pdf](#)

[EN081_NSR_04.25.22.pdf](#)

[EN091 Fund. of Communication 1990.pdf](#)

[EN091_2NSR_2009-10-30.pdf](#)

[EN091_2NSR_2010-03-23](#)

[EN091_2NSR_2010-05-04](#)

[EN091_CourseGuide_1990](#)

[EN091_1SR_2011-05-19.pdf](#)

[EN091_1SR_2017.02.23.pdf](#)

[EN091_2NSR_2018.10.18.pdf](#)

[EN091_NSR_04.25.22.pdf](#)

[EN096_1SR_2017.12.19.pdf](#)

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Courses

Related Documents

This course provides reading and writing instruction for students who require extensive preparation to succeed in college level English courses or in certification into the workforce. Placement into this course is based on an Accuplacer Reading score of 22 - 51. Upon successful completion students may enroll into EN110.

Student Learning Outcomes (SLOs)

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

1. Show ability to brainstorm, organize, draft, revise, edit, and proofread academic writing. (Affective, Level 1 – recall)
2. Apply skimming, scanning, and critical reading comprehension techniques to analyze literal, interpretive, and applied college-level texts. (Behavioral, Level 2 – skill/concept).
3. Utilize technology to communicate, problem solve, and research for information in the academic setting. (Behavioral, Level 2 – skill/concept)
4. Incorporate critical thinking skills when exploring college-level reading materials and composing academic writing. (Affective, Level 3 – strategic thinking).
5. Create well-developed, coherent, and unified writing pieces. (Cognitive, Level 4 – extended thinking).

EN097 - Basic English Level II

Provides reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses or in certification into the workforce where applicable. Students are placed into this course based on an Accuplacer Reading Score in the range of 52 - 74. Upon successful completion, student may enroll into EN110.

Student Learning Outcomes (SLOs)

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

1. Show ability to brainstorm, organize, draft, revise, edit, and proofread academic writing.
2. Apply skimming, scanning, and critical reading comprehension techniques to analyze literal, interpretive, and applied college-level texts.
3. Utilize technology to communicate, problem solve, and research for information in the academic setting.
4. Incorporate critical thinking skills when exploring college-level reading materials and composing academic writing.
5. Create well-developed, coherent, and unified writing pieces.

EN100B - Fundamentals of English-Basic

This course is designed to meet the needs of those students scoring between 15-37 on the reading section of the placement test who need developmental work in basic English skills. (main emphasis is on reading) prior to entry into Fundamentals of English/Reading (EN100R). Student will work on an individualized basis with the assistance of instructor to increase and improve reading ability. Course offering: As needed. Prerequisite: Score between 15-37 on the currently utilized College placement test (COMPASS) .

Student Learning Outcomes (SLOs)

[EN097_1SR_2017.12.19-1.pdf](#)

[EN100B_1SR_1997-12-09.pdf](#)

[EN100B_Info Memo 1997-04-24.pdf](#)

[EN100B_2NSR_2009-10-30.pdf](#)

[EN100B_2NSR-2_2010-05-24](#)

[EN100B_1SR_2011-05-19.pdf](#)

[EN100B_6Arch_2018.06.22.pdf](#)

Courses

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

1. Demonstrate growth in vocabulary level.
2. Improve in comprehension level.
3. Show a more positive attitude toward reading.
4. Understand the basics of the "reading process".

EN100R - Fundamentals of English-Reading

This course is designed to meet the needs of those students requiring additional reading skill development. Students scoring 38-67 on the COMPASS placement test are required to enroll in this course, EN100R. If student scores between 38-47, student is required to enroll in this course only. If student scores between 48-67 on the COMPASS placement test, student may choose to enroll in both this course (EN100R) and EN100W. It is the recommendation of the English Department that student first completes the reading requirement. Course offering: As needed. Prerequisite: EN100B

Student Learning Outcomes (SLOs)

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

1. Demonstrate growth in vocabulary and comprehension levels.
2. Demonstrate an improved attitude toward reading.
3. Demonstrate a clear understanding and extensive practice of the "reading process".

EN100W - Fundamentals of English - Writing

Students work toward improving their writing skills. Instruction is individualized to meet each student's level of ability. EN100W focuses on writing as a process, conferencing with peers and the instructor, and using critical thinking skills to improve written work.

Students with a composition score below 4 from a prior EN100W course are required to retake EN100W until the required composition score of "Pass" is achieved. Students may enroll in both EN100R and EN100W if they earn a score of 62-67 on the reading component of the COMPASS placement test. Students are placed into EN100W if they received a grade of "P" in EN100R-Fund. Of English/Reading, or are reading at the 9.0 or above grade level based on the Nelson-Denny reading test and currently enrolled in EN100R, or earn a score of 68-100 on the reading component, 0-100 on the writing component, and 0-5 on the essay component of the COMPASS placement test.

Course offering: As needed.

Prerequisites: Students with a composition score below 4 from a prior EN100W course are required to retake EN100W until the required composition score of "Pass" is achieved. Students may enroll in both EN100R and EN100W if they earn a score of 62-67 on the reading component of the COMPASS placement test. Students are placed into EN100W if they received a grade of "P" in EN100R-Fund. Of English/Reading, or are reading at the 9.0 or above grade level based on the Nelson-Denny reading test and currently enrolled in EN100R, or earn

Related Documents

- [EN100R_1SR_2006-05-11.pdf](#)
- [EN100R_1SR_1988-10-25.pdf](#)
- [EN100R_1SR_1994-11-22.pdf](#)
- [EN100R_CourseGuide_1989.pdf](#)
- [EN100R_2NSR_2009-10-30.pdf](#)
- [EN100R_2NSR_2010-05-04](#)
- [EN100R_2NSR_2010-05-24](#)
- [EN100R_1SR_2010-12-08.pdf](#)
- [EN100R_6Arch_2018.06.22.pdf](#)
- [EN100B_6Arch_2018.06.22.pdf](#)
- [EN100W_1SR_1997-12-09.pdf](#)
- [EN100W_CourseGuide_1982.pdf](#)
- [EN100W_CourseGuide_1989.pdf](#)
- [EN100W_2NSR_2009-10-30.pdf](#)
- [EN100W_2NSR_2010-03-24](#)
- [EN100W_2NSR_2010-05-24](#)
- [EN100W_SR2012-5-08.pdf](#)

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Courses

EN110 - Freshman Composition

Emphasizing critical reading, writing, and thinking, this course focuses on communicating clearly and effectively using standard written English in an academic setting, as well as in other communities. Students will practice exploring ideas, conveying information, and developing their writing process. They will demonstrate logical reasoning, clarity, organization, and appropriate language choices in their writing.

Student Learning Outcomes (SLOs)

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

1. Employ the writing process (prewriting, organizing, drafting, revising, editing) and writing strategies.
2. Identify writing strategies used by authors.
3. Compose effective and strategic essays.

EN110A - Freshman Composition with Instructional Lab

Emphasizing critical reading, writing, and thinking skills, this course focuses on communicating clearly and effectively using standard written English in an academic setting, as well as in other communities. Students will practice exploring ideas, conveying information, and developing their writing process. They will demonstrate logical reasoning, clarity, organization, and appropriate language choices in their writing. The instructional lab component will provide grammatical and mechanical lessons and reinforce skills necessary for students to achieve the SLOs for successful completion of EN 110A.

Student Learning Outcomes (SLOs)

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

1. Employ the writing process (prewriting, organizing, drafting, revising, editing) and writing strategies.
2. Examine the connection between reading and writing.
3. Compose effective and strategic essays.
4. Utilize proper grammar and writing conventions to construct various sentence types to create sense, clarity, and stress in college-level writing.

EN111 - Writing for Research

This course builds on the content covered in EN110. Emphasis is placed on academic research processes and writing. Students will develop information literacy skills to access both primary and secondary sources. Students will also engage in critical analyses of print, electronic, and observational data.

Student Learning Outcomes (SLOs)

Related Documents

[EN110_1SR_2006-06-28.pdf](#)

[EN110_1SR_1996-03-07.pdf](#)

[EN110_1SR_1999-09-03.pdf](#)

[EN110_2NSR_2003-10-27.pdf](#)

[EN110_CourseGuide_1982.pdf](#)

[EN110_CourseGuide_1986-06.pdf](#)

[EN110_2NSR_2009-10-30.pdf](#)

[EN110_2NSR_2010-05-24](#)

[EN110_2NSR_2011-04-25.pdf](#)

[EN110_1SR_2012-01-03.pdf](#)

[EN110_1SR_2014-03-12.pdf](#)

[EN110_2NSR_2015-02-25.pdf](#)

[EN110_1SR_2018.05.18.pdf](#)

[EN110_1SR_03.28.22.pdf](#)

[EN110A_ADPT_16.06.2020.pdf](#)

[EN111_0Adopt_2003-04-03.pdf](#)

[EN111_2NSR_2003-10-27.pdf](#)

[EN111_2NSR_2009-03-26.pdf](#)

[EN111_CourseGuide_1990-06.pdf](#)

[EN111_2NSR_2009-10-30.pdf](#)

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

1. Evaluate the credibility of primary and secondary sources.
2. Compose essays that summarize, paraphrase, quote, and synthesize information gathered from research.
3. Apply appropriate documentation style.
4. Develop an argumentative essay supported by research.

EN125 - Introduction to Human Communication and Speech

This course surveys speech communication theories, concepts and skills existing in interpersonal, intercultural, small group, and organizational interactions, as well as oral public presentations. This course offers a combination of humanistic and pragmatic approaches to understanding and evaluating communication. A significant portion of the course covers the preparation and presentation of oral assignments (speeches). Prerequisite: Placement into EN110 or successful passing of EN100 R/W.

Student Learning Outcomes (SLOs)

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

1. Demonstrate listening and information gathering skills;
2. Explain the differences in cultural communication patterns;
3. Apply oral communication skills through actual applications; and
4. Develop and deliver speeches for a variety of purposes.

EN194 - Technical Communication

This course prepares students to communicate effectively for business, industry, and professions. Students will engage in the writing process and develop examples of technical communication as well as deliver professional oral presentations.

Student Learning Outcomes (SLOs)

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

1. Define technical communication.
2. Create audience profiles to produce correctly written and formatted technical communication.
3. Deliver professional oral presentations.

EN210 - Introduction to Literature

This course is designed to familiarize students with the major divisions of literature: fiction, poetry, and drama. Students will develop an understanding of and appreciation for literary elements. Prerequisite: Student must complete EN 110 with a "C" or better.

Student Learning Outcomes (SLOs)

Related Documents

[EN111_2NSR_2010-03-24](#)

[EN111_2NSR_2010-05-24](#)

[EN111_2NSR_Lib_Arts_Map_2009-09-15](#)

[EN111_1SR_2012-01-24.pdf](#)

[EN111_1SR_2017.05.22.pdf](#)

[EN111_1SR_2018.05.15.pdf](#)

[EN125_1SR_2005-05-25.pdf](#)

[EN125_1SR_1997-04-18.pdf](#)

[EN125_CourseGuide.pdf](#)

[EN125_2NSR_2009-10-30.pdf](#)

[EN125_2NSR_2010-05-24.](#)

[EN125_2NSR_Lib_Arts_Map_2009-09-15](#)

[EN125_CourseGuide](#)

[EN125_1SR_2011-05-16.pdf](#)

[EN125-1SR_2016-04-13.pdf](#)

[EN194_1SR_1996-03-25.pdf](#)

[EN194_CourseGuide1_1982.pdf](#)

[EN194_CourseGuide2_1982.pdf](#)

[EN194_CourseGuide_1980-10-31.pdf](#)

[EN194_2NSR_2009-10-30.pdf](#)

[EN194_2NSR_2010-05-24](#)

[EN194_1SR_2012-02-24.pdf](#)

[EN194_1SR_2017.05.22.pdf](#)

[EN194_1SR_04.06.22.pdf](#)

[EN210_0Adopt_2003-04-02.pdf](#)

[EN210_2NSR_2009-10-30.pdf](#)

[EN210_2NSR_2010-05-24](#)

[EN210_2NSR_Lib_Arts_Map_2009-09-15](#)

[EN210_1SR_2012-01-24.pdf](#)

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Courses	Related Documents
<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Recognize the differences between literary genres, including but not limited to poetry, fiction, and drama.2. Demonstrate basic familiarity and comprehension of vocabulary for discussing literary texts.3. Write analytically about literature.	EN210_1SR_2017.05.22.pdf
<p>EN220 - Best Practice for Literacy Instruction</p> <p>This course gives students instruction and hands-on practice in developing students' literacy skills across content and language. Using theories pertaining to culturally relevant pedagogy, peer interaction, and scaffolding, students will learn to create real-world activities that incorporate strategies for listening, speaking, reading, and writing.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, student will be able to:</p> <ol style="list-style-type: none">1. Value literacy strategies as a foundation for taching content in all subjects.2. Integrate literacy instrucion into culturally relevant pedagogy.3. Design activities that incorporate strategies for authentic literacy development.	EN220_ADOPTION_06.07.22.pdf
<p>EN300 - Writing for Educators</p> <p>This course provides techniques and strategies for using writing to support learning across the curriculum. By discussing current research and best practices, creating discipline-specific writing assignments, and through the development of their own writing, students will further develop their skills for teaching literacy in content areas in a 21st century CTE classroom.</p>	
<p>FA110 - Introduction to Community Services</p> <p>Students will become familiar with services available in the community to meet human needs and to help with social problems. Emphasis is on the development of knowledge from the perspective of a consumer and skills necessary to locate, gain access to, and effectively utilize such services.</p>	FA110_0Adopt_2013-03-27.pdf
<p>FA192 - Family Services Practicum</p> <p>Students will have the opportunity to implement their knowledge and skills while working under the mentorship of a qualified social services professional and faculty member. A minimum of 135 hours of work is required, which may include observations, meetings with clients and professionals, and professional development activities. Prerequisite: permission from advisor or Education department chairperson.</p> <p>Student learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">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.	FA192_1SR_2013-02-28.pdf
<p>FA201 - Social Welfare: A World View</p> <p>Students will critically examine social welfare from an international and cross-cultural perspective with the</p>	FA201_0Adopt_2013-03-27.pdf

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focus on the importance of culture and value systems on a society's allocation of resources, on the development of informal and formal systems of care and the evolving mission, roles and function of social work.

FS100 - Introduction to Fire Protection

This course covers the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies, survey of professional fire protection career opportunities. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only.

Student Learning Outcomes (SLOs)

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

1. Identify career opportunities in the fire science field.
2. Research and examine local, state and federal fire protection agencies.
3. Discuss the philosophy and history of fire protection.

FS101 - Introduction to Fire Suppression

This course is a study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction, inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is designed for career public safety officers and recruits

Student Learning Outcomes (SLOs)

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

1. Explain strategies for effective fire protection.
2. Identify inspection techniques used in fire protection careers.
3. Identify various types of building structures and explain the importance of basic fire resistance requirements.

FS102 - Fire Service on Guam

A study of the topographical layout of Guam and the techniques and methods used grassland fire fighting will be explored. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required.

Student Learning Outcomes (SLOs)

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

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

1. Recognize and identify key features of the topographical layout of Guam.
2. Integrate knowledge of the topographical layout of Guam to gain maximum advantage when fire fighting.
3. Properly apply the techniques and methods used for grassland fire fighting.

[FS100_1SR_2005-04-01.pdf](#)

[FS100_4Delete_2010-03-25.pdf](#)

[FS100_XMemo_2003-03-03.pdf](#)

[FS100_5Reinst_2010-09-17.pdf](#)

[FS101_1SR_2005-04-01.pdf](#)

[FS101_4Delete_2010-03-25.pdf](#)

[FS101_2NSR_2009-03-02.pdf](#)

[FS101_2NSR_1999-04-07.pdf](#)

[FS101_CourseGuide_1986-05-29.pdf](#)

[FS101_XMemo_2003-03-03.pdf](#)

[FS101_5Reinst_2010-09-17.pdf](#)

[FS102_1SR_2005-04-01.pdf](#)

[FS102_4Delete_2010-03-25.pdf](#)

[FS102_XMemo_2003-03-03.pdf](#)

[FS102_2NSR_2011-07-14.pdf](#)

[FS102_5Reinst_2010-09-17.pdf](#)

[FS100_2NSR_1999-04-07.pdf](#)

[FS102_6Arch_2018.06.22.pdf](#)

[FS102_CourseGuide_1986-05-29.pdf](#)

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FS103 - Firefighter I

This course is based on the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. Enrollment is limited to students currently in the Fire Science Academy.

Student Learning Outcomes (SLOs)

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

1. Demonstrate the knowledge and skills to perform basic firefighting emergency and rescue operations and duties.
2. Demonstrate the knowledge and skills to operate basic firefighting rescue tools and equipment.
3. Demonstrate the knowledge and skills to pass the National Professional Qualifications System (NPQS) certification test for Firefighting I level.

FS104 - Fire Fighter II

This course is based on the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. Enrollment is limited to students currently in the Fire Science Academy.

Student Learning Outcomes (SLOs):

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

1. Demonstrate the knowledge and skills to perform basic firefighting emergency and rescue operations and duties.
2. Demonstrate the knowledge and skills to operate basic firefighting rescue tools and equipment.
3. Demonstrate the knowledge and skills to pass the National Professional Qualifications System (NPQS) certification test for Firefighting II level.

FS105 - Fire Prevention

A study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction; inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is designed for career public safety officers and recruits.

Student Learning Outcomes (SLOs)

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

1. Explain the authority to inspect, responsibilities of the fire inspector, the types of organizational structures that may affect inspection activities and public education.
2. List the steps involved to prepare for inspection and inspection procedures and the purpose of follow up inspections.
3. List and explain the different types of occupancy classifications and the different components of the means

Related Documents

[FS103_CourseGuide_1986-05-29.pdf](#)

[FS103_4Delete_1999-04-07.pdf](#)

[FS103_4Delete_2010-03-25.pdf](#)

[FS103_XMemo_2003-03-03.pdf](#)

[FS103_5Reinst_2010-09-17.pdf](#)

[FS103_2NSR_2010-09-17.pdf](#)

[FS103_1SR_2013-04-15.pdf](#)

[FS103_2NSR_04.13.22.pdf](#)

[FS104_4Delete_2010-03-25.pdf](#)

[FS104_XMemo_2003-03-03.pdf](#)

[FS104_5Reinst_2010-09-17.pdf](#)

[FS104_2NSR_2010-09-17.pdf](#)

[FS104_1SR_2013-04-15.pdf](#)

[FS104_2NSR_04.11.22.pdf](#)

[FS105_4Delete_2010-03-25.pdf](#)

[FS105_XMemo_2003-03-03.pdf](#)

[FS105_5Reinst_2010-09-17.pdf](#)

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of egress.

4. List and describe the different types of fire protection systems, and list the components of an effective water distribution system.

FS106 - Apparatus

Origin and development of fire apparatus; automatic fire apparatus; driving laws; driving techniques; mechanical performance and maintenance of fire apparatus. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required. Prerequisites: FS103, FS104, and instructor's permission. Elective.

[FS106_XMemo_2003-03-03.pdf](#)

FS107 - Report Writing for Fire Service

Emphasis on principle and techniques of report writing; methods of writing the basic who, what, when, where, why, and how; and procedures of gathering information and developing various types of reports. Study is designed to produce proficiency in report writing and to reinforce and expand skills previously acquired.

[FS107_1986-05-29.pdf](#)

[FS107_4Delete_2010-03-25.pdf](#)

[FS107_5Reinst_2010-09-17.pdf](#)

[FS107_2NSR_04.13.22.pdf](#)

Student Learning Outcomes (SLOs):

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

1. Understand the importance of accurate report writing and record keeping.
2. Understand the standards and formats of basic fire service report forms.
3. Properly complete required reports relative to fire and other emergency incidents..
4. Develop administrative reports, memorandum, and correspondence related to the fire service organization.

FS200 - Fire Law

Fire Law - A study of the basic components of American law and its judicial process; understand actual and/or potential legal rights; responsibilities; liabilities and restrictions, as well as the relationship of the law to the working fire fighter. Prerequisite: Permission. Elective.

[FS200_XMemo_2003-03-03.pdf](#)

FS225 - Fire Investigation

Fire Investigation - Introduction to fundamentals of investigation procedures and arson fires; methods of determining fire cause; recognizing and preserving evidence; interviewing and detaining witnesses; procedures in handling juveniles; court procedures and giving court testimony Prerequisite: Enrollment limited to firefighters/fire recruits/police officers and permission. Elective.

FS250 - Fire Co. Organization & Mgmt.

Fire Co. Organization & Mgmt. - Review of fire department organization; fire company organization; company officers, personnel administration; communications, fire equipment maintenance; training, fire prevention; records and reports. Prerequisite: FS100 and permission. Elective.

FSM100 - Introduction to the Foodservice Profession

This course provides an overview of the hospitality and foodservice profession, including standards and

[FSM100_0Adopt_2019.04.29 CONFIRM UPDATE \(00000003\).pdf](#)

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behaviors that are essential for success in this field. Topics include the history, growth, and development of hospitality, tourism, and foodservice, orientation to career opportunities and pathways in the hospitality and foodservice industry, ethics, resume writing, interviewing skills, and networking. Sustainable practices in the foodservice industry are also covered.

Student Learning Outcomes (SLOs)

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

1. Identify the characteristics of professional standards in attitude, behavior, and attire within the foodservice profession.
2. Explore career opportunities available within the foodservice industry to determine specialization.
3. Using ethical principles, lead by example in personal and professional situations.

FSM105 - Foodservice Sustainability

This course is about sustainable practices in foodservice operations. Topics include sustainability, agriculture, water, energy, waste management, and sustainable food practices.

Student Learning Outcomes (SLOs)

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

1. Explain the importance of sustainable practices in a foodservice operation.
2. Assess the importance of menu development when it comes to product availability and its impact on the environment.
3. Describe a variety of sustainable practices available to foodservice operators.
4. Discuss practices that will help to control foodservice costs, showing good environmental stewardship.

FSM110 - Professional Dining Room Service: Theory

This is the theoretical component of a two-part course. This component introduces students to the principles of professional dining room service focusing on the practices of high-quality customer service, attributes of a professional server, the service process, and marketing a positive guest experience. Students must take this concurrently with FSM110L Professional Dining Room Service: Laboratory unless already successfully completed. Successful completer's have the opportunity to earn the National Restaurant Association Customer Service certification.

Student Learning Outcomes (SLOs)

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

1. Identify the characteristics of high-quality customer service.
2. Explain the importance of server appearance in high-quality service.
3. Create a formal customer service plan.

FSM110L - Professional Dining Room Service: Laboratory

This is the laboratory component of FSM110 theory course. This is a hands-on training that provides students with fundamental technical skills in professional table service. Students will be introduced to system,

Related Documents

[FSM100_1SR_04.06.22.pdf](#)

[FSM105_ADOPTION_12.17.2021.pdf](#)

[FSM110_0Adopt_2019.04.29.pdf](#)

[FSM110_0Adopt_2018.11.13.pdf](#)

[FSM110L_SR_28.05.2020.pdf](#)

[FSM110L_0Adopt_2019.04.29.pdf](#)

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procedures, and techniques that enhance guest dining experience. Topics include techniques of suggestive selling, handling difficult and special situations, and the role of technology in the guest service process. Students must take this concurrently with FSM110 Professional Dining Room Service: Theory unless already successfully completed.

Student Learning Outcomes (SLOs)

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

1. Perform opening and closing duties following the restaurant standard operating procedures.
2. Demonstrate the appropriate service sequence for the different types of service.
3. Apply techniques in handling difficult and special situations in a restaurant setting.
4. Perform cooperatively as a part of a service team.

FSM115 - Purchasing and Receiving (formerly HFB215)

This course presents students with the concept of purchasing and practice of receiving in quality food-service operations. Course objectives include: determining order quantities, writing effective purchase specifications, formal and informal price comparison, proper receiving, storage, product issue procedures, quality standards, regulations governing food products, purchasing ethics, and vendor relations.

[FSM115_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Develop product specifications for a variety of food products.
2. Create standard operating procedures for purchasing and receiving.
3. Analyze ethical concerns in purchase decision making.

FSM120 - Food Safety and Sanitation (formerly CUL120)

This course aims to develop student understanding of the principles of food safety and sanitation and apply them in foodservice operations. Topics include: the study of foodborne illness, types of hazards, cross-contamination, the flow of food, HACCP (Hazard Analysis Critical Control Point), SDS (Safety Data Sheets), waste disposal and recycling, emergency policies for kitchen and dining room injuries, pest control, and appropriate types and uses of fire extinguishers. The course prepares students for the National Restaurant Association ServSafe Food Protection Manager certification exam.

[FSM120_NSR_2021.05.20 rcvd 2021.05.27.pdf](#)

[FSM120_1SR_04.07.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Apply the basic principles of food safety.
2. Practice good personal hygiene practices and personal appearance standards to life.
3. Evaluate food safety and sanitation practices of a foodservice operation.

FSM130 - Professional Bar and Alcohol Management (formerly RES130)

This course introduces students to the concepts of beverage management and alcohol service. Students will learn about bar management, controlling beverage costs, legal aspects of professional alcohol service, and

[FSM130_1SR_2019.06.07.pdf](#)

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marketing of alcohol beverage products. Furthermore, students will use the ServSafe Alcohol training modules to learn best practices for providing responsible alcohol service. Students will acquire an understanding of the criminal and civil liability relating to sale and service of alcohol. Through role play simulation, students will learn how to assess signs of intoxication, prevent guest intoxication, and deal with difficult situations while maintaining effective guest relations. Students knowledge will be assessed using the National Restaurant Association ServSafe Alcohol Certification Exam.

Student Learning Outcomes (SLOs)

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

1. List beverage control procedures for receiving, storing, and issuing products.
2. Explain the importance of providing responsible alcohol
3. Implement proper procedures for dealing with non-complaint customers and intoxicated guests while maintaining effective guest relations.

FSM145 - Culinary and Business Math (formerly CUL145)

This course develops student culinary math skills such as weights and measurement conversion, yield percentage, standardized recipe conversion, costing, and pricing. Business skills such as budgeting, revenue, expense, and profit analysis are also covered.

[FSM145_NSR_2021.05.21_rcvd 2021.05.27.pdf](#)

[FSM145_1SR_05.27.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Convert customary and metric units of measurements used in the foodservice industry.
2. Scale, cost, and price standardized recipes.
3. Prepare a budget to include food, beverage, and labor; controllable and fixed costs; and expected profit.
4. Analyze a profit and loss statement.

FSM154 - Food-Service Nutrition

This is an introductory study of the science and principles of nutrition as it applies to food-service operation. Students will describe the characteristics, functions, and food sources of major nutrients and evaluate recipes and menus using dietary guideline recommendations, food guides, and food labels. Topics also include principles of nutrient needs throughout the life cycle and its application to menu planning and food preparation; and maximization of nutrient retention in food preparation and storage. Successful completers will have the opportunity to earn the National Restaurant Association Nutrition course certificate.

[FSM154_1SR_2018.09.21.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify the characteristics and functions of each major nutrient.
2. Evaluate recipes and menus using dietary guideline recommendations, food guides, and food labels.
3. Analyze one's own diet by applying nutritional principles and concepts.
4. Create a one-week menu using the Food Exchange System.

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FSM155 - Food-Service Accounting

This course presents the basic financial accounting concepts as it applies to food-service operations. Students will learn about analyzing and interpreting financial statements, planning for a profitable food-service operation, assessing operational performance, budgeting, and managing cash and accounts receivable. Successful completer's have an opportunity to earn the National Restaurant Association course certificate.

[FSM155_0Adopt_2019.06.26.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Differentiate among types of accounts (assets, liabilities, equity, revenue, and expenses).
2. Explain the importance of applying the Generally Accepted Accounting Principles in bookkeeping and accounting.
3. Analyze profitability using financial statements such as an income statement and a balance sheet.

FSM222 - Foodservice Cost Control

This course develops student understanding of basic technique and cost control procedures in purchasing, receiving, storing, issuing, and during food production. Topics include the importance of controlling cost in foodservice operations, forecasting and budgeting, controlling labor and other related costs. Students will engage in problem solving exercises and complete a semester-long course project. Successful completers have an opportunity to earn the National Restaurant Association course certificate.

[FSM222_1SR_2019.01.18 \(1\) \(1\).pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify best practices in purchasing, receiving, storing, issuing, and food production procedures.
2. Prepare food and labor cost budget.
3. Explain the importance of cost control in foodservice operations.

FSM240 - Menu Planning

In this course, students examine the principles of menu planning and menu design. Topics include costing, pricing, menu engineering, nutrition, and various types of menus for different types of operations, and strategies to market an operation. Students will engage in a semester- long project that will challenge them to plan a restaurant concept and appropriate menu.

[FSM240_1SR_2018.12.03.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Develop a menu following the principles of menu layout and design.
2. Apply the seven principles of menu planning.
3. Utilize menu engineering to analyze menus.

FSM254 - Food-Service Marketing

This course introduces the principles and concepts used in marketing a food-service operation. Topics include the marketing process, the market environment and customer behavior, the communication channels used in

[FSM254_0Adopt_2019.06.26.pdf](#)

Courses

Related Documents

marketing sales promotions, publicity and public relations, menu merchandising, and evaluating the marketing effort. Students will engage in a semester-long marketing project. Successful completers have the opportunity to earn the National Restaurant Association course certificate.

Student Learning Outcomes (SLOs)

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

1. Explain why effective marketing is essential for success in the restaurant and food-service business.
2. Design sales promotions, publicity, and public relations activities for a food-service operation.
3. Prepare a marketing plan for a food-service operation.

FSM269 (formerly FSM269A) - Leadership in Foodservice Operations

This course aims at developing leadership skills and values essential in becoming an effective manager and leader in the foodservice industry. The course prepares students for the National Restaurant Association ManageFirst course certificate exam.

[FSM269_1SR_04.06.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Articulate the importance of effective leadership qualities in the workplace.
2. Apply management theories and principles to solve organizational problems.
3. Create an action plan to improve leadership qualities.

FSM269A - Leadership in Food-Service Operations (formerly RES269A)

This course aims at developing the student's leadership skills and values essential in becoming an effective manager and a leader in the restaurant and food-service industry. Using the DiSC online personality test, students will learn to analyze their own strengths and weaknesses and create an action plan to improve leadership skills. The coursework includes field research work designed to engage students with food-service professionals. Successful course completers will obtain the National Restaurant Association ManageFirst? course certificate, which signifies student achievement of course competencies.

[FSM269A_2NSR_2019.07.25.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Analyze leadership strengths and weakness using the DiSC online personality test
2. Appraise ethical principles presented in course case studies.
3. Create an action plan to improve leadership skills.

FSM269B - Leadership Seminar Part I

This course is a continuation of Leadership in Restaurant and Foodservice Operations designed to provide awareness of individual leadership styles. Through research, case studies, and guest speakers, students will learn the pros and cons of, examine behaviors associated with, and compare world leaders who exemplify each leadership style i.e. Transformational, Transactional, Servant, Commanding, Distributive, and Situational. Through this course, students will explore their own leadership style and identify leadership qualities they

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Courses

Related Documents

want to develop. Formerly RES269B. Corequisite: FSM269C

Student Learning Outcomes (SLOs)

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

1. Identify behaviors associated with different leadership styles.
2. Identify leadership qualities students want to develop.
3. Evaluate styles of leadership using an online leadership assessment tool.

FSM269C - Leadership Seminar Part II

Through participation in an experiential learning at an on- or off-campus organization, students apply leadership knowledge and skills learned and acquired in FSM269A and FSM269B. In collaboration with an organization advisor or supervisor, students will develop a project goal to which leadership skills, i.e. goal setting, decision making, motivating others, and delegating tasks will be applied and evaluate project and performance in collaboration with an organization advisor. Formerly RES269C. Corequisite: FSM269B

Student Learning Outcomes (SLOs)

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

1. Develop project goals in collaboration with an organization advisor.
2. Apply leadership skills, i.e. goal setting, decision making, motivating others, and delegating tasks, in the execution of a project.
3. Evaluate project and performance in collaboration with an organization advisor.

FSM270 (formerly RES270) - Food-Service Human Resource Management

This course introduces students to key functions of human resource management, which includes recruitment and selection of best employees; orientation and training to optimize performance; building effective teams; facilitating performance appraisal; developing productivity standards, professional development programs, benefits, and compensation structure; managing a safe workplace; and effective labor relations. Human resource management concepts and practices are learned through case studies, application exercises, and field project exercises. Successful course completers will obtain the National Restaurant Association ManageFirst® course certificate, which signifies student achievement of competencies.

[FSM270_2NSR_2019.03.18.pdf](#)

[FSM270_1SR_04.07.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Create a human resource management handbook.
2. Evaluate good human resource management strategies.
3. List key functions of human resource management.

FSM292 (Formerly RES292) - Food-Service Practicum

This course will give students the opportunity to apply restaurant management principles acquired from the program. Students will assess restaurant operations policy and procedures for managing guest experience,

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Courses

Related Documents

cost, human resources, marketing, and make recommendations for improvement. Throughout the semester, students are required to meet regularly with the faculty mentor and maintain an electronic portfolio to document learning and complete the required Practicum evaluation forms.

Student Learning Outcomes (SLOs)

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

1. Apply customer service principles in the execution of work.
2. Assess restaurant operations policy and procedures
3. Create a portfolio following the NRA course portfolio development standards.

FSM299 - Food-Service Management Capstone

This course provides an in-depth study of important management principles and procedures in food-service operations which include customer service and menu management, product purchasing, receiving, storing, and issuing, quality food and beverage production management and control, human resource management, analysis and decision-making. Successful course completers have the opportunity to earn the National Restaurant Association course certificate.

[FSM299_0Adopt_2019.06.26.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Explain how enhancing quality should be the focus of an operation's improvement philosophy.
2. Compare standards of a food-service operation against those outlined by the National Restaurant Association (NRA).
3. Formulate a quality improvement plan for food-service operation.

GED050 (Formerly SP045A) - Language Arts Reading, Writing & Social Studies

This course offers learners who are 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their Language Arts Reading, Writing, and Social Studies skills and knowledge, as well as graphic literacy and critical thinking skills. This course will target key academic skills and content knowledge essential for completing secondary education either through the General Equivalency Diploma (GED) test or through the Adult High School Program. Course offerings: Fall and Spring semesters.

[GED050_2NSR_2009-11-02.pdf](#)

[GED050_2NSR_2010-06-18.pdf](#)

GED051 (Formerly SP045B) - Math & Science GED Preparation

This course offers learners who are 16 years Formerly of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their math and science knowledge, as well as graphic literacy and critical thinking skills. This course will target key academic skills and content knowledge essential for completing secondary education either through the General Equivalency Diploma (GED) test or the Adult High School program. Course offerings: Fall and Spring semesters.

[GED051_2NSR_2009-11-02.pdf](#)

[GED051_2NSR_2010-06-18.pdf](#)

HFB215 - Purchasing and Receiving

This course is an introduction to basic concepts and issues in purchasing and receiving. To support the purchasing role in identifying high - value sources of goods and services, strengthen relationships with supply

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chain partners, and ensure timely delivery of goods. Course Offering: As needed.

Student Learning Outcomes

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

1. Demonstrate an understanding of the principles of purchasing and receiving from a theoretical approach to practical applications using industry standards and measures.
2. Understand contract negotiation principles and employ contract negotiation techniques and identify supplier adoption procedures utilizing industry standards and measures.
3. Describe the value of creating effective supplier relationships.
4. Identify the diverse rules and regulations and ethical conduct essential to purchasing and receiving.

HI121 - History of World Civilizations I

This course explores the most important aspects of world civilizations from pre-historic time to 1700 A.D. It investigates the process of cross-cultural encounters between peoples of different cultural regions or civilizations. Attention is paid to migrations of peoples, the creation of long-distance trade networks, the transfer of technology, along with the various political, social, economic, and cultural features of the civilizations.

Student Learning Outcomes (SLOs)

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

1. Discuss the impact of geographical features in the formation and evolution of early civilizations and societies.
2. Conduct a historical analysis of an ancient civilization.
3. Explain the origins and diffusions of the world's major religious traditions.

HI122 - History of World Civilization II

This course discusses how the cultures, economies, and societies of the world developed since 1500 C.E. It explores issues of class and class conflict, personal and cultural identity, race, work, industrial development, colonialism, political and economic life pertaining to the history of world civilizations. The course examines a variety of historic experiences, discoveries, and inventions that have shaped modern society.

Student Learning Outcomes (SLOs)

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

1. Identify major social-cultural themes in World Civilization from 1500 to present..
2. Apply principles and theories to major events related to world civilizations.
3. Analyze how local, national, or international policies developed in the past continue to impact contemporary lives.

HI176 - Guam History

Guam History covers the ancient settlement period prior to Ferdinand Magellan's arrival in 1521 up to the

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[HI121_XMemo_2003-03-03.pdf](#)
[HI121_XMemo_2003-03-05.pdf](#)
[HI121_XMemo_2003-03-03.pdf](#)
[HI121_XMemo_2003-03-05.pdf](#)
[HI121_OAdopt_2003-05-03.pdf](#)
[HI121_SR_11.29.2021.pdf](#)

[HI122_OAdopt_2003-10-27.pdf](#)
[HI122_2NSR_2009-12-02.pdf](#)
[HI122_2NSR_Lib_Arts_Map_2009-09-15](#)
[HI122_XMemo_2003-03-03.pdf](#)
[HI122_XMemo_2003-03-05.pdf](#)
[HI122_SR_11.29.2021.pdf](#)

[HI176_OAdopt_2011-03-24.pdf](#)

Courses

Related Documents

modern United States military buildup on Guam. The Spanish, Japanese and United States administration periods and development of self-rule will be discussed and analyzed. This course is designed to inform those interested about the diverse influences that have contributed to the culture and history of Guam.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge of Guam history.
2. Respect Chamoru culture and values.
3. Appreciate the qualities that make Guam unique.

HL120 - Medical Terminology

This course provides students with the elements of medical terminology. The study includes origins of medical terminology, the basic structure of medical words, word element combinations, medical terminology for specialties, and medical abbreviations.

Student Learning Outcomes (SLOs)

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

1. Define 350 medical words and elements.
2. Build and dissect medical terms from roots/suffixes to understand the word element combinations that create medical terminology
3. Define abbreviations and symbols.

HL130 - First Aid & Safety

This course provides students with the basic knowledge and skills necessary in an emergency to call for assistance and provide standard first aid care, including CPR. This course also includes information on the prevention of injury and illness with a focus on personal safety. Course offering: Fall & Spring only

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge and skills of first aid and safety including cardiopulmonary resuscitation (CPR).
2. Explain the Chain of Survival according to the American Red Cross.

HL131 - Basic Life Support for Health Care Providers

This course provides students with the knowledge and skills necessary in an emergency such as rescue breathing and cardiopulmonary resuscitation (CPR). This course is a related technical requirement for the Certificate and Associate of Science in Medical Assisting. Course offering: As needed

Student Learning Outcomes (SLOs)

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

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[HL120_0Adopt_1999-12-13.pdf](#)

[HL120_1SR_2001-10-12.pdf](#)

[HL120_2NSR_2003-11-26.pdf](#)

[HL120_1SR_2005-04-01.pdf](#)

[HL120_NSR_2005-8-30.pdf](#)

[HL120_2NSR_2005-09-12.pdf](#)

[HL120_2NSR_2008-09-26.pdf](#)

[HL120_1SR_2017.03.03.pdf](#)

[HL130_1SR_2005-04-01.pdf](#)

[HL130_2NSR_2005-09-12.pdf](#)

[HL130_NSR_2006-07-24.pdf](#)

[HL130_01Pilot_1995-11-15.pdf](#)

[HL130_0Adopt_2000-04-13.pdf](#)

[HL130_2NSR_2008-09-26.pdf](#)

[HL131_0Adopt_2005-10-13.pdf](#)

[HL131_2NSR_2008-09-26.pdf](#)

[HL131_1SR_2011-05-18.pdf](#)

[HL131_2NSR_2011-07-29.pdf](#)

[HL131_2NSR_2012-01-30.pdf](#)

[HL131_1SR_2012-04-26.pdf](#)

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Courses	Related Documents
<ol style="list-style-type: none">1. Demonstrate one- and two-person resuscitation of a simulated adult in cardiac arrest.2. Evaluate the effective use of ventilation when using a barrier device.3. Apply concepts to use an Automated External Defibrillator (AED) correctly. HL135 - Heartsaver First Aid CPR AED <p>This course will provide students with the knowledge and skills to provide Basic First Aid and Cardiopulmonary Resuscitation (CPR) with an automated external defibrillator (AED).</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Demonstrate how to perform Cardiopulmonary Resuscitation (CPR) on an adult manikin.2. Practice effective use of an Automated External Defibrillator (AED) on an adult victim.3. Administer basic first aid techniques. HL140 - Introduction to Clinical Laboratory <p>This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique. Course offering: Spring only.</p> <p>Prerequisites: HL120, HL130, MS101, SI130</p> <p>Student Learning Outcomes (SLOs):</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Demonstrate use of basic to moderate lab equipment.2. Demonstrate competence in obtaining specimens of blood and other body fluids.3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.4. Describe quality control in the clinical lab. HL150 (formerly HL152) - Study of Diseases <p>This course provides the basic concepts and characteristics of disease processes, which include disease description, etiology, signs and symptoms, diagnosis, treatment, prognosis, and prevention and terminology pertaining to injuries and disease process. Formerly HL152.</p> <p>Student Learning Outcomes (SLOs):</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Describe the etiology of commonly encountered diseases.2. Identify signs and symptoms of common diseases.3. Define basic medical terminology as related to diseases. HL160 - Introduction to Pharmacology <p>This course provides students with the scope of pharmacology including definitions, classifications, common drugs within each classification, drugs, commonly used in prevention, diagnosis, and treatment of disease (action, side effects, related responsibilities), major factors which affect drug action, abbreviations, and</p>	HL131_2NSR_2017.03.03.pdf HL135_0ADOPT_2016-05-22.pdf HL140_1SR_2004-12-16.pdf HL140_2NSR_2005-10-17.pdf HL140_0Adopt_1999-12-13.pdf HL140_1SR_2002-05-01.pdf HL140_2NSR_2003-11-26.pdf HL140_2NSR_2008-09-26 HL150_1SR_2004-12-16.pdf HL150_2NSR_2005-09-12.pdf HL150_0Adopt_1999-11-01.pdf HL150_01Pilot_1997-05-15.pdf HL150_2NSR_2008-09-26.pdf HL150_2NSR_2009-04-01.pdf HS150_1SR_2017.02.23.pdf HL150_1SR_2018.06.28.pdf HL160_1SR_2004-12-03.pdf HL160_0Adopt_1999-12-13.pdf HL160_2NSR_2008-09-26.pdf

Courses

Related Documents

symbols related to drug administration, drug standards and legislation, and references for drug information.

Course offering: Summer only. Prerequisite: SI130. Corequisites: HL161, HL162

Student Learning Outcomes (SLOs)

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

1. Identify major drug classifications and common drugs within the group.
2. Identify drug commonly used in the prevention, diagnosis and treatment and treatment of diseases.
3. Recognize major factors affecting drug actions.
4. Identify standards of legislations as they apply to drugs and their administration.

HL161 - Pharmacological Treatment of Disease

This course is a survey of medications commonly used in the prevention, diagnosis, and treatment of diseases, with discussion of pharmacological action, side effects and related responsibilities. Course offering:

Summer only. Prerequisites: HL150, SI130. Corequisites: HL160, HL162

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[HL161_2NSR_2008-09-26.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify specification, side effects, and responsibilities related to use of all pharmaceuticals discussed in class.
2. Demonstrate proficiency in using the Physician's Desk Reference (PDR).

HL162 - Administration of Medications

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations.

Course offering: Summer only. Prerequisites: HL150, SI130. Corequisites: HL160, HL161

[HL162_1SR_2004-12-16.pdf](#)

[HL162_2NSR_2005-03-07.pdf](#)

[HL162_0Adopt_1999-11-01.pdf](#)

[HL162_2NSR_2008-09-26.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

HL190 - Introduction to Anatomy and Physiology for Allied Health Professionals

This course is designed to serve students in the Career Technical Programs. This course will be part of the Medical Assistant Program core curriculum. Material covered includes the structure and function of the human body. Basic chemistry and cell structures are covered, as well as the organization of tissues, organs, and organ systems. Correlations can then be made between this material and disease states commonly encountered in the practice of these fields.

[HL190_0Adopt_2017.02.27.pdf](#)

Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the effects on cells placed in an isotonic solution, hypertonic solution, or a hypotonic solution. 2. Differentiate between the effects of the sympathetic system and parasympathetic system on system organs. 3. List the cellular components of blood and their functions. <p>HL201 - Medical Law and Ethics (formerly MS201)</p> <p>Through this course, students are provided the opportunity to apply working knowledge of laws to the practice of Medical Assisting and related health care fields.</p>	<p>HL201_1SR_2018.12.03.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to</p> <ol style="list-style-type: none"> 1. Describe the difference between legal and ethical responsibilities in patient care and management. 2. Lists the current patients' rights according to the American Hospital Association (AHA). 3. Elevate the consequences of failing to adhere to medical law and ethics as relating to the clinical medical office. <p>HL202 (formerly HS202) - Nutrition</p> <p>This course provides students with the basic knowledge of nutrition. The knowledge from this course will allow students to understand the relationship between health and nutrition and how to make wise choices that contribute to a healthy lifestyle. The course further discusses methods in optimizing the use of different food choices in reducing or avoiding health-related implications and/or illnesses. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify the six functions of nutrients. 2. Apply the food pyramid to effectively maintain a healthy lifestyle. 3. Recommend a dietary meal plan that provides a corrective treatment to common illnesses. 	<p>HL202_1SR_2005-05-10.pdf</p> <p>HL202_2NSR_2005-03-12.pdf</p> <p>HL202_1SR_2001-03-19.pdf</p> <p>HL202_2NSR_2005-10-17.pdf</p> <p>HL202_2NSR_2008-09-26.pdf</p> <p>HL202_1SR_2009-12-24.pdf</p> <p>HL202_2NSR_2005-09-12</p> <p>HL202_2NSR_Lib_Arts_Map_2009-09-15</p> <p>HL202_2NSR_2005-08-30</p> <p>HL202_2NSR_2005-08-30</p> <p>HL202_1SR_2012-12-12.pdf</p>
<p>HL252 - Pathophysiology</p> <p>The objective of this course is for the students to gain an understanding of underlying principles, manifestations and clinical implications of disease processes and alterations of function in body systems in all age groups through clinical case study. Course offering: Spring only. Prerequisites: SI130A, SI130B, HI120</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p>	<p>HL252_2NSR_2005-10-17.pdf</p> <p>HL252_0Adopt_1999-11-09.pdf</p> <p>HL252_1SR_2005-04-01.pdf</p> <p>HL252_2NSR_1999-11-03.pdf</p> <p>HL252_2NSR_2003-11-26.pdf</p> <p>HL252_2NSR_2008-09-26.pdf</p>

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Courses	Related Documents
<ol style="list-style-type: none">1. Describe type II hypersensitivity reaction, and how it induces hemolytic anemia. (immunopathology)2. Describe the distribution of fluid between the intracellular and extracellular compartments. (fluid and hemodynamics)3. List common causes and discuss the pathogenesis of pneumonia. (respiratory pathology)	HL252_2NSR_2015-03-30.pdf
HM110 (formerly FA110) - Introduction to Community Services <p>Students will become familiar with services available in the community to meet human needs and to help with social problems. Emphasis is on the development of knowledge from the perspective of a consumer and of skills necessary to locate, gain access to, and effectively utilize such services.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Recognize different ways of thinking about community.2. Explain basic concepts of individual and collective human needs.3. Define concepts and typologies of community services, particularly those on Guam.	FA110_0Adopt_2013-03-27.pdf HM110_2NSR_2015-03-30.pdf
HM150 - Human Development Diversity <p>The course examines concepts and principles concerning human diversity. It sensitizes students to the complex social-economic-political issues diverging from human equality, conflict resolution, as well as examining the effects of social injustice toward persons of race, gender, sexual orientation and disability. Additionally, students are provided awareness of social change affecting the professional commitment to ensure nondiscriminatory treatment and equal access for clients at all levels of practice interventions. Course Offering: As needed. Prerequisite(s): SO 130</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Examine human development diversity as it relates to race, gender, sexual orientation and disability.2. Relate how issues of social change and advocacy promote human development diversity.3. Assess social progress and challenges in promoting fair and equitable treatment.	HM150_0Adopt_2014-08-14_AIH.PDF
HM180 - Human Services Practicum Orientation <p>The course is designed as a "bridge course" to foster a learning environment that enables students to explore their career pathway in human services. Students gain the knowledge of what to expect from a practicum experience and build awareness about the various human service practicum sites, services provided to its clients, as well as meeting with practicum instructors. By the end of the course, students select the practicum site to conduct field practicum hours. Course Offering: As needed. Prerequisite(s): By Permission from Program Academic Adviser or Approval by CJSS Department Chair</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Describe the practicum integrative processing model.	HM180_0Adopt_2014-08-14_AIH.pdf

Courses

Related Documents

2. Employ student values with career options when selecting a field practicum.
3. Explain the relationship between student learner and field practicum agency.

HM201 (formerly FA201) - Social Welfare & Development: Global Challenges

Students will critically examine social welfare from an international and cross-cultural perspective with a focus on the importance of cultural and value systems on a society's allocation of resources, on the development of informal and formal systems of care, and on the evolving mission, roles, and functions of social work. Formerly FA201 Course Offering: As needed.

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[HM201_2NSR_2015-03-09.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge of basic concepts of the structure and functions of social welfare.
2. Demonstrate knowledge of social work pertaining to human behavior and the social environment within a bio-psycho-social-spiritual framework.
3. Demonstrate ways that global trends shape the future of social work and social work education.

HM205 - Foundations of Case Management

The course examines strengths based case management practice models, interpersonal skills to foster a client-driven culturally sensitive partnering approach to care, communication/interviewing skills, service delivery, service coordination planning and proper documentation in case management. Students will further recognize the role of case managers within human service agencies and informal support systems. Course Offering: As needed. Prerequisite(s): HM 201

[HM205_0Adopt_2014-08-14_AIH.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify case management principles, models and strategies for effective delivery of human services.
2. Apply the basic skills of case management functions in service coordination.
3. Contrast the different phases of the case management process with one another.

HM225 - Substance Abuse Prevention

The course critically examines the field and practice of substance abuse prevention in human services. Students will gain knowledge into the evidence-based, prevention research and programming, as well as facts about drugs and other prevention work such as community awareness, prevention education and evaluation. Students will gain first hand experience in learning about various community-based programs aimed at substance abuse prevention. Course Offering: As needed. Prerequisite(s): HM 110 & PY 120

[HM225_0Adopt_2014-08-14.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe the three dominant theoretical orientations in substance abuse prevention.
2. Articulate the science base prevention steps of substance abuse prevention programming.
3. Compare the role of cultural competency, advocacy and ethics with science based community prevention

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Courses

programming and education.

HM250 - Ethics in Human Services

The course is designed to help students integrate values and ethics into all aspects of human services and ultimately the practice in the field of human services and its related services. Course Offering: As needed. Prerequisite(s): HM 150 and HM 201

Student Learning Outcomes (SLOs)

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

1. Recognize historically important traditions in ethics.
2. Articulate the credibility of information sources.
3. Distinguish the relationship between values and ethics in human services.

HM292 - Human Services Practicum

Students will have the opportunity to implement their knowledge and skills while working under the mentorship of a qualified social services professional and faculty member. A minimum of 135 hours of work is required, which may include observations, meetings with clients and professionals, and professional development activities. Course Offering: As needed. Prerequisite(s): HM 110, HM 201.

Student Learning Outcomes (SLOs)

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

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

HO050 - Intro to Health Occupations

This course is an introductory study of health occupations providing an overview of the health care system, different health related careers, the qualities of a health care worker, basic health care concepts and non-invasive special health care skills. Through a variety of activities ranging from laboratory activities and field trips to opportunities for shadowing, career exploration in health care industry will be provided.

HS123 - Dressing for Success

This is a consumer course that deals with the social and psychological aspects of clothing, appearance, and design Cultural influences, physical influences, tips on shopping for taste and budget, applications to men and women, and care and maintenance of the wardrobe will be presented.

HS140 - Menu Planning

This course is designed to provide students with an understanding of menu planning; its qualities and importance in a foodservice operation. Students will learn how to plan, write, and adjust menus for individuals with different needs and plan menus for a variety of foodservice operation. Course Offering: As needed. Prerequisites: MA095 or higher OR CUL145.

Student Learning Outcomes (SLOs)

Related Documents

[HM250_0Adopt_2014_08_14.pdf](#)

[HM292_0Adpt_2014_08_14.pdf](#)

[HO050A & HO050B 2000-04-25 Adoption.pdf](#)

[HS123_Course Guide_.pdf](#)

[HS140_0Adopt_2003-10-27.pdf](#)

[HS140-1SR_2016-02-09.pdf](#)

AIER/CCA

Courses

Related Documents

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

1. Explain terms and styles associated with menu planning.
2. Develop and plan menus considering the influence of location, customers, goals, and limitations of a foodservice establishment
3. Write menus following the descriptive terminology, truth-in-menu guidelines and layout.
4. Discuss menu cost and menu price and evaluate menus for profitability.

HS145 (former MA145) - Culinary Math

This course provides the student with the understanding of the basic math concepts required of being a successful professional in the food service industry. This course is reserved exclusively for declared Associate of Arts in Culinary Arts students and Apprentices and meets the General Education Math requirement for the degree. Course offering: As needed. Prerequisite: MA095

HS150 - Welcome to Hospitality

This course provides an overview of the hospitality, travel and tourism industry. Students will achieve an understanding of the concepts and facets of the hospitality, tourism and travel industry, interacting in the framework of product and service distribution systems. Students will learn, through career exploration, the importance of professionalism, guest relations, positive work habits, values, and attitudes expected of hospitality employees, and career exploration.

Student Learning Outcomes (SLOs)

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

1. Describe the main components of the hospitality, tourism, and travel industries.
2. Explain the importance of guest relation skills and a hospitality attitude.
3. Identify career opportunities in the hospitality, tourism, and travel industries.

HS152 - Customer Service

This course is designed to examine, challenge, and refine the principles of guest service management in various service organizations. Students will gain an understanding of “service products” and apply the tools to deliver these services and use these concepts in their own work experiences. Included is the American Hotel and Lodging Association Educational Institute’s Guest Service Gold® program designed to train employees to be guest service-oriented to provide memorable service. A Certified Guest Service Professional (CGSP) examination is offered to those seeking a CGSP designation.

Student Learning Outcomes (SLOs)

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

1. Apply the accepted protocol for resolving guest complaints.
2. Utilize data to assess the guests' wants and needs.
3. Design a customer service campaign that appeals to the wants and needs of a guest.

HS153 (formerly HS143) - Destination Geography

[MA145_0Adopt_2007-04-05.pdf](#)

[MA145_2NSR_2009-03-26.pdf](#)

[MA145_2NSR_2010-06-17.pdf](#)

[HS145_1SR_2011-09-27.pdf](#)

[HS150_1994-04-06.pdf](#)

[HS150_1SR_1994-10-06.pdf](#)

[HS150_1SR_2000-04-25.pdf](#)

[HS150_2NSR_1993-09-14.pdf](#)

[HS150_XMemo_1994-04-06](#)

[HS150_1SR_2011-12-05.pdf](#)

[HS150_1SR_2014-05-02.pdf](#)

[HS150_1SR_2017.02.23.pdf](#)

[HS150_SR_2020.02.25..pdf](#)

[HS150_1SR_03.28.22.pdf](#)

[HS152_0_Pilot_1993-09-27.pdf](#)

[HS152_0Adopt_1994-04-07.pdf](#)

[HS152_1SR_2002-05-01.pdf](#)

[HS152_2NSR_2005-11-15.pdf](#)

[HS152_1SR_2016.12.02.pdf](#)

[HS153_1993-06-08.pdf](#)

AIER/CCA

Courses

This course is intended to introduce World Geography to students to help develop research skills and understand the reason why travel destinations are selected. The course will highlight regions and/or countries. Formerly HS143. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry with the use of industry accepted methods.
2. Demonstrate knowledge in researching, planning, and selling a destination by creating a travel itinerary with the required components.
3. Create and present a destination with a wide range of knowledge spotlighting the travel and tour activities found at that location through a power point presentation.

HS154 - Nutrition for Food Professionals

This course is an introduction to nutrition related to the foodservice industry covering fundamentals of nutrition and foods; developing and marketing healthy recipes and menus; nutrition's relationship to health life span. This course covers the study of nutrients and nutrition deficiencies, digestion and metabolism, dietary guidelines and restrictions, diet and diseases, and basic principles for health conscious cooking.

Student Learning Outcomes (SLOs)

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

1. List the current USDA Food Guide and recommend daily servings and guidelines.
2. Describe and identify major nutrients and their sources.
3. Evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions.
4. Explain healthy cooking techniques; be able to analyze and modify recipes for healthier food production.

HS155 - Basic Hotel & Restaurant Accounting

This is an introductory course in basic hotel and restaurant accounting. Emphasis is placed on understanding and use of financial reports such as trial balance, income, and balance sheet statements. Topics such as the double entry system and types of inventory systems are included. Uniform systems of accounts for use in the lodging and restaurant industry is discussed.

Student Learning Outcomes (SLOs)

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

1. Utilize the uniform systems of accounts to create a chart of accounts.
2. Demonstrate accurate journaling with the double-entry system and analyze income and balance sheets.
3. Summarize accounts and perform a trial balance in accordance with accounting standards.

HS157 - Tourism and Planning Development

This course provides an overview of the tourism industry and how its components-destination, marketing, demand, and travel, interact with each other in order to create a successful tourism product. Students will

Related Documents

[HS153_1994-04-06.pdf](#)

[HS153_XMemo_1994-04-06](#)

[HS153_6Arch_2017.03.03.pdf](#)

[HS154_0Adopt_2013-04-25.pdf](#)

[HS155-0Adopt_2006-05-04.pdf](#)

[HS155_1SR_2012-04-03.pdf](#)

[HS155_1SR_2018.03.16.pdf](#)

[HS157_0Adopt_2017.05.22.pdf](#)

Courses

Related Documents

learn principles of destination planning, development, and marketing and apply these principles in the study of Guam's tourism industry. Prerequisites: HS150

Student Learning Outcomes (SLOs)

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

1. Explain the importance of tourism in the economy.
2. Discuss the components of a tourism system.
3. Create a tourism marketing program for Guam.

HS158 - Introduction to MICE

This course provides students with knowledge and abilities that prepare them to assist with or manage the implementation and monitoring of meeting, exposition, event, or convention (MEEC). Students will learn tasks, activities, and issues involved in producing a meeting or event. Course competencies are aligned to Meeting and Business Event Competency Standards (MBECS) – which are global, industry-endorsed descriptions of the knowledge and abilities that meeting professionals need in order to be successful.

Student Learning Outcomes (SLOs)

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

1. Describe the role and function of a meeting planner.
2. Identify the legal and ethical responsibilities of a meeting planner.
3. Create a project management plan for meeting, exhibition, event, and convention (MEEC).

HS159 (archived 2011) - Itinerary Planning

This course teaches trip itinerary planning and career skills necessary for employment in a travel agency. The course focuses on how to read and use reference materials to prepare itineraries, which include hotels, airlines, cruise ships, local tour operations and wholesale tour packages. Course offering: As needed.

HS160 (DUAL CTTT074A) - Hospitality Supervision

This course provides hospitality students with proven ways to get maximum results by directing and leading, within a hospitality supervision context. Students will learn to juggle the expectations of management, guests, employees, and governmental agencies. In addition, students will develop creative strategies for effectively managing change and resolving conflicts.

Student Learning Outcomes (SLOs)

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

1. Identify fundamental supervisory responsibilities.
2. Describe how supervisors work with the human resources department to recruit new employees.
3. Describe issues supervisors should be aware of as they assume the role of team leader.

HS203 - Sanitation & Safety

This course provides students with the knowledge and skills, through ""hands-on"" experience to develop

[HS158_XMemo_1996-05-10.pdf](#)

[HS158_0Adopt_2008-01-11.pdf](#)

[HS158_1SR_2017.05.22.pdf](#)

[HS158_2NSR_06.01.22.pdf](#)

[HS159_1SR_1993-06-08.pdf](#)

[HS159_1SR_1997-08-04.pdf](#)

[HS159_6Arch_2011-03-10.pdf](#)

[HS160_0Adopt_1999-11-12.pdf](#)

[HS160_2NSR_2003-04-03.pdf](#)

[HS160_1SR_2011-12-09.pdf](#)

[HS160_1SR_04.04.22.pdf](#)

[HS203_Course Guide.pdf](#)

[HS203_1SR_1997-12-09.pdf](#)

AIER/CCA

Courses

and implement a Sanitation Risk Management (SRM) program with the Hazard Analysis Critical Control Point (HACCP) method. The National Restaurant Association Education Foundation ServSafe® Certificate will be given to students successfully passing the National Certification examination with a score of 70% or better. Formerly HS203A and HS203B.

Student Learning Outcomes (SLOs)

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

1. Identify the factors that affect the growth of food borne bacteria in food requiring Time and Temperature Control for Safety (TCS).
2. Demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
3. Identify and cite the seven HACCP Principles and ten Control Points.
4. Develop a SRM Plan using the HACCP Method.

HS203A - Food Safety & Sanitation (ServSafe)

This course provides the students with the knowledge and skills to obtain the National Restaurant Association Education Foundation, ServSafe® Food Protection Manager Certification. Course offering: As needed

HS203B - Food Safety & Sanitation (HACCP)

This course provides students with the knowledge and skills, through ?hands-on? experience to develop and implement a Sanitation Risk Management (SRM) Program using the Hazard Analysis Critical Control Point (HACCP) method. Course offering: As needed. Prerequisite: Completion of HS203A

HS206 - Principles Mixology & Beverage Management

Students will acquire knowledge of the history of alcoholic and non-alcoholic beverages, beer, wines, and spirits that have made the beverage industry a popular field within Food and Beverage operations. Applied hands-on tasks will allow the student to learn effective and efficient mixology techniques and management procedures. Course offering: As needed

HS208 - Managing Food & Beverage Service

This course will give students a basic understanding of managing service in food and beverage operations. The emphasis of this course is to explore aspects of food and beverage services common to restaurants, cafeterias, hotels, and conference centers and clubs.

Student Learning Outcomes (SLOs)

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

Related Documents

[HS203_2NSR_2004-12-17.pdf](#)

[HS203_1SR_2007-04-03.pdf](#)

[HS203_6Arch_2010-03-26.pdf](#)

[HS203_1SR_2013-04-19.pdf](#)

[HS203A_1SR_2010-05-03.pdf](#)

[HS203a_1SR_2010-05-10_CHECKmap.pdf](#)

[HS203A_6ARCH_2013_12_12.pdf](#)

[HS203A_4Arch_2013-12-12.pdf](#)

[HS203B_1SR_2010-05-03.pdf](#)

[HS203b_1SR_2010-05-10_CHECKmap.pdf](#)

[HS203B_4Arch_2013-12-12.pdf](#)

[HS206_Course Guide.pdf](#)

[HS206_1SR_1993-06-08.pdf](#)

[HS206_1SR_2005-04-06.pdf](#)

[HS206_1SR_2010-05-10_CHECKmap.pdf](#)

[HS206_2NSR_2010-10-22.pdf](#)

[HS206_6Arch_2013-04-15.pdf](#)

[HS208 Food & Beverage Service.pdf](#)

[HS208 1994-10-06 R.pdf](#)

[HS208 1999-12-13 SR.pdf](#)

[HS208_Course Guide.pdf](#)

[HS208_1SR_2010-05-10_CHECKmap.pdf](#)

[HS208_1SR_2011-12-05.pdf](#)

AIER/CCA

Courses

1. Demonstrate knowledge and skills in providing various styles and specialized forms of service, and identify when these styles and forms of service can be applied, and develop an appropriate sequence of service for various food and beverage establishments.
2. Describe a typical food and beverage establishment's standard operating procedure.
3. Identify causes, assess potential solutions, and formulate a plan of action to address negative "moments of truth".

HS211 - Front Office Management

Managing Front Office Operations provides an in-depth look at management of the front office and how this department interacts with other hotel departments to create a memorable guest experience. This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. It also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Course offering: As needed. Prerequisite: HS150

Student Learning Outcomes (SLOs)

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

1. Describe the importance of operating an efficient front office in view of overall hotel performance.
2. Apply various front office skills in the four stages of the guest cycle.
3. Demonstrate knowledge of front office terminology and guest relations strategies when presented with various work situations.

HS215 - Managing Housekeeping Operations

Housekeeping is critical to the success of today's hospitality operations. This course exemplifies what it takes to direct day-to-day operations of this department, from big-picture management issues to technical details for cleaning each area. This course provides students with an understanding of managing housekeeping operations and provides strategies and tools to achieve housekeeping standards that meet guest expectations. Course offering: Spring, Fall. Prerequisite: HS150

Student Learning Outcomes (SLOs)

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

1. Identify responsibilities and plan the work of housekeeping in a hotel operation.

2. Discuss housekeeping operation's concepts of environmental and energy management.
3. Summarize the routine of guestroom cleaning from room assignments, through inspections, and turn down service.

HS216 - Human Resources Management

This course is an introduction on managing the important human resources who provide services within a hospitality operation. Students will learn the latest strategies for attracting employees, minimizing turnover, and maximizing productivity. Topics include organizational culture and social responsibility issues, including what companies are doing (and not doing) right.

Related Documents

[HS208_1SR_2011-12-05.pdf](#)

[HS208_1SR_2014-03-12.pdf](#)

[HS208_1SR_2013_12_20.pdf](#)

[HS211_1SR_2004-12-16.pdf](#)

[HS211_1SR_1996-01-24.pdf](#)

[HS211_1SR_1999-11-10.pdf](#)

[HS211_Course Guide.pdf](#)

[HS211_2NSR_SLO_2010-06-17.pdf](#)

[HS211_2NSR_2010-10-22.pdf](#)

[HS211_1SR_2016-04-13_Final.pdf](#)

[HS215_1SR_1999-11-10.pdf](#)

[HS215_2NSR_2005-03-28.pdf](#)

[HS215_1SR_2010-05-10map.pdf](#)

[HS215_Course Guide.pdf](#)

[HS215_2NSR_2010-06-17.pdf](#)

[HS215-1SR_2016-04-13.pdf](#)

[HS216_0Adopt_1999-11-17.pdf](#)

[HS216_2NSR_2004-09-07.pdf](#)

[HS216_6Arch_2011-03-10.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe and list major areas of equal employment opportunity laws and its implication for hospitality human resources.
2. Discuss planning and recruitment for human resources needs and assess the strengths and weaknesses of different types of interview approaches.
3. Describe the steps and identify options for establishing pay structures.
4. Explain the proper use of discipline in a hospitality organization.

HS217 - Hotel Security Management

This course explains the issues surrounding the need for individualized hotel security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties.

Student Learning Outcomes (SLOs)

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

1. Discuss the security and safety responsibilities of hotels.
2. Explain the key issues in developing and setting up a hotel security program.
3. Identify strategies for managing employee safety and demonstrate how a hotel can establish a safety committee.

HS218 - Facilities Management

Hospitality Facilities Management details how to keep every area of a hotel property running smoothly. The course takes a systems approach to hospitality facilities issues, while also providing a summary based on functional spaces within a property. Learn how technology can streamline operations procedures, how to balance environmental concerns with guest satisfaction, and how to communicate effectively with hotel property facilities and maintenance personnel.

Student Learning Outcomes (SLOs)

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

1. Describe the role of property operations, maintenance, and energy conservation in hotel operations.
2. List all major facility systems in a property.
3. Discuss building designs and renovation plans and their impact on hotel operations.

HS219 - Training & Development in the Hospitality Industry

This course provides a comprehensive overview of hospitality training and development by addressing how to assess and analyze training needs, design, implement, and evaluate training programs. Course offering: As needed

[HS217_1SR_2004-12-16.pdf](#)

[HS217_2NSR_2005-11-03.pdf](#)

[HS217_0Adopt_1999-11-12.pdf](#)

[HS217_1SR_2010-05-10map.pdf](#)

[HS217_2NSR_2010-06-17.pdf](#)

[HS217_1SR_2015-04-13.pdf](#)

[HS218_0Adopt_1999-11-12.pdf](#)

[HS218_6Arch_2011-03-10.pdf](#)

[HS219_0Adopt_2002-02-19.pdf](#)

[HS219_1SR_2010-05-10map.pdf](#)

[HS219_2NSR_2010-06-17.pdf](#)

Courses

Related Documents

Student Learning Outcomes (SLOs)

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

1. Identify and describe required techniques and knowledge to manage hospitality industry human resource efficiently and effectively.
2. Design and evaluate various training programs.

HS221 - Front Office Management

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and settlement. This course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel.

[HS221_1SR_2004-12-16.pdf](#)

HS222 - Food & Beverage Cost Control

This course emphasizes the control processes used to reduce costs in food and beverage operations. It explores how planning and control functions can help operations work more efficiently, compete for market share, and provide value to guests. Course offering: Fall Only Every Year. Prerequisite: HS155, HS140

[HS222_1SR_2001-05-29.pdf](#)

[HS222_2NSR_2003-04-05.pdf](#)

[HS222_2NSR_2004-12-17.pdf](#)

[HS222_CourseGuide_1987-01-28.pdf](#)

[HS222_1SR_2010-05-10_CHECKmap.pdf](#)

[HS222_1SR_2012-01-03.pdf](#)

[HS222_1SR_2013-05-13.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate how to use standard purchase specifications, standard recipes and determine standard yields.
2. Calculate a base selling price for menu items using different pricing methods.
3. Describe revenue control procedures of a typical food and beverage operation.

HS225 (archived 2011) - Hospitality Purchasing Management

This course describes how to develop and implement an effective purchasing program, focusing on issues pertaining to supplier relations and selection, negotiation, and evaluation. The course includes in-depth material regarding major categories of purchases. Course offering: As needed. Prerequisites: HS150 and HS160 or permission.

[HS225_0Adopt_2000-05-17.pdf](#)

[HS225_Course Guide_1986-12.pdf](#)

[HS225_6Arch_2011-03-10.pdf](#)

HS228 (archived 2011) - Hotel Law

This course provides an awareness of the rights and responsibilities that the law grants or imposes upon a hotel-keeper, and illustrates the possible consequences of failure to satisfy legal obligations. Course offering: As needed. Prerequisite: HS150.

[HS228_1SR_2001-05-29.pdf](#)

[HS228_2003-04-03.pdf](#)

[HS228_CourseGuide_1987-01-28.pdf](#)

[HS228_6Arch_2011-03-10.pdf](#)

HS229 (archived 2011) - Marketing of Hospitality Services

This course explores the "why" behind the "how-to" of successful marketing. Students will learn how marketing applies to all departments of a hospitality organization. Topics such as advertising, public relations, understanding guest behaviors, marketing plans, personal selling, promotion, hospitality product/service mix, and pricing will be covered. Course offering: As needed. Prerequisite: HS150 or approval of department.

[HS229_0Adopt_1999-11-12.pdf](#)

[HS229_2NSR_2005-03-28.pdf](#)

[HS229_6Arch_2011-03-10.pdf](#)

HS237 - Principles of European Cuisine

[HS237_0Adopt_2004-02-02.pdf](#)

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Courses

Students are introduced to the preparation of European Cuisine in the traditional ways. The emphasis is on French or Classical Cuisine, terminology and sauces; Mediterranean cuisines is also introduced. Course offering: As needed. Prerequisite: HS203

HS238 - Garde Manger/Cold Food Pantry

An introduction into the preparation of cold entrees, salads, pates, aspics, and terrines. Carving of fruits and vegetables and the techniques of platter design and prepare the student for buffet presentations and culinary competitions. Course offering: As needed Prerequisite: A minimum of "C" for each course. HS245 and HS237

HS244 - Baking and Breads

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS245, HS248

HS245 - Food Production Principles

Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed. Formerly HS117 & HS118. Course offering: Spring only. Prerequisite: HS203

HS246 - Buffet Service / Catering

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS245, HS248

HS247 - International Cuisine

This course is a study of Japanese, Italian, Spanish, French, Chinese, Indian, Mexican, Thai, Vietnamese, Pacific Rim, and Moroccan cuisines and overview of the history, culture and foods of these countries and how they have influenced the culture and cuisine of the Continental United States and the international community. Emphasis will be placed on culinary traditions, artistry and special uses of unusual fruits, vegetables, spices, herbs and other cooking ingredients commonly used in Asian, Pacific-Rim Cuisine. Course offering: As needed. Prerequisites: HS203, HS237, HS238, HS245, HS246, HS248

Related Documents

[HS237_2NSR_2009-10-08map.pdf](#)

[HS237_1SR_2011-12-12.pdf](#)

[HS237_1SR_2013-04-19.pdf](#)

[HS237_6Arch_2017.03.03.pdf](#)

[HS238_0Adopt_2004-03-24.pdf](#)

[HS238_2NSR_2009-10-08map.pdf](#)

[HS238_1SR_2011-12-12.pdf](#)

[HS244_0Adopt_2007-04-05.pdf](#)

[HS244_2NSR_2009-10-08map.pdf](#)

[HS244_1SR_2012-04-03.pdf](#)

[HS244_1SR_2013-04-19.pdf](#)

[HS244_6Arch_2017.03.31.pdf](#)

[HS245_0Adopt_2000-05-17.pdf](#)

[HS245_1SR_2003-10-27.pdf](#)

[HS245_2NSR_2009-10-08map.pdf](#)

[HS245_1SR_2010-05-10_CHECKmap.pdf](#)

[HS245_1SR_2012-04-03.pdf](#)

[HS245_1SR_2013-04-19.pdf](#)

[HS245_6Arch_2017.03.03.pdf](#)

[HS246_0Adopt_2004-04-27.pdf](#)

[HS246_2NSR_2009-10-08map.pdf](#)

[HS246_1SR_2012-04-03.pdf](#)

[HS246_6Arch_2017.02.23.pdf](#)

[HS247_0Adopt_2005-05-11.pdf](#)

[HS247_2NSR_2009-10-08map.pdf](#)

[HS247_1SR_2012-04-03.pdf](#)

[HS247_1SR_2013-04-19.pdf](#)

[HS247_6Arch_2017.03.03.pdf](#)

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Courses

HS248 - Patisserie - Fundamentals of Patisserie

The production of cakes, breads, puff pastries, creams, and soufflés are the results of the application of techniques and skills gained through the study of this course. Emphasis will be placed on the preparation and presentation of petit fours and cakes. Course offering: As needed. Prerequisites: A minimum grade of "C" for each course. HS237, HS245

HS249 - Advanced Food Preparation

This course is a continuation of the Food Production Principles class HS245 - further skill development, techniques and presentations. Based on contemporary North American Cuisine, this course will help students to prepare for their careers and to help professional cooks advance in their careers in the culinary arts as practiced today in the top-quality food service operations. Course offering: As needed Prerequisite: Completion of all technical requirements and area of concentration requirements. A minimum grade of "C" for each course. HS245 , HS237, HS248, HS244, HS238, and HS247

HS250 (now HS250A & HS250B) - Airline Computer Reservation

Deletion of curriculum approved dated 2003-05-01.

HS250A (archived 2011) & (formerly HS250) - Airline Computer ReservationI

This course presents the Airline Computer Reservation System (CRS). Students will master the basics of building reservation records in the computer. The emphasis is access, application and modification of the Amadeus Global Distribution System (GDS). Topics will include the following areas: sine entries, conversion functions, coding, general information, and help screens, retrieving flight availability, selling airline seats, remark options, forms of payment and creation of the passenger name record (PNR). Formerly HS250. Course offering: As needed. Prerequisites: HS153, HS159, HS251A, Permission from the Instructor or Advisor is required.

HS250B (archived 2011) & (formerly HS250) - Airline Computer Reservation II

This course combines the basic access and application and modification of the AMADEUS Global Distribution System (GDS). Topics will include the following areas: Selling options, split PNR options, multiple faring entries, multiple car and hotel entries, visa and customs worldwide access through TIMATIC, Ticketing, Invoicing and specialty remarks. Traveler Profile and Queue options will be resented. Reservations will be created to develop the students' ability to be accurate, timely, and efficient. Formerly HS250. Course offering: Fall & Spring only. Prerequisites: HS153, HS159, HS250A, HS251A or permission.

HS251 (now HS251A & HS251B) - Ticketing

This course will present methods and techniques to issue various types of standard airline, tour, and rail ticket stock. Procedures will include issuance of domestic and international tickets. Special ticketing guidelines will be examined as well as procedures for the ARC report/IATA report. Course offering: As needed. Prerequisite: HS153 or permission by the Instructor.

Related Documents

[HS248_1SR_2007-04-03.pdf](#)
[HS248_0Adopt_2004-04-27.pdf](#)
[HS248_2NSR_2009-10-08map.pdf](#)
[HS248_1SR_2011-12-12.pdf](#)
[HS248_1SR_2013-04-29.pdf](#)
[HS248_6Arch_2017.03.03.pdf](#)

[HS249_0Adopt_2005-04-07.pdf](#)
[HS249_2NSR_2009-10-08map.pdf](#)
[HS249_1SR_2011-12-12.pdf](#)
[HS249_6Arch_2017.03.03.pdf](#)

[HS250A SR 2003-04-25.pdf](#)
[HS250 2003-05-01 Deletion Memo](#)
[HS250A_6Arch_2011-03-10.pdf](#)

[HS250B_1SR_2003-05-28.pdf](#)
[HS250 2003-05-01 Deletion Memo](#)
[HS250B_6Arch_2011-03-10.pdf](#)

[HS251_0_Pilot.pdf](#)
[HS251_1SR_1993-06-08.pdf](#)
[HS251_2NSR_1994-01-11.pdf](#)
[HS251_0Adopt_1994-04-07.pdf](#)
[HS251_XMemo_1996-05-10.pdf](#)

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Courses

HS251A (formerly HS251) - Ticketing & Travel Documents

This course will present terminology, methods and case studies to issue various types of "standard" travel and tour industry related documents as they relate to current common practices. Special ticketing guidelines and electronic ticketing will be examined. Formerly HS251. Course offering: Fall only. Prerequisite: HS153

HS251B (formerly HS251) - Internet Travel

This course will provide a broad overview of the Internet and its integration into the travel and tourism industry. The Internet can be used as a valuable tool for industry professionals and consumers alike to facilitate travel. The diversity of the travelers today and their needs will determine the travel and tourism provider(s) they will use. Formerly HS251. Course offering: Fall only

HS254 - Hospitality & Travel Marketing

This course examines the hospitality and travel marketing system. Students will learn the different types and roles of hospitality and travel industry organizations, how marketing applies to different travel components and various departments of a hospitality organization. Topics such as core principles of marketing, marketing approaches, strategic and tactical marketing, marketing research and analysis, marketing strategy, marketing plan development, and methods to effectively implement and control as well as evaluate the marketing plan will be covered.

Student Learning Outcomes (SLOs)

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

1. Explain the core principles of marketing and their application to the Hospitality and Travel components of the tourism industry.
2. Conduct marketing research by developing a survey relevant to the chosen topic.
3. Create and present a Marketing Plan of their choice.

HS255 - Airline Management

This course provides an understanding of the underlying marketing, operational and financial priorities that influence airline viability. Through project-based learning, students will analyze marketing and operations strategies employed by airline companies and how these strategies impact passenger service.

Student Learning Outcomes (SLOs)

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

1. Explain business and marketing strategies used by airline companies.
2. Compare and contrast customers in the business air travel and leisure travel market.
3. Analyze operation strategies employed by airline companies.

HS257 - Principles of Tour Guiding

This course prepares students to become professional tour guides. Students will learn the principles of tour guiding and knowledge about Guam's history, geography, and culture. Students will visit Guam's historic and scenic sites and perform the role of tour guides.

Related Documents

[HS251A_1SR_2006-01-30.pdf](#)

[HS251A_2NSR_SLO_2010-06-17.pdf](#)

[HS251A_6Arch_2017.03.06-2.pdf](#)

[HS251B_0Adopt_2008-04-08.pdf](#)

[HS254_1SR_2007-04-25.pdf](#)

[HS254_0Adopt_1994-04-07.pdf](#)

[HS254_1SR_2010-05-10map.pdf](#)

[HS254_1SR_2017.05.22.pdf](#)

[HS254_1SR_03.29.22.pdf](#)

[HS255_0Adopt_2017.05.22.pdf](#)

[HS255_2NSR_05.27.22.pdf](#)

[HS257_1SR_1993-06-08.pdf](#)

[HS257_2NSR_1994-01-11.pdf](#)

[HS257_0Adopt_2004-03-29.pdf](#)

[HS257_1SR_2013-05-13.pdf](#)

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Student Learning Outcomes (SLOs)

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

1. Describe how tour guides manage groups and keep them safe.
2. Explain the importance of customer service.
3. Apply public speaking techniques to describe historic and scenic sites.

HS260 - Travel Professional

This course will be a guide to becoming a "Travel Professional." The training will include career opportunities, domestic & international travel, marketing and selling of other travel products, niche markets, types of travelers, and the role of the travel professional in the world of the new century. Course offering: Spring only. Prerequisites: HS251A

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
2. Plan and execute an itinerary to include necessary documentation to fit the needs of the Traveler and their destination.
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

HS265 - Ecotourism

This course will describe ecotourism as a form of tourism that fosters learning experiences and appreciation of the natural environment within a region or a culture. It will offer the student an insight to ecotourism and how it supports a social-cultural industry that is sustainable, enhances a destination and promotes businesses of an ecotourism nature.

Student Learning Outcomes (SLOs)

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

1. Describe why ecotourism is an environmentally focused, responsible and sustainable type of tourism.
2. Compare and contrast the differences between nature based, cultural, and adventure tourists.
3. Explain career opportunities in the ecotourism field and how best to use this training to become a travel professional of the new century.

HS266 - International Hotels: Development & Management

This course prepares students for leadership roles in tomorrow's worldwide lodging industry. Future international hotel managers will need a fuller understanding and deeper appreciation of management and marketing applications within a globalized context. Course Offering: As needed, Prerequisite: HS150

Student Learning Outcomes (SLOs)

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

Related Documents

[HS257_1SR_2017.05.22.pdf](#)

[HS257_2NSR_05.27.22.pdf](#)

[HS260_0_Adopt_2008-01-11.pdf](#)

[HS265_0_Adopt_2008-01-11.pdf](#)

[HS265_2NSR_05.27.22.pdf](#)

[HS266_0ADOPT_2016_04-28.pdf](#)

Courses

Related Documents

1. Describe the phases of hotel development and the criteria for selecting a location for an international hotel.
2. Explain the qualities required for a manager in an international hotel and the importance of understanding cultural diversity.
3. Cite the future growth of international hotels in the era of globalization.

HS267 - Leadership and Management in the Hospitality Industry

This course introduces students to leadership and management issues in the hospitality industry. Students will explore how motivation works and focus on how leaders can better create a motivating environment for everyone in the organization. Course offerings: As needed

[HS267_0ADOPT_2016-05-24.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe how a hospitality manager is a change agent for the organization.
2. Create a personal vision statement after analyzing skills, interests, values, and personality types.
3. Discuss the importance of high-performance teams in the hospitality industry.
4. Describe the four fundamental steps of a continuous-improvement process.

HS268 - Managing Technology in the Hospitality Industry

This course is an overview of the information needs of lodging properties. It will cover basics of purchasing, implementing, maintaining, and managing a variety of technology systems used in hospitality and security precautions needed.

[HS268_0Adopt_2001-05-31.pdf](#)

[HS268_2NSR_2003-03-25.pdf](#)

[HS268_2NSR_2003-04-03](#)

[HS268_6Arch_2011-03-10.pdf](#)

[HS268_0Adopt_2018.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify common technology systems used in hospitality operations.
2. Describe the elements of a rooms management module.
3. Define various threats to technology systems and the security precautions needed.

HS278 - Fundamentals of Destination Management & Marketing

Destination management is a rapidly developing field with many opportunities for students to learn about the destination and its integral role in the tourism and travel industry network. All aspects of destination marketing organization operations are covered, including service, research, product development, human resources, and financial management. This course also develops awareness of how local and regional destination organizations function from a governmental and private sector perspective. Course offerings: As needed, Prerequisite: HS150

[HS278_0ADOPT_2016-05-16.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Explain the relationship between a destination management organization and the private sector.
2. Develop a familiarization tour that promotes the travel products of a destination.

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3. Develop a Marketing Plan for a destination.

HS292 - Hospitality and Tourism Practicum

This course provides students with the opportunity to apply their knowledge and skills via on-the-job training in the hospitality and tourism industry.

Student Learning Outcomes (SLOs)

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

1. Apply appropriate management styles in the workplace.
2. Exercise the importance of customer service in the hospitality and tourism industry.
3. Demonstrate desirable workplace behaviors such as punctuality, communications, and proper appearance.

HS292A - Hotel Operations and Management Practicum

This course provides students with the opportunity to apply their knowledge and skills in a 600 hours practicum in the Hospitality and Lodging industry. This course is divided into two, 300 hour, practicum sessions. The practicum will consist of practicum experience at the hotel's front of the house departments as well as experience the back of the house departments as an overview in hotel management.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge, skills, and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.
2. Demonstrate the ability to complete a hotel standard operating procedure manual for a selected department approved by the Practicum instructor and Program advisor.
3. Apply the knowledge gained and skills achieved through Practicum experience.

HS292B - Food & Beverage Management Practicum

This course provides students with the opportunity to apply their knowledge and skills in a 600-hour practicum in the Food & Beverage industry. The Practicum is divided into four, 150 hour, work-site practicums. The practicum site may include, but is not limited to, assignment in Fast Food, Fine Dining, Buffet and Banquet to experience and have actual hands-on experience in a variety of F&B operations.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge, skills, and professionalism by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.
2. Distinguish the role and importance of good management and supervision in the food & beverage work-site.
3. Demonstrate the aptitude to develop a comprehensive restaurant operating procedure manual.

HS293 - Culinary Practicum

This course provides students with the opportunity to implement their knowledge and skills through "hands-

Related Documents

[HS292_0Adopt_2003-09-23.pdf](#)

[HS292_0Adopt_2003-04-22](#)

[HS292_1SR_2018.03.07.pdf](#)

[HS292_1SR_03.28.22.pdf](#)

[HS292A_0Adopt_2012-04-03.pdf](#)

[HS292B_0Adopt_2012-04-03.pdf](#)

[HS293_0Adopt_2004-05-10.pdf](#)

[HS293_1SR_2007-04-03.pdf](#)

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on" experiences. Allowing for experimentation and creative expression, the students will be placed for a minimum of 600 clock hours of work in a variety of culinary environments. Course offering: As needed.
Prerequisite: Completion of all technical requirements and area of concentration requirements.

HS294a,b - Food & Beverage Management Practicum

This course provides students with the opportunity to apply their knowledge and skills while working in the Food & Beverage Industry. It is divided into two sections each consisting of 300 work hours. The HS294b will consist of work in the Banquet and Fine Dine segment of the industry. Course offering: As needed.
Prerequisites: Completion of all technical requirements and area of concentration requirements or by permission.

HU120 - Pacific Cultures

Pacific Cultures takes a look at the exploration of the Pacific peoples and their diverse cultural and biological heritages. The course provides a comprehensive survey about Pacific Island cultures. The course further examines the first migrations of indigenous navigators through the age of European exploration and colonialism, as well as exploring the unique cultural configurations of ritual practice, cosmology, and society. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Describe the culture, economy, and politics of the island nations and territories.
2. Compare and contrast various Pacific Island cultures.
3. Explain relevant sociological concepts as it applies to decolonization efforts to transform Pacific Island regional development and modernization.

HU220 (formerly HU125) - Guam Cultures & Legends

This course covers Guam's cultural development and conflicts. Cultural environments both past and present are explored. Emphasis is made on the study of Chamorro culture through folklore. Students will learn the effect, cultural interchange that will enable them to answer specific questions from visitors with a more accurate and deeper explanation.

Student Learning Outcomes (SLOs)

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

1. Develop an understanding of the basic principles and theories of the origin of the Chamorro people and their culture.
2. Develop a deeper understanding and appreciation of the Chamorro people and their culture.

IN145 - Vocabulary Development for Intercultural Development

This course provides students with information and instruction to develop skills aimed at increasing vocabulary and word choice repertoire for effective interpreting. This course will also include the study of how language is culturally based, the effects of culture on intercultural communication and possible cultural conflicts.

Related Documents

[HS293_2NSR_2009-10-08map.pdf](#)

[HS292a,b_1SR_2010-05-10map.pdf](#)

[HU120_1992-01-02.pdf](#)

[HU120_2NSR_2009-12-02.pdf](#)

[HU120_1SR_1992-06-02](#)

[HU120_2NSR_Lib_Arts_Map_2009-09-15](#)

[HU120_1992-01-02](#)

[HU120_1SR_2017.05.22.pdf](#)

[HU220_1996-04-26.pdf](#)

[HU220_2NSR_2010-03-11.pdf](#)

[HU220_2NSR_2009-12-02.pdf](#)

[IN145_1SR_2000-10-25.pdf](#)

[IN145_1SR_SLO_2007-10-10.pdf](#)

[IN145_0_Pilot_1994-07-19.pdf](#)

[IN145_0Adopt_1998-03-18.pdf](#)

Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate critical thinking and appropriate responses in any social context using local, national and global vocabulary skills. 2. Improve and expand vocabulary in American Sign Language (ASL) conversation to include the use of idioms, common expressions, and other figures of speech. 3. Develop strategies and word choice repertoire to facilitate effective interpreting. 	<p>IN145_4Delete_2009-04-27.pdf</p> <p>IN145_SR_AY1617-FINAL May162016.pdf</p> <p>IN145_Reinst_2014-05-01.pdf</p> <p>IN145 Audit History 2017_05_24.pdf</p>
<p>IN170 - Introduction to Interpreting</p> <p>This course addresses basic theory and practice of interpretation in a variety of settings. Students will be introduced to the communication process as a whole and the way messages are constructed. Information on linguistic register, cultural characteristics, ethics and professional conduct, and the modes of interpreting will be explained and discussed.</p>	<p>IN170_0_Pilot_1994-07-19.pdf</p> <p>IN170_0Adopt_1998-03-18.pdf</p> <p>IN170_1SR_2000-10-25.pdf</p> <p>IN170_1SR_2007-04-25.pdf</p> <p>IN170_2NSR_2008-11-05.pdf</p> <p>IN170_4Delete_2009-05-07.pdf</p> <p>IN170_5REINS_2013-03-26.pdf</p> <p>IN170_1SR_2013-04-15.pdf</p> <p>IN170_1SR_2018.02.06-1.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the different types of registry and modes of interpreting. 2. Identify settings for interpreting and demonstrate appropriate skills needed to facilitate communication. 3. Adhere to a set of values or code of ethics established for interpreting. 	
<p>IN180 - Ecology of Deafness</p> <p>This course will expand the student's knowledge of the impact of deafness on language and cognitive development and the socialization of Deaf individuals in a hearing world. Students will also be acquainted with characteristics of Deaf culture. Course Offering: Fall Only</p>	<p>IN180_0_Pilot_1994.pdf</p> <p>IN180_0Adopt_1998-03-18.pdf</p> <p>IN180_1SR_2000-10-25.pdf</p> <p>IN180_1SR_SLO_2007-08-27.pdf</p> <p>IN180_4Delete_2009-05-07.pdf</p> <p>IN180_5REINS_2013-03-26.pdf</p> <p>IN180_1SR_2016.11.29.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Identify the parts and function of the ear and be able to decipher an audiogram. 2. Explain the difference between "DEAF" and "deaf" persons. 3. Explain cognitive development as it relates to typical language development. 	
<p>IN210 - Educational Interpreting</p> <p>This course prepares students for interpreting in educational settings. An overview of child and language development, language learning and deaf children, curriculum methods and materials, and interpreting in content and non-content areas will be provided. Students will increase technical vocabulary in this area. Skills in tutoring and note taking will also be covered. Course offering: As needed. Prerequisite: ASL120</p>	<p>IN210_0_Pilot_1995-08-25.pdf</p> <p>IN210_0Adopt_1998-03-18.pdf</p> <p>IN210_1SR_2000-10-25.pdf</p> <p>IN210_4Delete_2009-04-27.pdf</p>
<p>IN220 - Voice to Sign Interpreting</p> <p>The course will acquaint students with a basic understanding of what interpreting entails. This course focuses on building expressive interpreting skills such as assisting students in developing voice to sign interpreting</p>	<p>IN220_0_Pilot_1996-07-03.pdf</p> <p>IN220_0Adopt_1998-03-18.pdf</p> <p>IN220_1SR_2000-10-25.pdf</p>

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skills and strengthening processing skills. Theoretical components and principles are also covered including strategies for effective receptive listening. Prerequisites: 1N170, ASL100

Student Learning Outcomes (SLOs)

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

1. Interpret spoken English into American Sign Language
2. Demonstrate skills necessary for both consecutive and simultaneous interpretation.
3. Explain the dynamics of voice to sign language interpreting.
4. Demonstrate beginning proficiency skills as a sign language interpreter of the Deaf Community.

IN230 - Sign to Voice Interpreting I

The course provides an opportunity to build sign to voice interpreting skills through exposure to a variety of signing styles as students' progress from prepared to unprepared consecutive and simultaneous interpreting. Ethical issues, as well as evaluations, and certification for interpreters will also be covered.

IN235 - Sign to Voice Interpreting II

This objective of this course is to further develop sign to voice interpreting skills through exposure to a variety of signing styles and modes. Emphasis will be on development of processing skills as student's progress from prepared to unprepared consecutive and simultaneous interpreting. Continued studies of ethical issues, as well as team interpreting, observation skills, and skill assessment will also be covered. Course offering: Prerequisite: IN230

IN240 - Transliterating

This course builds a foundation of skills for transliterating spoken English to Signed English. Emphasis is placed on the development of consistency and accuracy in transliterating. In addition, this course provides knowledge of Manually Coded English (MCE), Pidgin Signed English (PSE), and Signing Exact English (SEE) systems. Course offering: As needed. Prerequisites: IN220, IN230

IN250 - Advanced Interpreting

This course further develops and refines skills in Sign-to- Voice and Voice-to-Sign interpretation and transliteration. Course offering: As needed. Prerequisites: IN225, IN235

IN260 - Seminar-Interpreting in Educational Environmet

This course provides an open forum to discuss situations arising from interpreter assignments during practicum. The course will also cover employment preparation and readiness skills. Course offering: As needed. Prerequisites: IN240, IN292

Related Documents

[IN220_ISR_2007-10-10.pdf](#)
[IN220_1SR_SLO_2007-10-10.pdf](#)
[IN220_4Delete_2009-05-12.pdf](#)
[IN220_Reinst_2014-04-30.pdf](#)
[IN220_1SR_2018.02.12.pdf](#)
[IN220 Memo Pre-req removal 2018_10_10.pdf](#)

[IN230_0_Pilot_1996-07-03.pdf](#)
[IN230_0Adopt_1998-03-18.pdf](#)
[IN230_1SR_2000-10-25.pdf](#)
[IN230_1SR_2008-03-07.pdf](#)
[IN230_1SR_SLO_2008-03-07.pdf](#)
[IN230_4Delete_2009-05-07.pdf](#)

[IN235_0Adopt_2000-10-30.pdf](#)
[IN235_4Delete_2009-05-06.pdf](#)

[IN240_0_Pilot_1996-07-03.pdf](#)
[IN240_0Adopt_1998-03-18.pdf](#)
[IN240_1SR_2000-10-25.pdf](#)
[IN240_4Delete_2009-05-12.pdf](#)

[IN250_0_Pilot_1996-07-03.pdf](#)
[IN250_0Adopt_1998-03-18.pdf](#)
[IN250_1SR_2000-10-25.pdf](#)
[IN250_4Delete_2009-05-06.pdf](#)

[IN260_0_Pilot_1996.pdf](#)
[IN260_0_Pilot_1996-11-19.pdf](#)
[IN260_0Adopt_1998-03-18.pdf](#)

Courses	Related Documents
<p>IN292 - Sign Language Interpreting Practicum</p> <p>This course is designed to expose ASL students to real-world interpreting experiences under the supervision of a professional in the field or related field who will serve as their mentor. This course focuses on the challenges and benefits of working in various settings (educational, medical, community & legal), following a code of ethics, and decision-making skills. Students will be expected to exhibit ethical conduct and characteristics of a professional interpreter while at all practicum placement sites and assignments related to practicum.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Conduct accurate interpreting services (voice to sign and sign to voice) within a cross-cultural context. 2. Apply professional interpreting work ethics at entry-level proficiency in a real world setting. 3. Reflect on the practicum experience to include identification of strengths, weaknesses, and ways to improve interpreting work. 	<p>IN260_1SR_2000-10-25.pdf</p> <p>IN260_4Delete_2009-05-12.pdf</p> <p>IN292_XCourseGuide_1990-03.pdf</p> <p>IN292_XMemo_1990-04-06.pdf</p> <p>IN292_0Adopt_2000-10-30.pdf</p> <p>IN292_4Delete_2009-05-07.pdf</p> <p>IN292_0Adopt_2018.11.13.pdf</p>
<p>JA108 (formerly JA111 & JA112) - Speak Japanese for Tourism</p> <p>This course provides basic Japanese conversational skills especially for individuals with direct contact with Japanese nationals. Emphasis of the course is on listening and speaking skills including phrases for retail and hotel and restaurant environments. This course is ideal for anyone interested in basic Japanese conversation.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Synthesize and comprehend simple spoken conversations. 2. Orally communicate simple Japanese information necessary for everyday life situations. 3. Demonstrate Japanese etiquette through simple language and non-verbal behavior. <p>JA110 - Japanese I</p> <p>This course provides students' basic Japanese language conversation, grammar, and useful expressions used in daily life situations. Speaking in Japanese and building vocabulary is emphasized in this course. Students will learn to read and write in Hiragana and Katakana. Cultural aspects of Japan's society are also discussed to better understand the language and its people.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Comprehend simple spoken conversations. 2. Converse in simple Japanese language in a variety of everyday life situations. 3. Read and write simple sentences written in Hiragana and Katakana. 	<p>JA108_1SR_2008-04-04.pdf</p> <p>JA110_1SR_2002-02-15.pdf</p> <p>JA110_2NSR_2003-04-03.pdf</p> <p>JA110_1SR_SLO_2008-02-29.pdf</p> <p>JA110_2NSR_1 992-12-01.pdf</p> <p>JA110_Course Guide 1.pdf</p> <p>JA110_Course Guide 2.pdf</p> <p>JA110 & JA111 Memo - Course Title Updates GEN ED Revamp 02.11.2020.pdf</p> <p>JA110_2NSR_2015-06-22.pdf</p> <p>JA110_1SR_05.27.22.pdf</p>

Courses	Related Documents
<p>JA111 - Japanese II</p> <p>This is an intermediate language course with emphasis on reading and writing Japanese. Students will learn how to read and write in Hiragana, Katakana, and basic Kanji.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Read and write sentences in the Japanese alphabet: Hiragana and Katakana 2. Learn to write Basic Kanji. 3. Practice speaking in Japanese. 	<p>JA111_1SR_2005-04-06.pdf</p> <p>JA111_1SR_SLO_2008-02-29.pdf</p> <p>JA111_Course Guide.pdf</p> <p>JA111_2NSR_1992-12-01.pdf</p> <p>JA111_4Delete_2004-03-09.pdf</p> <p>JA111_2NSR_2015-06-22.pdf</p> <p>JA110 & JA111 Memo - Course Title Updates GEN ED Revamp 02.11.2020.pdf</p> <p>JA111_1SR_05.27.22.pdf</p>
<p>JA112 (now JA108) - Japanese for Tourism Industry (Archived)</p> <p>This course builds a basic Japanese conversational skills for those who are interested in working in the tourism industry where direct contact is with Japanese tourists. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Japanese conversation. Course offering: Fall and Spring.</p>	<p>JA112_1SR_2004-12-16.pdf</p>
<p>JA210 - Intermediate Japanese I</p> <p>This second year Japanese language course teaches intermediate language skills needed for real life situations, through meaningful, communicative, interactive activities. It expands on the language base created in Beginning Japanese I and II with complex language structures and additional functions. Learners experience the language and culture in a variety of activities as role-play and games, video-viewing and discussions, and through computer and internet projects. Course Offering: As needed. Prerequisite: JA111.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Comprehend oral and written narrations and conversations in low-intermediate Japanese. 2. Communicate orally in a everyday situations using low-intermediate Japanese. 3. Write short narrations and conversations using limited complex structures. 4. Identify an additional 50 Kanji characters. 	<p>JA210_2NSR_1992-12-01.pdf</p> <p>JA210_2NSR_2003-04-03.pdf</p> <p>JA210_1SR_2008-04-21.pdf</p>
<p>JA211 - Intermediate Japanese II</p> <p>the addition of complex grammar patterns and different levels of politeness and formality. In concert with building oral/aural capability, limited focus is concentrated on the reading and writing of selected kanji. Course offering: Spring only. Prerequisite: JA210</p>	<p>JA211_0_Pilot_1996-02-22.pdf</p> <p>JA211_2NSR_2003-04-03.pdf</p> <p>JA211_2NSR_2011-04-06.pdf</p> <p>JA211_6Arch_2016-02-09.pdf</p> <p>JA211_6Arch_2019.11.12 .pdf</p>
<p>KE110 - Korean I</p>	<p>KE110_1SR_2005-04-01.pdf</p>

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This course is an introductory course in the Korean language. Students will develop language skills in pronunciation, basic grammar, reading, and writing. Students will learn grammatical structures and vocabulary that are necessary for basic conversation, developing both a solid foundation in the Korean language and insights about the culture.

Student Learning Outcomes (SLOs)

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

1. Exhibit basic understanding of Korean culture and social norms.
2. Comprehend simple Korean language sentences and be able to answer appropriately in the correct contexts.
3. Converse in Korean using culturally acceptable expressions.

KE111 - Korean II

This course will enable learners to achieve the intermediate level of speaking, listening, reading, writing and utilizing grammar skills in Korean. Students will also learn the context of various aspects of Korean culture and society.

Student Learning Outcomes (SLOs)

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

1. Exhibit advanced understanding of Korean culture and social norms.
2. Comprehend advanced Korean language sentences and be able to answer appropriately in the correct contexts.
3. Acquire test-taking skills necessary for taking the Test of Proficiency in Korean (TOPIK).

MA052 - General Mathematics

This course is designed to be an overview of basic mathematical operations and concepts, measurements and converting units of measurement, ratios and proportions, basics of statistical graphs, and basic algebraic concepts. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Perform basic operations involving whole numbers, fractions, decimals, and percents.
2. Solve ratios and proportion problems.
3. Perform basic operations involving measurements, including converting units of measurement.
4. Summarize basic statistical tables, graphs, and charts.
5. Apply basic algebraic concepts.

MA057 - Applied Mathematics

Applied Mathematics is a set of modular learning materials prepared to help the Adult High School student develop and refine job-related math skills. The course includes material that focuses on arithmetic operations, problem solving techniques, estimation of answers, measurement skills, geometry, data handling,

Related Documents

[KE110_Concept_1994-06-28.pdf](#)

[KE110_XMemo_1999-08-19.pdf](#)

[KE110_2NSR_2011-04-25.pdf](#)

[KE110-1SR_2016-04-05.pdf](#)

[KE110 & KE111 Memo - Course Title Updates](#)

[GEN ED Revamp 02.11.2020.pdf](#)

[KE110_1SR_03.28.22.pdf](#)

[KE111_0Adopt_2018.03.29.pdf](#)

[KE110 & KE111 Memo - Course Title Updates](#)

[GEN ED Revamp 02.11.2020.pdf](#)

[KE111_1SR_03.29.22.pdf](#)

[MA052A Gen Math 1 1991.pdf](#)

[MA052-B 1991.pdf](#)

[MA052_MA053_1990-06.pdf](#)

[MA052_1SR_1991-06.pdf](#)

[MA052_2NSR_2009-03-26.pdf](#)

[MA052B_0Adopt_1991-06.pdf](#)

[MA052_2NSR_2009-03-26_SLO Map](#)

[MA052_1SR_2011-10-26.pdf](#)

[MA057 Applied Mathematics 6-26-1992.pdf](#)

[MA057_2NSR_2009-03-26.pdf](#)

[MA057_0_Pilot_1992-06-26.pdf](#)

Courses

Related Documents

simple statistics, and the use of algebraic formulas to solve problems. The emphasis is on the ability to understand and apply functional mathematics to solve problems, with the help of technology, in the world of work. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Use technology to find solutions to given mathematical problems.
2. Apply ratios and proportions in problem solving.
3. Solve problems involving measurement.
4. Solve basic perimeter, area, and volume problems.

MA065 - Adult Mathematics

This course is designed to be an overview of several basic mathematical operations and concepts involving Real Numbers, Order of operation, Basic Algebra, Measurement, Word Problems, Basis Statistics, Geometry, and Graphing. This course prepares students for General Education Development Testing Program (G.E.D.) and the further learning of Algebra. Course offering: As needed

[MA065_1995-03-13 Pilot.pdf](#)

[MA065_2NSR_2009-03-26.pdf](#)

[MA065_0_Pilot_1995-03-13.pdf](#)

[MA065_1SR_2011-11-08.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Perform basic operation involving whole numbers, fractions, decimals, and percents.
2. Solve ratios, rates, and proportion problems.
3. Perform conversions among Units of Measure.
4. Understand basic statistical terms, tables, and charts.
5. Learn and apply basic algebraic concepts.

MA070 - Algebra-1

This course is designed as a first course in Algebra. Emphasis on the following basic algebraic topics: working with real numbers, variable expression, general equations, polynomials, factoring, rational expressions, rectangular coordinates, linear equations and inequalities in two variables and graphs of linear equations and inequalities. The use of technology in the study of various topics is also emphasized. Course offering: As needed. Prerequisite: Pass with a B or better MA052 or equivalent high school course.

[MA070_1SR_2009-11-23.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Perform basic operations involving Integers, rational numbers, exponents and variable expressions.
2. Translate or solve literal equations and word problems.
3. Perform basic operations involving polynomial expressions including factoring
4. Simplify or solve expressions and equations involving rationales or radicals.
5. Understand and apply the concepts related to equations of lines and their graphs.

MA085 (formerly MA100) - Fundamentals of Mathematics

[MA085_2NSR_2009-03-26.pdf](#)

AIER/CCA

Courses

This course is designed to provide students with basic mathematical skills needed in the career and technical fields. This course will integrate computer technology with classroom instruction. Classroom instruction will comprise of traditional and active-learning strategies. Topics for this course include operations with whole numbers, fraction, decimals, ratios, proportions, and percents. This course was formerly MA100. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Compute whole numbers, fractions, decimals, and percentages.
2. Identify and set up a ratio or proportion.
3. Solve proportions, equations, and word-problems.
4. Evaluate and simplify expressions.
5. Develop the prerequisite skills for post-secondary math courses.

MA094 (Formerly MA107) - Mathematics for the Trades

This course is designed for students seeking a certificate in technical and occupational areas. The focus is on fundamental concepts of Arithmetic, Algebra, and Geometry supported with practical applications in a variety of technical and career vocations, included but not limited to automotive, allied health, and construction trades. The course helps students to master the needed on-the-job math skills by using a wide variety of real world problems and situations

Student Learning Outcomes (SLOS)

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

1. Perform mathematical computations using basic arithmetic operations, ratios, and percentages accurately.
2. Apply measurements using both US and Metric Systems.
3. Solve application problems using algebraic and geometric skills.
4. Read and interpret information from basic statistical graphs.

MA095 - Pre-College Mathematics

This course is a continuation of MA085 and is designed to provide students with basic mathematical skills needed in the career and technical fields. Topics include operations with fractions, units of measurement, basic geometry, basic statistics, operations with real numbers, simplifying algebraic expressions, solving algebraic equations and inequalities in one variable; and problem solving. Course offering: Fall and Spring. Prerequisite: Placement test or satisfactory completion of MA085

Student Learning Outcomes (SLOs)

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

1. Work with operations involving real numbers both rational and irrational, even with units of measurement.
2. Simplify or solve elementary algebraic expressions, proportions, equations, and word-problems.

Related Documents

[MA085_1SR_2011-10-26.pdf](#)

[MA107_0Adopt_2012-12-26.pdf](#)

[MA094_1SR_2019.04.23.pdf](#)

[MA095-1SR_2006-04-03.pdf](#)

[MA095_2NSR_2009-03-26.pdf](#)

[MA095_1SR_2012-12-12.pdf](#)

Courses

Related Documents

3. Identify and apply basic geometric properties and concepts.
4. Summarize a set of data by finding the mean, median, mode, and range.

MA096 - Pre-Collegiate Mathematics

MA096 is a comprehensive lecture course that is designed for students to complete all developmental math requirements in one semester. Successful students will acquire the skills needed for a college-level mathematics course.

[MA096_1SR_2017.12.27.pdf](#)

Student Learning Outcomes (SLOs)

Upon successful completion of this course, students may register for the credited math courses.

1. Compute operations with whole numbers, decimals, fractions, proportions and percentages.
2. Solve applications and conversions with unit measurements.
3. Calculate basic descriptive statistics and applications involving basic geometry.
4. Solve equations and inequalities with real numbers.
5. Graph a linear equation and a linear inequality.

MA097 - Pre-Algebra

Pre-Algebra is the first level in a fundamental mathematics course. This is a course designed for students to acquire the basic algebraic skills needed for an intermediate algebra level mathematics course. This course may be conducted either at an accelerated pace for half a semester or traditional pace for a full semester. Classroom instruction is comprised of one or more of the following: accelerated, modular and mastery instructional strategies, computer-assisted learning, active learning, non-traditional learning strategies and/or traditional lecture-based strategies. Upon successful completion of this course, students may register for MA098.

[MA097_2NSR_2019.01.08.pdf](#)

[MA097_NSR_2020.04.26.pdf](#)

Student Learning Outcomes (SLOs)

Upon successful completion, students will be able to:

1. Compute operations with whole numbers, decimals, fractions, proportions and percentages.
2. Solve applications and conversions with unit measurements.
3. Calculate basic descriptive statistics and applications involving basic geometry.
4. Simplify expressions and solve equations and inequalities with real numbers.
5. Graph a linear equation and a linear inequality.

MA098 - Intermediate Algebra

Intermediate Algebra is the second level in a fundamental mathematics course. This is a course designed for students to acquire the fundamental algebraic skills needed for a college level mathematics course. This course may be conducted either at an accelerated pace for half a semester or traditional pace for a full semester. Classroom instruction is comprised of one or more of the following: accelerated, modular and mastery instructional strategies, computer-assisted learning, active learning, non-traditional learning strategies and/or traditional lecture based strategies. Upon successful completion of this course, students may register for

[MA098_1SR_2017.12.19.pdf](#)

[MA098_2NSR_2019.03.18.pdf](#)

[MA098_NSR_2020.04.26.pdf](#)

Courses

Related Documents

MA110a.

Student Learning Outcomes (SLOs)

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

1. Solving equations, inequalities and applications with real numbers.
2. Graph and solve systems of linear equations and system of linear inequalities.
3. Simplify and solve polynomial expressions and equations
4. Simplify and solve rational expressions and equations.
5. Solve quadratic equations using the following methods: factoring, completing the square and quadratic formula.

MA108 (formerly MA110) - Introduction to College Algebra

This course is a continuation of MA095 and is designed to provide students with basic Algebraic skills needed in the career and technical fields and the background necessary for advancement in mathematics. Topics include Real Number system and operations, fundamental operations and factorization of polynomials, introduction to equations and inequalities, rational expressions including exponents, radicals, quadratic equations and quadratic formula, and applications. Course offering: Fall and Spring, Every Year. Prerequisite: Placement test or successful completion of MA095

Student Learning Outcomes (SLOs)

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

1. Solve and graph linear equations and inequalities.
2. Simplify and solve rational expressions and equations.
3. Solve quadratic equations using the following methods: factoring, completing the square, and the quadratic formula.

MA110A (formerly MA112) - Finite Mathematics

This is a continuation of the MA108 course. Topics include: Elementary Functions, Linear Equations, Polynomial Functions, Quadratic Functions, Exponential and Logarithmic Functions, Systems of Linear Equations and Inequalities including Matrix Equations, Matrices and Determinants and Mathematics of Finance. Pre-requisite: successfully completion of MA108 with a "C" or above, place into MA110A in the COMPASS placement test or the approval of the Department Chair.

Student Learning Outcomes (SLOs)

1. Demonstrate understanding of key theories and concepts, applying them to solve questions selected from the following topics: functions and their graphs, linear and quadratic equations, matrices, linear programming, and financial mathematics.
2. Solve problems in Finite Mathematics by completing daily homework assignments in problem solving.
3. Solve problems using appropriate technology translating problem from one form to another, using various problem solving strategies.
4. Think critically about Finite Mathematics by applying key theories, concepts, and methods of inquiry in

[MA108_1SR_2006-06-28.pdf](#)

[MA108_1SR_2003-03-17.pdf](#)

[MA108_2NSR_2009-03-26.pdf](#)

[MA108_1SR_2009-11-23.pdf](#)

[MA108_1SR_2011-11-07 \(1\).pdf](#)

[MA110A_1SR_2003-03-17.pdf](#)

[MA110A_Articulation_2004-05-05.pdf](#)

[MA110A_XMemo_2004-05-14.pdf](#)

[MA110A_2NSR_2009-03-26.pdf](#)

[MA110a_1SR_2011-10-26.pdf](#)

[MA110A_2NSR_2015-06-22.pdf](#)

Courses

Related Documents

Finite Mathematics to novel problems, to other disciplines, and to situations that require understanding rather than rote memory.

MA115 - Fundamentals of College Algebra

This course will prepare students with the fundamental algebraic skills needed to be successful in MA161A. Students will learn about polynomial equations, radical expressions, systems of equations and inequalities, functions, inverse function, graphing, rational, exponential, and logarithmic functions, and application problems.

Student Learning Outcomes (SLOs)

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

1. Describe different types of functions and their graphs.
2. Solve a variety of equations to include the graphing of two variable equations and quadratic equations.
3. Model real-world situations using polynomial, exponential, and logarithmic functions.

MA145 (now HS145) - Culinary Math

This course provides the student with the understanding of the basic math concepts required of being a successful professional in the food-service industry. This course is reserved exclusively for declared Associate of Arts in Culinary Arts students and Apprentices and meets the General Education Math requirements for the degree. Course offering: Every Semester. Prerequisite: MA095.

MA151 - Introductory Statistics

This course discusses the technical terminologies, concepts, principles, and statistical methods that are important in the descriptive aspects of Statistics. Students will learn about the nature of Statistics as a field of study, data organization and summary, probability concepts and rules, discrete random variables and their distributions, and normal distributions.

MA161A (formerly MA121) - College Algebra & Trigonometry I

This course is the first of two courses designed to provide the mathematical tools needed by students enrolled in selected technical occupational programs. Topics included in this course are equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, and systems of linear equations and inequalities with matrices.

Student Learning Outcomes (SLOs)

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

1. Demonstrate methods for solving basic linear and polynomial equations and inequalities.
2. Determine the graphical and algebraic characteristics of polynomial, rational, exponential, logarithmic, and other functions and their graphs.
3. Perform alternative methods in solving systems of linear equations and inequalities graphically and algebraically.

MA161B (formerly MA122) - College Algebra & Trigonometry II

This course is a continuation of MA 161A and upon successful completion; a student will be calculus- ready.

[MA145_0Adopt_2007-04-05](#)

[MA145_2NSR_2009-03-26](#)

[MA145_2NSR_2010-06-17](#)

[MA161A_1SR_2004-02-27.pdf](#)

[MA161A_XMemo_2003-03-07.pdf](#)

[MA161A_2NSR_2009_03_26.pdf](#)

[MA161_1SR_2004_02_27](#)

[MA161a_1SR_2012-01-06.pdf](#)

[MA161A_1SR_2017.05.22 .pdf](#)

[MA161A_SR_02.04.22.pdf](#)

[MA161B_1SR_2004-02-27.pdf](#)

AIER/CCA

Courses

Topics included in this course are trigonometric functions, trigonometric identities and equations, and applications of trigonometry and discrete algebra.

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of the trigonometric concepts to solve trigonometry exercises and equations.
2. Determine which definition, concept, and identity should be implemented to find solutions to application problems.
3. Apply basic mathematical concepts and methods involving the concept of sequences, counting processes, probability and mathematical induction.

MA165 - Precalculus

This course is designed to provide the mathematical tools needed by students enrolled in selected technical occupational programs and to be Calculus-ready. Topics included in this course are polynomial and rational equations, exponential and logarithmic functions, systems of linear equations and inequalities, analytic and applications of trigonometry, sequences and series, and analytic geometry.

Student Learning Outcomes (SLOs)

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

1. Differentiate among linear, polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs.
2. Apply appropriate mathematical techniques to solve linear, polynomial, rational, exponential, logarithmic, and trigonometric equations.
3. Utilize appropriate mathematical modeling techniques to solve linear, polynomial, rational, exponential, logarithmic, and trigonometric applications.
4. Explain the characteristics of the conic sections graphically and algebraically.

MA203 - Calculus I

This course is an introduction to differential calculus. Areas of focus include limits, continuity, and differentiation of algebraic and trigonometric, logarithmic, exponential and other transcendental functions using the definition of derivatives product, quotient, and chain rule. Applications and Riemann Sums are also included.

Student Learning Outcomes (SLOs)

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

1. Determine limits of a function.
2. Find derivatives of algebraic functions using the definition of a derivative.
3. Find derivatives of transcendental functions using product, quotient, and chain rules.
4. Use limits and differentiation in real-life applications.

MA385 - Applied Statistic

Related Documents

[MA161B_XMemo_2003-03-07.pdf](#)

[MA161B_2NSR_2009-03-26.pdf](#)

[MA161b_1SR_2011-12-16.pdf](#)

[MA161B_1SR_2017.05.22.pdf](#)

[MA161B_SR_02.04.22.pdf](#)

[MA165_ADOPTION_02.14.22.pdf](#)

[MA203_ADOPTION_02.14.22.pdf](#)

[MA385_ADPT_2020.02.26.pdf](#)

Courses

This course illustrates statistical methods that attempt to derive and interpret inferences about populations based on samples taken from them. Students will learn about sampling distributions, central limit theorem, point estimation, interval estimation, small-sample ($n < 30$) testing of hypotheses, large-sample testing of hypotheses, simple correlation, linear regression, analysis of categorical data, and non-parametric statistics.

MAC090 - Co-Requisite for Finite Mathematics

This co-requisite course is taken concurrently with MA110a Finite Mathematics for students placed in the developmental intermediate algebra level. The course will focus on the essential algebra skills needed to successfully complete MA110a. Students will review and expand topics from intermediate algebra such as, but not limited to, Linear Equations, Polynomials Functions, Quadratic Functions, and Elementary Functions.

Student Learning Outcomes (SLOs)

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

1. Identify key theories and concepts needed for finite mathematics.
2. Apply essential algebra skills in a finite mathematics course.
3. Utilize graphing calculator effectively.

ME051 (former SP051) - Driver's Education

Department of Motor Vehicle requires students to be in class for 32 hours and in the car for 8 hours of instruction covering driving procedures, vehicle code rules and laws, use of vehicle instruments and controls. The eight hours consist of 4 hours behind-the-wheel driving experience and 4 hours of in-car observation covering road driving skills as well as special skills such as backing, parallel parking, handling emergencies etc. Students must be rated as ?competent? on all ?required? driving skills in order to receive credit (CR) for the course. Course offering: As needed. Prerequisite: Students must be 15 years of age or older before the first day of the course.

ME150A (now AST100) - Automotive Service 1

This is the first part of a two part basic course which covers about one-half of the tasks performed by a service station attendant including, but not limited to: checking and adjusting fluid and pressure levels; checking for excessive wear in hydraulic and mechanical systems; replacing and adjusting minor components.

ME150B (now AST100) - Automotive Service 2

This is the second half of a two part basic course; it continues with further work with minor testing, adjusting, and repairing of components in the hydraulic, mechanical, electrical and other systems of the automobile. Successful completion of the two part course provides the student with the skills to perform as a service station attendant.

ME161A - Introduction to Autobody Repair

This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching. Course offering: Fall only

Related Documents

[MAC090_0Adopt_2019.06.12.pdf](#)

[SP051 1989-12.pdf](#)

[SP051 DOE PL22-20 Section 9 1993-07-27.pdf](#)

[SP051 Driver's Education SR 1995-01-23.pdf](#)

[SP051 NSR 2002-02-04.pdf](#)

[SP051.pdf](#)

[SP051_2NSR_2010-03-19.pdf](#)

[ME051_2NSR_2011-04-06.pdf](#)

[ME161A_1SR_1991-06-25.pdf](#)

[ME161A_2NSR_2010-05-24.pdf](#)

[ME161A_1SR_1991-06-25.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Follow shop safety procedures.
2. Prepare autobody components for repair.
3. Inspect, remove, replace and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

ME161B - Introduction to Autobody Painting

This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing. Course offering: Spring only

[ME161B_1991-06.pdf](#)

[ME161B_2NSR_2010-05-24.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Perform corrosion protection restoration, sound deadening restoration and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs involving plastics and adhesives.

ME165 (now AST150) - Automobile Brakes

This is an advanced course which covers automotive brake systems including drum/disc, hydraulic, combination valves, parking and power assist systems. Prerequisite: ME150A, ME150B.

ME166 (now AST140) - Auto Steering & Suspension

This is a course designed to prepare the student to pass the national certifying examination (ASE). Classroom and lab instruction will provide the student with the necessary skills to properly diagnose, adjust, repair, and replace all components in the automobile steering and suspension systems. Subjects covered are manual and power steering units, steering linkage, rack and pinion units, front and rear suspensions, McPherson Struts, and alignments.

[ME166.pdf](#)

[ME166_NSR_2005-03-09.pdf](#)

ME167 (now AST130) - Automobile Drive Trains

A course designed to prepare the student to pass the national certifying examination (ASE). Content includes the diagnosis, adjustment, repair and replacement of the clutch, manual transmission, drive shaft, and front and rear line axles.

[ME167.pdf](#)

[ME167_NSR_2005-03-09.pdf](#)

ME168A (now AST120) - Automatic Transmission I

The first of a two part course covering all on-car diagnosing, adjusting, replacing, and repairing of both domestic and foreign automatic transmissions. Successful completion of part I and II should lead to passing of the national certifying examination (ASE).

[ME168A_NSR_2005-03-09.pdf](#)

ME168B (now AST120) - Automatic Transmission II

The second part of a two part course which is devoted to off-car repairs and includes complete rebuilding of a

[ME168B_2005-03-09_NSR.pdf](#)

AIER/CCA

Courses

Related Documents

Ford, GM and Chrysler transmission. Satisfactory completion of parts I and II should allow the student to pass the national certifying examination (ASE). Prerequisite: ME168A.

ME171A - Autobody Collision Repair

This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair. Course offering: Spring only

[ME171A_1SR_1991-06.pdf](#)

[ME171A_2NSR_2010-05-24.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Follow painting and refinishing safety precautions.
2. Prepare surfaces for painting and refinishing.
3. Use a paint spray gun and related equipment.

ME171B (Archived) - Autobody Refinishing

This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs. Course offering: Fall only

[ME171B_1SR_1991-07-01.pdf](#)

[ME171B_2NSR_2010-05-24.pdf](#)

[ME171B_6Arch_2018.06.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Mix, match, and apply paint.
2. Identify and correct paint defects.
3. Perform final detail procedures.

ME175 (now AST160) - Automobile Electrical Systems

A course designed to prepare the student to pass the national certifying examination (ASE). Consists of about 1/3 classroom work and 2/3 hands-on work involving live and dead vehicles. Content covers diagnosis, adjustment, repair and replacement of components of all electrical systems except ignition and includes the charging, starting, lighting, horn, wipers, and accessories circuits.

ME176 (now AST170) - Heating & Air Conditioning

The course is designed to prepare the student to pass the national certifying examination (ASE) and covers the diagnosis, adjustment, repair and replacement of all components of the system including the compressor, clutch, evaporator, receiver/drier, condenser, heater, defoggers, and radiators.

ME177A (now AST180A) - Engine Tune-up

This is the one part of a two part course that is designed to prepare the student to pass the tune-up section of the national certifying examination (ASE) on engine performance. Engine Tune Up can be taken before or after the second part or concurrently. Course content involved the diagnosis, adjustment, repair and replacement of components in the ignition, charging, starting, and cooling systems as well as the valve train.

Courses

Related Documents

ME177B (now AST180B) - Engine Fuel & Emission Systems

This is one part of a two-part course designed to prepare the student to pass the fuel and emissions section of the national certifying examination (ASE) on engine performance. The course can be taken before, after, or concurrently with tune-up. Content covers diagnosis, adjustment, repair and replacement of components in the fuel and emission systems including carburetors, fuel pumps, tanks, PVC, EGR, AIR and exhaust.

ME178A (now AST110) - Gasoline Engine Repair I

The first of a two part course designed to prepare the student to pass the external engine sections of the national certifying examination (ASE) on truck gasoline engine repair or gasoline engine repair. Content includes diagnosis, adjustment, repair and replacement of external components of the engine including lubrication, cooling, ignition, fuel, exhaust, battery and starting systems.

ME178B (now AST110) - Gasoline Engine Repair II

The second part of a two part course designed to prepare the student to pass the internal engine section of the national certifying examination (ASE) on gasoline engine repair or truck gasoline engine repair. Course content includes diagnosis, adjustment, repair and replacement of all internal engine components including cylinder gear, valve train, and engine block. The truck section also contains diagnosis and repair of Emission Control Systems

ME191 - Truck Brakes

A course designed to prepare the student to pass the national certifying examination (ASE) on truck brakes. Content includes the diagnosis, adjustment, repair and replacement of components in pneumatic, hydraulic, and mechanical systems.

ME192 (now MHT140) - Truck Suspension & Steering

Emphasis is on the preparation of the student to pass the national certifying examination (ASE) on truck suspension and steering through classroom and shop experiences. Course content includes the diagnosis, adjustment, repair, and replacement of components in the suspension and steering system such as steering columns and gears, power steering linkage, wheel alignment, wheels and tires.

ME193 (reinstated 2010) & (now MHT120) - Truck Drive Trains

This course is designed to prepare the student to pass the national certifying examination (ASE) in truck drive trains. Course content includes theory as well as hands-on work relating to the diagnosis, adjustment, repair and replacement of the components of the drive train such as clutch, transmission, driver shaft, and drive axle.

ME194 (reinstated 2010) & (now MHT170) - Truck Electrical Systems

A course designed to prepare the student to pass the national certifying examination (ASE). Consists of about 1/3 classroom work and 2/3 hands-on work involving live and dead vehicles. Content covers diagnosis, adjustment, repair and replacement of components of all electrical systems except ignition and includes the charging, starting, lighting, horn, wipers, and accessories circuits.

ME195A - Truck Gasoline Engine Repair I

The first of two part course designed to prepare the student to pass the external engine section of the

[ME191_CourseGuide.pdf](#)

[ME191_CourseGuide_1992-06.pdf](#)

[ME192_CourseOutline.pdf](#)

[ME193_Course Guide.pdf](#)

[ME193_5Rinstitute_2010-05-03.pdf](#)

[ME194_CourseGuide.pdf](#)

[ME194_5Rinstitute_2010-05-03.pdf](#)

[ME195A_CourseGuide.pdf](#)

[ME195A_CourseGuide_1992-06.pdf](#)

Courses

Related Documents

national certifying examination (ASE) on truck gasoline engine repair or gasoline engine repair. Content includes diagnosis, adjustment, repair and replacement of external components of the engine including lubrication, cooling, ignition, fuel, exhaust, battery and starting systems

ME196A (now MHT110) - Diesel Engine Repair I

The first of a two part course covering the diagnosis, adjustment, repair and replacement of components in the external systems of the diesel engine including colling, exhaust, induction, lubrication, fuel and electrical. Successful completion should prepare the student to pass this section of the national certifying examination (ASE) on truck diesel engines.

[ME196A.pdf](#)

ME196B - Diesel Engine Repair II

The second part of a two part course designed to prepare the student to pass the internal engine section of the national certifying examination (ASE) on gasoline engine repair or truck gasoline engine repair. Course content includes diagnosis, adjustment, repair and replacement of all internal engine components including cylinder head, valve train, and engine block. The truck section also contains diagnosis and repair of Emission Control Systems.

[ME196B_CourseOutline.pdf](#)

ME198 - Co-Op/Work-Learn

MHT100A - Intro to Diesel Technology and Preventive Maintenance I

This is the first of two introductory courses that prepare students for the study within specific areas of the Medium/Heavy Truck Diesel Technology Program. In this course, students learn about workshop safety practices, proper usage of hand tools, special tools, testing equipment, and preventive maintenance procedures on diesel engines, fuel systems, air induction, and exhaust systems.

[MHT100A_0Adopt_2010-02-24.pdf](#)

[MHT100A_2NSR_2010-05-24.pdf](#)

[MHT100A_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Differentiate between safe and unsafe workshop practices.
2. Demonstrate proper usage of hand tools, special tools, and testing equipment.
3. Perform preventive maintenance procedures on diesel engines, fuel systems, air induction, and exhaust systems.

MHT100B - Intro to Diesel Technology and Preventive Maintenance II

This is the second of two introductory courses that prepare students for study within specific areas of Medium/Heavy Truck & Diesel Technology. The course focuses on preventive maintenance procedures involving the cooling system, lubrication system, cab and hood, safety equipment, hardware, heating ventilation & air conditioning, electrical and electronics, charging system, starting system, lighting system, frame and chassis, hydraulic and air brake systems, drivetrains, suspension and steering systems, tires and wheels, and frame with fifth wheel.

[MHT100B_0Adopt_2010-02-24.pdf](#)

[MHT100B_2NSR_2010-05-24.pdf](#)

[MHT100B_1SR_2019.03.28.pdf](#)

Student Learning Outcomes (SLOs)

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

Courses

Related Documents

1. Identify brake system components and configurations.
2. Distinguish the various components and configurations of suspension and steering systems.
3. Depict drive train components and configuration.
4. Perform preventive maintenance procedures on safety equipment hardware, heating ventilation and air conditioning system, electrical/electronic, charging and starting system, lighting system, frame and chassis.

MHT110 (formerly ME196A) - Diesel Engines Part 1

This course introduces students to the theory and operation of diesel engines that includes general engine diagnostics, minor diagnosis and repair of cylinder head and valve train, engine block, lubrication system, and cooling system.

Student Learning Outcomes (SLOs)

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

1. Explain general diesel engine operation and perform basic engine troubleshooting and repair.
2. Demonstrate cylinder head and valve train diagnostics and repair
3. Expound engine block diagnostics and repair
4. Identify lubrication system components and diagnose and repair minor problems.
5. Name the major parts and explain the functions of the cooling system and execute minor diagnostic and repair procedures.

MHT120 (reinstated 2010) & (Formerly ME193) - Medium/Heavy Truck Drive Trains Part I

This is an introductory course covering the functionality of diesel transmissions, fundamentals of diesel clutches, troubleshooting, and repair of basic transmission drivability faults. Formerly ME193. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Describe clutch operation.
2. Discuss diesel transmission functionality.
3. Troubleshoot elemental transmission drivability problems and repair elemental faults.

MHT130 - Brake Systems Part 1

This course provides instruction in Medium/Heavy Truck Brakes that includes basic diagnosis & repair of air supply and service systems, mechanical/foundation systems, and parking brakes. Course offering: As needed. Prerequisite: MHT100A & MHT100B

Student Learning Outcomes (SLOs)

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

1. Depict air supply and service systems operation
2. Identify mechanical/foundation system components and perform minor repairs.
3. Explain parking brake operation.

[MHT110_1SR_2010-02-16.pdf](#)

[MHT110_2NSR_2010-05-24.pdf](#)

[MHT120_SR_2009-12-18.pdf](#)

[MHT120_ME193_5Rinstitute_2010-05-03.pdf](#)

[MHT120_2NSR_2010-05-24.pdf](#)

[MHT130_1SR_2010-02-16.pdf](#)

[MHT130_2NSR_2010-05-24.pdf](#)

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Courses

MHT140 (formerly ME192) - Medium Heavy Truck Suspension & Steering I

In this course students will learn about elements of Medium Heavy Truck Suspension & Steering that include introductory level steering system functions, diagnostics, and repair, suspension system functions, diagnostics and repair, and wheel alignment diagnosis, adjustment, and repair.

Student Learning Outcomes (SLOs)

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

1. Identify suspension and steering system components and configurations.
2. Perform inspections and needed services of axle and axle aligning devices.
3. Diagnose steering system issues.

MHT150 - Medium/Heavy Truck Heating, Ventilation & Air Conditioning

This course gives students basic instruction in Medium/Heavy Truck Heating Ventilation & Air Conditioning (HVAC) that include HVAC systems diagnosis, service, and repair, general A/C system diagnosis, service, and repair, A/C compressor and clutch, diagnosis, service, and repair, and evaporator, condenser, and related components, diagnosis, service, and repair. Course offering: As needed. Prerequisite: MHT100A & MHT100B

Student Learning Outcomes (SLOs)

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

1. Depict basic HVAC system operation.
2. Troubleshoot general A/C system malfunctions.
3. Explain A/C compressor and clutch operation and perform basic repairs.
4. Describe evaporator, condenser, and related components' functionality.

MHT160 - Hydraulics

This course provides students with fundamental instruction in Medium/Heavy Truck Hydraulic Systems that include entry level general hydraulic system diagnosis, service, and repair, hydraulic system pump diagnosis, service, and repair, and filtration/ reservoirs (tanks) diagnosis, service, and repair. Course offering: As needed. Prerequisite: MHT100A & MHT100B

Student Learning Outcomes (SLOs)

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

1. Recognize general hydraulic system components and carry out entry level diagnosis, service, and repair.
2. Ascertain basic hydraulic system failures and perform preliminary pump diagnosis, service, and repair.
3. Perform fundamental filtration/reservoirs (tanks) diagnosis, service, and repair.

MHT170 (reinstated 2010) & (Formerly ME194) - Medium Heavy Truck Electrical/Electronic Systems Part I

This course is designed to give students an elemental understanding of Medium/Heavy Truck Electrical/Electronic Systems that include general electrical systems diagnosis, battery diagnosis and repair, and starting system diagnosis and repair. Formerly: ME194. Course offering: As needed

Related Documents

[MHT140_1SR_2010-02-16.pdf](#)

[MHT140_2NSR_2010-05-24.pdf](#)

[MHT140_1SR_2019.04.30.pdf](#)

[MHT150_0Adopt_2010-02-24.pdf](#)

[MHT150_2NSR_2010-05-24.pdf](#)

[MHT160_0Adopt_2009-02-24.pdf](#)

[MHT160_2NSR_2010-05-24.pdf](#)

[MHT170_SR_2009-12-18pdf.pdf](#)

[MHT170_2NSR_2010-05-24.pdf](#)

[MHT170_ME194_5Rinstitute_2010-05-03.pdf](#)

Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Perform general electrical systems diagnosis. 2. Discuss battery construction and determine cause/s of battery failure. 3. Demonstrate fundamental starting system diagnosis and repair. <p>MHT210 - Diesel Engine Part II</p> <p>This course builds on MHT110. Skills that students will learn include, systemic diagnosis and repair of induction and exhaust, fuel supply, mechanical fuel injection, electronic fuel management and engine brakes.</p>	<p>MHT210_2NSR_2010-05-24.pdf</p> <p>MHT210_0Adopt_2010-02-24.pdf</p> <p>MHT210_1SR_2019.07.12.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Inspect engine exhaust system components to determine needed action. 2. Utilize electronic service tools and service information systems to set performance parameters. 3. Demonstrate knowledge of charge air cooler operation and testing. 4. Perform cylinder contribution test using electronic diagnostic equipment. <p>MHT230 - Medium Heavy Truck Brake Systems II</p> <p>This course prepares students to perform complex diagnostics and repairs on hydraulic brakes, power assist units, air and hydraulic Antilock Brake Systems (ABS), and Automatic Traction Control (ATC).</p>	<p>MHT230_0Adopt_2010-02-24.pdf</p> <p>MHT230_2NSR_2010-05-24.pdf</p> <p>MHT230_1SR_2019.04.12.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Systematically diagnose hydraulic brake systems. 2. Utilize electronic testing equipment to perform diagnostics on dynamic brake control systems. 3. Test vehicle/wheel speed sensors and circuits: adjust, repair, and/or replace as needed. 4. Perform maintenance on wheel bearings. <p>MHT270 - Medium Heavy Truck Electrical/Electronic Systems II</p> <p>This course builds on MHT170; the course of study includes lighting systems diagnosis and repair, and the diagnosis and repair of warning devices, gauges, and related electrical systems. Course offering: As needed.</p>	<p>MHT270_0Adopt_2010-02-24.pdf</p> <p>MHT270_2NSR_2010-05-24.pdf</p> <p>Substantive change to ACCJC.pdf</p>
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Locate faults in the lighting system and correct problems. 2. Pinpoint failure causes in gauges and warning devices and take proper action to correct situation. 3. Ascertain cause of failure in warning devices and other related electrical systems and repair fault. <p>MK123 (formerly SM210) - Principles of Marketing</p> <p>This course is an overview of fundamental marketing concepts and applications in a technology- driven world. Students will learn the skills required to be successful marketers today.</p>	<p>MK123_2NSR_2003-07-10.pdf</p> <p>MK123_2NSR_SLO_2007-12-11.pdf</p> <p>MK123_1SR_2002-10-09.pdf</p>

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Courses

Student Learning Outcomes (SLOs)

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

1. Describe fundamental marketing concepts.
2. Demonstrate oral and written communication skills using technological tools in marketing.
3. Evaluate various marketing career opportunities.

MK124 (formerly HS220 & MK220) - Selling

This course includes a comprehensive range of techniques of professional selling and ethical behavior in business with both consumer and organizational sales and settings. Students will develop skills for successful selling and relationship marketing while incorporating technology into the sales process. Formerly MK220 & HS220. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor.

Student Learning Outcomes (SLOs)

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

1. Prepare and execute a sales presentation with the use of technology.
2. Apply marketing knowledge by creating a promotional mix and pricing strategy for a product.
3. Identify and examine the components and functions of the sales management structures, process, and responsibilities.

MK125 - Social Media Marketing

Social media is not just for personal socializing anymore. It is one of the hottest trends in the marketing field right now, and is essential in today's marketing success for any business. Students will gain valuable skills in social media marketing. This course will focus on implementation of social media marketing strategies across multiple platforms, to develop a winning social media marketing plan.

Student Learning Outcomes (SLOs)

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

1. Explain how the use of social media marketing can improve marketing efforts for businesses.
2. Develop a social media marketing plan, utilizing various platforms.
3. Select the most effective social media platform for various marketing activities.

MK205 (formerly HS230 & MK221) - Entrepreneurship

This course is an overview of the role of entrepreneurial businesses and its impact on the global economy. Students will evaluate skills and commitment necessary to successfully start and maintain a business. Formerly MK221 & HS230. Course offering: As needed. Prerequisite: MK123 or Advisor/Department Chair permission.

Student Learning Outcomes (SLOs)

Related Documents

[MK123_1SR_2008-05-22.pdf](#)

[MK123_2NSR_2010-03-19.pdf](#)

[MK123_0Adopt_1994-08-24](#)

[MK123_2NSR_1994-02-24](#)

[MK123_1SR_2016.11.29.pdf](#)

[MK123_2NSR_06.07.22.pdf](#)

[MK124_1SR_2003-03-03.pdf](#)

[MK124_1SR_2008-04-21](#)

[MK124_2NSR_1994-02-24](#)

[MK124_2NSR_2007-12-11](#)

[MK124_1SR_2017.02.23.pdf](#)

[MK125_0Adopt_2017.02.27.pdf](#)

[MK125_2NSR_06.07.22.pdf](#)

[MK205_1SR_2003-03-24.pdf](#)

[MK205_2NSR_SLO_2007-12-11.pdf](#)

[MK205_1SR_2008-04-21](#)

[MK205_1SR_2017.02.23.pdf](#)

Courses

Related Documents

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

1. Determine the characteristics and skills of a successful entrepreneur.
2. Design a business plan utilizing the latest technology.
3. Recognize the advantages and disadvantages of entrepreneurship as a career.

MK206 (formerly HS242 & MK223) - Retailing

In today's fast-paced and constantly changing economy, this course covers the perspective of the latest trends, fundamental retailing principles, practices to remain competitive, employing technological tools to fulfill society and consumer needs. The course enhances students' understanding of retail planning, retail environment, market selection and analysis, retail operation management, and retail administration among other vital elements. Course offering: Spring or as needed

Student Learning Outcomes (SLOs)

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

1. Explain the fundamental retailing concepts.
2. Integrate merchandise management and supply chain strategies leading to excellent customer service.
3. Develop a retail mix to satisfy customer needs in a competitive retail environment.

MK207 - E-Marketing

E-Marketing introduces ways in which information technology can create a competitive advantage. Basic business models for making money on the Internet, insight to how companies manage global relationships with suppliers and customers, the growing importance of the Internet in business-to-business marketing, and how both large multinational firms and local companies can use data obtained from the Internet for market segmentation, targeting, and positioning are introduced. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

Student Learning Outcomes (SLOs)

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

1. Explain the basic models for engaging in commerce on the Internet.
2. Explain how information technology can create a competitive advantage.
3. Develop product strategies for global competition.
4. Learn techniques for relationship marketing and customer services on the Internet.
5. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.
6. Explain how international channels of distribution have become key factors in determining competitive advantage.

MK208 - International Marketing

This course is ideal for students to comprehend the fundamentals of International Marketing. Students will be able to utilize market planning techniques, analyze the global marketing environment, and understand how the trading of goods and services occurs between countries. Students will also be exposed to multinational strategies in relation to promotions, production, and marketing. Course offering: Fall only or as needed.

[MK206_1SR_2003-03-24.pdf](#)

[MK206_2NSR_SLO_2007-12-11.pdf](#)

[MK206_1SR_2004-03-21](#)

[MK206_1SR_2016.12.05.pdf](#)

[MK206_2NSR_06.07.22.pdf](#)

[MK207_0Adopt_2003-03-24.pdf](#)

[MK207_2NSR_SLO_2007-12-11.pdf](#)

[MK207_2NSR_2008-08-26.pdf](#)

[MK207_1SR_2009-11-23.pdf](#)

[MK207_1SR_2008-04-21](#)

[MK207_2NSR_2008-08-11](#)

[MK208_0Adopt_2003-03-26.pdf](#)

[MK208_2NSR_SLO_2007-12-11.pdf](#)

[MK208_1SR_2008-04-21](#)

[MK208_1SR_2016.11.29.pdf](#)

Courses	Related Documents
<p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Explain the market conditions and the cultural and political practices that influence the international marketplace for companies. 2. Describe the role of international regulations and how it impacts the existing national operational systems of a company. 3. Develop marketing strategies for international promotions, production, and distribution. 4. Evaluate the laws, legalities, and ethical issues that govern an industry internationally. 	<p>MK 208_2NSR_06.07.22.pdf</p>
<p>MK224 (formerly HS243) - Advertising</p> <p>This course takes a comprehensive view of the advertising industry. It provides an introduction to fundamentals of advertising with emphasis on the importance of Integrated Marketing Communications (IMC). Students will learn application of conceptual advertising principles and design. Formerly HS243 Course offering: Fall & Spring, or as needed. Prerequisites: MK123 or permission of the Marketing advisor.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe career opportunities available in advertising. 2. Develop a comprehensive and effective Advertising Plan. 3. Assess advertisements to ensure achievement of marketing communications goals/objectives. 	<p>MK224_1SR_2003-03-24.pdf</p> <p>MK224_2NSR_SLO_2007-12-11.pdf</p> <p>MK224_1SR_SLO_2008-04-04.pdf</p> <p>MK224_1SR_2008-04-04</p> <p>MK224_2NSR_1994-02-24</p> <p>MK224_2NSR_1998-01-05</p> <p>MK224_1SR_2016.11.29.pdf</p>
<p>MK292 - Marketing Practicum</p> <p>This course provides students a supervised work experience where they apply the skills necessary to be successful in a marketing career.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Apply theory learned in the classroom to the work environment. 2. Practice effective interpersonal skills in the workplace. 3. Document the synthesis of knowledge and skills gained through work experience in an electronic presentation. 	<p>MK292_1SR_2018.04.16.pdf</p>
<p>MK298 - Co-Op/Work-Learn</p> <p>This course provides students a supervised work experience where they develop skills necessary to be successful in a marketing career. In lieu of MK298, Co-op/Work-Learn, students may, with postsecondary departmental approval, choose any of the equivalent courses: a 200 level Supervision and Management course, VC135, InDesign®, VC141, Web Design, VC161, Video I, or Special Project. Course offering: As needed</p>	<p>MK298_0Adopt_Sent to Mary for apvl_2008-04-04.pdf</p> <p>MK298_0Adopt_2008-04-07.pdf</p>
<p>MS101 - Introduction to Medical Assisting</p> <p>This course provides an introduction to the Medical Assisting program. The roles of the Medical Assistant in the patient care facilities are defined as well as fundamental administrative and clinical concepts and skills.</p>	<p>MS101_1SR_2002-02-15.pdf</p> <p>MS101_2NSR_2003-11-26.pdf</p>

AIER/CCA

Courses

Introduction to ethical and legal considerations is also provided.

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic knowledge of administration and clinical skills in the medical assisting field.
2. Discuss ethical legal considerations and theoretical concepts regarding patient care.
3. Classify patient coping mechanisms and communication methods.

MS120 - Clinical Medical Assisting: Theory

This course will provide basic ambulatory care concepts and principles necessary for the performance of back office duties. Students are provided with the knowledge of routine patient care and diagnostic procedures used to assess the health status of patients including vision testing, hearing testing, electrocardiography, and the knowledge to prepare the back office, equipment and supplies necessary to facilitate patient flow through the clinic and/or physician's office.

Student Learning Outcomes (SLOs)

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

1. Assess a potentially infectious situation to select the appropriate barrier/personal protective equipment (PPE).
2. Describe the proper use of medical equipment.
3. Infer proper patient preparation using the patient's chief complaint.

MS121 - Clinical Medical Assisting II

This course will provide the student with hands-on practice on basic ambulatory care concepts and principles necessary for the performance of back office duties. The student will practice and perform routine patient care and diagnostic procedures used to assess the health status of patients including vision testing, hearing testing, electrocardiography, and the knowledge to prepare the back office, equipment, and supplies necessary to facilitate patient flow through the clinic and/or physician's office.

Student Learning Outcomes (SLOs)

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

1. Generate a new patient record using the electronic medical record/practice management system (EMR/PM) system.
2. Analyze an electrocardiogram (EKG) tracing for common artifacts.
3. Compare patient vital signs with current normal values.

MS125 - Clinical Medical Assisting: Clinical

In this course the student will perform clinical Medical Assisting tasks in a designated medical clinic in the community under the supervision of the instructor. The student will demonstrate the necessary traits acceptable to the health care profession, including communication skills necessary for interacting with medical and allied health personnel. Students will perform routine patient care procedures to assist the

Related Documents

[MS101_0_Pilot_1996-08-05](#)

[MS101_0Adopt_1999-10-27](#)

[MS101_2NSR_2008-09-26](#)

[MS 101_1SR_2016.12.12.pdf](#)

[MS120 1SR_2002-10-09.pdf](#)

[MS120_0_Pilot_1996-08-05](#)

[MS120_0Adopt_1999-10-05](#)

[MS120_2NSR_2008-09-26](#)

[MS120_1SR_2018.05.16-1.pdf](#)

[MS121_1SR_2002-10-09.pdf](#)

[MS121_0_Pilot_1996-08-05](#)

[MS121_0Adopt_1999-11-01](#)

[MS121_2NSR_2008-09-26](#)

[MS125 2002-10-09 SR.pdf](#)

[MS125 2008-09-26 NSR SLO Mapping.pdf](#)

[MS125_0Adopt-1999-10-05](#)

[MS125_1SR_2018.05.21.pdf](#)

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Courses

Related Documents

physician in the examining room, obtain and record medical data from the patients, assist the physician with exams and/or treatments with minor surgery, prepare exam and treatment rooms, prepare patients for exams and/or treatments, measure and record vital signs, height and weight, and perform hearing vision screening and ECG tracings.

Student Learning Outcomes (SLOs)

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

1. Record the patient's chief complaint.
2. Measure and record the patient's vital or cardinal signs. Apply the principles of aseptic technique and infection control in the clinical setting.

MS140 - Administrative Medical Assisting: Theory

This course provides students with basic concepts and principles of administrative medical office practices and procedures. The student will learn the basics of patient scheduling, billing, coding, and human resource management. This course prepares the student for the administrative front office.

Student Learning Outcomes (SLOs)

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

1. Describe filing indexing rules in keeping with billing and coding standards.
2. Develop a current list of community resources in the medical office setting.
3. Compose professional correspondence.

MS141 - Administrative Medical Assisting: Laboratory

This course provides students with the laboratory setting to practice performing administrative office procedures that includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques. Role-playing to help create awareness of common administrative medical assistant and patient interactions, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office are also explored in this course.

Student Learning Outcomes (SLOs)

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

1. Describe the role of the medical assistant as a patient navigator.
2. Identify different types of appointment scheduling methods.
3. Define medical necessity as it applies to diagnostic and procedural coding.

MS145 - Administrative Medical Assisting: Clinical

This course will provide the Medical Assisting Program students with an instructor-supervised experience as part of a health care team in the delivery of quality patient care. In the medical clinic the student will practice all aspects of administrative medical office procedures.

[MS140_1SR_2004-12-16.pdf](#)

[MS140_0_Pilot_1996-08-05](#)

[MS140_0Adopt_1999-10-05](#)

[MS140_2NSR_2008-09-26](#)

[MS_140_1SR_2017.02.23.pdf](#)

[MS140_2NSR_2018.05.21.pdf](#)

[MS141_2NSR_2005-10-17.pdf](#)

[MS141_1SR_2004-12-03.pdf](#)

[MS141_0Adopt_1999-10-05](#)

[MS141_2NSR_2008-09-26](#)

[MS141_1SR_2016.12.02.pdf](#)

[MS145_1SR_2004-12-16.pdf](#)

[MS145_2NSR_2005-10-17.pdf](#)

[MS145_0Adopt_1999-12-13](#)

[MS145_2NSR_2008-09-26](#)

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Student Learning Outcomes (SLOs)

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

1. File patient medical records.
2. Apply professional telephone techniques.
3. Perform diagnostic and procedural coding.

MS160 - Introduction to Pharmacology

This course provides the students with the principles of pharmacology that includes identification and classifications of medications including the indications for use, desired effects, side effects, and adverse reactions. This course also includes interpretation of abbreviations and symbols, familiarization of local and federal standards and legislation as they relate to medications and their administration. The usage of appropriate references for obtaining drug information, and the demonstration of pharmacology related mathematics to include measurement conversions, and proper dosage calculations will also be key course content.

Student Learning Outcomes (SLOs)

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

1. Identify the classifications of medications.
2. Apply mathematical computations to solve equations.
3. Calculate proper dosages of medication for administration.

MS161 - Administration of Medications Laboratory (Formerly HL162)

This course is an application of basic concepts and techniques required for medication administration. This will include patient care, documentation, and general competencies including the rationale for the equipment used for medication administration and the techniques for oral and parenteral medication administration. The student will satisfactorily demonstrate proper techniques during the performance of intramuscular, subcutaneous, intradermal injections, oral medication, and immunizations.

Student Learning Outcomes (SLOs)

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

1. List the six rights or rules of medication administration.
2. Choose the proper sites for administering parenteral medications.
3. Give examples of post injections reactions and injuries.

MS180 - Introduction to Clinical: Laboratory

This course introduces the field of clinical laboratory science to include basic laboratory skills and phlebotomy. The students will demonstrate knowledge of clinical and laboratory procedures identify roles of various laboratory personnel within the health care community. Perform CLIA waived to moderate laboratory tests, using basic to moderate laboratory instrumentation and equipment. Demonstrate competence in obtaining blood and other body fluid specimens, demonstrate the ability to effectively interact with patients, hospital personnel, reference laboratory, and describe quality control in the clinical laboratory.

Related Documents

[MS 145_1SR_2017.02.23.pdf](#)

[MS160_2NSR_2018.05.21.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Interpret the results of a urine human chorionic gonadotropin (HCG) quantitative test.
2. Infer a patient's possible diagnosis after performing a differential smear.
3. Demonstrate proper technique when performing phlebotomy.

MS192 (archived 2010) - Practicum-Medical Assisting

This course (191/292) provides setting for the application of all knowledge and skills gained in corequisite major courses in the Medical Assisting Program. The student will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of his/her duties in the administrative and clinical areas. Prerequisite: Completion of all required courses in the Medical Assisting Program with a grade of "C" or better from each course. Corequisite: MS210

MS201 - Medical Law and Ethics

This course provides students with the basic knowledge of legal and ethical responsibilities in patient care and management, which includes laws that affect medical practice and the practice of medical assisting and the application of medical ethics in performance of duties. Course offering: Summer.

Student Learning Outcomes (SLOs)

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

1. List the current patients' rights according to the American Hospital Association (AHA).
2. Describe the difference between legal and ethical responsibilities in patient care and management.
3. Analyze the consequences of Medical Law and ethics as related to the Clinical Medical Office.

MS210 - Medical Assisting Critique

This course is an analytical approach to correlate the basic patient care concepts and principles with the practical experience in the delivery of quality patient care. With the basic ambulatory patient care concepts and principles, students will analyze, synthesize and evaluate patient care management. Students will also review and prepare for examination as certified medical assistants. Course offering: Spring only. Prerequisites: MS120, MS121, MS125, MS140, MS141, MS145. Corequisite: MS292

Student Learning Outcomes (SLOs)

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

1. Analyze, synthesize, and evaluate patient care management.
2. Review and prepare for examination as certified Medical Assistants.

MS220 - Medical Assisting Specialties

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. This course also provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course offering: Fall only. Prerequisites: Admission into the Medical Assisting program, MS101, HL120, HL131, MS 140, MS 141,

[MS192_0Adopt_1999-10-12.pdf](#)

[MS192_6Arch_2010-03-25.pdf](#)

[MS192_2NSR_1999-10-07](#)

[MS192_4Delete_2010-03-02](#)

[MS201_1SR_2004-12-03.pdf](#)

[MS201_0Adopt_1999-11-01](#)

[MS201_2NSR_2008-09-26](#)

[MS201_NSR_AY1617-FINALacalog_2016-03-17.pdf](#)

[MS210_1SR_2005-04-01.pdf](#)

[MS210_2NSR_2005-10-17.pdf](#)

[MS210_0Adopt_1999-10-05](#)

[MS210_2NSR_2008-09-26](#)

[MS220_1SR_2004-12-16.pdf](#)

[MS220_0Adopt_2000-04-04](#)

[MS220_2NSR_2008-09-26](#)

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Courses

Related Documents

MS 145, MS 201, MS 160, MS 161, MS 120, MS 121, MS 125, and instructor approval. Corequisites: MS180

Student Learning Outcomes (SLOs)

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

1. Process patient for specialty examination to include pre-authorization.
2. Compare and contrast the room set up for specialty examination versus routine exams.
3. Create directory for specialty clinics.

MS221 - Medical Assisting Specialties Laboratory

This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course Offering: Fall only. Prerequisite: MS120, MS121, MS125, S1130. Corequisites: MS220, MS225

[MS221_1SR_2003-12-03.pdf](#)

[MS221_0Adopt_1999-12-13](#)

[MS221_1SR_2004-12-03](#)

[MS221_2NSR_2008-09-26](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

MS225 (formerly MS292) - Medical Assisting Specialties Clinical

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. This course also provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course offering: Fall only.

[MS225_1SR_2004-12-03.pdf](#)

[MS225_2NSR_2000-10-25](#)

[MS225_2NSR_2008-09-26](#)

Student Learning Outcomes (SLOs)

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

1. Process patient for specialty examination to include pre-authorization
2. Set up room for specialty examinations
3. Demonstrate use of interpersonal and communication skills in the clinical setting

MS292 (now MS225) - Medical Assisting Practicum

The Medical Assistant Practicum course is a period of directed practice that consists of practical medical assisting experience in a medical clinic or other ambulatory care centers. Students will apply basic ambulatory patient care concepts and principles to demonstrate entry-level proficiency in the performance of their duties in the administrative and clinical areas of the designated medical facility. This course requires the completion of the all-technical and related technical requirements in the Medical Assisting Program with a grade of "C" or better and permission from the program director to begin internship. Prerequisite: Admission into the Medical Assisting program, MS101, HL120, HL131, MS 140, MS 141, MS 145, MS 201, MS 160, MS 161, MS 120, MS 121, MS 125, certificate or degree review, and permission from the program director. Corequisites: MS180, MS210. Course offering: Spring Only

[MS292_0Adopt_1999-10-12.pdf](#)

[MS292_1SR_2004-12-03.pdf](#)

[MS292_Repcl_MS192_6Arch_2010-03-25.pdf](#)

[MS292_0Adopt_2000-04-25](#)

[MS292_2NSR_1999-10-07](#)

[MS292_2NSR_2000-10-25](#)

[MS292_2NSR_2008-09-26](#)

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Student Learning Outcomes (SLOs)

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

1. Prepare patients for examination or procedures, and assist the physician with the examination or procedure.
2. Communicate effectively, both orally and in writing, with professional and non-professional Individuals
3. Perform medical assisting clinical procedures competently and safely within their states scope of practice.

NU101 - Nursing Assistant

This course provides students with hands-on training necessary to administer safe high-quality care to patients. This course prepares students to function professionally and competently as Nursing Assistants working under the supervision of the LPN, RN, or MD in such clinical areas as hospitals, home health, community health, and mental health facilities. Graduates will be able to generate the knowledge and demonstrate skills that provide safe, competent care as required to pass the National Nurse Aide Assessment Program Examination which leads to becoming a Certified Nursing Assistant. Course Offering: As needed

Student Learning Outcomes (SLOs)

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

1. Demonstrate competence with all skills required for certification by the Guam Board of Nurse Examiners.
2. Apply the Nursing Assistant principals and skills learned in the classroom/lab to the clinical setting.
3. Demonstrate proficiency and knowledge of common elements required for preparation of the NNAAP (National Nurse Aide Assessment Program) written and practical examination.

NU101C - Nursing Assistant Clinical

The objective of this course is to provide students the opportunity to practice safely and effectively the basic nursing skills being taught in NU 101 Nursing Assistant course in the clinical settings of various health care facilities (hospital, nursing home, private medical office or clinics, and school health center). Course offering: Summer and Fall. Co-requisites: NU101, HL120, HL131

NU110 - Nursing Foundation & Basic Skills

This course covers introductory concepts related to the nursing profession. The course will apply concepts related to the nursing process, assessment, critical-thinking, therapeutic communication, ethical issues, and nursing standards. Students will have the opportunity to practice and demonstrate basic therapeutic nursing interventions that are required of a practical nurse in a laboratory simulation setting and clinical practicum environment. The nursing student will embody the role of the practical nurse as a health care provider. Course offering: As needed Prerequisite(s): EN110, MA108, SI130A, SI130B, PY120, ED220, HL120, HL131, HL150, HL202, SI150 Co-requisites: NU160

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic nursing skills to include: handwashing, PPEs, bathing, toileting, bedmaking, vital signs,

Related Documents

[NU101_0_Pilot_1992.pdf](#)

[NU101_1SR_2003-04-03.pdf](#)

[NU101_0Adopt_2000-05-30.pdf](#)

[NU101_2NSR_2010-04-06.pdf](#)

[NU101_2NSR_2010-04-06 \(1\).pdf](#)

[NU101_0Adopt_2010-04-30.pdf](#)

[NU101_2NSR_2011-03-30.pdf](#)

[NU101_1SR_2012-05-09.pdf](#)

[NU101C_0Adopt_2000-05-03.pdf](#)

[NU101C_2NRS_2001-08-13.pdf](#)

[NU101C_1NSR_2008-04-11.pdf](#)

[NU101C_2NSR_2008-04-11_SLO Mapping.pdf](#)

[NU101C_1SR_2008-05-22.pdf](#)

[NU110_0Adopt_2005-02-07.pdf](#)

[NU110_1SR_2007-11-21.pdf](#)

[NU110_2NSR_2007-11-21](#)

[NU110_1SR_2011-12-05.pdf](#)

[NU110_1SR_2016.11.21-1.pdf](#)

[NU110_1SR_2018.05.23.pdf](#)

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- client ambulation, feeding, range of motion, grooming, turning and positioning the client.
2. Utilize the nursing process inclusive of assessment, planning, implementation, and evaluation in care of the client.
 3. Apply problem-solving, critical-thinking, interpersonal, and therapeutic communication skills in care of the client.

NU140 - Mental Health Nursing

This course explores basic concepts, key principles, and the psychosocial needs of clients in behavioral and mental health care settings. The assessment of the client's physical and behavioral responses to stress and mental illness throughout the life cycle is explored. Students will demonstrate therapeutic techniques that promote client's mental health wellness in acute and community health care settings. Course Offering: As needed. Prerequisites: NU110, NU160. Co-requisites: NU220, NU280

Student Learning Outcomes (SLOs)

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

1. Apply concepts of the nursing process as it relates to mental health illness and stress.
2. Identify four anxiety-reducing strategies students can implement in behavioral and mental health settings.
3. Demonstrate therapeutic communication skills and interact with clients appropriately in behavioral and mental health settings.

NU160 - Pharmacology for Practical Nurses

This course explores basic concepts and key principles related to pharmacology including drug classification, actions, precautions, medication preparation, administration, and patient education. The course focuses on safe dosage calculation, interpretation of medication orders, observation of therapeutic effects, and monitoring for adverse effects. Prerequisite: EN110, MA108, SI130A, SI130B, PY120, ED220, HL120, HL131, HL150, HL202, SI150 Co-requisites: NU110 Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Apply basic calculation, ratio, and proportions for dosage preparation.
2. Demonstrate proficiency in administering intradermal, subcutaneous, intradermal, intramuscular, and Z-track injections
3. Communicate essential elements of patient education in relation to a prescribed medication.

NU220 - Adult Medical-Surgical Nursing

This course incorporates the nursing process, body system disorders, diagnostic methods, surgical, non-surgical treatments, illness prevention, and patient education, utilizing current evidence based practice. Concepts covered include therapeutic communication, medication administration, and expansion of intermediate nursing skills that will be safely practiced, observed, and evaluated by instructors in lab and clinical settings. Course offering: As needed Prerequisite: NU110, NU160

[NU140_0Adopt_2005-02-07.pdf](#)

[NU140_1SR_2008-10-28.pdf](#)

[NU140_2NSR_2009-04-01.pdf](#)

[NU140_2NSR_2008-07-03](#)

[NU140_SR_AY1617-FINAL_2016-05-16acalog.pdf](#)

[NU160_0Adopt_2006-05-04.pdf](#)

[NU160_2NSR_2006-03-21.pdf](#)

[NU160_1SR_2007-11-21.pdf](#)

[NU160_2NSR_2007-11-21.pdf](#)

[NU160_2NSR_2009-03-24.pdf](#)

[NU160_1SR_2010-02-24.pdf](#)

[NU160_1SR_2011-11-07.pdf](#)

[NU220_0Adopt_2005-02-07.pdf](#)

[NU220_2NSR_2006-03-21.pdf](#)

[NU220_1SR_2008-03-17.pdf](#)

[NU220_2NSR_2008-04-04.pdf](#)

[NU220_2NSR_2010-05-24.pdf](#)

[NU220_1SR_2018.05.21.pdf](#)

Courses

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Student Learning Outcomes (SLOs)

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

1. Demonstrate intermediate therapeutic nursing skills in a simulated lab and clinical setting as it relates to medical-surgical procedures and patient care.
2. Apply nursing concepts and theories to identify interventions appropriate for planning, providing, and evaluating patient care.
3. Use concepts of problem-solving, critical-thinking, interpersonal, and therapeutic communication skills in care of the medical-surgical patient.

NU230 - Maternal/Newborn Concepts & Skills

This course provides students with the scope of obstetrics including care and assessment of newborns. This course covers theories of maternal health, the birthing process, physiology of pregnancy, maternal-infant bonding, and family dynamics including cultural considerations, ethics, and stress adaptation of children and their families. The focus is on basic health promotion, disease intervention and detection of high risk factors with childbearing families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

[NU230_0Adopt_2005-02-07.pdf](#)

[NU230_1SR_2008-11-05.pdf](#)

[NU230_2NSR_2009-03-24.pdf](#)

[NU230_1SR_2005-02-07](#)

[NU230_2NSR_2008-07-03](#)

[NU230_1SR_2018.05.21.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of maternal and newborn care.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to maternal and newborn needs.
3. Apply problem-solving and critical thinking skills.

NU240 - Pediatric Nursing Concepts & Skills

This course builds on child growth and development from infancy to adolescence. Health problems of each age group are explored in more detail. The role of the practical nurse in meeting the health needs of children in a variety of settings is included. This course focuses on promoting, maintaining, and restoring the health of children and their families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

[NU240_0Adopt_2005-02-07.pdf](#)

[NU240_1SR_2008-10-28.pdf](#)

[NU240_2NSR_2009-03-24.pdf](#)

[NU240_2NSR_2008-07-03](#)

[NU240_1SR_2018.05.24.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to pediatric care.
2. Practice therapeutic pediatric nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills in pediatric nursing.
4. Demonstrate a variety of interpersonal and communication skills used in pediatric care.

NU250 - Mental Health Nursing (formally NU140)

This course explores basic concepts, key principles, and the psychosocial needs of clients in behavioral and mental health care settings. The assessment of the client's physical and behavioral responses to stress and

[NU250_1SR_2018.05.23.pdf](#)

Courses

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mental illness throughout the life cycle is explored. Students will demonstrate therapeutic techniques that promote client's mental health wellness in acute and community health care settings. All experiences of students in the clinical setting shall be under the direct supervision of a faculty member.

Student Learning Outcomes (SLOs)

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

1. Identify four anxiety-reducing strategies students can implement in behavioral and mental health settings.
2. Utilize therapeutic communication skills and interact with clients appropriately in behavioral and mental health settings.
3. Apply concepts of the nursing process as it relates to mental health illness and stress.

NU280 - Nursing Trends

This course is designed for students to study the trends and issues which effect current nursing practice. The major foci include the evolution of nursing, professional opportunities for the practice of nursing, the legal and ethical relationships in nursing, the economics of health care, the interpersonal relationship with patients and in the workforce among healthcare professionals and current issues in nursing. Course offering: Summer Every Year.

Student Learning Outcomes (SLOs)

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

1. Analyze the evolution of nursing and differentiate the roles of the professional nurse.
2. Formulate a plan for the process of employment and analyze leadership styles.
3. Relate nursing care to the sociological and economic trends of health care examining current issues that impact nursing.

NU281 - NCLEX-PN Review and Transition

This course will act as a review of the standard curriculum for Licensed Practical Nursing (LPN) programs focusing on licensure exam preparation. Includes test taking techniques specific to N-CLEX format, mock licensure examination and question analysis. Course offering: As needed. Prerequisite: Those who have completed an approved practical nursing program of study.

NU292 - Practical Nursing Clinical

This course provides students with a clinical setting to practice basic and advanced therapeutic nursing interventions within the scope of an LPN. Selected clinical skills will involve clients/patients/residents of all ages with simple, well-defined problems. Communication, critical thinking, interpersonal, management, and leadership skills and the nursing process will be practiced as students assess and meet the duties of a practical nurse. Students will also lead educational activities that involve adult clients/patients/residents of all

[NU280_0Adopt_2005-02-07.pdf](#)

[NU280_1SR_2008-11-05.pdf](#)

[NU280_2NSR_2008-08-15.pdf](#)

[NU280_2NSR_2008-08-25.pdf](#)

[NU280_2NSR_2008-07-03](#)

[NU280_1SR_2018.05.24.pdf](#)

[NU281_0Adopt_2005-02-07.pdf](#)

[NU281_1SR_2009-12-16.pdf](#)

[NU281_2NSR_2010-04-06.pdf](#)

[NU281_4Delete_2011-01-05.pdf](#)

[NU281 NCLEX-PN ReInst Memo 2018.01.08-1.pdf](#)

[NU281_5ReInst_2018.01.08.pdf](#)

[NU281_1SR_2018.05.24.pdf](#)

[NU292_0Adopt_2005-02-07.pdf](#)

[NU292_1SR_2008-05-22.pdf](#)

[NU292_2NSR_2009-03-24.pdf](#)

[NU292_1SR_2011-03-16.pdf](#)

[NU292_1SR_2018.05.21.pdf](#)

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ages. Course offering: As needed.
Prerequisite: NU220

Student Learning Outcomes (SLOs)

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

1. Meet local and national standards for practical nurses in performing nursing care.
2. Display professionalism in performing duties of the LPN.
3. Be eligible and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
4. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.
5. Apply a variety of interpersonal and communication skills used in the health care setting.

OA101 - Keyboarding and Document Processing

This is an introductory course that focuses on the mastery of the keyboard and using correct typing techniques. Basic word processing concepts and applications are taught including an introduction to proper formatting of memorandums, business letters, reports, and tables. Formerly Keyboarding Applications.

Student Learning Outcomes (SLOs)

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

1. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items.
2. Demonstrate typing techniques and skills in using the computer and printer.
3. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.

OA103 - Filing Systems

This course introduces the basic principles of a records and information management program. Four filing systems (alphabetic, numeric, subject, and geographic) will be emphasized using both manual and electronic methods for storage and retrieval of records.

Student Learning Outcomes (SLOs)

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

1. Index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.
2. Store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.
3. Create, maintain, and access a computerized records management database.
4. Demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.

OA109 (formerly OA104) - Business Math Using Excel

[OA101_1989-04-12.pdf](#)

[OA101_2NSR_2009-04-08](#)

[OA101_2NSR_2009-04-08](#)

[OA101_2NSR_2010-06-18](#)

[OA101_CourseGuide_1989-04-12](#)

[OA101_2NSR_2010-10-25.pdf](#)

[OA101_1SR_2011-10-31.pdf](#)

[OA101_2NSR_2013_11_12.pdf](#)

[OA101_2NSR_2013-11-12.pdf](#)

[OA101_1SR_03.23.22.pdf](#)

[OA103_CourseGuide_1980-10.pdf](#)

[OA103_2NSR_1992-06-17.pdf](#)

[OA103_1SR_1996-10-17.pdf](#)

[OA103_2NSR_2009-04-08](#)

[OA103_1SR_2011-10-10.pdf](#)

[OA103_SR_AY1617-FINAL_2016-02-09acalog.pdf](#)

[OA103_1SR_03.23.22.pdf](#)

[OA109_1SR_OA104_1992-06-15.pdf](#)

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<p>This course provides practice in basic business math concepts and spreadsheet skills needed in today's workforce. Topics to be discussed are math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup and markdown, interest, credit and mortgages, and depreciation. Formerly OA104. Course Offering: As needed.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Demonstrate the traditional method of calculating to solve business problems.2. Create formulas in spreadsheets to solve business problems.3. Evaluate the benefits of spreadsheets in business documents such as payroll and bank reconciliations. <p>OA130 - Information Processing This course provides students with basic to advanced skills using word processing software for preparing business letters, memos, tables, reports, and forms (including meeting minutes, agendas, itineraries, articles). Speed and accuracy in typing are emphasized. Course Offering: As needed.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Produce properly formatted letters, memorandums, reports, tables, and forms.2. Demonstrate technical skills (download, upload, and send) for business documents.3. Complete a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors. <p>OA201c - Legal Typewriting To familiarize the student with legal terminology and procedures. To provide practice material for typing legal documents and legal correspondence. To build production skills necessary to succeed as a legal secretary. To refresh and sharpen the skills of the legal secretary whose legal education needs updating.</p> <p>The student will achieve the level leading toward the typing knowledge, skill, experience, and production output that will ensure successful typing performance in a legal office position. The student will become familiar with legal terminology and procedures. Practice materials for typing legal documents and legal correspondence will be provided so the student can learn to handle and cope with the rapid transition from one type of legal document to another and from one field of law to another. Straight copy speed and accuracy will be improved as well as production time.</p> <p>OA201d - Medical Typewriting The student will become familiar with medical terminology by identifying word parts, building new words, pronouncing them, and practicing them. Practice materials for typing medical forms, reports, and correspondence. The student will acquire the ability to derive medical data from one form or document for inclusion in another and also acquire the ability to spell for inclusion in another and also acquire the ability to spell medical phraseology correctly and use it appropriately. Straight copy speed and accuracy will be</p>	<p>OA109_2NSR_OA104_1993-11-29.pdf OA109_1SR_2006-02-01.pdf OA109_2NSR_2006-02-01.pdf OA109_1SR_2009-03-18.pdf OA109_1SR_OA104_1999-10-29 OA109_2NSR_2009-04-08 OA109_2NSR_2010-10-25.pdf OA109_SR_AY1617-FINAL_2016-05-16acalog.pdf OA109_1SR_03.21.22.pdf</p> <p>OA130_1SR_1987-09-22.pdf OA130_CourseGuide_1989-05-01.pdf OA130_1SR_1996-10-17.pdf OA130_1SR_2009-03-18.pdf OA130_2NSR_2009-04-08 OA130_2NSR_2010-10-25.pdf OA130_SR_AY1617-FINAL_2016-05-16acalog.pdf OA130_1SR_03.23.22.pdf</p> <p>OA201c_CourseGuide1980-10-04.pdf</p> <p>OA201d_CourseGuide1980-10-06.pdf</p>

Courses

improved as well as production time.

OA209b - Practicum

This course is offered to provide the student with an opportunity to combine educational training and meaningful experience to an on-the-job situation under the supervision of the employer and the instructor and to provide career guidance in making suitable choices in the student's field of chosen occupation.

Practicum offers the student the opportunity of receiving on-the-job training related to the student's course of study and chosen occupation. It provides an opportunity for the student to learn by doing and putting into practice the knowledge and skills acquired in the classroom to acquire new skills. This course differs from OA 298 in that the student is not paid an hourly rate by the employer while in training.

OA210 - Database Management Systems

This course introduces the basic concepts of a database management system. Topics include designing, creating, and using a database; querying a database; maintaining a database; sharing data among applications; and creating forms and reports.

Student Learning Outcomes (SLOs)

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

1. Design database applications using Microsoft Access.
2. Generate tables, forms, queries, and reports to manage data.
3. Integrate Microsoft Access with Microsoft office applications.

OA211 (formerly OA206) - Business Communication

Students learn all the basics of business communication and are provided practice in applying them using many real-world writing forms of communication, to include composing letters, memorandums, emails, reports, proposals, employment communications, and oral presentations. This course teaches students how and when to be concise, in addition to communicating effectively. It prepares students for the job-interview process, writing resumes, and application letters. Formerly OA206, Business Correspondence. Course offering: As needed. Prerequisites: CS151, EN110

Student Learning Outcomes (SLOs)

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

1. Write effective business memos, letters, and reports.
2. Prepare and deliver effective oral presentations.
3. Demonstrate effective interpersonal communications skills.
4. Communicate orally in one-on-one, small group and large group situations.
5. Develop a practical job search strategy, including writing successful resumes.

OA220 - Spreadsheet Systems

This course covers spreadsheet roles, advantages, and limitations. Standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, utilizing, and integrating

Related Documents

[OA209b_CourseGuide1980-10.pdf](#)

[OA210_1SR_1997-08-04.pdf](#)

[OA210_2NSR_2002-11-27.pdf](#)

[OA210_1SR_1989_10-12.pdf](#)

[OA210_2NSR_2009-04-08](#)

[OA210_1SR_2011-10-10.pdf](#)

[OA210_SR_AY1617-FINAL_2016-02-09acalog.pdf](#)

[OA210_1SR_03.23.22.pdf](#)

[OA211_2NSR_2006_02_01.pdf](#)

[OA211_1SR_2006_05_02.pdf](#)

[OA211_2NSR_2009-04-08](#)

[OA211_1SR_2013_10_14 \(2\).pdf](#)

[OA220_1989-07-15.pdf](#)

[OA220_OAdopt_1989_10_12.pdf](#)

[OA220_2NSR_2002_11_27.pdf](#)

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spreadsheets.

Student Learning Outcomes (SLOs)

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

1. Create an Excel worksheet using formulas, built-in functions, and charts.
2. Develop Excel spreadsheet databases, templates, and macros.
3. Integrate Excel spreadsheets with other office applications.

OA230 - Advanced Information Processing

This course reviews word processing concepts and skills. It introduces advanced word processing functions to prepare documents that integrate files from various application programs (word processing, spreadsheets, database, and presentation graphics), the Internet, and other emerging technologies.

Student Learning Outcomes (SLOs)

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

1. Apply proper document formats for business correspondence such as memorandums, letters, reports, tables, and forms.
2. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation application.
3. Manage documents as a team.

OA240 - Machine Transcription

This course focuses on transcription, proofreading, and editing techniques to produce accurate business documents in a word processing software. Emphasis is placed on building listening and decision-making skills to progressively increase production, speed and accuracy.

Student Learning Outcomes (SLOs)

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

1. Transcribe text from dictated recordings using transcription equipment and a word processor.
2. Utilize business document formats to transcriptions.
3. Apply proofreading rules to transcription documents.

Related Documents

[OA220_2NSR_2009-04-08](#)

[OA220_CourseGuide_1989-07-15](#)

[OA220_2NSR_2017.03.06.pdf](#)

[OA220_1SR_03.23.22.pdf](#)

[OA230_1SR_1987_09_22.pdf](#)

[OA230_1989_05_01.pdf](#)

[OA230_2NSR_1992_06.pdf](#)

[OA230_2NSR_1993_11_01.pdf](#)

[OA230_3Deletion_Withdrawn_1997_10_07.pdf](#)

[OA230_2NSR_2009-04-08](#)

[OA230_CourseGuide_1989_05-01](#)

[OA230_XMemo_1997-10-07](#)

[OA230_2NSR_2010-10-25.pdf](#)

[RE OA230 RE SLOILO Map Feb252015.htm](#)

[OA230_1SR_04.05.22.pdf](#)

[OA240_XMemo1_1987_04_02.pdf](#)

[OA240_XMemo2_1987_04_02.pdf](#)

[OA240_1SR_1987_09_22.pdf](#)

[OA240_1SR_1996_12_11.pdf](#)

[OA240_2NSR_2003_04_08.pdf](#)

[OA240_4Delete_2004_01_21.pdf](#)

[OA240_2NSR_2008_09_26.pdf](#)

[OA240_1SR_SLO_2009_04_21.pdf](#)

[OA240_2NSR_2009-04-08](#)

[OA240_4Delete_2009-05-06](#)

[OA240_2NSR_2010-10-25.pdf](#)

[OA240_1SR_2013_10_14.pdf](#)

[OA240_1SR_2013-10-14 Feb252015.pdf](#)

[AY2014-2015 Task Status Report OA 240 - Machine Transcription .htm](#)

Courses	Related Documents
<p>OA250 - Office Procedures</p> <p>This course focuses on knowledge and skills related to office procedures, systems, and routines. Topics include: the work environment, workplace technologies, written communication, records, presentations, customer and employee satisfaction, mail, travel, meetings and conferences, and career.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Explain an administrative assistant's professional job attitudes. 2. Display professional interpersonal skills. 3. Demonstrate office management skills. <p>OA292 - Office Technology Practicum</p> <p>This course provides students with hands-on office experience to prepare for employment within the office technology field. Students will apply theory and skills to practical situations in an office environment.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate professionalism in an office environment. 2. Perform office tasks in an office setting. 3. Evaluate office procedures. <p>OA298 - CO-OP/Work Learn</p> <p>Co-Op Work/Learn emphasizes individual skills, knowledge, and attitudes in the stenographic and clerical area through a cooperative arrangement between the school and the employer. Co-Op Work/Learn is an arrangement of bringing relevancy to formal training by providing on-the-job training which is planned and supervised by the school and the employer. The student is paid by the employer while in training. Course offering: As needed</p> <p>OR101 - Introduction to Engineering Technology</p> <p>The primary intent of this course is to investigate the entire realm of engineering, its history, professional requirements, ethics, educational requirements, branches, functions and the roles of the engineering technician. This course will prepare students through the integration of technical problem solving, engineering design, ethical issues, teamwork, and communicating to diverse audiences. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p>	<p>OA240_XEmail2_2015-03-20 Mar232015.pdf</p> <p>OA240_SR_AY1617-FINAL_2016-03-17acalog.pdf</p> <p>OA240_1SR_04.05.22.pdf</p> <p>OA250_1SR_1987_09_22.pdf</p> <p>OA250_1SR_1995_10_16.pdf</p> <p>OA250_1SR_1998_11_19.pdf</p> <p>OA250_2NSR_2008_09_26.pdf</p> <p>OA250_1SR_SLO_2009_03_18.pdf</p> <p>OA250_2NSR_2009-04-08</p> <p>OA250_1SR_04.05.22.pdf</p> <p>OA292_1SR_SLO_2009_03_17.pdf</p> <p>OA292_1SR_2011-11-07.pdf</p> <p>OA292_1SR_04.05.22.pdf</p> <p>OA298_1980-10-08.pdf</p> <p>OA298_2NSR_2009-04-08</p> <p>OA298_4Delete_2009-05-12</p> <p>OR101_5Reinstitute_2010-04-30.pdf</p> <p>OR101_1SR_2010-05-05.pdf</p>

Courses

Related Documents

1. Gain an awareness of the connections between engineering and the impact of engineering solutions in a societal and global context.
2. Demonstrate basic knowledge of the techniques, skills, and modern engineering tools necessary in the current civil and mechanical engineering industry.
3. Describe various engineering careers to include skills needed, required educational background, and experience with a focus on architectural engineering.

PD181 - Career & Technical Education Methods I

This course will assist the prospective and practicing teacher in developing and implementing career and technical education (CTE) curriculum and teaching methods in the classroom.

[PD181_0Adopt_2012-08-13.pdf](#)

PD183 - Teaching without Textbooks: Social Sciences

This course will provide in-service teachers with best practices in teaching social sciences, developing relevant digital resources, and using technology in the classroom as a learning tool.

[PD183_0Adopt_2012-09-10.pdf](#)

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge of evidence-based teaching practices in social sciences;
2. Develop digital resources that connect with course content; and
3. Evaluate Internet resources related to the social sciences.

PD210 - Career and Technical Education Methods II

This course is an extension of Career and Technical Education Methods I and provides students an opportunity to strengthen their skills in career and technical education curriculum development and instructional techniques. Students also prepare and utilize materials and techniques that support students with disabilities and those from diverse cultural and linguistic backgrounds.

[PD210_0Adopt_2012-09-10.pdf](#)

PD280 - Physical Development and Education in Early Childhood Education

This course incorporates elements from the SPARKTM physical education program, and other techniques and resources to assist prospective and practicing teachers in developing and implementing physical activities and education that promote the physical development of young children ages three to five years.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge of basic physical skills of young children (ages three to five).
2. Engage in physical activities that promote development of young children (ages three to five).
3. Plan, develop and implement a lesson that promotes physical development in young children (ages three to five) and integrates other subject/topic areas.

PD281 - Physical Development and Education in Primary Grades K-2

This course incorporates elements from the SPARKTM physical education program, and other techniques and resources to assist prospective and practicing teachers in developing and implementing physical activities and

Courses

Related Documents

education that promote the physical development of students in kindergarten through second grade.

Student Learning Outcomes (SLOs)

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

1. Demonstrate knowledge of basic physical skills of students in kindergarten through second grade.
2. Engage in physical activities that promote development on students in kindergarten through second grade.
3. Plan, develop and implement a lesson that promotes physical development in kindergarten through second grade students and incorporates other school subject/topic areas.

PI101 - Introduction to Philosophy

This course will review the great philosophical traditions surrounding the eternal questions concerning nature and the human condition. Students will learn to analyze the great philosophies from Asia and the West in efforts to understand knowledge, reason, and faith. Introduction to philosophy will challenge students to become more active and engaged ethical citizens by working with the community.

Student Learning Outcomes (SLOs)

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

1. Compare and contrast philosophical schools of thought.
2. Explain why a philosophical problem is significant.
3. Utilize primary philosophical text to address a philosophical problem.
4. Construct a written exposition defending a philosophical position.

PS140 - American Government

This course provides students with fundamental knowledge about the history and principles of American government. Students will learn citizenship, political parties, the creation of law and policy, and the functions of the three branches of government. This course also provides essential working knowledge for those seeking a career in government service. It is appropriate for anyone seeking broader understanding of the relationships among the local, state, and federal governments.

Student Learning Outcomes (SLOs)

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

1. Explain the central principles, institutions, procedures, and decision-making processes of the American political system.
2. Identify the basic strengths and weaknesses of the American political system.
3. Differentiate the legislative, executive, and judicial branches of government.

PV101 - Photovoltaics I

This course will provide an overview of the three basic PV system applications. The course will give the

[PI101_0Adopt_2003-03-27.pdf](#)

[PI101_Intro to Philosophy.pdf](#)

[PI101_2NSR_2009-12-02.pdf](#)

[PI101_2NSR_Lib_Arts_Map_2009-09](#)

[PI101_1SR_2010-12-16.pdf](#)

[PI101_XMemo_2003-03-03.pdf](#)

[PS140.pdf](#)

[PS140_2NSR_2005-03-28.pdf](#)

[PS140_2NSR_2005-03-29.pdf](#)

[PS140_2NSR_2009-12-02.pdf](#)

[PS140_2NSR_Lib_Arts_Map_2009-09-15](#)

[PS140_CourseGuide](#)

[PS140_XMemo_2003-03-03.pdf](#)

[PS140_XMemo_2003-03-05.pdf](#)

[PV101_0Adopt_2012-05-29.pdf](#)

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Courses

Related Documents

student a basic knowledge of the core concepts necessary to work with all PV systems, including: solar photovoltaic (PV) cells, modules, and system components, load analysis, PV module criteria, and safety. The course will also cover the basics of battery sizing, wire sizing, overcurrent protection, and grounding. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Describe the basic components of a PV system.
2. Determine the size of a stand-alone inverter.
3. Calculate house load requirements.

PV102 - Photovoltaics II

This course will review industry best practices to residential and commercial PV solar electric systems to ensure safe, code-compliant design and installation. Hands-on training will cover site analysis, design based on specific site conditions, site specific safety issues and construction issues. This course will also cover the use of tools and testing equipment. Course offering: Fall only

Student Learning Outcomes (SLOs)

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

1. Identify the types of (PV) photovoltaic systems.
2. Calculate the sizing requirements for a stand-alone PV system.
3. Perform installation of a PV system.

PY100 - Personal Adjustment

Personal Adjustment invites students to engage in self-discovery and self-improvement in a supportive environment. Students should be willing to examine various personal and interpersonal issues such as self-concept, anger and violence, depression, happiness, love and intimacy, sexuality, moral and ethical development, gender roles, diversity, stress and other problems encountered throughout life. This course encourages students to think about their lives in a deeper and more meaningful way and to choose to live a deliberate life. "The unexamined life is not worth living."-Socrates Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Explain and evaluate the importance of personal adjustment and the benefits of self-awareness.
2. Evaluate emotions and the significance of their emotions on self-development.
3. Identify and demonstrate the skills necessary for healthy communication and relationships.
4. Demonstrate understand of the impact societal expectations have on human behavior.
5. Recognize and evaluate the factors affecting individual choices and their effects on one's self and adjustment within society.

PY120 (formerly SS120) - General Psychology

[PV102_0Adopt_2012-05-29.pdf](#)

[PY100 2004-04-27 Adoption.pdf](#)

[PY100_2NSR_2010-03-11.pdf](#)

[PY100_2NSR_2009-12-02.pdf](#)

[PY100_2NSR_2009-09-25.pdf](#)

[PY100_2NSR_Lib_Arts_Map_2009-09-15](#)

[PY100_XMemo_2004-05-14](#)

[PY100_XMemo_2003-03-03.pdf](#)

[PY100_XMemo_2003-03-05.pdf](#)

[PY120 2003-05-20 SR.pdf](#)

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Courses

This course provides critical information about who we are and why we behave as we do. It promotes personal growth by providing insight and theoretical understanding of human thoughts and behaviors.

Student Learning Outcomes (SLOs)

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

1. Convey the basic concepts and principles of psychology.
2. Apply knowledge of ethical principles and limitations of research in psychology.
3. Reflect on the development of one's self concept.
4. Critically evaluate sources of information in the field of psychology.

PY125 - Interpersonal Relations

In this course, students will learn the value of workplace diversity and inclusion and how the quality of relationships lead to personal and organizational success. They will also learn how to effectively utilize social media and other communication technologies. Additionally, student will develop self confidence, team building and conflict resolution strategies, and proper ways to respond to personal and work-related stress needed to achieve success in a competitive workplace.

Student Learning Outcomes (SLOs)

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

1. Identify seven major themes that serves as the foundation for effective human relations.
2. Explain the importance of teamwork in an organizational setting.
3. Describe some of the major causes of conflict in the workplace.
4. Implement effective stress-management strategies.

PY325 - Work Ethic in Career and Technical Fields

This course applies work ethic principles as essential “soft skills” to succeed in career and technical fields of practice. Students will learn to incorporate human relations topics with work ethic training. The course is designed to include an eight (8) hour work ethic training component; thus, preparing eligible students who choose to take and pass a proficiency exam to earn a "Certificate of Work Ethic Proficiency" from the Center for Work Ethic Development.

Student Learning Outcomes (SLOs)

Upon successful completion, students will be able to:

1. Explain the value of work ethic principles.
2. Demonstrate the seven work ethic skills as they apply to scenarios common in workplace experiences.
3. Evaluate human relations pertaining to personal and interpersonal skills in workplace settings.

Related Documents

[PY120 2005-03-28 NSR.pdf](#)
[PY120_2NSR_2009-12-02.pdf](#)
[PY120_2NSR_2001-01-12.pdf](#)
[PY120_2NSR_2002-03-20.pdf](#)
[PY120_CourseGuide.pdf](#)
[PY120_1SR_2003-05-20](#)
[PY120_2NSR_2010-06-14](#)
[PY120_XMemo_2003-03-03.pdf](#)
[PY120_XMemo_2003-03-05.pdf](#)
[PY120_1SR_2012-03-16.pdf](#)
[PY120_1SR_2012-03-16.pdf](#)

[PY125_2NSR_2010-03-11.pdf](#)
[PY125_CourseGuide.pdf](#)
[PY125_1SR_1997-05-14.pdf](#)
[PY125_XMemo_2001-09-27.pdf](#)
[PY125_1SR_2006-06-28.pdf](#)
[PY125_2NSR_2009-12-02.pdf](#)
[PY125_SR_2020.02.17.pdf](#)

Courses

Related Documents

RE100 - Intro to Renewable Energy

This module provides an outline and brief description, including fundamentals of the different renewable energy technologies: wind, solar, bioenergy, and geothermal energy. It provides a general overview of the technologies and their applications. While these technologies are not fully proven yet, promising research and development is being conducted. The module also discusses common technical and non-technical barriers and issues limiting the wide spread use/dissemination of renewable energy in developing countries. The information in this module is of general interest to explain the basics of renewable energy technologies, to understand their strengths and weaknesses and hence to have a better grasp of the benefits available from, and the barriers faced by, these technologies. Course offering: As needed

[RE100_0Adopt_2012-05-29.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Define the different key renewable energy technologies.
2. Discuss the potential applications for renewable energy technologies.
3. Describe the strengths and weaknesses of the different renewable energy technologies.

RES130 - Professional Bar and Beverage Management

The Professional Bar and Alcohol Management is a two-part course that introduces students to the concepts of beverage management and alcohol service. In part I, course topics include bar management, controlling beverage costs, legal aspects of professional alcohol service, and marketing of alcohol beverage products. In part II, students will use the ServSafe Alcohol training modules to learn best practices for providing responsible alcohol service. Students will acquire an understanding of the criminal and civil liability relating to sale and service of alcohol. Through role play simulation, students will learn how to assess signs of intoxication, prevent guest intoxication, and deal with difficult situations while maintaining effective guest relations. Students knowledge will be assessed using the National Restaurant Association ServSafe??Alcohol Certification Exam.

[RES130_0Adopt_2018.01.05.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Explain the importance of providing responsible alcohol service.
2. Implement proper procedures for dealing with non-compliant customers and intoxicated guests while maintaining effective guest relations.
3. List beverage control procedures for receiving, storing, and issuing products.

RES269A - Leadership in Restaurant and Food Service Operation

This course aims at developing the student's leadership skills and values essential in becoming an effective manager and a leader in the restaurant and foodservice industry. Using the DiSC online personality test, students will learn to analyze their own strengths and weaknesses and create an action plan to improve leadership skills. The coursework includes field research work designed to engage students with foodservice professionals. Successful course completers will obtain the National Restaurant Association ManageFirst?

[RES269A_0Adopt_2018.01.05.pdf](#)

course certificate, which signifies student achievement of course competencies.

Student Learning Outcomes (SLOs)

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

1. Analyze leadership strengths and weakness using the DiSC online personality test.
2. Appraise ethical principles presented in course case studies.
3. Create an action plan to improve leadership skills.

RES269B - Leadership Seminar Part I

This course is a continuation of Leadership in Restaurant and Foodservice Operations designed to provide awareness of individual leadership styles. Through research, case studies, and guest speakers, students will learn the pros and cons of, examine behaviors associated with, and compare world leaders who exemplify each leadership style i.e. Transformational, Transactional, Servant, Commanding, Distributive, and Situational. Through this course, students will explore their own leadership style and identify leadership qualities they want to develop.

[RES270_0Adopt_2018.01.05-1.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify behaviors associated with different leadership styles.
2. Identify leadership qualities students want to develop.
3. Evaluate style(s) of leadership using an online leadership assessment tool.

RES269C - Leadership Seminar Part II

Through participation in an experiential learning at an on- or off-campus organization, students apply leadership knowledge and skills learned and acquired in RES269A and RES269B. In collaboration with an organization advisor or supervisor, students will develop a project goal to which leadership skills, i.e. goal setting, decision making, motivating others, and delegating tasks will be applied and evaluate project and performance in collaboration with an organization advisor.

[RES269C_0Adopt_2018.01.05.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Develop project goals in collaboration with an organization advisor.
2. Apply leadership skills, i.e. goal setting, decision making, motivating others, and delegating tasks, in the execution of a project.
3. Evaluate project and performance in collaboration with an organization advisor.

RES270 - Restaurant Human Resources Management

This course introduces students to key functions of human resource management, which includes recruitment and selection of best employees; orientation and training to optimize performance; building effective teams; facilitating performance appraisal; developing productivity standards, professional development programs, benefits, and compensation structure; managing a safe workplace; and effective

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Related Documents

labor relations. Human resource management concepts and practices are learned through case studies, application exercises, and field project exercises. Successful course completers will obtain the National Restaurant Association ManageFirst? course certificate, which signifies student achievement of competencies.

Student Learning Outcomes (SLOs)

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

1. Create a human resource management handbook.
2. Evaluate good human resource management strategies.
3. List key functions of human resource management.

RES292 - Restaurant or Foodservice Practicum (Mid Level Position)

A capstone course, RES292 Restaurant or Foodservice Practicum (Mid-Level) will give students the opportunity to apply restaurant management principles acquired from the program. Students will assess restaurant operations policy and procedures for managing guest experience, cost, human resources, marketing, and make recommendations for improvement. Throughout the semester, students are required to meet regularly with the faculty mentor and maintain an electronic portfolio to document learning and complete the required Practicum evaluation forms.

Student Learning Outcomes (SLOs)

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

1. Apply customer service principles in the execution of work.
2. Assess restaurant operations policy and procedures for managing cost or human resource and make recommendations for improvement.
3. Create a portfolio following the NRA course portfolio development standards.

SI050A/B - Applied A&P

This course is a comprehensive study of the human body, inclusive of the body structures and its functions, the underlying principles, manifestations and clinical implications of disease processes in all age groups. With the use of computer software, this course enables mastery of the human body structures and functions through the process of dissection and comparative analysis of each body system. April 25, 2000 (Revision dated Oct. 7 2005 still in process.)

SI051 - Earth Science

This course will focus on knowledge and understanding of life and physical science. Earth Science provides students with an understanding of how the different parts of the system works through the study of the Earth's cycles and spheres; the earth's place in the universe as well its internal structure, tectonic plates, atmospheric processes, and hydrosphere are explored to help understand how Earth science interacts with society. Students will be active learners; they will observe, inquire, question, formulate and test hypotheses, analyze data, report, and evaluate findings. Students will have hands-on and active experiences throughout this course. Course offering: As needed

[SI051.pdf](#)

[SI051-052 1989-05.pdf](#)

[SI051_2NSR_2010-05-10.pdf](#)

[SI051_1SR_1989-05](#)

[SI051_XCourse Guide](#)

[SI051_1SR_2013-03-13.pdf](#)

[SI051_1SR_2016.11.29-1.Approved.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Discuss specific textual evidence that support analysis of the development of the universe and the solar system.
2. Analyze the earth's internal structure and the dynamic nature of the tectonic plates that form its surface.
3. Explain the atmospheric processes that support life and cause weather and climate change.

SI061 - Biology

This course will focus on knowledge and understanding of the Science of life. Biology provides students with an understanding of the structure, function, growth, origin, evolution and distribution of living organisms. Students will be active learners; they will observe, inquire, question, formulate and test hypotheses, analyze data, report, and evaluate findings. Students will have hands-on and active experiences throughout this course. Course Offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Describe the general composition of living organisms, their cellular structures and functions.
2. Cite specific evidence on the energy transformations that enable cellular activity.
3. Describe the role of DNA and how it provides information for inheritable characteristics and genetic variation.
4. Demonstrate the ability to use technology to make biological observations, collect and analyze data.

SI064 (archived March 2010) - Advanced Physical Science

Advanced Physical Science is the study of matter and energy and the interaction they have. This is accomplished through units on the nature of matter, forces and energy, energy at work, and energy sources. Introductory Physical Science concepts in physics, chemistry, geology, astronomy and general science are used throughout. Course offering: As needed.

SI066 (archived March 2010) - Human Biology

This course examines each system of the human body in terms of anatomy and physiology. The structure and function of these systems will be investigated through the use of vertebrate animal dissections and computer simulations. The course is designed to provide hands-on experience to students interested in the health care industry or related occupations. Course offering: As needed.

SI069 (archived March 2010) - Principles of Technology

This is the first in a series of four broad-based one-semester course dealing with physics concepts relevant to the technology work place. The concepts of mechanical, fluid, electrical and thermal systems are explored in units of Force, Work, Rate, Resistance, and Energy. PT blends an understanding of basics and principles with

[SI061_CourseGuide.pdf](#)

[SI061_1SR_1990-01.pdf](#)

[SI061_1SR_1990-08.pdf](#)

[SI061_4Delete_2010-03-25.pdf](#)

[SI061_2NSR_2010-05-10.pdf](#)

[SI062_1SR_1990-01](#)

[SI062_1SR_1990-08](#)

[SI061_5REINS_2013-04-16.pdf](#)

[SI061_1SR_2013-05-13.pdf](#)

[SI064.pdf](#)

[SI064 & SI065 1989-12.pdf](#)

[SI064-065.pdf](#)

[SI064_4Delete_2010-03-25.pdf](#)

[SI064_2NSR_2010-05-10.pdf](#)

[SI064_CourseGuide](#)

[SI066 1989.pdf](#)

[SI066 Memo 1995-05-11.pdf](#)

[SI066_4Delete_2010-03-25.pdf](#)

[SI066_2NSR_2010-05-10.pdf](#)

[SI069 1994-05-06.pdf](#)

[SI069_4Delete_2010-03-25.pdf](#)

[SI069_2NSR_2010-05-10.pdf](#)

Courses

practice and builds a firm foundation for understanding technology. Mathematical manipulations and the use of calculators are used extensively throughout the course. Course offering: As needed.

SI073 (archived March 2010) - Applied Biology & Chemistry I

Students learn applied biology and chemistry by working in groups and independently. The subjects that are focused on in the course are animal life processes, plant growth and reproduction, water, air and other gases, nutrition, and disease and wellness. Career opportunities in these areas are explored. Course offering: Fall only.

SI075 (archived March 2010) - Applied Science

Students learn biology and chemistry skills through themes, such as water, animals, and/or plants. Laboratory techniques, such as water testing, dissection, and taxonomic classification are performed in small groups. Video and computer aided instruction will supplement course materials. Career opportunities in these areas are explored. Course offering: Spring only.

SI101 - Introduction to Chemistry

Designed as a broad introduction to chemistry, topics include atomic structure, bonding, gas laws, interpreting the Periodic Table of Elements, stoichiometry, problem-solving, and concludes with an introduction to organic chemistry. This course satisfies science requirements for general education, liberal studies and nursing certification programs. Course offering: As needed Prerequisite(s): Satisfactory completion of MA108, equivalent or higher. Co-requisite: SI101L

Student Learning Outcomes (SLOs)

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

1. Interpret the Periodic Table of Elements.
2. Identify types of chemical reactions.
3. Solve quantitative and qualitative problems including unit conversions and balance chemical reactions.

SI101L - Introduction to Chemistry Laboratory

This course is the laboratory co-requisite for SI101 Introduction to Chemistry. Laboratory sessions provide hands-on experiences with chemicals, equipment and instruments, that reinforce and extend concepts presented in lecture. Course offering: Fall and Spring Only Prerequisite: Satisfactory completion of MA 108, equivalent or higher. Co-requisite: SI101

Student Learning Outcomes (SLOs)

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

1. Demonstrate proper conduct in accordance with safety procedures in the lab and use basic chemistry lab equipment.
2. Apply concepts of chemical reactions and equations to experiments and perform qualitative and quantitative problem-solving.

Related Documents

[SI073-074 1996-05-13.pdf](#)

[SI073_4Delete_2010-03-25.pdf](#)

[SI073_2NSR_2010-05-10.pdf](#)

[SI073 & SI074](#)

[SI073_0_Pilot_1996-05-13](#)

[SI075 1998-06-30.pdf](#)

[SI075_XMemo_2004-01-28.pdf](#)

[SI075_4Delete_2010-03-25.pdf](#)

[SI075_2NSR_2010-05-10.pdf](#)

[SI101_0Adopt_2012-05-21.pdf](#)

[SI101L_0Adopt_2012-05-21.pdf](#)

Courses

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3. Demonstrate ability to write proper lab reports.

SI102 - General Chemistry with Laboratory

This course is designed to be a general chemistry course for students. Topics covered include the theories, laws, and principles of chemistry including atomic structure, nature of the chemical bond, and stoichiometric considerations of all aspects of inorganic chemistry. This course has a 30 hour laboratory component. Course offering: As needed. Prerequisites: MA161A

Student Learning Outcomes (SLOs)

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

1. Demonstrate familiarity and basic use of the Periodic Table of the Elements.
2. Apply the scientific method through lab experiments and write lab reports.
3. Apply critical thinking skills to solve quantitative and qualitative chemistry problems.
4. Calculate conversions and balance chemical equations.
5. Identify various types of chemical reactions.

SI103 - Introduction to Marine Biology

This course provides students with an understanding of the general principles of marine ecology. Basic skills in gathering ecological data and identification of marine organisms will be acquired. This is the lecture portion of the course and students are required to register for the lab portion, SI103L Introduction to Marine Biology Lab. (If a student takes the course in a previous semester and fails lecture, but passes lab with a C or better, then co-requisite is waived. Course Offering: As needed. Prerequisite(s): EN 100R, EN 100W. Corequisite(s): SI 103L (waived if grade of C or better is obtained in previous semester).

Student Learning Outcomes (SLOs)

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

1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

SI103L - Introduction to Marine Biology Lab

This course is the laboratory co-requisite for SI103 Introduction to Marine Biology. Laboratory sessions and field trips reinforce and extend basic marine biology concepts, identification of marine organisms, and anthropogenic effects on the marine environment. (If a student takes SI103L in a previous semester and fails, but passes SI103 with a C or better, then the student will be allowed to repeat just the lab. Course offering: As needed. Prerequisite(s): EN100R and EN100W Co-requisites: SI 103 waived if grade of C or better is obtained in previous semester.

Student Learning Outcomes (SLOs)

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

1. Describe key chemical, biological, geological, and ecological processes.

[SI102_0Adopt_2010-05-06.pdf](#)

[SI102_2NSR_2010-05-10.pdf](#)

[SI103_0Adopt_2002-10-15.pdf](#)

[SI103_2NSR_2005-03-16.pdf](#)

[SI103_XMemo_1999-08-20.pdf](#)

[SI103_XMemo_1999-08-23.pdf](#)

[SI103_2NSR_2010-05-10.pdf](#)

[SI103_2NSR_Lib_Arts_Map_2009-09-15](#)

[SI103_1SR_2012-01-24.pdf](#)

[SI103L_0Adopt_2012-02-24.pdf](#)

Courses

2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

SI105 - Introduction to Physical Geology

Introduction to Physical Geology is the science of the earth, the materials that make up the earth and the forces and processes that shape the earth. Topics for this course will include minerals, rocks, earth's internal structure, plate tectonics, geologic structures, the rock cycle, and surface/subsurface processes. In addition to lectures, this course is to be taken concurrently with a laboratory/field course, SI105L, where students will conduct laboratory and field investigation that will reinforce the course topics and expose students to Guam's complex geologic history. Course Offering: As needed.
Co-requisite: SI105L. Prerequisite: EN100R, EN100W.

Student Learning Outcomes (SLOs)

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

1. Explain how geologic processes shape the earth
2. Identify basic rock and mineral samples
3. Explain how geologic processes affect human activities and social economic welfare.

SI105L - Introduction to Physical Geology

This course is the Laboratory portion to the course SI105, Introduction to Physical Geology. Topics for this course will include minerals, rocks, earth's internal structure, plate tectonics, geologic structures, the rock cycle, and surface/subsurface processes. This course is to be taken concurrently with the lecture course, SI105. In this course students will conduct laboratory and field investigation that will reinforce the lecture course topics and expose students to Guam's complex geologic history. Course offerings: As needed. Co-requisite: SI105. Prerequisite: EN100R, EN100W.

Student Learning Outcomes (SLOs)

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

1. Explain how geologic processes shape the earth.
2. Identify basic rock and mineral samples.
3. Explain how geologic processes affect human activities and social economic welfare.

SI106 - Drug Calculations for Practical Nursing

This course covers dosage calculation emphasizing critical thinking techniques to effectively, accurately, and safely calculate dosages of medications. It includes reading, interpreting and solving calculation problems encountered in the preparation of medication. This course involves measurements with the apothecary, avoirdupois, and metric systems. Students will review basic math skills and learn systems of measurement. They will also learn Dimensional Analysis for calculating dosages of oral, powdered, and parenteral medications, pediatric, and adult weight-based medication and intravenous medications.

Student Learning Outcomes (SLOs)

Related Documents

[SI105 Intro to PhyGeology](#)

[SI105 Intro to PhyGeology Lab](#)

[SI105_0Adopt_2011-10-07.pdf](#)

[SI105_2NSR_2011-10-05.pdf](#)

[SI105L_0Adopt_2011-10-07.pdf](#)

[SI106_0Adopt_2018.05.21.pdf](#)

Courses

Related Documents

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

1. Use basic arithmetic function and dimensional analysis to calculate accurate dosages.
2. Utilize the metric, apothecary, and avoirdupois systems for dosage calculations.
3. Calculate dosages based on body weight of pediatric and adult clients.
4. Resolve calculation problems in the preparation of medication.

SI110 - Environmental Biology: Theory

This is a comprehensive survey course which focuses on environmental issues and concepts. The main focus of this course deals with tropical ecosystems that are unique to Pacific island regions. This course is the theory portion of Environmental Biology. Students taking this course are required to register for the lab portion of the course as a co-requisite.

Student Learning Outcomes (SLOs)

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

1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Reflect personally upon the ecological, social, and/or economic implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling.
3. Integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.

SI110L - Environmental Biology: Laboratory

This is the laboratory portion of the SI110 Environmental Biology lecture course. The course applies hands-on laboratory exercises and experiments to illustrate and complement concepts discussed in the SI110 lecture course. Students will also be conducting class field trips to several selected environmental habitats around the island. The field trips are designed to provide firsthand experience and connectivity between environmental issues learned in the classroom and real-world events. Students taking this course are required to register for the lecture portion of the course as a co-requisite.

Student Learning Outcomes (SLOs)

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

1. Identify key chemical, biological, ecological and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Reflect personally on the ecological, social, and/or economic implications of climate change, conservation and sustainable use of resources, overpopulations, waste management and recycling.
3. Conduct a comprehensive data analysis process.

SI120 - Introduction to Island Ecology and Resource Management

This course is designed for natural resource managers, field technicians, and law enforcement personnel working in natural resource conservation. The course covers fundamental concepts of island terrestrial and marine ecology, resource management and conservation.

[SI110_XCourse Guide.pdf](#)

[SI110_XCourse Guide_1989-01.pdf](#)

[SI110_1SR_1990-01.pdf](#)

[SI110_XCourse Guide_1991-06.pdf](#)

[SI110_1SR_2000-05-01.pdf](#)

[SI110_XMemo_2004-01-28.pdf](#)

[SI110_2NSR_2005-03-16.pdf](#)

[SI110_2NSR_2010-05-10.pdf](#)

[SI110_1SR_2012-01-24.pdf](#)

[SI110_NSR_AY1617-FINAL_2016-05-16.pdf](#)

[SI110_1SR_02.05.22.pdf](#)

[SI110L_0Adopt_2012-02-24.pdf](#)

[SI110L_1SR_02.05.22.pdf](#)

[SI120_0Adopt_2013-03-27.pdf](#)

Courses

Related Documents

SI122/CJ122 - Introduction to Forensic Science

This course introduces students to the field of forensic science. Students will be able to identify the various principles, methods and procedures used in the preservation, collection, processing, and investigation of the crime scene as well as identify the various scientific techniques used to evaluate and analyze the evidence to resolve criminal matters. Students will also be familiar with some of the legal and ethical issues in forensic science. Course offering: As needed. Prerequisites: CJ100

Student Learning Outcomes (SLOs)

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

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

SI125 - Scientific Methods and Data Analysis+

This class is an introduction to the practice of science, with a particular emphasis on Environmental Science. This course provides Environmental Technician students with an overview of the scientific methods and process, particularly within the context of observation-driven investigations. Students will examine the steps of crafting scientific questions and hypotheses, research design, experimentation and data collection, data analysis, interpretation and presentation. The course will include an introduction to the technology and methods used data collection and environmental testing. The course will also include an introduction to the tools and methods used in science writing and data collection, the presentation and statistical analysis of scientific data, and searching and review of the scientific literature. Finally, students will consider the nature of the theories that arise from, and provide a framework for, the practice of science.

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

1. Explain in detail the steps of observation-driven investigations, including crafting of scientific questions and hypotheses, research design, experimentation and data collection, data analysis, interpretation and presentation.
2. Demonstrate a basic understanding of the goals, structure, creation process, and types of scientific literature documentation in the environmental sciences.
3. Identify the use of technology and equipment for data collection and analysis, inc

SI129 - Anatomy and Physiology for Practical Nursing: Theory

This course provides an accelerated study of the anatomy and physiology of the human body. It is a comprehensive one-semester course that briefly covers the structure and function of cells and tissues as it relates to the organs systems. Concepts of anatomy and physiology related to homeostasis, human disease and their interrelationships are discussed for each organ system. Upon completion, students should be able to recollect the anatomy of each organ system and to understand the importance of physiology as it relates

[SI122_2NSR_2011-01-03 \(2\).pdf](#)

[SI122.pdf](#)

[SI125 Scientific Methods and Data Analysis 7242015.pdf](#)

[SI129_0Adopt_2018.05.21-1.pdf](#)

Courses

Related Documents

to the allied health field. A laboratory component (SI129L) is required to supplement the theoretical aspect of lecture and will include microscopy, dissection, physiological experiments, computer simulations. This course is required for those majoring in the allied health and nursing certificate program.

Student Learning Outcomes (SLOs)

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

1. Identify the anatomical structures associated with each organ system and their functions.
2. Explain physiological processes that maintain homeostasis of the organ systems.
3. Match the metabolic reactions, electrolyte and acid-base balance, and electrochemical gradients to organ system diseases.
4. Evaluate the interactions of each organ system to formulate possible reasons for diseases.

SI129L - Anatomy and Physiology for Practical Nursing: Laboratory

This course is the laboratory component of SI129. The lab course will use lab-based systems approach, which an emphasis on integrated structure-function relationships at the tissue, organ, and organ system level. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in simple chemical analysis, microscopic observations, perform dissections of specimen, and studies anatomical models. Students taking this course are required to register for the lecture portion of the course or have passed an equivalent to the lecture portion. This course is required for those majoring in the Certificate in Licensed Practical Nursing.

[SI129L_0Adopt_2018.05.21.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify all the major components of the organ systems.
2. Describe the functional relationships within all organ systems, necessary for maintaining homeostasis for patient care.
3. Explain the importance of maintaining fluid, electrolyte balance and acid-base concepts in relation to blood chemistry.

SI130 - Anatomy & Physiology

This course provides students with an understanding of the function and regulation of the human body and the physiological integration of the organ systems to maintain homeostasis. This course will consist of blood and its components, cardiovascular system, lymphatic system, fluid and electrolytes, respiratory system, digestive system, urinary system, and reproductive system.

Student Learning Outcomes (SLOs)

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

1. Describe the relationship between tissues, organs, and organ systems from a structural and functional perspective.
2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis.

[SI130_1SR_2005-05-10.pdf](#)

[SI130_0_Pilot_1996-03-17.pdf](#)

[SI130_0Adopt_1999-10-05.pdf](#)

[SI130_2NSR_2010-05-10.pdf](#)

[SI130_4Arch_2014-03-25.pdf](#)

[SI130_4Arch_2014-03-25.pdf](#)

Courses	Related Documents
<p>3. Describe the cellular process and transport mechanisms at a chemical level (fluid and electrolyte balance).</p> <p>SI130A - Human Anatomy and Physiology I</p> <p>This course provides students with an understanding of the function and regulation of the human body and the physiological integration of the organ systems to maintain homeostasis. This course will consist of blood and its components, cardiovascular system, lymphatic system, fluid and electrolytes, respiratory system, digestive system, urinary system, and reproductive system.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the relationship between tissues, organs, and organ systems from a structural and functional perspective. 2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis. 3. Describe the cellular process and transport mechanisms at a chemical level (fluid and electrolyte balance). 	<p>SI130A_0Adopt_2013-01-30.pdf</p>
<p>SI130B - Human Anatomy and Physiology II</p> <p>This course follows a systemic approach that combines microscopic tissue studies, photomicrographs, anatomical models, charts, and gross/visual anatomical studies of the human body. Providing students with the in depth knowledge and understanding of the structures of the human body. This will include chemistry, the cell, tissues, integumentary system, musculoskeletal system, and nervous system. This course is recommended for those majoring in the allied health and nursing programs.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate the use of anatomical and directional terms used in the health care when referring to the human body structures. 2. Identify anatomical features of the body on a microscopic and/or gross level and indicate proper location of each. 3. Identify and list 206 human adult skeletal bones. 	<p>SI130B_0Adopt_2013-01-30.pdf</p>
<p>SI131 - Human Anatomy & Physiology I: Theory</p> <p>This course provides a comprehensive study of the anatomy and physiology of the human body. It is the first of a two-part course sequence that covers the structure and function of cells, tissues, and the integumentary, skeletal, muscular and nervous systems. Students will learn about concepts of anatomy and physiology related to homeostasis and human disease processes. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. A laboratory component is required to supplement the theoretical aspect of lecture and will include microscopy, dissection, physiological experiments, and computer simulations.</p> <p>Student Learning Outcomes (SLOs)</p>	<p>SI131_1SR_2019.03.28.pdf</p> <p>SI131_1SR_02.05.22.pdf</p>

Courses

Related Documents

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

1. Identify locations of major organs and bones of each system studied using anatomical terminology.
2. Explain the interrelationships among molecular, cellular, tissue and organ functions in each organ system.
3. Interpret the relationships between chemistry and physiology as they relate to cellular and sub-cellular processes; such as enzyme activity, cell-membrane function, muscle contraction, and nervous system control
4. Apply basic knowledge of anatomy and physiology in regards to the complementarity of structure and function when the body exhibits homeostasis and during pathological deviations from homeostasis.

SI131L - Human Anatomy & Physiology I: Laboratory

SI131L is the laboratory component of SI131. The lab course will use a lab-based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ and organ system level.

Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in simple chemical analysis, microscopic observations perform dissections of specimens, and studies of anatomical models.

[SI131L_1SR_2019.03.28.pdf](#)

[SI131L_1SR_02.05.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate basic techniques required in a laboratory for student safety and equipment preservation (dissection, microscope use, safety procedure, etc.).
2. Identify major organ systems and subcomponents of the integumentary, skeletal, muscular and nervous system utilizing models.
3. Analyze data from computer-simulated laboratory exercises on cell transport, skeletal muscle physiology, and neurophysiology.
4. Differentiate among the human organ systems from cats, fetal pigs, and other mammalian specimens.

SI132 - Human Anatomy & Physiology II

This course provides a comprehensive study of the anatomy and physiology of the human body. It is the second of a two-part course sequence that covers various organ systems of the human body including: cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. Emphasis is ...formerly SI130B Human Anatomy & Physiology II with A&P II Laboratory.

[SI132_1SR_2019.03.28.pdf](#)

[SI132_1SR_02.05.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Identify the components and subcomponents of the sensory, endocrine, cardiovascular, lymphatic, reproductive systems.
2. Explain the interrelationships among the sensory, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems in maintaining homeostasis.
3. Interpret the relationships between chemistry and physiology as they relate to cellular and subcellular processes such as vision, olfaction, taste, and hearing, hormone action, antigen-antibody reactions, heart function, lung function, nutrition, metabolism and temperature regulation, and fluid, electrolyte and acid-

Courses

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base balance.

4. Apply basic knowledge of metabolic pathways and their links to energy production and storage to the function of the respiratory, digestive, and urinary systems in regards to the complementarity of structure and function when the body exhibits homeostasis and during pathological deviations from homeostasis.

SI132L - Human Anatomy & Physiology II Lab

SI132L is the laboratory component of SI132. The lab course will use a lab-based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ and organ system level. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in microscopic observations, perform dissections of specimens, and studies of anatomical models. The course begins where SI131L ended: special sense, regulation ... and heredity.

Student Learning Outcomes (SLOs)

1. Identify major organ systems and subcomponents of the sensory, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems using slides, models, specimens and diagrams.
2. Describe the pathway of blood through the heart, urine through the kidneys, food through the digestive system and egg/sperm through the reproductive system.
3. Analyze data from computer-simulated laboratory exercises on endocrine system, physiology, blood analysis, cardiovascular dynamics, cardiovascular physiology, respiratory system mechanics, chemical and physical processes of digestion, renal system physiology, and acid-base balance.
4. Differentiate among the human organ systems (endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems) from cats, fetal pigs, and other mammalian specimens.

[SI132L_1SR_2019.03.28.pdf](#)

[SI132L_1SR_02.05.22.pdf](#)

SI141 - Applied Physics I

An Algebra-based course covering measurement, motion, forces in one (1) dimension, vectors, trigonometry, concurrent forces, work and energy, simple machines, rotational motion, non-concurring forces, matter and fluids. The course emphasizes physical concepts as applied to an industrial technical field. Course offering: As needed. Prerequisite: MA161A

[SI141.pdf](#)

[SI141_1SR_1990.pdf](#)

[SI141_2NSR_2010-05-10.pdf](#)

[SI141_1SR_2012-03-16.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Define key terminology used in the physics field.
2. Identify and classify common physical phenomena such as forces, friction, and center of gravity.
3. Summarize common laws and rules of physics from Newton and Kepler and their application to everyday circumstances.
4. Employ basic methods and observations to identify given data graphically or numerically and implement proper procedures to solve problems applying physical rules and formulas correctly.

SI142 - Applied Physics II

[SI142.pdf](#)

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Courses

A continuation of SI141 covering temperature and heat, the gas laws, wave motion and sound, static electricity, direct current, DC sources, magnetism, alternating-current, light, and reflection and refraction. Course offering: As needed. Prerequisites: MA161A, SI141

Student Learning Outcomes (SLOs)

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

1. Calculate the momentum, impulse, force, and time of contact within a system.
2. Apply and analyze between rotational and translational quantities and equations.
3. Relate and apply density, specific gravity, mass and volume, pressure, area, pressure density, and depth concepts.
4. Identify, relate and apply amplitude, frequency, angular frequency, period, displacement, velocity, and acceleration associated with oscillating system.

SI150 - Introduction to Microbiology: Theory

This course presents basic principles of microbiology, including the role of microbes in the transmission of disease, the environment and useful applications. Weekly laboratory sessions include training in compound microscopy, practice in aseptic techniques, the use of disinfectants and antimicrobial agents, identification of common microbes using staining and microscopy techniques. This course satisfies the Guam Board of Nursing Examiners requirement for candidates seeking LPN licensure. This course can also apply toward general education science credits. Course offering: As needed. Prerequisites: SI130, HL120, EN110

Student Learning Outcomes (SLOs)

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

1. Summarize the historical events that led to development of the field and the taxonomic classification regarding microbial diversity.
2. Demonstrate knowledge of the basic chemistry in laboratory procedures, bright-field microscopy, aseptic techniques, protocols for identification of microbes and basic microbial and molecular biology.
3. Demonstrate knowledge of microbial pathogenicity mechanisms, chemotherapeutics, drug resistance, disease prevention and the causes and consequences of mutations and genetic engineering on microbes.
4. Summarize the impact of microbes in the environment and useful applications of microbes.

SI150L - Introduction to Microbiology: Laboratory

This course is the laboratory component of SI 150 Introduction to Microbiology: Theory. This course will use a lab-based systems approach, with an emphasis on integrated relationships with microbes, the environment, and current technologies. Laboratory exercises are designed to reinforce didactic material by providing hands-on experience with the subject matter. Students actively participate in foundational and current microbiology techniques that show the importance of microbes in our daily lives and their central role in nature.

Microscopic observations, investigative experiments to evaluate and identify microbes involved in the allied health field will be performed. A strong emphasis on laboratory safety is expected as part of their professional behavior in this class. Students taking this course are required to register for the lecture portion

Related Documents

[SI142_XCourse Guide.pdf](#)

[SI142_1SR_1990.pdf](#)

[SI142_2NSR_2010-05-10.pdf](#)

[SI142_1SR_2012-03-16.pdf](#)

[SI150_ADOPTION_2009-11-23.pdf](#)

[SI150_Cont_2010-1-14.pdf](#)

[SI150_2NSR_2010-05-10.pdf](#)

[SI150_1SR_2018.05.21.pdf](#)

[SI150L_1SR_2018.05.21.pdf](#)

[SI150_1SR_03.03.22.pdf](#)

[SI150L_1SR_2018.05.21.pdf](#)

[SI150L_1SR_03.03.22.pdf](#)

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Courses

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of the course as a co-requisite or have passed an equivalent to the lecture portion. This course is recommended for those majoring in the allied health and nursing programs.

Student Learning Outcomes (SLOs)

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

1. Use common microbiology instrumentation at a proficient level.
2. Interpret experimental results to include the identification of each microorganism.
3. Identify possible treatments for pathogens.
4. Apply proper aseptic techniques while performing microbiology procedures.
5. Apply standard operating procedures in the disposal of biological hazards.

SI155 - Waste Site Worker Safety:Hazardous Waste Operations and Emergency Response (HAZWOPER)

This course provides 45 hours of training in the protection, health and safety of workers involved in storage, disposal, or treatment of hazardous substances, cleanup of hazardous waste sites, and emergency response operations for threats or releases of hazardous substances. The curriculum meets requirements of the Occupational Safety and Health Administration 29 Code of Federal Regulations 1910.120, also known as, OSHA 29 CFR 1910.120.

[SI155 HAZWOPER+ 6222015.pdf](#)

Note: Entrance to this course requires that students be physically capable of wearing and working in the different levels of Personal Protective Equipment (PPE), as well as wearing and using respiratory protective devices. This involves obtaining a physician's statement that the student is cleared to wear and work in PPE and respiratory equipment.

Student Learning Outcomes (SLO):

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

1. Demonstrate understanding of employees' rights and responsibilities, and an employer's responsibility for a safety and health program with respect to OSHA 29 CFR 1910.120, and other related regulations.
2. Demonstrate understanding of a Job Hazard Analysis, Health and Safety Plan (HASP), and emergency response plan.
3. Demonstrate skills in completing hands-on activities including, but not limited to, the use of respirators, levels of Personal Protective Equipment (PPE), and identification and verification of unknown substances.

SM108 (formerly OA108) - Introduction to Business

This course provides foundational knowledge for students in supervision and management as well as students studying related disciplines in business and computer science. Students will study resume preparations, ethics and social responsibility, the private enterprise system, economic challenges in a global market, entrepreneurship, goods and services distribution, e-commerce transactions, basic management concepts A-Z, technology management, financial statements, federal reserve system, and career opportunities.

[SM108_1SR_2006-06-28.pdf](#)

[SM108_XMemo_2003-03-04.pdf](#)

[SM108_2NSR_2008-11-25](#)

[SM108_2NSR_06.07.22.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs.
2. Construct the stages in the development of management ethical standards.
3. Discuss the forms of business ownership and organization.

SM205 - Purchasing

This course provides an insight for students to a career in purchasing, such as a retail buyer or a procurement officer for an organization. It focuses on the broad spectrum of retailers, both large and small, selling either merchandise or services and making key management decisions to provide value to their customers and developing a long-term advantage over their competitors. Key strategic issues are examined in developing a retail strategy with an emphasis on the financial considerations and store management issues. The procurement cycle is studied with emphasis on vendor partnerships, negotiations, pricing analysis, and policy considerations. Course offering: Fall only, or as needed. Pre-requisite: SM108

Student Learning Outcomes (SLOs)

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

1. Understand the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.
2. Gain an appreciation of the ethical, contractual, and legal issues faced by purchasing and supply chain professionals.
3. Demonstrate an understanding of the purchasing cycle, various types of purchasing documents, and types of purchases.

SM208 (formerly OA208) - Personnel Supervision

This course prepares students to be supervisors in a challenging modern workplace. It is based on the premise that organizational variables including diversity in the workforce, computer and communication technology, and the design of organization structures are constantly changing. Overall, this course focuses on discussing important supervision concepts and providing fundamental skills necessary for applying these concepts. Students will learn the critical role of a supervisor in an organization and the abilities needed to be successful. Formerly OA208. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Explain the role, characteristics and skills of a supervisor and the principles of planning, leading, controlling, staffing, and organizing at the supervisory level.
2. Identify and discuss the human skills necessary for supervision.
3. Describe employee needs and apply motivational skills to address them.
4. Articulate applied supervision concepts.

SM210 (now MK123) - E-Commerce Management

Related Documents

[SM205_1SR_1998-04-08.pdf](#)

[SM205_2NSR_2004-04-13.pdf](#)

[SM205_2NSR_2005-12-29.pdf](#)

[SM205_1SR_2007-09-13_SLO.pdf](#)

[SM205_1SR_1987-08-18.pdf](#)

[SM205_2NSR_2008-11-25](#)

[SM205_XMemo_2004-01-28](#)

[SM205_2NSR_2008-11-25](#)

[SM205_XMemo_2004-01-28](#)

[SM205_2NSR_2010-07-02.pdf](#)

[SM208_2NSR_2005-12-29.pdf](#)

[SM208_1SR_2007-04-25.pdf](#)

[SM208_2NSR_2004-04-13.pdf](#)

[SM208_2NSR_2008-11-25](#)

[SM208_XMemo_2004-01-28](#)

[SM208_2NSR_2010-07-02.pdf](#)

[SM210_XMemo_2004-01-28](#)

Courses

Curriculum memo dated 2004-01-28.

SM211 - E-Commerce Management

E-commerce has paved the way for companies to sell their products and services to consumers and businesses throughout the world. Most companies now utilize e-commerce to market and sell their products and services, as well as conduct financial transactions. This course will provide the basic knowledge necessary in managing an online business.

Student Learning Outcomes (SLOs)

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

1. Explain the basic requirements of a business website.
2. Differentiate the four Internet business models.
3. Describe the importance of e-commerce in today's business management.

SM215 - International Management

This course teaches students the managerial process in a global context and illustrates how culture affects the managerial process. Students will study international strategic planning, organizing global structures, effective directing, leading, international human resources management, cross-cultural business practices, negotiations, leadership, decision making, motivation, communication process sensitive to verbal and non-verbal languages, and controlling operation results against international cross-cultural performance standards.

Student Learning Outcomes (SLOs)

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

1. Develop strategies for sustaining international business competition in a global setting.
2. Discuss cross-cultural business ethics and corporate social responsibility in subsidiary assignments.
3. Describe the challenges of international management.

SM220 - Management Skill Development

This is a course in the development and application of fundamental skills needed for the successful practice of management. The focus of the course is on the goals and objectives formulated from the firm's mission statement. The student will concentrate on the Planning and Organizing functions. In addition, the student will apply the control function on the firm's performance against its strategic plan. Policy considerations drive the theme of this course. Course Offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Explain the traditional four functions of management: planning, organizing, leading, and controlling.
2. Discuss the eight-steps used in structured decision making process.
3. Describe the needs for technology in management operations.

SM225 - Leadership

Related Documents

[SM211_0Adopt_2004-05-12.pdf](#)

[SM211_2NSR_2005-12-29.pdf](#)

[SM211_2NSR_2008-11-25](#)

[SM211](#)

[SM211_2NSR_06.07.22.pdf](#)

[SM215_0Adopt_2004-05-12.pdf](#)

[SM215_2NSR_2008-10-29](#)

[SM215_2NSR_2008-11-25](#)

[SM215_XMemo_2004-01-28](#)

[SM215_2NSR_06.07.22.pdf](#)

[SM220_1SR_2007-03-22.pdf](#)

[SM220_1987-08-18.pdf](#)

[SM220_XMemo_1998-12-02.pdf](#)

[SM220_2NSR_2004-04-13.pdf](#)

[SM220_XMemo_2004-01-28](#)

[SM220_1SR_2017.03.06-1.pdf](#)

[SM225_0Adopt_2004-05-05.pdf](#)

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This course uses a unique three-prong approach of theory, application, and skill development. Students will be provided with the best coverage of traditional leadership theories and cutting-edge leadership philosophies. It will provide opportunities for students to apply leadership theories and concepts to develop their critical thinking skills and other skill building exercises to handle leadership situations that can be used in their professional and personal lives such as understanding personalities, dealing with ethical dilemmas, motivation, managing behaviors, setting objectives, giving praise, coaching, resolving conflicts, delegating, and negotiating. Course Offering: Fall only

Student Learning Outcomes (SLOs)

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

1. Articulate values, qualities, and skills important to leadership positions.
2. Develop skills for understanding visioning, goal setting, strategic planning, critical thinking, and ethical decision-making.
3. Build productive relationships with others in any situation through effective communication, coaching/mentoring, and empowerment and motivation.
4. Summarize in writing their feelings about applied leadership concepts.

SM230 - Business Law Applications

This course is an introduction to the substantive law that governs American commerce, state and federal statutes, and traditional Common Law principles. Uniform Commercial Code (UCC) and the Restatements of the Laws form the foundation upon which the following legal principles are presented: contract law, agency law, partnership and corporate law, real and personal property law, negotiable instruments, and secured transactions. Special emphasis, however, is placed on Cyber law (laws governing Internet transactions) as it applies to e-commerce transactions such as e-contracts, intellectual property rights, online issues relating to copyrights, trademarks, patents, and trade secrets, privacy rights in the online world, cyber law court jurisdictional issues, and cyber crimes (cyber theft, cyber identity theft, cyber stalking, cyber hacking, and cyber terrorism). This course is for anyone contemplating a career in business and anyone interested in the legal requirements governing business decisions and activities. Course Offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.
2. Identify the key elements of intentional, negligent, and strict liability torts.
3. Summarize in writing their feelings about applied business law concepts.

SM240 - Employment & Labor Law

This course introduces Employment and Labor Law for the non-legal professional in management and labor relations. The course emphasizes employment, labor, and social issues in the work environment as they cover federal and state law governing employer/union and employee/employer relationships. The student will learn how daily supervisory and management decisions made within the context of employment and labor law can

Related Documents

[SM225_2NSR_2008-11-25](#)
[SM225_XMemo_2004-01-28](#)
[SM225_2NSR_2014-03-26.pdf](#)
[SM225_2NSR_06.07.22.pdf](#)

[SM230_1SR_2006-05-02.pdf](#)
[SM230_1987-08-18.pdf](#)
[SM230_2NSR_2005-12-29.pdf](#)
[SM230_2NSR_2008-11-25](#)

[SM240_0Adopt_2004-05-05.pdf](#)
[SM240_1SR_2010-05-10map](#)
[SM240_2NSR_2008-11-25](#)
[SM240_XMemo_2004-01-28](#)

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Courses	Related Documents
<p>have far-reaching consequences in their firm's legal liabilities. This course provides the knowledge and tools for SM graduates to make management decisions that eliminate or minimize their firm's liability.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Discuss the history of American labor unions and its impact on the enactment of federal labor laws.2. Explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin.3. Summarize in writing ideas and feelings about applied labor and employment law concepts. <p>SM245 - Ethics & Stakeholder Management This course uses cutting-edge research along with case histories to help students understand the relationships between business and society stakeholders. The managerial perspective of this course emphasizes the twin themes of stakeholders and ethics. Students are shown how to integrate ethical consideration into the entire decision-making process. The course employs a stakeholder management framework that emphasizes the firm's social and ethical responsibilities to both internal and external stakeholders.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.2. Describe ethical standards in management and identify its role in contemporary business practices.3. Differentiate between management of internal and external stakeholders. <p>SM292 - Supervision & Management Practicum This course provides students a supervised work experience where they apply the skills necessary to be successful in a supervision and management career.</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Apply theory learned in the classroom to the work environment.2. Practice effective interpersonal skills in the workplace.3. Document the synthesis of knowledge and skills gained through work experience in an electronic presentation. <p>SM298 - Co-op/Work-Learn for Supervision & Management The Cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and paid work experience related to Supervision and Management. Prerequisites: SM108, SM208, & SM220. Course offering: As needed</p> <p>SO099 (Formerly SP099) - Student Success Workshop This course integrates a balance of motivational, study, and life skills; student will understand themselves as</p>	<p>SM240_2NSR_2016.12.22_APPROVED.pdf SM240_2NSR_06.07.22.pdf</p> <p>SM245_0Adopt_2004-05-19.pdf SM245_2NSR_2008-11-25 SM245_XMemo_2004-01-28 SM245_2NSR_6.08.22.pdf</p> <p>SM298_1SR_2009-01-26.pdf SM298_2NSR_2008-11-25</p> <p>SP099_2NSR_2010-03-11.pdf</p>

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Courses

individuals who appreciate their own strengths, identify their challenges, and work to strengthen current skills and create new ones. Students will work on their noncognitive skills such as, attitudes, behaviors, and skills such as critical thinking, self-efficacy, resilience, and interpersonal relations. Students will utilize the Academic And Career Excellence System (ACES) to help identify their strengths and challenges and create a Personal Success Plan (PSP). The course will enable students' explorations of workforce and college opportunities using their information from ACES and their PSP. Course offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Develop skills to locate, evaluate, and interpret career information.
2. Identify career cluster and related pathways that match career and education goals.
3. Describe and apply elements of team-building, problem-solving, and decision-making as they relate to workplace and postsecondary education opportunities.

SO110 (Formerly SP110) - Introduction to College Life

This course is designed to enhance students' ability to survive and prosper in the college environment. It includes a survey of academic rights and responsibilities. Guam Community College resources and organization program planning, study techniques, preparing for and taking tests, and interest inventories to assist in career planning. Formerly SP110. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Explain the academic rights and responsibilities of a college student.
2. Demonstrate skills needed to successfully study and pass tests.
3. Demonstrate understanding of various careers and which ones match interests and abilities.

SO130 - Introduction to Sociology

Sociology is the scientific study of how people behave in groups and the rules that guide group behavior. Everyone is a member of societal groups and we experience different kinds of relationships and play multiple roles in our groups. This course examines those groups, our individual roles, our interpersonal relationships, our cultures, and our families. This knowledge is helpful to everyone including managers and professionals in any field. This course is a required general education core course for all associate degree programs. Course offering: As needed. Prerequisites: EN100R, EN100W

Student Learning Outcomes (SLOs)

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

1. Identify how societies instill values in individuals, families and groups.
2. Demonstrate familiarity with other societies objectively utilizing the Sociological Imagination.
3. Contrast the four primary theoretical sociological perspectives.
4. Explain various degrees of poverty and inequality to include why these patterns continue to exist

Related Documents

[SO099_1SR_2016.11.29.pdf](#)

[SP110_2NSR_2010-03-11.pdf](#)

[SP110-2_2NSR_2010-03-11.pdf](#)

[SO130_1SR_2003-11-21.pdf](#)

[SO130_2NSR_2005-03-29.pdf](#)

[SO130_XMemo_2003-03-03.pdf](#)

[SO130_XMemo_2003-03-05.pdf](#)

Courses

generation after generation.

SP042 (archived 2011) & (formerly SP0XX) - ABE High Intermediate Level

This course offers learners 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their reading, writing, math, science, social studies, as well as graphic literacy and critical thinking skills. This course will target key academic skills and content knowledge essential for completing secondary education either through the General Equivalency Diploma (ged) test or through enrolling in Adult High School at Guam Community College. Formerly SP0XX. Course offerings: Fall & Spring cycles. Revised: June 24, 2005.

SP045 - Preparation for General Education Development

This course prepares adults age 16 years and older to pass the 2002 version of the GED tests and obtain a GED high school diploma. GED preparation course content instructs students in five programmed subjects. The GED Preparation course incorporates problem solving practice exercises in reading, science, social studies, mathematics and language arts: writing. Prerequisites: Must score seventh grade or above on the TABE test or any other appropriate standardized test, CASAS ECS130 appraisal test.

SP045A (archive 2011 now GED050) - Language Arts Reading, Writing, & Social Studies

This course offers learners who are 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their Language As Reading, Writing, and Social Studies skills and knowledge, as well as graphic literacy and critical thinking skills. This course will target key academic skills and content knowledge essential for completing secondary education either through the General Equivalency Diploma (GED) test or through the Adult High School Program. Course Offerings: Fall and Spring semesters. (Formerly: SP045) Prerequisite: CASAS ECS130 assessment, reading scale score of 226.

SP045B (archived 2011) & (now GED051) - Math & Science GED Preparation

This course offers learners who are 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their math and science knowledge, as well as graphic literacy and critical thinking skills. This course will target key academic skills and content knowledge essential for completing secondary education either through the General Equivalency Diploma (GED) test or the Adult High School program. Course Offerings: Fall and Spring semesters. (Formerly: SP045) Prerequisite: CASAS ECS130 assessment, math scale score of 220+.

SP051 - Driver's Education

A competency based course in driving providing 12 hours of in-car training; four (4) hours of which will be behind-the- wheel driving experience and eight (8) hours of in-car observation covering road driving skills such as backing, parallel parking, handling emergencies etc. Additionally 30 hours of classroom instruction will focus on providing knowledge and skills needed for safe effective driving. Students must be rated as "competent" on all "required" driving skills in order to receive credit (CR) for the course. Course offering: As needed. Prerequisite: Students must be 15 years of age or older before the first day of the course.

SP098 - Student Success Workshop

Related Documents

[SP0XX_0Adopt_2005-06-06.pdf](#)

[SP0XX_2NSR_2005-06-24.pdf](#)

[SP042_2NSR_2005-06-24.pdf](#)

[SP042_2NSR_2008-11-05](#)

[SP042_6Arch_2011-04-28.pdf](#)

[SP045_1SR_2002-05-01.pdf](#)

[SP045_1SR_1997-12-09.pdf](#)

[SP045_CourseGuide_1982.pdf](#)

[SP045_6Arch_2011-10-13.pdf](#)

[SP045A_0Adopt_2009-04-27.pdf](#)

[SP045A_2NSR_2009-11-02](#)

[SP045A_1SR_2002-05-01](#)

[SP045A_6Arch_2011-04-28.pdf](#)

[SP045B_0Adopt_2009-04-27.pdf](#)

[SP045B_1SR_2002-05-01.pdf](#)

[SP045B_2NSR_2009-11-02.pdf](#)

[SP045B_2NSR_2009-11-02](#)

[SP045B_1SR_2002-05-01](#)

[SP045B_6Arch_2011-04-28.pdf](#)

Courses

Related Documents

Student Success provides a strong educational component to the Adult High School program. The course draws connections between students' academic environment and the students' future in the world of work. Students will learn basic study skills for academic success. The course will encourage students to conduct activities that enhance self-concept and that promote the development of goals. In addition, the students will develop employability skills. The course will allow students to explore career opportunities and to expand their knowledge of the workplace. All Adult High School students are required to complete this requirement through successful course participation or demonstrated mastery of the identified skills. Course offering: As needed. Prerequisite: CASAS reading score 235 or above and math 225 or above.

SP099 (now SO099) - Student Success Workshop

This course integrates a balance of motivational, study, and life skills; student will understand themselves as individuals who appreciate their own strengths, identify their challenges, and work to strengthen current skills and create new ones. Students will work on their noncognitive skills such as, attitudes, behaviors, and skills such as critical thinking, self-efficacy, resilience, and interpersonal relations. Students will utilize the Academic And Career Excellence System (ACES) to help identify their strengths and challenges and create a Personal Success Plan (PSP). The course will enable students' explorations of workforce and college opportunities using their information from ACES and their PSP. Course offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Develop skills to locate, evaluate, and interpret career information.
2. Identify career cluster and related pathways that match career and education goals.
3. Describe and apply elements of team-building, problem-solving, and decision-making as they relate to workplace and postsecondary education opportunities.

SP0XX (now SP042) - Adult Basic Education High Intermediate Level

This course offers learners who are 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their reading, writing, math, science, social studies, as well as graphic literacy and critical thinking skills. This course will target key academic skills and content knowledge essential for completing secondary education either through the General Equivalency Diploma (GED) test or through enrolling in Adult High School at Guam Community College. Course offering: Fall and Spring.

SP110 - Introduction to College Life

This course is designed to enhance student's ability to survive and prosper in the college environment. It includes a survey of academic rights and responsibilities. Guam Community College resources and organization program planning, study techniques, preparing for and taking tests, and interest inventories to assist in career planning, and money management. Formerly SS110. Course offering: As needed.

SS063 - American Government

This course focuses on the foundations of democracy in America, examining the operation of the legislative,

[SP098_1SR_2006-05-12.pdf](#)

[SP098 Changed to SP099 NSR June 8, 2006.pdf](#)

[SP099_2NSR_2006-06-08.pdf](#)

[SP099_2NSR_2010-03-11.pdf](#)

[SP098 Student Success Workshop 2006-05-12](#)

[SP099 Student Success Workshop NSR 2006-06-08](#)

[SPOXX_0Adopt_2005-06-06.pdf](#)

[SPOXX_2NSR_2005-06-24.pdf](#)

[SP110 Intro to College Life.pdf](#)

[SP110_2NSR_2010-03-11.pdf](#)

[SP110-2_2NSR_2010-03-11.pdf](#)

[SS063 1992-04-08.pdf](#)

[SS063 2002-02-04 SR.pdf](#)

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Courses	Related Documents
<p>executive, and judicial branches of government at the federal, state, and local levels. Topics covered include rights and responsibilities of citizenship, voting, political parties, interest groups, the US Constitutions (including the Bill of Rights), bureaucracy, national policies relating to foreign policy, taxation, spending priorities, government regulations, and entitlement.</p> <p>This course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. The standards sharpen the focus on the close connection between comprehension of the text and attainment of knowledge.¹</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Make logical inferences about the importance of American Government and Politics.2. Analyze the series of events which led to the creation of the United States Constitution and Bill of Rights.3. Analyze U.S. documents of historical and literary significance for their themes, purposes, and rhetorical features. <p>SS078 - World Geography</p> <p>This course deals with the geography of the world. It encompasses a detailed examination and understanding of the location of the countries of the world, and the world's major geographical regions and landmarks. An understanding of the different climatic zones and weather regions is also covered in this course. Course offering: Spring only</p> <p>SS081 - US History I</p> <p>This course focuses on the reconstruction of United States of America after the Civil War through World War II. The objective is to examine and evaluate the political, social and economic development of the United States during this era.</p> <p>This course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. The standards sharpen the focus on the close connection between comprehension of the text and attainment of knowledge. Relevant individualized instruction provides reading, writing, language, and speaking and listening activities to enable students to become empowered, competent, critical, and reflective in their</p>	<p>SS063 2003-10-27 NSR.pdf</p> <p>SS063_2NSR_2010-03-11.pdf</p> <p>SS063_0Adopt_1992-04-08</p> <p>SS063_2NSR_2009-12-02</p> <p>SS063_XMemo_2003-03-03.pdf</p> <p>SS063_XMemo_2003-03-05.pdf</p> <p>SS078 1992-06-02 R.pdf</p> <p>SS078 2002-02-04 SR.pdf</p> <p>SS078_2NSR_2010-03-11.pdf</p> <p>SS078_2NSR_2010-03-11.pdf</p> <p>SS078 World Geography 2-4-02</p> <p>SS078 World Geography 6-2-92</p> <p>SS078_1SR_1992-06-02</p> <p>SS078_1SR_2002-02-04</p> <p>SS078_2NSR_2009-12-02</p> <p>SS078_XMemo_2003-03-03.pdf</p> <p>SS078_XMemo_2003-03-05.pdf</p> <p>SS081 1992-0418.pdf</p> <p>SS081-SS082 1992-04-08 R.pdf</p> <p>SS081-SS082 2000-05-30.pdf</p> <p>SS081_2NSR_2010-03-11.pdf</p> <p>SS081-SS082 2003-10-07 NSR</p> <p>SS081 & SS082 US History 1 & 2 5-30-00</p> <p>SS081-SS082 US History 1 & 2 4-18-92</p> <p>SS081 & SS082 2000-05-30 SR</p>

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Courses

assignments. Course Offering: As needed

Student Learning Outcomes (SLOs)

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

1. Make logical inferences about central issues during the Reconstruction Era to World War II.
2. Cite specific evidence from literary and informational texts that explains the importance of the various events during the Reconstruction Era to World War II.
3. Analyze the sequence of events and explain how specific events interact and developed during the Reconstruction Era to World War II.
4. Write a narrative about the major economic developments and specific events during the Reconstruction Era to World War II.

SS082 - U.S. History II

This course focuses on the economic and political changes during the Cold and Vietnam War, including the Civil Rights movement, and the recent events and trends that have shaped present-day America.

This course incorporates the College and Career Readiness Standards (CCRS) for Adult Education. The standards sharpen the focus on the close connection between comprehension of the text and attainment of knowledge. Relevant individualized instruction provides reading, writing, language, and speaking and listening activities to enable students to become empowered, competent, critical, and reflective in their assignments. Course offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Make logical inferences about central issues during the Cold and Vietnam War to present-day America.
2. Cite specific evidence from literary and informational texts that explains the importance of the various events during the Cold and Vietnam War to present-day America.
3. Analyze the sequence of events and explain how specific events interact and developed during the Cold and Vietnam War to present-day America.
4. Write a narrative about the major economic developments and specific events during the Cold and Vietnam War to present-day America

SS083 - World History I

This course explores World History from a global perspective. After examining the rise of civilizations in the Middle East and in Asia, the course will cover the development of societies-traditional and modern-in Asia, the Middle East and Africa, Europe, and the Americas. Course offering: As needed

Related Documents

[SS081_XInfo_1994-01](#)

[SS081-SS082 2000-04-03 SR](#)

[SS081-SS082 US History 1 & 2 10-07-03](#)

[SS081_1SR_2011-05-06.pdf](#)

[SS081_XMemo_2003-03-03.pdf](#)

[SS081_XMemo_2003-03-05.pdf](#)

[SS081-SS082 1992-04-08 R.pdf](#)

[SS081-SS082 2000-05-30.pdf](#)

[SS081-SS082 2003-10-07 NSR.pdf](#)

[SS082_2NSR_2010-03-11.pdf](#)

[SS082_1SR_1992-04-08](#)

[SS082_XInfo_1994-01](#)

[SS081-SS082 2000-04-03 SR](#)

[SS081-SS082 US History 1 & 2 4-18-92](#)

[SS082_1SR_2011-05-06.pdf](#)

[SS082_XMemo_2003-03-03.pdf](#)

[SS082_XMemo_2003-03-05.pdf](#)

[SS083-084 R 1990-06.pdf](#)

[SS083-084 1990-9-14.pdf](#)

[SS083_2NSR_2010-03-11.pdf](#)

[SS083 & SS084 World History 1 & 2 March 28, 1990](#)

[SS083_XMemo_2003-03-03.pdf](#)

[SS083_XMemo_2003-03-05.pdf](#)

Courses	Related Documents
<p>SS084 - World History II</p> <p>This course is a continuation of World History I, covering the development of societies-traditional and modern-Europe and the Americas on the influence of great personalities on world history. Course offering: As needed</p>	<p>SS083-084 1990-9-14.pdf</p> <p>SS083-084 R 1990-06.pdf</p> <p>SS083 & SS084 World History 1 & 2 March 28, 1990.pdf</p> <p>SS084_2NSR_2010-03-11.pdf</p> <p>SS083 & SS084 World History 1 & 2 June 1990</p> <p>SS084_1SR_1990-09-14</p> <p>SS084_XMemo_2003-03-03.pdf</p> <p>SS084_XMemo_2003-03-05.pdf</p>
<p>SS091 - Multicultural Workplaces</p> <p>This course is designed to prepare students to be successful through the development of interpersonal skills and cultural awareness to work productively with all people. Module One: Multicultural workplace, values, human relations, attitude and stress management. Module Two: Organizational chart, productivity, group development, Asian values and ethics. Module Three: Effective communication, cross-cultural communication, developing good relations with one's supervisor, conflict management. Course offering: As needed</p>	<p>SS091 Multicultural Workplace Mar. 8, 1999.pdf</p> <p>SS091 Multicultural Workplace 9-15-99.pdf</p> <p>SS091_2NSR_2010-03-11.pdf</p> <p>SS091 1999-09-15 SR</p> <p>SS091_XMemo_2003-03-03.pdf</p> <p>SS091_XMemo_2003-03-05.pdf</p>
<p>SU100 - Surveying Drafting</p> <p>This course deals with typical job responsibilities of an office draftsman or survey party chief in completing a graphic description of survey fieldwork. These descriptions/ plans result from a great variety of engineering fieldwork requiring diverse methods of graphic resolution. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the roles of office draft persons or survey party chiefs. 2. Define common terminology in the surveying drafting career. 3. Explain the diverse engineering fieldwork and methods of graphic resolution used. 	<p>SU100.pdf</p> <p>SU100_CourseGuide</p>
<p>SU101 - Surveying Problems I</p> <p>This is a mathematics course designed to give the student an understanding of the fundamentals of basic survey computation. Emphasis is placed on basic arithmetic, trigonometric and geometric operations pertaining to traverse, triangulation and general survey calculation. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate understanding of basic mathematics needed for survey computations. 2. Apply basic arithmetic, trigonometry and geometric operations to given surveying problems. 	<p>SU101_CourseGuide_1980-10-31.pdf</p> <p>SU101</p>

Courses

Related Documents

3. Discuss and identify solutions to various surveying problems encountered in the work setting.

SU230 - Advance Surveying

This course will cover advanced topics in surveying including highway and construction surveying, property and legal issues in boundary surveying, concepts of elementary geodetic surveying, and an overview of Global Positioning Systems (GPS) as applied to surveying for centimeter accuracy measurement. Course offering: As needed. Prerequisite: CE222

[SU230_OAdopt_2009-04-01.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate proficiency in the mathematical computations of horizontal and vertical surveys including the process of laying out horizontal and vertical curves.
2. Apply proper survey processes in construction surveys and layouts.
3. Demonstrate understanding of boundary surveying and the legal aspects of property surveying.
4. Analyze boundary and property survey problems using applicable survey methods.
5. Demonstrate understanding of concepts of geodetic and GPS surveying.

SU240 - Boundary Law I

This course introduces the concepts of boundary control and legal principles. Topics covered include proportionate measurement, rights in land, junior/senior title rights, retracement of original surveys, deed first/survey first, common and case law, ranking/prioritizing evidence, controlling monuments and corners, error in legal descriptions, and plats and case studies. Course offering: As needed

[SU240_OAdopt_2009-04-01.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
2. Discuss legal principles such as deed/first/survey first, common and case law.
3. Define the basic elements of a boundary survey and the proper sequence of events/actions.
4. Evaluate boundary evidence and make decisions based on this ranking.
5. Identify controlling corners and boundaries.

SU241 - Boundary Law II

This course is a continuation of Boundary Law I and covers the subjects of evidence and procedures for determining real property boundaries. Statutes and case law, conflicting evidence, proper methods and procedures for collecting evidence, riparian rights, surface and subsurface rights and eminent domain are studied in detail. Boundary agreements and legal instruments prepared by the land surveyor are introduced. The role of the land surveyor as an expert witness is presented. Course offering: As needed. Prerequisite: SU240 and permission of Advisor.

[SU241_OAdopt_2009-04-01.pdf](#)

Student Learning Outcomes (SLOs)

Courses

Related Documents

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

1. Explain in detail the subjects of evidence and procedures used for determining real property boundaries.
2. Demonstrate proficiency of reading legal instruments prepared by land surveyors.
3. Describe the surveyor's role in court cases.
4. Write a legal and technical description and prepare a surveyor's report.

SU250 - Introduction to Geographic Information Systems

This course will provide students with basic knowledge of Geographic Information Systems (GIS) (e.g., sources of GIS data, various data models). Special emphasis will be given to the manipulation of digital spatial vector data with application to cadastral surveys. One of the objectives of the course is to provide students with hands on experience with GIS software and hardware components. Course offering: As needed

[SU250_OAdopt_2009-04-01.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.
2. Explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
3. Demonstrate understanding of the basics of geodatabase and the more advanced functionality that makes the geodatabase such a powerful data model.
4. Design presentation-quality maps and create a person geodatabase.

SU251 - Advanced Geographic Information Systems

This course is a more advanced study of Geographic Information Systems (GIS) with particular emphasis on manipulation and analysis of raster data. This course will also provide introduction to ArcGIS Spatial Analyst and 3D Analyst. Course offering: As needed. Prerequisite: SU250

[SU251_OAdopt_2009-04-01.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Produce and control raster data using ArcGIS Spatial Analyst.
2. Work within the new ArcGIS geoprocessing environment to create, execute, and automate spatial analysis work flows.
3. Analyze three-dimensional modeling using ArcGIS 3D Analyst software.
4. Create realistic models by draping aerial photographs over surfaces and displaying two-dimensional features in three dimensions.

SU280 - Special Topics in Geographic Information Systems

This course will introduce students to the applications of Geographic Information Systems (GIS) in cadastral and land information systems and in land use planning. Geographic data is increasingly important in understanding society and the environment. Using advanced tools and software, students will have an opportunity to focus on local and global planning problems. Course offering: As needed. Prerequisite:

[SU280_OAdopt_2009-04-01.pdf](#)

Courses

Related Documents

SU250

Student Learning Outcomes (SLOs)

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

1. Produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
2. Apply Survey Analyst GIS tools on cadastral datasets and perform analysis of these datasets to ensure survey accuracy.
3. Use ArcGIS tools to address real-world social, economic, and environmental planning problems.

SU292 - Surveying Practicum

This course covers the application of field and office techniques related to the lessons covered in the surveying and drafting courses. Students will do actual field and office survey work to learn proper use of surveying and related instruments including computers and data collectors. Course offering: As needed.

Prerequisite: CE222

[SU292_OAdopt_2009-04-01.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.
2. Apply proper field operations in traversing, leveling, and topographic surveying.
3. Demonstrate proficiency in the preparation of survey drawings using computer aided surveying software.
4. Transfer data to and from survey instruments, data collectors, and computers.
5. Demonstrate understanding of errors and error propagation field work.

TH101 - Introduction to the Theater

This course is designed to provide a basic introduction to the study of theater. It explores theater as a fine art and how theater practitioners work. Course lectures include theater history and production practices. Attendance at a local theater production is required.

[TH101_OAdopt_2011-03-18.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate an appreciation for theater as a fine art.
2. Demonstrate a clear understanding of theater history.
3. Demonstrate knowledge of production practices.

VC101 - Introduction to Visual Communications

This course introduces graphic media principles and concepts. The course emphasizes the historical development and current uses and applications of the various visual and audio processes in digital media production. Course offering: As needed

[VC101_1SR_2004-04-25.pdf](#)

[VC101_OAdopt_2002-10-21.pdf](#)

[VC101_OAdopt_2003-05-23.pdf](#)

[VC101_2NSR_2004-02-02.pdf](#)

AIER/CCA

Courses

Student Learning Outcomes (SLOs)

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

1. Identify the six typeface families and demonstrate how each one expresses a mood.
2. Analyze the use of injurious imaging, prejudicial thinking, and stereotyping in visual media.
3. Explain the ethical and legal standards regarding the use of visual media.

VC103 - Advanced Digital Graphics

Memo dated 2002-01-23.

VC104 - Imaging Concepts & Elements

Memo dated 2002-01-23.

VC105 - Basic Layout and Design for Print.

This course uses computers as a tool as students develop understanding of the design process as it applies to print media. Though the course is platform independent, the initial offering uses the Macintosh OS platform. The software preference includes Photoshop, Pagemaker, and MacQuark. This is a project-based course; students will work individually and in groups as they develop skills in using design techniques on the computer. Course offering: As needed. Prerequisite: CS152 or permission.

VC111 - Visual Communications

Curriculum memos dated 2002 and 2004.

VC125 (formerly VC121) - Digital Graphics: Photoshop ®

This course is designed to provide students with fundamental knowledge and skills with the industry-standard raster image editing tools of Adobe PhotoShop to produce graphics for print and for the Web. Formerly VC121. Course offering: Fall & Spring

Student Learning Outcomes (SLOs)

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

1. Understand and use the vocabulary of PhotoShop activity.
2. Apply the principles of good graphic design to computer graphic projects.
3. Navigate with the tools of Photoshop to create and edit graphics for print and for the web.
4. Employ basic photo and scan editing and corrections including cloning, healing and patching.
5. Use layers, masks paths and channels to produce graphic images.
6. Differentiate between vector and raster (bit-map) graphics.
7. Prepare images for two-color printing.
8. Produce and print consistent color.
9. Optimize web images and image maps.

Related Documents

[VC101_1SR_2007-04-25.pdf](#)

[VC101_2NSR_2008-04-04.pdf](#)

[VC101_XMemo_2002-01-23.pdf](#)

[VC101_2NSR_2010-05-06.pdf](#)

[VC101_2NSR_Lib_Arts_Map_2009-09-15](#)

[VC101_2NSR_Lib_Arts_Map_2009-09-15](#)

[VC101_1SR_2017.02.23.pdf](#)

[VC103_XMemo_2002-01-23](#)

[VC104_XMemo_2002-01-23](#)

[VC105_0_Pilot_1998-08-20](#)

[VC105_XMemo_2002_01_23](#)

[VC111_XMemo_2002_01_23](#)

[VC111_XMemo_2004-01-28](#)

[VC125_1SR_2007-05-08.pdf](#)

[VC125_XMemo_2004-01-28.pdf](#)

[VC125_0Adopt_2004-03-22.pdf](#)

[VC125_2NSR_2008-04-04.pdf](#)

[VC125_2NSR_2008-06-09.pdf](#)

[VC125_2NSR_2008-08-22.pdf](#)

[VC125_2NSR_2010-02-24.pdf](#)

[VC125_2NSR_2010-05-06.pdf](#)

[VC125_1SR_2018.04.04.pdf](#)

Courses	Related Documents
<p>VC126 (formerly VC122) - Digital Graphics: Illustrator ®</p> <p>This course presents the use of the industry-standard vector image creation tools of Adobe Illustrator to produce graphics and typography for print and for the Web. Using Illustrator is profoundly necessary in digital graphics production. Formerly VC122. Course offering: Fall & Spring</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Apply the principles of good graphic design to create artwork required by computer graphic projects. 2. Work with type including creation of type, type masks, formatting and wrapping text. 3. Understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web. 4. Understand and use the common vocabulary of Illustrator. 5. Combine Illustrator graphics and PhotoShop images. 6. Draw cylinders and boxes and use gradients and brushes to draw shapes. 7. Create images for web publication including exporting in GIF and JPEG formats. 	<p>VC126_1SR_2007-05-08.pdf</p> <p>VC126_2NSR_2008-10-28.pdf</p> <p>VC126_0Adopt_2004-03-22.pdf</p> <p>VC126_2NSR_2008-04-04.pdf</p> <p>VC126_2NSR_2008-08-21.pdf</p> <p>VC126_2NSR_2010-02-24.pdf</p> <p>VC126_2NSR_2010-05-06</p> <p>VC126_XMemo_2004-01-28</p> <p>VC126_1SR_2018.04.04.pdf</p>
<p>VC127 (formerly VC172) - Digital Photography</p> <p>This course presents concepts and technical processes for effective image capture (taking good photos) using film and digital cameras.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Explain common vocabulary of the photography field. 2. Employ the elements of effective aesthetic composition to produce good photographs. 3. Apply studio lighting principles for basic portraiture and small product photography. 	<p>VC172_1SR_2007-05-16.pdf</p> <p>VC172_2NSR_2008-04-04.pdf</p> <p>VC172_2NSR_2010-05-06.pdf</p> <p>VC127_1SR_2018.04.04-1.pdf</p>
<p>VC128 (Formerly VC102) - Design Principles & Elements</p> <p>The goal of this course is to provide students with basic knowledge to recognize the elements and principles of graphic design. Students also learn the steps in solving graphics problems.</p> <p>Student Learning Outcomes (SLOs)</p> <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license. 2. Apply the elements of graphic design including space, line, shape, value, texture, color, space, balance, contrast and variation. 3. Select effective typography and text composition in graphic design. 	<p>VC102_1SR_2007-04-25.pdf</p> <p>VC102_2NSR_2009-04-02.pdf</p> <p>VC102_0Adopt_2002-10-15.pdf</p> <p>VC102_0Adopt_2003-05-23.pdf</p> <p>VC102_XMemo_2002_01_23.pdf</p> <p>VC102_XMemo_2004-01-28.pdf</p> <p>VC102_2NSR_2008-04-04.pdf</p> <p>VC102_2NSR_2008-08-22.pdf</p> <p>VC102_2NSR_2009-04-02.pdf</p> <p>VC102_2NSR_2010-05-06.pdf</p> <p>VC128_1SR_2018.04.11.pdf</p>

AIER/CCA

Courses

VC135 - InDesign®

Students will learn to use Adobe InDesign, a powerful desktop publishing tool that can be used with other professional graphics applications to produce professional-quality, full-color output on high-volume color printing presses or a wide range of output devices and formats, such as desktop printers, PDF files, and HTML files. Course offering: As needed. Prerequisites: VC102 and VC131

Student Learning Outcomes (SLOs)

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

1. Use Adobe InDesign® publishing software to complete page layouts and designs for a variety of professional publishing purposes.
2. Utilize professional graphic design, layout, and typography techniques.
3. Import existing files from word processing and raster and vector graphics programs into the publishing program.
4. Produce sophisticated layouts including text and graphic images.

VC136 (archived 2010) - Desktop Publishing: InDesign

Curriculum archival memorandum approved dated 2010-05-07.

VC141 - Web Design

Students learn the basics of planning, constructing, testing, publishing, marketing and maintaining a web site in this course. They also learn to use Dreamweaver to actually design a web site. Course offering: As needed. Prerequisite: VC102

Student Learning Outcomes (SLOs)

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

1. Produce a simple multi-page web site.
2. Use effective web typography.
3. Upload web sites and modifications to web servers.
4. Employ current practices of web site graphics.
5. Create Cascading Style Sheets.
6. Write simple HTML coding.
7. Create rollover buttons.

VC146 - Extra Flash

Students learn to create lively, colorful and interactive movies for the web using Macromedia Flash. They also discover how to manipulate files to increase download speed, control visual elements and enhance interactivity. Course offering: As needed. Prerequisites: VC141, VC145

VC161 - Video I

This course introduces the basic video production process including conceptualization, storyboarding, shooting and editing.

Related Documents

[VC135_0Adopt_2004-03-22.pdf](#)

[VC135_0Adopt_2004-08-12.pdf](#)

[VC135_1SR_2007-05-16.pdf](#)

[VC135_2NSR_2008-09-26.pdf](#)

[VC135_2NSR_2008-10-28.pdf](#)

[VC135_2NSR_2010-02-24.pdf](#)

[VC135_1SR_2009-10-28.pdf](#)

[VC135_2NSR_2008-04-04](#)

[VC135_XMemo_2004-01-28](#)

[VC135_XMemo_2004-01-28](#)

[VC136_0Adopt_2004-03-22.pdf](#)

[VC136_3Archive_2010-05-07.pdf](#)

[VC141_1SR_2007-05-16.pdf](#)

[VC141_2NSR_2007-12-11.pdf](#)

[VC141_XMemo_2002_01_23.pdf](#)

[VC141_0Adopt_2002-12-02.pdf](#)

[VC141_1SR_2004-03-22.pdf](#)

[VC141_2NSR_2008-04-04.pdf](#)

[VC141_2NSR_2010-02-24.pdf](#)

[VC141_2NSR_2010-05-06.pdf](#)

[VC146_0Adopt_2007-05-16.pdf](#)

[VC161_1SR_2007-05-08.pdf](#)

[VC161_0Adopt_2002-12-02.pdf](#)

[VC161_0Adopt_2004-03-22.pdf](#)

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Courses	Related Documents
<p>Maximum class size limited to 15 students. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Produce simple video productions from planning through editing.2. Plan and create storyboards for video productions and shoot video according to plans.3. Operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.4. Understand and use the common vocabulary of video productions.5. Use and control natural and artificial lighting.6. Demonstrate use of a variety of industry-standard shots.7. Employ a variety of microphones and audio mixers used in audio recording.8. Employ simple computer digital editing including titling and audio dubbing. <p>VC165 (formerly VC162) - Digital Editing: Final Cut Pro This course presents video editing using a powerful and well-accepted editing application. This course is advanced editing. Formerly VC162. Course offering: As needed</p> <p>Student Learning Outcomes (SLOs) Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none">1. Capture video and import audio into the computer to establish the content for the editing process.2. Apply animation to incorporate motion to still images.3. Add and edit voice music tracks.4. Understand and use the common vocabulary of digital video editing.5. Use the tools, commands and procedures of Final Cut Pro.6. Cut up shots and build video sequence of shots.7. Create titles and credits in a variety of styles.8. Convert video to various final export formats including DVD and Web. <p>VC166 - Digital Editing: Premiere Learn to capture Digital Video (DV), employ best-of-breed tools to craft video productions, and then output to the leading Web streaming formats or any type of medium, using Adobe Premiere. Course offering: As needed. Prerequisites: VC112, VC161.</p> <p>VC167 - Digital Editing: After Effects Discover how to use 2D and 3D tools for compositing, animation, and effects that motion-graphics professionals, Web designers, and video professionals need using Adobe After Effects. Course offering: As needed. Prerequisites: VC112, VC161.</p> <p>VC182 (archived) - Electronic Presentations Concepts Memo dated 2004-01-28.</p> <p>VC183 - Digital Hub</p>	<p>VC161_2NSR_2008-04-04.pdf VC161_2NSR_2010-05-06.pdf VC161_2NSR_2013_12_18.pdf</p> <p>VC165_1SR_2007-05-16.pdf VC165_2NSR_2008-08-26.pdf VC165_0Adopt_2004-03-22.pdf VC165_XMemo_2007-04-20.pdf VC165_2NSR_2009-09-25.pdf VC165_2NSR_2008-04-04 VC165_XMemo_2004-01-28 VC165_2NSR_2013_12_18.pdf</p> <p>VC166_0Adopt_2004-03-22</p> <p>VC167_0Adopt_2004-03-22</p> <p>VC182_XMemo_2004-01-28</p> <p>VC183_0Adopt_2004-03-22</p>

Courses

Related Documents

Software is what really makes the Macintosh digital hub go around. This course covers each of Apple's digital hub programs, iTunes for music, iPhoto for photography, iMovie for video editing, and iDVD for creating DVDs. These programs simplify working with and combining digital media to tell stories, sell products, educate, or entertain. Course offering: As needed. Prerequisite: VC112.

VC201 - Project Management & Marketing Solutions

This course integrates all the skills and concepts acquired in the required 100 level courses. Course offering: As needed. Prerequisites: MK123, MK224, VC101, VC102, VC125, VC126, VC131, VC141, VC161

Student Learning Outcomes (SLOs)

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

1. Use cooperative teamwork for visual communications problem solving and production.
2. Research potential products identifying customers to be targeted.
3. Conceptualize and create visual messages for clients and customers using print, video and web media.

VC211 - Design I (formerly VC135)

Students will learn to use Adobe InDesign, a powerful desktop publishing tool that can be used with other professional graphics applications to produce professional-quality, full-color output on high-volume color printing presses or a wide range of output devices and formats, such as desktop printers, PDF files, and HTML files.

Student Learning Outcomes (SLOs)

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

1. Use Adobe InDesign® publishing software to complete page layouts and designs for a variety of professional publishing purposes.
2. Utilize professional graphic design, layout, and typography techniques.
3. Import existing files from word processing and raster and vector graphics programs into the publishing program.
4. Produce sophisticated layouts including text and graphic images.

VC212 (Formerly VC131-Desktop Publishing) - Design Studio II

This course provides students with knowledge and skills of basic computer desktop publishing. Additionally, students will gain effective workplace procedures and the elements of good customer relations.

Student Learning Outcomes (SLOs)

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

1. Explain the standard vocabulary of desktop and print publishing.
2. Apply application tools common to desktop publishing and page layout software.
3. Design documents using forms, rules and tables.

VC221 - Interactive Studio I (formerly VC141 Web Design)

[VC201_1SR_2007-05-16.pdf](#)

[VC201_0Adopt_2003-02-23](#)

[VC201_2NSR_2008-04-04](#)

[VC201_XMemo_2004-01-28](#)

[VC131_1SR_2007-05-16.pdf](#)

[VC131_2NSR_2007-12-11.pdf](#)

[VC131_0Adopt_2002-12-02.pdf](#)

[VC131_0Adopt_2004-03-22.pdf](#)

[VC131_XMemo_2004-01-28.pdf](#)

[VC131_2NSR_2008-04-04.pdf](#)

[VC131_2NSR_2010-05-06.pdf](#)

[VC212_1SR_2018.04.16.pdf](#)

[VC221_2NSR_06.08.22.pdf](#)

Courses

Related Documents

This course is designed to provide students with the knowledge and skills to design and create an effective website. Learn the basics of planning, constructing, testing, publishing, marketing and maintaining a website.
Course offering: As needed.

Student Learning Outcomes (SLOs)

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

1. Construct a multi-page website using HTML and CSS.
2. Prepare images & graphics for web sites.
3. Upload a website to a web server.

VC222 (formerly VC145 Macromedia Suite & formerly VC142) - Interactive Studio II

This course introduces user experience (UE) and user interface (UI) design and advanced animations and interactive actions for websites with a focus on responsive website design.

Student Learning Outcomes (SLOs)

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

1. Develop multi page responsive web sites.
2. Design images & graphics appropriate for web sites.
3. Integrate various media into web applications.

[VC145_1SR_2006-05-16.pdf](#)

[VC145_2NSR_2007-12-11.pdf](#)

[VC145_0Adopt_2004-03-22.pdf](#)

[VC145_2NSR_2010-02-24.pdf](#)

[VC145_2NSR_2010-05-06.pdf](#)

[VC145_2NSR_2008-04-04](#)

[VC145_2NSR_2010-05-06](#)

[VC145_XMemo_2004-01-28](#)

[VC222_1SR_2018.04.11.pdf](#)

[VC222_2NSR_06.08.22.pdf](#)

VC222 (formerly VC145 Macromedia) - Interactive Studios II

This course introduces user experience (UE) and user interface (UI) design and advanced animations and interactive actions for web sites.

Student Learning Outcomes (SLOs)

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

1. Develop multipage interactive web sites
2. Create motion graphics appropriate for web sites
3. Integrate various types of media into websites and applications.

VC231 - Video Production 1 (Formally VC161)

This course introduces the basic video production process including conceptualization, story-boarding, shooting and editing.

[VC231_1SR_2018.04.11.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Produce simple video production from planning through editing.
2. Create storyboards for video production and record video according to plans.

Courses

Related Documents

3. Employ a variety of microphones and audio mixers used in audio recording.

VC232 - Video Production II (formerly VC165 Digital Editing: Final Cut Pro)

This course presents video editing using a powerful and well-accepted editing application. Students will be taught advanced editing.

[VC232_1SR_2018.04.11.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Import video into the computer to establish the content for editing process.
2. Apply animation to incorporate motion to still images.
3. Explain common vocabulary of digital video editing.

VC291 - Project Management & Marketing Solutions

This course integrates all the skills and concepts acquired in the required 100 level courses. Students conceptualize, plan, and produce visual graphics projects according to client-based criteria. Students use the knowledge and skills developed in the prerequisite classes. Students develop production schedules and learn to manage their tasks within a deadline. Students develop interpersonal relationship skills working with clients and team members. Emphasis is placed on developing solutions, remaining focused, being flexible, and cooperating with team members to complete visual communications projects in a variable, pressured environment.

VC292 - Visual Communications Practicum

The Work Experience program provides an opportunity for qualified students to receive credit and work experience in the Visual Communications field. Students serve under qualified professionals to practice skills and gain insights in the industry. Students will be employed in the private and/or government (non-education) arena. College regulations regarding Co-Op work Learn apply. Prerequisites: VC101, VC102, VC125, VC126, VC131, VC141, VC161, MK123 (or permission), MK224, and permission of the Department Chair and the Work Experience Coordinator.

[VC292_XMemo_2004-01-28](#)

[VC292 Deletion memo.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Develop visual communications skills in a dynamic environment.
2. Work harmoniously with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively.
5. Exhibit professionalism.
6. Conceptualize and create visual messages for the host using print, video and web media."

VC298 - Cooperative Education/Work Learn

The Work Experience program provides an opportunity for qualified students to receive credit and work experience in the Visual Communications field. Students serve under qualified professionals to practice skills and gain insights in the industry. Students will be employed in the private and/or government (non-

[VC298_1SR_SLO_2008-02-07.pdf](#)

[VC298_1SR_2008-02-07](#)

[VC298_XMemo_2004-01-28](#)

AIER/CCA

Courses	Related Documents
education) arena. College regulations regarding Co-Op Work Learn apply. In the event Co-op/Work-Learn cannot be taken, the student, with postsecondary departmental approval, may take any 200 level Marketing course or a Special Project in lieu of Co-op/Work-Learn. Course offering: As needed. Prerequisites: VC101, VC102, VC125, VC126, VC131, VC141, VC161, MK123, MK224, and permission of the Department Chair and the Work Experience Coordinator	VC298 Visual Communication Practicum.pdf
VECT054 - Masonry Level IA/B Wheels of Learning Masonry Level One modules cover an orientation to masonry trades, trade history, mortar materials, mortar types, mortar mixing, mortar additives, concrete masonry units (CMU) materials, CMU basic laying, CMU moisture control, CMU reinforcing and wall support. Course offering: As needed.	VECT054_0Adopt_2001-10-19
VECT064 - Masonry Level IIA/B Wheels of Masonry Level Two modules cover equipment, residential and commercial drawings, human relations, elevated work, quantity take off, weather considerations, mortar testing, advanced concrete masonry unit laying, wall types, joints, insulation, sample panels & prisms, brick pavers, surface bonding and coatings, and stucco. Course offering: As needed.	VECT064_0Adopt_2001-10-19
VECT080 - Introductin to AutoCAD The AutoCAD program encompasses an industry driven curriculum designed by AutoDesk Education and American Institute of Architects (AIA) training to teach, test, and award industry recognized certificates to students meeting high standards in Drafting and Architectural Education. It is based on the study of Technical Drawing and Design, and specifically, on Computer Aided Drafting and Design (CAD). Students meeting the program requirements have the options to earn a GCC Certificate of Completion or a GCC Certificate of Mastery.	VECT080 5.29.2012apprd..pdf
VECT081 - Advanced AutoCAD The AutoCAD program encompasses industry-driven curriculum designed by Autodesk Education and American Institute of Architects (AIA) training to teach, test, and award industry recognized certificates to student's meeting high standards in Drafting and Architectural Education. It is based on the study of Technical Drawing and Design and specifically on Computer Aided Drafting and Design (CAD). Students meeting program requirements will have the option to earn a GCC Certificate of Completion or a GCC Certificate of Mastery.	VECT081 appd.5.29.2012.pdf
VEEC070 (archived 2010) - Environments for Young Children 1 This course provides students with strategies in promoting the health, safety, and nutrition of young children in child care settings. It includes safety and health assessments, taking care of ill children, meal planning, detecting child abuse and neglect, working with families, and planning activities for young children that teach health, safety, and nutrition. Course offering: Fall and Spring. Prerequisites: VEEC050 and VEEC051 or concurrently.	VEEC070_0Adopt_2009-11-24.pdf VEEC070_6Arch_2010-03-23.pdf VEEC070_1SR_2010-04-20.pdf
VEEC071 (archived 2010) - Environments for Young Children 2 This course provides students with strategies in promoting the health, safety, and nutrition of young children in child care settings. It includes safety and health assessments, taking care of ill children, meal planning,	VEEC071_0Adopt_2009-11-24.pdf VEEC071_1SR_2010-04-20.pdf

AIER/CCA

Courses	Related Documents
detecting child abuse and neglect, working with families, and planning activities for young children that teach health, safety, and nutrition. Course offering: Fall and Spring. Prerequisites: VEEC050 and VEEC051 or concurrently.	VEEC071_6Arch_2010-03-23.pdf
VEEC092 (archived 2010) - Early Childhood Education Practicum Deletion of curriculum approved dated 2010-04-30.	VEEC092_0Adopt_2009-11-23.pdf VEEC092_4Delete_2010-04-30.pdf
VEEE061 - Electronics I This is an introductory course on the fundamentals of electricity. Students are introduced to the basics of direct and alternating current circuits as needed in the two years satellite electronics program with emphasis on Consumer Electronics Troubleshooting and Repairs. Course offering: As needed. Prerequisites: Pre-Algebra or equivalent. Co-requisite: Grade 10th English.	VEEE061_0Adopt_2001-10-19
VEEE062 - Electronics II This is an introductory course on the fundamentals of semiconductor devices as applied to electronics circuits. Students are introduced to the basic and advanced semiconductor devices and electronic circuits as required in the two year satellite electronics program with emphasis in Consumer Electronics Troubleshooting and Repairs. Course offering: As needed. Prerequisite: VEEC061.	VEEE062_0Adopt_2001-12-05
VEEE067 - Computer Networking III This course covers all the necessary components needed in computer networking such as switches, their configuration and protocol, VLAN's, and access lists. Course Offering: Fall Only. Prerequisite: VEEE066.	VEEE067_0Adopt_2002-10-06
VEHO050A/B - Introduction to Health Occupations This course is an introductory study of the health occupations providing an overview of the health care system, different health-related careers, the qualities of a health care worker, basic health care concepts and non-invasive special health care skills. Through a variety of activities ranging from laboratory activities and field trips to opportunities for shadowing, career exploration in health care industry will be provided. Course offering: As needed. Co-requisites: Applied Anatomy & Physiology.	HO050A & HO050B 2000-04-25 Adoption Intro_to_Health_Occup_Approved_2008-8-25
VEMK051 - Marketing IB Marketing IB is the second semester of the first year of marketing education. In this course students continue to learn the principles, concepts, and functions of marketing. Course offering: As needed. Prerequisite: VEMK050.	VEMK051 2007-05-16 SR.pdf VEMK051_2NSR_2010-03-19.pdf VEMK051_1SR_1997-12-04 VEMK051_2NSR_2001-02-12 VEMK051_6ARCHIVED_2011 11 18.pdf
VEMK061 (archived Nov. 2011) - Marketing IIB Marketing IIB (VEMK061) provides students with an indepth look at what is involved in owning a business. Students are introduced to the concept of the Business Plan. This course also covers how to get a job. Course offering: As needed. Prerequisites: VEMK050, VEMK051, VEMK060, VEMK066. Co-requisite: VEMK067.	VEMK061 2007-05-16 SR.pdf VEMK061_2NSR_2010-03-19.pdf VEMK061_1SR_2007-05-16 VEMK061_2NSR_2011-01-03.pdf

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Courses

VEMK063 (Formerly VEMK067) - Marketing Lab II

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. Course offering: As needed. Prerequisites: VEMK050, VEMK051, VEMK060, and VEMK066. Co-requisite: VEMK061.

VEMK063 (formerly VEMK067) - Marketing Sales and Services Lab IIB

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. Course offering: As needed. Prerequisites: VEMK050, VEMK051, VEMK060, and VEMK066. Co-requisite: VEMK061.

VEMK066 (now VEMK062) - Marketing Sales & Servicea IIA

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. Course offering: As needed. Prerequisites: VEMK050 and VEMK051. Co-requisite: VEMK060.

VEMK071 (archived 2010) - Marketing IIIB

Curriculum deletion approved dated 2010-03-23.

VEMK073 (formerly VEMK079) - Marketing, Sales & Services Lab III

The Marketing, Sales, & Service Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Marketing Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. Course offering: Spring Only. Prerequisites: VEMK050, VEMK051, VEMK060, VEMK061, VEMK066, VEMK067, VEMK078.

Related Documents

[VEMK061_6ARCHIVED_2011.11.18.pdf](#)

[VEMK067 2007-04-25 SR.pdf](#)

[VEMK067_2NSR_2010-03-19.pdf](#)

[VEMK067_2NSR_2010-03-25.pdf](#)

[VEMK067_1SR_2001-04-05](#)

[VEMK067_1SR_2007-04-25](#)

[VEMK063_2NSR_2010-03-25](#)

[VEMK063-NSR approved March 25, 2010..pdf](#)

[VEMK063_2NSR_2010-03-25.pdf](#)

[VEMK066 2007-04-25 SR.pdf](#)

[VEMK066_2NSR_2010-03-19.pdf](#)

[VEMK066_2NSR_2010-03-25.pdf](#)

[VEMK066_1SR_2001-04-05](#)

[VEMK066_1SR_2007-04-25](#)

[VEMK062_2NSR_2010-03-25](#)

[VEMK071 2007-05-16 SR.pdf](#)

[VEMK071_4Delete_2010-03-23.pdf](#)

[VEMK071_2NSR_2010-03-19.pdf](#)

[VEMK071_1SR_2001-05-29](#)

[VEMK071_1SR_2007-05-16](#)

[VEMK071_4Delete_2010-03-23](#)

[VEMK073_2NSR_2010-03-25.pdf](#)

[VEMK073_1SR_2010-04-21.pdf](#)

AIER/CCA

Courses

VEMK078 (now VEMK072) - Marketing Lab III

The Market Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Marketing Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations.

Now: VEMK072

VEMK079 (now VEMK073) - Marketing, Sales & Services Lab IIIB

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. Course offering: As needed. Prerequisites: VEMK050, VEMK051, VEMK060, VEMK061, VEMK070, VEMK066, VEMK067, VEMK078. Co-requisite: VEMK071.

VENU060A/B - Nursing Assistant

This course is an integral component of the Nursing Assistant Program at the secondary level. This program provides necessary training for students planning to take the Competency Evaluation to be employed as Certified Nursing Assistants. Course offering: As needed.

VENU062 - Allied Health Occupations

This course allows students to observe various Health Occupations opportunities such as clinical areas as hospitals, nursing homes and in private medical offices with a basic understanding of skills needed. This course is an integral component of the Allied Health Program at the secondary level. Upon completion of this course, students will be able to:

- Identify, describe and demonstrate basic health care skills
- Describe effects of disease on the human body
- List and define interaction of a health care team
- Identify and describe components of health care
- Perform Heart Saver CPS/AED/First Aid

VESI050 - Applied Anatomy and Physiology

This course is a comprehensive study of the human body, inclusive of the body structures and its functions, the underlying principles, manifestations and clinical implications of disease processes in all age groups. With the use of computer software, online tutoring, and web sites, this course enables mastery of the human body structures and functions through the process of dissection and comparative analyses of each body system. Prerequisite: Biology. Co-requisite: VEHO050 Diversified Health Occupations recommended to be taken concurrently. This course satisfies (1) science credit for Certificate of Mastery in Nursing Assistant at the high school level. This course also satisfies (1) science credit for Guam School System high school diploma.

Related Documents

[VEMK078 2007-05-16 SR.pdf](#)
[VEMK078_2NSR_2010-03-19.pdf](#)
[VEMK078_2NSR_2010-03-25.pdf](#)
[VEMK078_1SR_2010-04-21.pdf](#)
[VEMK078_1SR_2001-04-05](#)
[VEMK078_1SR_2007-05-16](#)

[VEMK079 2007-05-16 SR.pdf](#)
[VEMK079_2NSR_2010-03-19.pdf](#)
[VEMK079_2NSR_2010-03-25.pdf](#)
[VEMK079_1SR_2001-04-05](#)
[VEMK079_1SR_2007-05-16](#)

[VENU060_XMemo_2003-04-08A](#)
[VENU060_XMemo_2003-04-08B](#)
[VENU060A_0Adopt_2001-05-09](#)
[VENU060B_0Adopt_2001-05-09](#)

[VENU062 2008-08-25 SR.pdf](#)
[VENU062_2NSR_2010-04-30](#)
[VENU062_2NSR_2010-10-12.pdf](#)

[VESI050 2006-04-03 SR.pdf](#)
[VESI050_0Adopt_2000-04-25](#)
[VESI050_0Pilot-Not approved-1998-02-03](#)
[VESI050_1SR_2006-04-03](#)
[VESI050_2NSR_2010-04-30](#)
[VESI050_1989-05](#)

Courses

Related Documents

Student Learning Outcomes (SLOs):

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

1. Verbally identify human body systems and their functions.
2. Demonstrate knowledge and understanding of how the body system interact with each other to maintain stability or homeostasis.
3. Demonstrate knowledge and understanding of the pathophysiology of common diseases and disorders and its application to the health care field.

VETT053 - Introduction to Foodservice

This course covers the beginning fundamentals of foodservice through hands-on experience. This course will introduce the students to expected work attitudes, values, responsibilities, and career education and explorations within the foodservice sector of the tourism and hospitality industry. Course offering: As needed.

[VETT053_0Adopt_2001-05-31.pdf](#)

[VETT053_1SR_2003-11-26](#)

VETT062 (now VETT064) - Intermediate Lodging Operations

GCC Curriculum description: This course covers the basic functions of lodging operations and the application of these basic functions through hands-on experience in the areas of hotel rooms division. It also emphasizes the importance of developing positive work habits, values, and attitudes expected of employees in the hospitality industry, while exploring promotional career opportunities. This course also provides students with an awareness of the role technology plays within the hospitality industry.

[VETT062_1SR_2000-09-15.pdf](#)

[VETT062_2NSR_2009-02-24](#)

This is the course description that was provided to the Department of Education Curriculum and Instruction office: This course covers the intermediate functions of hotel operations and the application of these functions through intermediate hands-on experience in the areas of front office and housekeeping. It also includes an introduction to sales and marketing, transportation, hotel computers, personnel, basic accounting, security, and engineering. It will also introduce students to work habits, values, and attitudes expected in the hospitality industry.

Course offering: As needed. Prerequisite: VETT052.

VETT063 - Intermediate Foodservice

GCC Curriculum description: This course covers a comprehensive hands-on experience in food production principles. Students will learn to prepare hot and cold foods, baking, use of kitchen equipment while applying safety and sanitation principles.

[VETT063_XMemo_2001-09-18.pdf](#)

[VETT063_0Adopt_2001-10-11.pdf](#)

[VETT063_1SR_2003-11-20.pdf](#)

This is the course description that was provided to the Department of Education Curriculum and Instruction office: This course covers a comprehensive hands-on experience in food production principles. Students will learn to prepare hot and cold foods, baking, use of kitchen equipment while applying safety and sanitation principles.

This course is designed to include individual as well as group instruction with an emphasis on the performance of hands-on participation in skill development exercises. Methods of instruction will consist of lectures, videos, handouts, field trips, guest speakers, cooperative learning activities, group projects, presentation and role play exercises pertaining to the job skill requirements of food preparation. Course offering: Fall and Spring. Prerequisite: VETT053.

AIER/CCA

Courses

VETT073 - Advanced Foodservice

This course covers advanced skills utilized throughout the foodservice industry. Students will be introduced to tourism and the lodging industry, marketing and the menu, business math, food service cost control, and standard accounting. Course offering: As needed. Prerequisites: VETT053 and VETT063.

VETT074 (formerly VETT072) - LMP III

This capstone course emphasizes leadership and management principles applicable to the hospitality industry. In addition, sales, marketing, and a review of food service in the lodging industry are covered to give a comprehensive overview of the tourism and hospitality industry. Course offering: As needed. Prerequisites: VETT054 and VETT064.

VEVC055 (archived 2010) - Visual Communications V

This is the fifth semester of a six-semester program for students interested in pursuing careers in Visual Communications. It is designed to reinforce the skills, creativity, and attitude necessary for performing the duties of a Digital Designer, Level I. This semester is where it all comes together! Web page design, print projects, and video projects are the focus of this course. Students will apply the skills they've learned in the first 2 years of the program toward more complex, multi-faceted assignments.

Course offering: As needed. Prerequisites: Basic English composition, keyboarding skills, and/or permission of instructor, Visual Communications IV, with a grade of "C" or better.

VEVC056 (archived 2010) - Visual Communications VI

This is the sixth and final semester of a six-semester program for students interested in pursuing careers in Visual Communication. It is designed to reinforce the skills, creativity, and attitude necessary for performing the duties of a Digital Designer, Level I. Continuing from the previous semester, students work on on-going and new project-based assignments, requiring them to synthesize the skills acquired through knowledge acquired during the first four semesters of the program. The sixth semester also requires students to assemble personal art portfolios representing samples of their work during their tenure. Course offering: As needed. Prerequisites: Basic English composition, keyboarding skills, and/or permission of instructor, Visual Communications V, with a grade of "C" or better.

WA200 (now WT140) - Water Supply and Hydrology

This course is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT100, MA095

WA210 - Treatment Processes and Procedures

This course will focus on potable and waste water treatment processes using waterworks troubleshooting techniques. WA210 is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the USEPA's Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT100, MA095

Related Documents

[VETT073_0Adopt_2001-10-23.pdf](#)

[VETT073_1SR_2003-12-15.pdf](#)

[VETT074_2006-05-02 SR.pdf](#)

[VETT074_2NSR_2009-02-24](#)

[VETT074_1SR_2011-05-27.pdf](#)

[VEVC055_2NSR_SLO_2007-12-11.pdf](#)

[VEVC055_0Adopt_2006-09-26.pdf](#)

[VEVC055_6Arch_2010-03-23](#)

[VEVC056_2NSR_SLO_2007-12-11.pdf](#)

[VEVC056_0Adopt_2006-09-25](#)

[VEVC056_6Arch_2010-03-23](#)

[WA200_Memo_Delete_1999-08-19.pdf](#)

[WA200_0_Pilot_1994-03-14.pdf](#)

[WA200_1SR_2009-12-24.pdf](#)

[WA200_4Arch_2014-03-25.pdf](#)

[WA210_1SR_2009-12-24.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Recognize and understand potable and waste water treatment processes, regulatory standards, and maintenance practices.
2. Identify and select processes that yield the most effective treatment.
3. Predict the efficiency of treatment processes, using waterworks troubleshooting techniques.
4. Recognize and utilize safe practices for operating potable and waste water equipment and/or appurtenances.
5. Recognize and understand the biological, chemical, microbial, and physical relationships within waterworks treatment processes.

WA215 - Water Distribution Systems

This course will prepare students in the knowledge and skills required for operator certification. WA215 is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, the Water Pollution Control Act, and the National Environmental Policy Act (NEPA). Course offering: As needed. Prerequisites: WT100, MA095

[WA215_1SR_2009-12-24.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Recognize and understand water distribution system nomenclature, components, and NEPA standards.
2. Identify water distribution modes and their methods for operation.
3. Predict the efficiency of a water distribution system using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating and managing a water distribution system and its appurtenances.
5. Recognize and understand the subject matter required for operator certification.

WE115 - Metal Fabrication

Students develop fabrication knowledge and skills in cutting and assembling projects from given specifications using various hand tools, power tools and machines. Course offering: As needed. Prerequisite: CT196A, CT197A

[WE115.pdf](#)

[WE115_2NSR_2010-03-11.pdf](#)

[WE115_Course Guide](#)

Student Learning Outcomes (SLOs)

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

1. Accurately cut a variety of metal structural shapes.
2. Accurately bend select types of metal.
3. Accurately fit select angles as determined by particular projects.

WE120 - Equipment Maintenance

[WE120](#)

Courses

Related Documents

Training is given in equipment component nomenclature, cleaning, and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed.

WE220 - Equipment Maintenance

Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed

[WE220_Course Guide.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Disassemble oxyfuel gages and electric arc welders
2. Determine which components need to be replaced or adjusted within a given unit.
3. Reassemble each electrical and mechanical component to a functioning level.

WE228 - Basic Metallurgy

This course offers instruction in metals of classification and their manufacture. Joining methods and processes, structure of metals, mechanical properties, effects of alloying, fluxes, preheating, post heating and general heat treatment are also examined. Course offering: As needed

[WE228_Course Guide.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of basic terminology involved with metallurgy.
2. Demonstrate basic methods and processes involved in metallurgy.
3. Demonstrate knowledge of the elements that contribute to characteristics of alloy steel.

WG101 - Introduction to Women & Gender Studies

This course provides an introduction to basic concepts and key issues in Women's and Gender studies. This interdisciplinary course will highlight the fundamental role of intersectionality (the ways gender, sex, class, race, ethnicity, culture, sexual orientation, etc. interact to shape our identities and life experiences) in systems of societal privileges and oppressions in the Marianas and other regions. Students will learn about family, education, work, and popular culture.

Student Learning Outcomes (SLOs)

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

1. Identify fundamental questions and issues in Women's and Gender Studies.
2. Discuss how gender intersects with other categories of social difference, such as sexuality, race, ethnicity, class, and ability.
3. Analyze how gender is represented in the diverse cultures of the Marianas, Asia-Pacific, and the world.

WT100 - Introduction to Waterworks Technology

Introduction to Waterworks Technology is a three credit course designed for a waterworks operator or prospective operator. This course provides basic knowledge of water and wastewater treatment, microbial, physical, and chemical analysis, a basic introduction to fluid transport and hydraulics and in-depth

[WT100_0_Adopt_1994-03-18.pdf](#)

[WT100_1SR_2008-06-09.pdf](#)

[WT100_0_Pilot_1992-11-27.pdf](#)

AIER/CCA

Courses

examination of water treatment operations. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

WT110 (reinstated 2009) - Introduction to Waterworks Science

This course is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisite: WT100, MA095

Student Learning Outcomes (SLOs)

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

1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.
2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks treatment facility, or its distribution or collections system
5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

WT140 (archived 1999) &(formerly WA200 & WA220) - Management of Water and Wastewater Systems

This course will focus on environmental and regulatory compliance using Best Methods and practices (BMP) for potable water and domestic wastewater treatment, as well as their respective distribution and collection systems. WT140 is designed to prepare individuals working in waterworks to foresee, plan, and implement strategies for maintaining environmental compliance, as outlined in the United States Environmental Protection Agency's (USEPA) Clean Water Act, Safe Drinking Water Act, Water Pollution Control Act, and National Environmental Policy Act. Formerly: WA200 & WW220. Course offering: As needed. Prerequisite: WT110, MA095 or higher

Related Documents

[WT100_CourseGuide_1983-01-05.pdf](#)

[WT110_5Reinstitut_2009-06-01.pdf](#)

[WT110_1SR_2009-12-24.pdf](#)

[WT140_0_Pilot_1994-03-14.pdf](#)

[WT140_Memo_Delete_1999-08-19.pdf](#)

[WT140_1SR_2010-04-21.pdf](#)

Courses

Related Documents

Student Learning Outcomes (SLOs)

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

1. Recognize and demonstrate understanding of water-based constituents (e.g., bacterial, chemical, microbiological, radiological, and viral) that are regulated within the waterworks industry.
2. Recognize and demonstrate understanding of potable water and domestic wastewater regulatory standards, and their respective sampling protocols.
3. Predict compliance by using Standard Methods for the Examination of Water and Wastewater.
4. Identify and apply "Best Methods and Practices" to ensure waterworks systems operate within regulatory compliance and/or standards.

WW200 - Primary Treatment

This course focuses on the primary stages of treatment for domestic wastewater treatment systems; both its operations and mechanical components. WW200 is specifically designed to prepare individuals working within a domestic wastewater facility to foresee, plan, and implement strategies for operating and maintaining an efficient and safe facility, as regulated by the United States Environmental Protection Agency's (USEPA) Water Pollution Control Act and National Environmental Policy Act. Course offering: As needed.

Prerequisite: WT110 and MA095 or higher

[WW200_O_Pilot_1994-03-14.pdf](#)

[WW200_4Delete_1999-08-19.pdf](#)

[WW200_1SR_2010-04-21.pdf](#)

Student Learning Outcomes (SLOs)

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

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

WW220 (archived 1999) & (now WT140) - Management of Wastewater System

This course focuses on the primary stages of treatment for domestic wastewater treatment systems; both its operations and mechanical components. WW200 is specifically designed to prepare individuals working within a domestic wastewater facility to foresee, plan, and implement strategies for operating and maintaining an efficient and safe facility, as regulated by the United States Environmental Protection Agency's (USEPA) Water Pollution Control Act and National Environmental Policy Act.

[WW220_Course Guide_1982-02-03.pdf](#)