GUAM COMMUNITY COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Catalog

ACADEMIC YEAR
2013 - 2015

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guáhan

GOVERNING BOARD & ADMINISTRATION

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GCC MISSION STATEMENT

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Sinangan Misión (Chamorro translation)

I misión i Kulehon Kumunidå't Guåhan, guiya i gé'hilo' i fina'che'cho' siha yan I kinahulo' i mamfáfa'che'cho' ya u na'guáguåha nu i manákhilo' yan manmaolek na tiningo' yan fina'nå'guen cho'cho' siha gi iya Maikronisiha.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Continuing Education & Workforce Development (CEWD) courses are offered via flexible scheduling meeting the diverse training needs of students, business industries and the community.

Continuing Education & Workforce Development (CEWD) mission is to provide opportunities for learning that enrich the lives of individuals and improve the quality of living in Guam's community. CEWD offers courses that include: credit, non-credit, professional development, personal enrichment, national certification testing, industry certification and re-certification. These courses benefit professional career and personal enrichment that involve hands-on training with specialized skilled instructors and/or self-paced online courses that help students implement skills throughout their lives. The Student Learning Outcomes are designed to meet high-demand and high-quality workforce needs by intentionally making clear what expectations for learning are desired for each course. CEWD vision is to help make Guam Community College the premiere institution in the region which provides educational and technological "cutting edge" approaches in support of a trained workforce. **To register or inquire about courses, contact the Continuing Education & Workforce Development at 735-5574 or email learning4life@guamcc.edu.**

Message from the Assistant Director
Office of Continuing Education and Workforce Development

Hafa Adai and Welcome. On behalf of the President, Faculty, and Management Team, I would like to thank you for your interest in the course and workshop offerings of the Continuing Education and Workforce Development (CE&WD), Guam Community College. The CE&WD programs are in alignment with GCC's mission of "being a leader in career and technical workforce development", by offering a wide variety of classroom and other educational experiences designed to enhance your professional development and optimize your employment options.

We take great pride in working hand-in-hand with our industry leaders and business professionals to ensure the training we provide is relevant to the current business environment, and of the highest quality in all of Micronesia. Our various courses are specific and short-term, and are designed for the professional, working adult. We also offer the on-line experience for those whose schedule better supports this non-traditional learning environment. If you are simply seeking to enrich your life through learning, we offer a wide variety of classes for you to explore.

The CE&WD staff is committed to constant improvement as we strive to maintain pace with the rapidly changing workforce of the 21st century. We thank you for choosing to join with us in this effort, and look forward to you pursuing your learning experience at Guam Community College.

Victor Rodgers
Assistant Director

CONTINUING EDUCATION AND LIFELONG LEARNING

The College offers courses outside its regular schedule of courses for students interested in personal enrichment, skill training, computer software applications, or to meet other academic needs. The College also hosts various conferences and workshops to enable participants to upgrade their skills and knowledge in a variety of areas.

Continuing Education and Lifelong Learning courses are primarily skill-oriented and are designed to meet the specific training needs of those seeking to upgrade skills in their workplaces, as well as those seeking to develop work skills for entry or reentry into the work force. The courses vary in length, depending on the breadth and depth of the skill to be taught.

The Office of Continuing Education & Workforce Development, located on the first floor of the Student Services & Administration Building, welcomes requests or suggestions for course or event offerings. A catalog of courses may also be requested from the office. For more information, call (671) 735-5574.

The Continuing Education Unit (CEU) is used by Guam Community College to facilitate the accumulation and exchange of standardized information about participation of individuals in noncredit continuing education. Please note the following four points:

1. CEU credit is for career enrichment/advancement. At no time will CEU credit by itself be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by GCC.

2. CEU contact hours can be structured within a regular credit course, provided that the standard of ten contact hours to one CEU equivalency is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.

3. CEU programs will be governed by the same standards that GCC imposes on regular programs. GCC will have direct quality and fiscal control over all CEU activity within the institution.

4. CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

Further background information about these units is contained in the following statements:
1. One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instructors.

2. Program objectives, content, format; methods of instruction, methods of evaluation and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit. CEUs may be integrated into regular credit course work but must be approved on a course-by-course basis by GCC's Vice President for Academic Affairs.

3. Permanent records for individual participants in CEU programs will be kept.

4. Course fees will be negotiated between the requesting agency, organization or individuals and GCC.

5. Review, evaluation and approval of CEUs for an educational experience are the responsibility of the Office of Continuing Education & Workforce Development. Contact at (671) 735-5574.

Credit courses under Professional Development, with the alpha designation of PD, may not now or ever be used towards a degree or certificate. These courses will be for the purpose of re-certification (i.e., teachers) or to meet requirements for courses needed for employment at GCC. These courses are open to individuals interested in taking the course who meet the pre-requisite (if any) and GCC's Admissions and Registration requirements. A student

taking the course will sign an acknowledgement that the course <u>may not now or ever be</u> used toward a degree or certificate.

Refund Policy

Refunds are automatically processed for ALL COURSES by the College if a course is CANCELLED.
All students are obligated to pay for registered courses unless they officially drop the course(s) on or before the last day of late registration, which is approximately from the opening of registration until a week after the first day of class. If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes. The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

1. If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.

2. After the last day of registration, no refunds will be made for semester long courses.

3. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

NON-CREDIT CONTINUING EDUCATION UNITS (CEUs)

ABE/CABE - ADULT BASIC EDUCATION

CEAD 1100   BASIC SKILLS

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 course. Basic Skills provides practice exercises in reading, mathematics 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

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

1. Demonstrate 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. Demonstrate reading and comprehension of simple texts on familiar topics (e.g. short narratives, basic consumer materials)
5. Interpret basic sentence structure, familiar vocabulary, and grammar (e.g. statements, questions, negatives; adjectives modifying nouns).

CEAD 1101   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-General Education Development (GED)-level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practices exercises in mathematic computations.

Student Learning Outcomes

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

1. Demonstrate comprehension of the Basic Skills in reading, comparing place values, sorting and grouping numbers, using patterns, and estimating the using of round numbers.
2. Demonstrate problem-solving skills using addition, subtraction, multiplication, division, estimation with lead digits and compatible pairs, and check work using a calculator.
3. Demonstrate skills in solving fractions, decimals, ratios, and percents.
4. Use the English and metric systems to solve problems with measurements, calculations, and formulas.
5. Draw conclusions and make predictions based on data and calculate averages of groups of numbers.

CEAD 1115A   ABE HIGH INTERMEDIATE (READING)

All Adult Basic Education (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.

Student Learning Outcomes

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

1. Express written ideas and feelings through short stories, journals, and short papers using different techniques to organize their writing.
2. Explore the similarities and differences between fiction and non-fiction.
3. Read poetry and drama identifying patterns and interpreting literature.

4. Understand information surrounding the birth and development of the United States, and its territories.
5. Evaluate geographical information and behaviors in a given population.

CEAD 1115B   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.

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

1. Build critical thinking and problem solving skills.
2. Demonstrate problem solving skills that incorporate addition, subtraction, multiplication, division, estimation of lead digits and compatible pairs and check work with a calculator.
3. Demonstrate skills used to solve fractions, ratios, decimals, and percents.
4. Demonstrate skills used in solving measurement problems using the English and metric system choosing correct formulas.
5. Demonstrate understanding of trends and predictions, graphs and data, bar graphs, line graphs, spreadsheets, averages of groups of numbers drawing conclusions and making predictions based on such data.

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.

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

1. Demonstrate 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. Demonstrate comprehension of simple texts on familiar topics (e.g. short narratives, basic consumer materials).
5. Interpret basic sentence structure and grammar (e.g. statements, questions, negatives, adjectives, modifying nouns).

CEAD 1124   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.

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

1. Demonstrate mastery of skills needed to earn a secondary credential.
2. Discuss strategies to improve chance of future employability.
3. Identify ways to be civically engaged or participate in community service.

CABE 030   BASIC SKILLS READING

The purpose of this course is to provide 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. Learners are placed in this level when CASAS ECS Pretest scores fall in the 201 - 210 range. ABE030 Reading is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course Offerings: Fall and Spring semesters

Student Learning Outcomes
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 process
3. Apply reading skills in a lifelong-learning context.

CABE 031   BASIC SKILLS MATH

The purpose of this course is to provide 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. Learners are placed in this level when CASAS ECS Pretest scores fall in the 201- 210 range.   ABE031 Math 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 ABE041 or GED051 to prepare for GED Math test. Course Offerings: Fall and Spring semesters

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

1. Demonstrate an increase in Math skills.
2. Demonstrate an understanding of Math as a process
3. Apply Math skills in a lifelong-learning context.

CABE 040   LOW INTERMEDIATE READING

This course is designed to provide 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. Learners are placed in this level when CASAS ECS Pretest scores fall in the 211 - 220 range.   ABE040 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course Offerings: Fall and Spring semesters

Student Learning Outcomes
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.

CABE 041   LOW INTERMEDIATE MATH

The purpose of this course is to provide 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. Learners are placed in this level when CASAS ECS Pretest scores fall in the 211 - 220 range. 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 GED051 Math to prepare for GED Math test. Course Offerings: Fall and Spring semesters

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

1. Demonstrate an increase in Math skills.
2. Demonstrate an understanding of Math as a process.
3. Apply Math skills in a lifelong-learning context.

C_BE 100   BASIC FINANCIAL MANAGEMENT

This seminar will be conducted in 4 sessions at 4 hour intervals using a lecture with PowerPoint 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:
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_BE 101   PROCUREMENT BASIC TRAINING: FUNDAMENTALS AND PRINCIPLES OF PROCUREMENT (1.8 CEUs)

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

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

1. Understand the role of government purchasing.
2. Understand the impact on fiscal responsibility.
3. Understand the adherence to Guam procurement statutes.

C_BE 102   PROCUREMENT BASIC TRAINING: METHODS OF SOURCE SELECTION (1.8 CEUs)

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
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_BE 103   PROCUREMENT BASIC TRAINING: THE PROCUREMENT REVIEW PROCESS (1.8 CEUs)

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

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_BE 104 PROCUREMENT BASIC TRAINING: MANAGEMENT AND ADMINISTRATION OF PROCUREMENT (1.8 CEUs)

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_BE 201 WORKFORCE DEVELOPMENT (0.5 CEUs)

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 labor force market demands for our island. Various mini-workshops will be provided on job skills development training.

Student Learning Outcomes

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

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

CS - COMPUTER SCIENCE

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 course, 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_CS 245   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

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_CS 281   MICROSOFT® OFFICE WORD 2010

Word processing is 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

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, revise and distribute documents.

C_CS 288   MICROSOFT® OFFICE EXCEL 2010 EXPERT

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

Student Learning Outcomes

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 tool.
3. Create templates and work with Excel's advanced chart options.

CETE 3034   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.

Student Learning Outcomes

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

1. Compose and send email
2. Schedule appointments and meetings
3. Manage contact information and tasks
4. Use notes

CETE 3053   EXCEL 2007

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 know want to migrate that data to an electronic format.

Student Learning Outcomes

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

1. Create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.
2. Explore the Microsoft® Office Excel® 2007 environment and create a basic worksheet
3. Perform calculations
4. Modify worksheets
5. Format a worksheet
6. Print workbook contents
7. Manage large workbooks

CT - CONSTRUCTION TRADES

CEIC 301   LEAD SAFETY FOR RENOVATION, 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

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.

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.

Student Learning Outcomes

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

1. Demonstrate proficiency with these components of the course content to prepare for Level I Certification for Water Distribution.
2. Identify parts of a water distribution system and facilities and water quality considerations in distribution systems.
3. Explain safety and standard operating procedures within a water distribution system.
4. Describe disinfection in a water distribution system.
5. Describe distribution system administration.

C_CT 100   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 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
Upon successful completion of this course, students will be able to:

1. 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_CT 101   BASIC HOME IMPROVEMENT: CARPENTRY

This course exposes students to core principles in the Construction trades specifically in the disciplines of Carpentry. The purpose of this course is to provide the students with 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
Upon successful completion of this course, students will be able to:

1. 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 disciples in this course.

C_CT 102   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 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
Upon successful completion of this course, students will be able to:

1. 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_CT 103   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 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
Upon successful completion of this course, students will be able to:

1. 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_CT 104   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 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

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

1. 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_CT 106   BASIC SKILLS IMPROVEMENT

This course exposes students to core principles in the Construction trades specifically in the disciplines of Painting, Carpentry, Plumbing, Tiling and Electrical. The purpose of this course is to provide the students with 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

Upon successful completion of this course, students will be able to:
1. 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.

ED - EDUCATION

CEIN 518   HOLIDAY FUN & LEARNING CONFERENCE (1 CEU)

This training provides strategies that promote positive grown and development in young children in the creative arts: music, art, culture, and movement.

CEIN 521   BIRTH & BEGINNING YEARS (1 CEU)

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.

CEIN 522   STORY EXPLORING (1 CEU)

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.

CEIN 525   LITERACY – PHYSICAL HEALTH (1 CEU)

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.

CEIN 526   LITERACY – MATH (1 CEU)

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.

CEIN 527   LITERACY – SOCIAL & EMOTIONAL (1 CEU)

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.

CEIN 528   LITERACY – COGNITIVE & CREATIVE (1 CEU)

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.

CEIN 529　　LITERACY– READING & WRITING (1 CEU)
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.

CEIN 530　　LITERACY – SCIENCE (1 CEU)
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.

CEIN 531　　BABY SIGNS (1 CEU)
This training introduces common baby signs to use with all children that enhances and promotes language and communication at a young age. The importance and connection of signs to basic development of language skills is also covered.

CEIN 537　　WORKING WITH CHALLENGING BEHAVIORS (1 CEUs)
This training assists participants in using appropriate language, interaction, and techniques to manage challenging behaviors of young children. Case studies, role playing, and hands-on activities will be the key strategies used in this training.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Describe appropriate language that can be used to manage challenging behavior.
2. List five positive affirmations that can be used with young children.
3. Demonstrate at least one technique that can be used to manage challenging behavior.

CEIN 538　　EFFECTIVELY TEACHING ADULT LEARNERS (2 CEUs)
This training will provide participants with knowledge and skills too 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 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
Upon successful completion of this course, 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 (.5 CEU)
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 ITERS stand for.
2. Explain differences between two systems.
3. Demonstrate how areas of the center may be rated.

CEIN 540　　UNDERSTANDING ECERS (1 CEU)
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; what it means and the population it is used for.
2. List different subscales of the ECERS.
3. Demonstrate how areas of the center may be rated.

CEIN 543   DRAMATIC PLAY AND PROP BOXES (1 CEU)

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 course, 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 (1 CEU)

This training assists caregiver 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 course, 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 (1 CEU)

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 course, students will be able to:

1. Define developmentally appropriate practices.
2. Conduct circle time activities.
3. Create one learning center based on a theme.

CEIN546 BASIC SKILLS TRAINING FOR BOARD & COMMISSION MEMBERS (1.5 CEUs)

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

CEIN547 HOMEMADE LEARNING CREATIONS (1 CEU)
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:

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.

C_ED265   INTEGRATING CAREER AND TECHNICAL EDUCATION ACROSS THE CURRICULUM (1.5 CEUs)
This training will assist the practicing teacher in developing lesions that integrate career and technical education across the curriculum.

Student Learning Outcomes (SLOs):
Upon successful completion of this training, 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.

EE – ELECTRONICS

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 498   RE-CERT: PRINICPLES 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 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.

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

1. All students will successfully perform terminations in with RJ45 jacks, 110 blocks and R-66 blocks per the ETA recertification standards.
2. All students will test and document data cable results as per the ETA recertification standards.
3. All students will be updated of any new changes as it relates to IEEE, EIA/TIA standards.

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.

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

1. Take the ETA DCI Exam

CEIN 541   ETA FOI INSTALLATION CERTIFICATION TEST
This course is required by the Electronics Technicians Association for students who are taking the national certification exam for Fiber Optic Installer.

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

1. Take the ETA FOI Exam

C_EE 100   MARINE RADIO CERTIFICATION PREP CLASS (2.4 CEUs)
The exam prep course will be used to prepare participants to take the FCC Elements I examination, which is used to prove that examinees process the qualifications to operate licensed radio stations required of a person holding Marine Radio Operator Permit (MP).

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

1. Prepare to take Element I test for the FCC Commercial Radio License.

C_EE 104   ELECTRICITY II: INTRO TO ALTERNATING CURRENT CIRCUITS (6 CEUs)
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 frequency of a sine wave. Explain how to use the oscilloscope to measure pulse width, period, amplitude, rate of change. Use an ammeter and voltmeter to measure AC current voltage. Describe the operation of a basic alternating current generator.

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

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

C_EE 211   IT ESSENTIALS (2 CEUs)
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.

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

1. Perform a step by step assembly of a desktop computer.
2. Gain knowledge of the latest computer hardware components that are available in the market.

C_EE 242   PRINCIPLES OF VOICE AND DATA CABLING (4.5 CEUs)
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:
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_EE 243   FIBER OPTICS INSTALLATION (4.5 CEUs)

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

1. Identify the differences between multimode and single mode 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_EE 244   FIBER OPTIC TECHNICIAN (4.5 CEUs)

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

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

C_EE 265   COMPUTER NETWORKING I (7 CEUs)

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, files and print sharing, and the installation of game consoles, scanners, and cameras.

Student Learning Outcomes
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 peripheral 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_EE 266   COMPUTER NETWORKING II (7 CEUs)

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.

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

1. Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
2. Describe the Open systems Interconnect (OSI) model and the process of encapsulation.

C_EE 267   COMPUTER NETWORKING III (6 CEUs)

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
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_EE 268   COMPUTER NETWORKING IV (6 CEUs)

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
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.

ESL – ENGLISH AS A SECOND LANGUAGE

CESL 001   BEGINNING LITERACY (Formerly CEAD1107)

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 structures and functions 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
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.

CESL 002   LOW BEGINNING ESL (Formerly CEAD1108)

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 181-190 on the Comprehensive Adult Student Assessment System (CASAS) pretest are placed in the ESL course level.

Student Learning Outcomes

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.

CESL 003   HIGH BEGINNING ESL (Formerly CEAD1109)

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.

Student Learning Outcomes

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.

CESL 004   LOW INTERMEDIATE ESL (Formerly CEAD1110)

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 suggested component for the course. Therefore, CE/SL activities will be based on instructor's discretion.

Student Learning Outcomes

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

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.

CESL 005   HIGH INTERMEDIATE ESL (Formerly CEAD1111)

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.

Student Learning Outcomes

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 on 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.

CESL 006   ADVANCED ESL

This course is an advanced 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.

Student Learning Outcomes

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

1. Speak and understand the English language.
2. Listen critically in order to make informed decisions or formulated opinions.
3. Read and interpret simplified and some non-simplified materials on familiar topics.
4. Apply advanced grammar and structures in writing.
5. Share and exchange cultural beliefs with others in their new environment and workplace.

CEAD 1112   ESL 18 (ESL Listening)

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 ESL 14B.

Student Learning Outcomes

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

1. Practice receptive, collaborative, transformative, and constructive listening skills.
2. Demonstrate listening strategies such as acquiring background information, making predictions, and checking comprehension.
3. During a listening activity, make appropriate responses.

CEAD 1113   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.

Student Learning Outcomes

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

1. Successfully express themselves in a variety of ways and topics.
2. Promptly and fluently join in a discussion.
3. Actively participate in an English conversation.

CEAD 1122   TECHNO BABBLE

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.

Student Learning Outcomes

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

1. Acquire the culture-specific and culture-general knowledge, skills and attitudes required for effective communication and interaction with individuals from other cultures.
2. Develop the first step in an ongoing process which engages the learner cognitively, behaviorally, and effectively.
3. Provide a safe platform to obtain brief experiential learning events of immersion in a new culture.

CEAD 1126   BASIC CONVERSATIONAL ESOL

This is an English course for Speakers of Other Languages (ESOL) and a 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.

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

1. Demonstrate Basic Skills in speaking English.
2. Develop simple vocabulary used in everyday conversation.
3. Successfully partake in a small group and one-to-one conversation.

FS – FIRE SCIENCE

C_FS 472C   HAZARDOUS MATERIALS TECHNICIAN CERTIFICATION (4.0 CEUs)

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. (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 incident to determine the magnitude of the magnitude of the problem in terms of 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_FS 472D   HAZARDOUS MATERIALS INCIDENT COMMANDER CERTIFICATION (4.0 CEUs)

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 (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_FS 1002A   APPARATUS OPERATOR: PUMPER (4.0 CEUs)

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 (SLOs):
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 1002B   AIRPORT DRIVER OPERATOR CERTIFICATION COURSE (4.0 CEUs)

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 (SLOs):
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 1003   AIRPORT FIRE FIGHTER CERTIFICATION COURSE (4.0 CEUs)

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. Extinguish 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_FS 1021A   FIRE OFFICER I CERTIFICATION COURSE (4.0 CEUs)

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. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter II & 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. 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_FS 1021B   FIRE OFFICER II CERTIFICATION COURSE (4.0 CEUs)

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_FS 1021C   FIRE OFFICER III CERTIFICATION COURSE (4.0 CEUs)

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_FS 1021D   FIRE OFFICER IV CERTIFICATION COURSE (4.0 CEUs)

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_FS 1031A   FIRE INSPECTOR I CERTIFICATION COURSE (4.0 CEUs)

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 (SLOs):
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_FS 1031B   FIRE INSPECTOR II CERTIFICATION COURSE (4.0 CEUs)

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 Fire Inspector I Certification Level.)

Student Learning Outcomes (SLOs):
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_FS 1031C   FIRE INSPECTOR III CERTIFICATION COURSE (4.0 CEUs)

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_FS 1041A   FIRE INSTRUCTOR I CERTIFICATION COURSE (4.0 CEUs)

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_FS 1041B   FIRE INSTRUCTOR II CERTIFICATION COURSE (4.0 CEUs)

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_FS 1041C   FIRE INSTRUCTOR III CERTIFICATION COURSE (4.0 CEUs)

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_FS 1521A   FIRE DEPARTMENT INCIDENT SAFETY OFFICER (4.0 CEUs)

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.

GED – GENERAL EDUCATIONAL DEVELOPMENT

CEAD 1102   GED PREP
This course prepares adults age 16 years and older to pass the 2002 version of the General Educational Development (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.

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

1. Demonstrate reading and writing skills necessary to pass the GED test.
2. Demonstrate an understanding of different areas in social studies necessary to pass the GED test.

CEAD 1104   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.

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

1. Demonstrate the knowledge and skills necessary to successfully pass the GED tests in all non-math areas.
2. Write essays using correct English grammar and vocabulary.
3. Read and comprehend a variety of written sources.

CEAD 1105   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.

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

1. Demonstrate basic computation of whole numbers, fractions, decimals, and percentages.
2. Demonstrate understanding of tables and graphs.
3. Solve mathematical word-problems pertaining to time, space, and geometry.
4. Apply basic trigonometric functions.

CEAD 1106   PREPARATION FOR GENERAL EDUCATION DEVELOPMENT (GED)
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, and mathematics and language arts: writing. Prerequisite: CASAS Employability Competency System (ECS) 130 test.

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

1. Demonstrate basic knowledge in science, social studies, mathematics, and language arts.
2. Demonstrate reading and vocabulary skills needed to successfully comprehend readings in various subject areas.

CEAD 1116   GED PREP MATH/SCIENCE
This is a math, social studies, and science refresher course designed to assist students to pass the General Education Development (GED). Class will begin with a question and answer discussion, followed by a 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.

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

1. Demonstrate math and science skills necessary to pass the GED test.
2. Demonstrate an understanding of different areas in math and science necessary to pass the GED test.

CEAD1117   GED OFFICIAL PRACTICE TEST (OPT)
The General Educational Development (GED) Official Practice Test (OPT) is the qualifying test for applicants for the GED.

CEAD 1118   GED BATTERY TEST
The General Educational Development (GED) Battery Test is the certification test for applications of the GED.

CEAD 1119   GED ONLINE
The General Educational Development (GED) Online is a take home interactive CD for students preparing for the GED test.

CGED 050   HIGH INTERMEDIATE READING
The purpose of this course is to provide 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. Learners are placed in this level when CASAS ECS Pretest scores fall in the 221 - 235 range. GED050 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course Offerings: Fall and Spring semesters

Student Learning Outcomes
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 process.
3. Apply reading skills in a lifelong-learning context.

CGED 051   HIGH INTERMEDIATE MATH
The purpose of this course is to provide 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. Learners are placed in this level when CASAS ECS Pretest scores fall in the 221 - 235 range. GED051 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 prepare for GED Math test. Course Offerings: Fall and Spring semesters

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

1. Demonstrate an increase in Math skills.
2. Demonstrate an understanding of Math as a process.
3. Apply Math skills in a lifelong-learning context.

HL − ALLIED HEALTH

CEHW 2001   MEDICAL CODE AND BILLING (4.4 CEUs)
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 Internet for coding and billing.

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

1. Demonstrate the skills and techniques of handling medical billing and insurance claims.
2. Demonstrate mastery of the basics in medical terminology.

CEHW 2005 CPR/FIRST AID & SAFETY (1 CEU)

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.

Student Learning Outcomes

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

1. Perform mouth-to-mouth respiration and chest compressions.

CEHW 2011 IN HOME SERVICE TRAINING (CERTIFICATION/RECERTIFICATION)

Intensive In-Home Services are designed to strengthen family functioning and sustainability. This training, based on the requirements as set forth by the North Carolina Division of Mental Health, Developmental Disabilities, and Substance Abuse vices, will present the all the components required for participants to deliver Intensive In-Home Services.

Student Learning Outcomes

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

1. Discuss ways to strengthen family functioning.
2. Implement strategies to successfully deliver intensive in-home services.

C_HL 300 TRAUMA NURSING CORE COURSE (1.6 CEUs)

This 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

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_HL 301 TNCC/ENCPC INSTRUCTION COURSE (1.6 CEUs)

This is designed to prepare and certify a TNCC/ENCP Provider to come an Instructor of the Traumatic Nursing Core Course (TNCC) and Emergency Nursing Pediatric Course (ENPC).

Student Learning Outcomes

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

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

C_HL 302 EMERGENCY NURSING PEDIATRIC COURSE (1.6 CEUs)

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
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 Nurses 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 PEDIATRICCOURSE RECERTIFICATION COURSE (0.8 CEU)

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

Student Learning Outcomes
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_NU281   NCLEX-PN REVIEW AND TRANSITION (3 CEUs)

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

Student Learning Outcomes
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 the LPN program.
3. Apply test-taking strategies to successfully pass the NCLEX-PN exam.

C_NU282   NURSING ASSISTANT REVIEW CLASS (2 CEUs)

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 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
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.

CEHT 1214   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.

Student Learning Outcomes

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

1. Meet health certificate requirements in order to seek employment with the food service industries.
2. Successfully pass the industry standard written examination at the end of the each workshop.

CEHT 1215   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.

Student Learning Outcomes

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

1. Define customer service and explain ways to discover or uncover customers' needs and expectations.
2. Compare different communication skills required in customer service to include practice of the fundamentals of telephone etiquette, active listening skills, and body language.
3. Demonstrate effective methods of handling customer complaints.
4. Evaluate the benefits of teamwork.

CEHT 1217   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 attractions, customer service, places of interest and public speaking.

Student Learning Outcomes

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

1. Cite Guam's tour guide rules and regulations.
2. Identify and describe duties and responsibilities of tour guides.
3. Explain the importance of customer service and identify the importance of visitor safety and security.
4. Apply public speaking techniques.
5. Summarize techniques to manage groups.

CEHT 1218   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.

Student Learning Outcomes

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

1. Explain the island's history and culture from the pre-contact time to the present.
2. Identify this island's significant historical events, and explain the island's geographical and geological scenic sites.
3. Demonstrate the skill and techniques of tour guiding
4. Describe and explain the island's geography and points of interest.
5. Name flowers and fauna found on Guam.

CEHT 1223   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.

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

1. Demonstrate skills needed for daily front desk operations.
2. Discuss strategies for handling guest complaints.
3. Demonstrate how to anticipate guests' needs and exceeding their expectations.
4. Discuss guest security and privacy.

CEIC 1910   SERVSAFE MANAGERIAL WORKSHOP

ServSafe leads the way in providing the restaurant and foodservice 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.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Identify food that is most likely to become unsafe, known as Temperature Control Safe foods.
2. Identify the factors that affect the growth of food borne bacteria in Temperature Control Safe foods,
3. Demonstrate proper hygienic procedures or processes that food service 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.

CETE 3048   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.

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

1. Provide a safe platform to obtain brief experiential learning events of immersion in a new culture.
2. Define Culture Learning as the process of acquiring and culture-specific and culture-general knowledge, skills, and attitudes required for effective communication and interaction with individuals from other cultures.
3. Discuss where development becomes the first step in an ongoing process that engages the learner cognitively, behaviorally, and affectively.

C_HS 200   FOOD PROTECTION-HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP)

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 hazard analysis, how to create flow charts and all the needed forms for documentation.
Prerequisite: CEIC 1910 Food Protection Managers' Certification (ServSafe ®)

Student Learning Outcomes
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 food service 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.

SM – SUPERVISION & MANAGEMENT

CEIC 1920   Management (SHRM) Prep Course (4.5 CEUs)

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 Certification Institute Body if 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.

Student Learning Outcomes

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

1. Increase their knowledge of the HR professional's role.
2. Understand and implement management functions, including planning, organizing, directing and controlling.
3. Understand and implement the strategic planning process, the benefits and it's role in HR.
4. Understand the importance of the HR function.
5. Understand and implement changes and new HR developments.
6. Prepare for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) exams.

ONLINE PARTNERSHIPS

CETE 3049   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/

CETE 3050   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

CETE 3051   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 79 online certificate programs in the Allied Health, Computer-Internet, Business, Technical and Construction industries. http://www.gatlineducation.com/guamcc/

CETE 3067   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

TESTING CENTER – NATIONAL CERTIFICATIONS

CETE 1300   PROMETRIC
Prometric is the recognized global leader in technology-enabled testing and assessment services. Prometric offers a consultative approach to test development and assessment.
http://www.prometric.com/default.htm

CETE 1300   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/

CETE 1300   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/

CETE 1300   PEARSON VUE
Pearson VUE provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in 165 countries. Pearson VUE is a business of Pearson (NYSE: PSO; LSE: PSON), the international education and information company, whose businesses include the Financial Times Group, Pearson Education and the Penguin Group. http://www.vue.com/

ARCHIVED NON-CREDIT/CEU COURSES

Archived courses are courses that can be offered through Continuing Education & Workforce Development with a minimum amount of students registered.

AST - AUTOMOTIVE SERVICE TECHNOLOGY

CEEN 511 Do It Yourself Automotive
CEEN 528 Basic Generator Training
CEEN 529 Intermediate Generator Training
CEEN 563 Intro to Custom Paint & Design

CEEN 565 Advanced Custom Paint & Design
CEIC 1940 ASE Certification
CEIN 453 Small Engine Repair

BE - BUSINESS EDUCATION

CEBU 4002 Business Planning and Marketing
CEBU 4003 Indispensible Clerical Assistant
CEBU 4004 Personality Development & PR
CEBU 4005 Hiring/Firing Practices
CEBU 4006 Dealing with Difficult People
CEBU 4007 Business Management
CEBU 4008 Contract Management
CEBU 4009 Institute for Personal Finance
CEBU 4010 Leadership Skills for Supervision
        & Management
CEBU 4014 Effective Performance Planning
CEBU 4015 Employee Motivation and Team
        Building
CEBU 4016 Business Project Management
CEBU 4017 Train the Trainer
CEBU 4018 What a Supervisor is and Does

CEBU 4019 Developing Leadership Styles
CEBU 4020 Fund. Skills of Communication
CEBU 4021 Fundamental Skills of Managing
CEBU 4022 Delegating Effectively
CEBU 4023 Motivating Employees
CEBU 4024 Assigning Tasks Effectively
CEBU 4026 Coaching for Improved Performance
CEBU 4034 QuickBooks
CEIN 450 Insurance (Non-Life)
CEIN 452 Insurance II (Non-Life)
CEIN 460 Basic Procurement Procedures
CEIN 462 Insurance Claims
CEIN 467 Commercial Insurance
CEIN 468 Personal Insurance
CEIN 469 Principles of Insurance

CM - COSMETOLOGY

CECM 1800 Basic Skin Course
CECM 1801 Hair Cutting

CEEN 552 Barbering

CS - COMPUTER SCIENCE

CETE 3031 MAC Operating Systems

CETE 3031 MAC Operating Systems 9 & 10

CT - CONSTRUCTION TRADES

CEEN 541 Wood Work
CEIN 455 Basic Fundamentals of Welding
CEIN 456 Water/Waste Water Operator
        Training

CEIN 458 Intro to Small Water Systems
CEIN 459 Intro to Small Wastewater Systems
CEIN 461 Refrigeration & AC

EN – ENGLISH

CEBU 4012 Public Speaking

ESL – ENGLISH AS A SECOND LANGUAGE

CEAD 1103 ESL Civics

HS – HOSPITALITY

CEEN 519 Intro to Wine Appreciation
CEEN 551 Mixology
CEHT 1200 Back to Basics
CEHT 1201 Sauces, Soups & Marinates

CEHT 1206 Cookie Monster Cometh
CEHT 1207 Pies & Pies & More Pies
CEHT 1208 Thrill of the Grill
CEHT 1209 Healthy Cooking Techniques

CEHT 1202 Cakes & Cake Decorating
CEHT 1203 Basics of Bread Making
CEHT 1204 Decorative Breads
CEHT 1205 Quick Breads-Made from Batters

CEHT 1210 Cooking for Ages 7-11
CEHT 1211 Cooking with Teens Ages 12-16
CEHT 1220 Mixology 101

HT – HORTICULTURE

CEEN 516 Floral Design
CEEN 524 Basic Landscaping

CEEN 531 Aquatic Landscaping

LG – LANGUAGE

CELG 8000 Basic Conversational Korean
CELG 8003 Basic Conversational Chinese

CELG 8005 Conversational Chamorro

SI – SCIENCE

CEIN 474 Environment Planning & Permit

CEIN 475 Land Use Development Regulations

UP – UPHOLSTERY

CEEN 523 Sewing Techniques

VC – VISUAL COMMUNICATIONS

CEEN 514 Basic Photography I
CEEN 515 Basic Photography II
CEEN 525 Basic Portraiture

CETE 3005 Web Development for Pros
CETE 3030 Intro to MIDI & Electrical MISIC

GRANT PROGRAMS
ALLED HEALTH

AHEC Summer Academy

COLLEGE ACCESS CHALLENGE PROGRAM

English Refresher Course
College Exam Prep Workshop
Math Refresher Course
Chamorro Language Refresher

Time Management Workshop
Study Skills Workshop
Computer Education Refresher Course
SAT Preparation Refresher Course

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Pacific Vocational Education Improvement
Fire Science Academy

Earmark Congressional Grant Program

TRiO (PROJECT AIM – SUMMER BRIDGE PROGRAM)

Refresher Math

Refresher English/Reading

UNDERGRADUATE COLLEGE CREDIT COURSES

Important Note:
The Continuing Education and Workforce Development Office offers college credit courses on an as-needed-basis in response to requests regarding pilot programs, special projects, and apprenticeship special offerings. College credit courses are offered in response to the demand for a quick-turnaround training schedule of specific skills-development courses to meet the immediate employee training needs of public agencies, private business industries, education credentialing requirements, and most importantly, local workforce market demands resulting from the impending military build-up on Guam.

CEIN 489   DIESEL TECH & PREVENTION MAINTENANCE (4)

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 equipment. Students will gain lots of hands-on experience through this course. The Diesel Technology course will provide students with training in maintaining, troubleshooting and repairing heavy-duty diesel powered equipment. Course work emphasizes diesel engines, hydraulics, electrical, air conditioning and diesel fuel injections systems.

Student Learning Outcomes

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

1. Be employable as entry level technicians in a service shop or dealership.
2. Discuss the typical diesel industry to include truck and automobile dealerships, trucking, bus and construction companies, and firms that rent or lease trucks.
3. Explain diesel engine system operation.
4. Demonstrate tune up procedures performed on truck diesel engines.

CEIN 493 (Also CEIN 494 and CEIN 495)   MEDIUM/HEAVY TRUCK-SUSPENSION (3)

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 the testing, diagnosis, and repair of steering and suspension systems.

Student Learning Outcomes

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

1. Explain steering systems diagnosis and repair of medium to heavy truck suspensions.
2. Discuss the process of suspension systems diagnosis and repair.
3. Discuss how to properly do wheel alignment diagnosis, adjustment, and repair.
4. Demonstrate how to do wheel and tire diagnosis and repair.
5. Demonstrate skills needed in frame service and repair.

C_ME 193   TRUCK DRIVE TRAINS (3)

This is an introductory course covering the functionality of diesel transmissions, fundamentals of diesel clutches, troubleshooting, and repair of basic transmission drivability faults.

Student Learning Outcomes

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.

C_ME 194   TRUCK ELECTRICAL SYSTEMS (3)

This course is designed to give students an element understanding of Medium/Heavy Truck Electrical/Electronic Systems that include general electrical systems diagnosis, battery diagnosis and repair, and starting system diagnosis and repair.

Student Learning Outcomes

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

1. Perform general electrical systems diagnosis.
2. Discuss battery construction and determine cause/s of battery failure.
3. Demonstrate fundamental starting system diagnosis and repair.

C_TR 210   TRUCK AND BUS DRIVING (6)
This course covers the type of commercial vehicles, regulations, driver qualifications, vehicle components, loading and unloading, environmental safety, and log books. Practical application will provide students with hands-on range and street driving in a variety with emphasis on truck driving.

Student Learning Outcomes
Upon successful completion of this exam, students will be able to:

1. Demonstrate skills needed to operate a variety of commercial vehicles with emphasis on truck and bus driving.
2. Demonstrate the knowledge and skills needed to successfully pass the Type B and C 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 and awareness.

BE – BUSINESS EDUCATION

C_BE 200   BASIC PROJECT MANAGEMENT (3)
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
Upon successful completion of this course, students will be able to:

1. Distinguish between a project and a program.
2. Identify the states of a project.
3. Identify the functional areas within the various stages of a project.
4. Perform basic mathematical calculations required of project management.
5. Define key project management terms and concepts.
6. Understand the importance and management of risk and scope to protect success.
7. Outline basic project stages and steps and set up simple projects within their industry.

*This credit course falls under Professional Development and may not now or ever be used towards a degree or certificate. These courses will be for the purpose of re-certification (i.e., teachers) or to meet requirements for courses needed for employment at GCC. These courses are open to individuals interested in taking the course who meet the pre-requisite (if any) and GCC's Admissions and Registration requirements. A student taking the course will sign an acknowledgement that the course may not now or ever be used toward a degree or certificate.

CJ – CRIMINAL JUSTICE

CJ 126   OFFICER SURVIVAL (3)
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 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
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 (1)
This course provides students with the opportunity to practice and demonstrate "hands on" application of survival skills learned on CJ126 Officer Survival. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. 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. Prerequisite: CJ126

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

1. Practice the various officer safety and street survival skills in mock situations.
2. Demonstrate proficiency in the use of the various officer safety and street survival skills at acceptable levels.

CJ140   DEFENSIVE TACTICS (3)
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 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
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.

CJ132   EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)
This course prepares police and fire recruits to safely operate emergency vehicles used by their respective agencies. Enrollment is limited to students registered in the Criminal Justice Academy of Fire Science Academy. Criminal Justice Department permission is required. Course offering: As needed.

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

1. Identify safety skills during an emergency response.
2. Explain the proper operation of emergency vehicles.
3. Identify and properly deal with hazards involved with operating emergency vehicles.
4. Review the basics of defensive driving.
5. Understand the laws governing emergency vehicle operation.

CJ145   PHYSICAL DEVELOPMENT (3)
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 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
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.

CJ155   SELF DEFENSE (3)
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
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 (3)

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 Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

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

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.

ED – EDUCATION

ED 282   CULTURAL & LINGUISTIC DIVERSITY in the CAREER & TECHNICAL EDUCATION CLASROOM (3)

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.

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

1. Develop awareness of cultural and linguistic issues in institutions, specifically educational settings and in the workplace.
2. Increase knowledge of practices and skills in meeting the cultural and linguistic diverse needs of students and workers, and make connections between theory and practice.
3. Provide opportunities to examine personal beliefs about multicultural issues.

C_ED 182   METHODS: INTEGRATING MATH & SCIENCE (3)

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
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_ED 255   INTEGRATING CTE SKILLS (3)

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

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_ED 261   PRAXIS PREP: TRAIN THE TRAINERS (1)

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 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_ED 262   PRAXIS PREP: TOOLS (1)

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:

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_ED 263   PRAXIS PREP: READING/WRITING (1)

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:

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 PREP: MATH (1)

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:

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.

EM – ELECTRO MECHANICAL

EM 111   ELECTRICAL WIRING (3)

This course is designed to instruct students on the practical aspects of industrial, residential and rural electrical wiring. And to teach adults students the proper techniques in modern wiring practices and the necessity of conforming to National Electrical Code, and solidify safety rules on working with electricity.

Student Learning Outcomes

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

1. Demonstrate safe work practices, when working with electricity.
2. Know and understand the lock out and tag procedure.
3. Learn good work habits and good housing keeping.
4. Learn how to calculate the ampacity for the panel required for a new house.
5. Know how to troubleshoot simple electrical problems.
6. Learn the basic rules on bending, conduit, for end to end stub and off sets.

FS – FIRE SCIENCE

FS100   INTRODUCTION TO FIRE PREVENTION (3)

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 conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

Student Learning Outcomes

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   INTRO TO FIRE SUPPRESSION (3)

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 conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

Student Learning Outcomes

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.

FS105   FIRE PREVENTION (3)

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 conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

Student Learning Outcomes

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

1. Explain the authority to inspect, responsibilities of the fire inspector, the types of organizational structures that may affect inspection activities and public education.
2. List the steps involved to prepare for inspection and inspection procedures and the purpose of follow up inspections.
3. List and explain the different types of occupancy classifications and the different components of the means of egress.
4. List and describe the different types of fire protection systems, and list the components of an effective water distribution system.

FS107   REPORT WRITING FOR THE FIRE SERVICE (3)

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. Course Offering: Fire Academy only. Prerequisite: Instructor permission is required.

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

1. Understand the importance of accurate report writing and record keeping.
2. Understand the standards and formats of basic fire service report forms.
3. Properly complete required reports relative to fire and other emergency incidents.
4. Develop administrative reports, memorandums, and correspondence related to the fire service organization.

PD – PROFESSIONAL DEVELOPMENT

PD181*   CARRER & TECHNICAL EDUCATION METHODS I (3)

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.

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

1. Utilize career and technical education teaching methods.
2. Demonstrate understanding of the different aspects of teaching.
3. Demonstrate understanding of teaching as a profession.

PD183*   TEACHING WITHOUT TEXTBOOKS: SOCIAL SCIENCES (3)

This course will provide in-service teaches with best practices in teaching social sciences, developing relevant digital resources, and using technology in the classroom as a learning tool.

Student Learning Outcomes
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 & TECHNICAL EDUCATION METHODS II (3)

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.

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

1. Plan, develop and implement a microteaching lesson plan focusing on career and technical area.

2. Demonstrate understanding of working with students with disabilities.
3. Demonstrate understanding of working with those from diverse cultures and linguistic backgrounds.

*Credit courses under Professional Development, with the alpha designation of PD, may not now or ever be used towards a degree or certificate. These courses will be for the purpose of re-certification (i.e., teachers) or to meet requirements for courses needed for employment at GCC. These courses are open to individuals interested in taking the course who meet the pre-requisite (if any) and GCC's Admissions and Registration requirements. A student taking the course will sign an acknowledgement that the course may not now or ever be used toward a degree or certificate.

PY – PSYCHOLOGY

CEPD 348   APPLICATION PSYCHOLOGICAL TYPE THEORY FOR EDUCATORS (3)

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.

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

1. Apply the theory of Psychological Type.
2. Critically examine and apply the strengths, key motivations, and blind spots of the 16 Psychological types as they relate to the learning process, classroom discipline, team-building, and problem solving.
3. Demonstrate application of ethical guidelines to prevent the misuse of the MBTI.
4. Develop and implement lesson plans that will work best with various psychological types.

SM – SUPERVISION & MANAGEMENT

CEIC 1930   CERTIFIED MANAGERS PROGRAM (3)

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).

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

1. Examine the role of business management in various economic, political, social, and legal environments.
2. Demonstrate understanding of the most influential management theories and how to apply them to include processes of management decision making.
3. Develop awareness of concept and ideas behind customer service and quality control.
4. Explain the duties and responsibilities of ethical behavior in American business.
5. Identify the implications of wider management issues such as diversity, labor law, affirmative action, and Equal Employment Opportunity (EEO) guidelines.

SU - SURVEYING

CEIN 463   PLANE SURVEYING I (3)

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.

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

1. Demonstrate familiarity with the overall job requirements as they relate to the field of land surveying.
2. Develop skills in the use and function of survey drafting symbology.
3. Demonstrate how to use and interpret field-derived mapping area and observations.
4. Acquire essential skills from execution and completion of various types of survey maps and drawings.

ARCHIVED UNDERGRADUATE COURSES

Archived courses are courses that can be offered through Continuing Education & Workforce Development with a minimum amount of students registered.

BE – BUSINESS EDUCATION
CEBU 4001 How to Use QuickBooks Software
CEBU 4035 Bookkeeping
CEBU 4036 Bookkeeping II
CEBU 4037 Government Accounting

CEBU 4040 Computerized Tax Preparation
CEBU 4041 Budget Prep & Implementation
CEIN 466 Captive Insurance
CEIC 1960 Bookkeeping Certification Program

ED – EDUCATION
CEPD 300 Teaching Strategies for English
    Language Learners
CEPD 302 Applying Research Based Practices
    to the Teaching of Reading in the
    Elementary Grades
CEPD 302B Research Based Teaching
    Elementary
CEPD 303 Role of Peer-Coaching in the DI
    School Wide Reform Model
CEPD 304 Implementation School-Wide
    Reform Model Initiative &
    Accountability Systems
CEPD 305 Admin/Supervision DI of DI
    School-Wide Reform Initiatives
CEPD 306 Teaching Thinking & Writing Skills
    in the Elementary Grades
CEPD 307 Applying Research Based Practices
    to the Teaching of Math in the
    Elementary Grades
CEPD 312 Integrating Career Decision Making
    Skills into the K-12 Content
    Standards
CEPD 318A Real Game Facilitator 5-6
CEPD 318B Real Game Facilitator 7-8
CEPD 318C Real Game Facilitator 9-10
CEPD 359 Real Game Facilitator 11-12
CEPD 319 Designing Service Learning
CEPD 320 Story Sharing in the Classroom
CEPD 321 Fostering Engaged Learning
CEPD 322 Developing School-Wide &
    Classroom Management Systems

CEPD 323 School Home Connection
CEPD 324 Thinking Math II
CEPD 325 Reading Comprehension Instruction
    & Reciprocal Teaching
CEPD 326 Instruction Strategies that Work
CEPD 327 Foundations of Effective Teaching
CEPD 328 Beginning Reading Instruction
CEPD 330 Managing Student Behavior for
    Support Staff
CEPD 331 Managing Anti Social Behavior
CEPD 332 Foundations of Effective Teaching II
CEPD 333 Educators Rights & Responsibilities
CEPD 334 Thinking Math I
CEPD 336 Reading Strategies for the Classroom
    Teacher
CEPD 337 Fostering Engaged Learning
CEPD 344 Assessing for Learning: Evaluating
    Student Growth & Resources for
    Teaching
CEPD 345 Career Academy Development for
    Secondary Schools
CEPD 347 Project Approach
CEPD 360 Administration, Interpretation, and
    Application of Assessment
    Instruments
CEPD 361 Introduction to Service Learning
CEPD 376 Principles of Instruction Design
CEPD 378 Counseling & Personnel Services
CEPD 385 Digital Photo & Video Basics
CEPD 387 Developing School-Wide and
    Classroom Management Systems

EMI – EMERGENCY MANAGEMENT INDUSTRY

CEHS 7007 Principles of Emergency
      Management
CEHS 7008 Emergency Planning
CEHS 7009 Leadership & Influence

CEHS 7010 Decision Making & Problem Solving
CEHS 7012 Effective Communication
CEHS 7013 Anticipating Hazardous Weather
CEHS 7017 Community Hurricane Preparedness

EN – ENGLISH

CEBU 4012 Public Speaking, Off the Cuff
CEEN 558 Writing for the Media
CEPD 301 Remediation of Reading
      Comprehension Deficits in
      Middle School Student
CEPD 351 Creative Writing: New
      Approach

CEPD 352 Reading & Writing Content Area K-12
CEPD 353 Literacy Assessment
CEPD 354 Language & Literacy Development
CEPD 355 Seminar in Literacy for Children &
      Young Adults
CEPD 358 Remediation of Reading &
      Comprehension

HI – HISTORY

CEPD 308 Historic Preservation

CEPD 346 History of Guam

SM – SUPERVISION & MANAGEMENT

CEIC 1930 Certified Managers Program
CEPD 379 Creative Conflict Problem
CEPD 380 Customer Service Management

CEPD 382 Instructional Training & Development
CEPD 383 Leadership & Change

SU – SURVEYING

CEIN 463 Plane Surveying I

GRANT PROGRAMS
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Earmark Congressional Grant

EVENTS
CONFERENCES
SYMPOSIUMS
ROOM RENTAL

Affordable Housing Symposium

The Affordable Housing Symposium Conference consists of topics of Housing in Guam: Preparing Today for the Needs of Tomorrow, The Industry, Housing Tax Credit, Alternative Financing Options, The Lending Environment, Developing Our Strategy: Defining the Future of Housing in Guam and group discussions.

Employability Workshop

To provide an Employability Workshop for individuals to learn how to complete an employment application, resume writing, interview do's & don'ts and be able to take the WorkKeys Readiness Indicator Test to know if he/she is ready to take the full-length WorkKeys Assessment Test or will take remedial courses through KeyTrain.

Student Learning Outcomes

Upon successful completion of this event, student will be able to:
1. Properly complete an employment application either on paper or the online process submission.
2. Know what to expect and better prepare for a job interview and what not to do before an interview.
3. Know what information should be on a resume, how to dress and what not to do when submitting a resume to a potential client.
4. Know if he/she is ready to take the full-length WorkKeys assessment Test or will need to take remedial courses through KeyTrain.

Forensic Science Symposium

The Forensic Science Symposium is to share knowledge and information of the advances made in the field of forensic science, to assess the current landscape of your capacity and to examine strengths and weaknesses as well as to allow professionals to network and share opportunities and information with their counterparts in the region.

Forensic Science Workshop "All Bugged Out" (1 CEU)

Learn about the exciting and quickly growing field of forensics. This workshop targets interested students, law enforcement professionals, and anyone interested in forensics or the general sciences.

Guam DECA State Events

Distributive Education Clubs of America (DECA) State Events is the preliminary competition that determines who will attend and compete in the off-island National DECA Competitive Events Program. It is an annual competition that is usually held during the month of March each school year.

Open Campus Day (1 CEU)

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 labor force market demands for our island. Various mini-workshops will be provided on job skills development training.

Student Learning Outcomes

Upon successful completion of this event, students will be able to:
1. Understand the importance of sustaining the workforce and the impact on the labor force.
2. Understand the importance of job skills development for the workforce.
3. Understand the various job skills training available for the workforce.

TOURISM & HOSPITALITY

Culinary Catering Services

ROOM RENTAL

Interested non-profit organizations, public agencies or private parties must fill out the Room Rental Agreement. Continuing Education & Workforce Development (CEWD) staff and administrator must check to see that all information has been completed by prospective renter. Prior to confirmation of venue, CEWD staff must fill out the "Room Utilization Request" on MyGCC. The Student Support Services Administrator will send a confirmation email if the room is available. If the room is not available, the Administrator will provide alternate dates or alternate rooms that may be available to accommodate the group or party.

CEWD staff or administrator will inform the agency representative or renter that a 100% payment is required prior to the event. GCC accepts cash, check, credit cards (American Express, VISA, and Mastercard) or government purchase orders for Room Rental use. CEWD Staff will bill the agency or organization by providing an invoice. Once payment is submitted to CEWD, a receipt of payment will be provided to the rental party. In the event that any equipment is lost or damaged, there will be an additional deposit fee collected in the amount of $100 prior to the event of which will be reimbursed to the renter after the event.

CEWD staff or administrator will confirm with group whether a PA system or other multi-media equipment is needed for rental based on information provided on Room Rental Agreement. Groups may bring in their agency or organization's equipment for use at their conference, workshop or meeting. Only GCC Staff is allowed to hook up outside devices to speaker and multimedia system.

CEWD staff or administrator will confirm with group whether food and drinks will be served during their event. The group will be asked to ensure that all food and drinks are consumed inside the classroom or auditorium. Two large trash cans are available in the Multi-Purpose Auditorium and directly outside the exit doors for patrons. **Food and drinks are not allowed in any of the Computer Lab classrooms.**

CEWD staff or administrator will do a walk-through (usually a day prior to event is best) with an agency or renter to ensure that classroom or Multi-Purpose Auditorium is ready for scheduled date of use. CEWD staff or administrator will also inform agency or renter of the "No-Smoking, No Chewing Tobacco or Betel Nut" Policy on campus. A map will also be provided to organization representative for dissemination to conference, workshop or training participants outlining the designated smoking areas. GCC staff is responsible for checking out keys to open and lock doors of rooms being rented.

On the day of scheduled event, CEWD staff or administrator will stop in and check with organization representative to ensure that the facility requirements are complete. A GCC contact number will be provided for emergency questions or concerns. At the end or closing of the event, CEWD staff or administrator will ensure that all tables, chairs, rented equipment are accounted for, secured and placed back in order. All trash should be placed in trash cans and food taken out of the room.

CONTACT US

The Continuing Education & Workforce Development Office is located in Room 2123 on the 1st floor of the Administration Building (Bld. 2000) on the Guam Community College Campus. For the most accurate room rental rates, please contact Rowena Ellen Perez (Program Specialist for Continuing Education & Workforce Development) at 671-735-5574 or send us an email at learning4life@guamcc.edu. You can also visit our web site at http://guamcc.edu/Runtime/facilitiesrental.aspx

GUAM COMMUNITY COLLEGE

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guåhan

1 Sesame Street
Mangilao, Guam 96913

(671) 735-5531

Directions

From Route 10 (east), turn LEFT on Corten Torres St, RIGHT on Sesame Street. From Route 10 (west), Turn RIGHT on University Drive, LEFT on Washington Drive, LEFT on Sesame Street.

Key to Buildings

A Classrooms; Adult Education Office; Criminal Justice Office/Faculty

B Student Support Services

C Classrooms; English Dept. Office/Faculty; Math Dept. Office/Faculty

D Computer Science, Electronics, and Business Classrooms; Management Information Systems

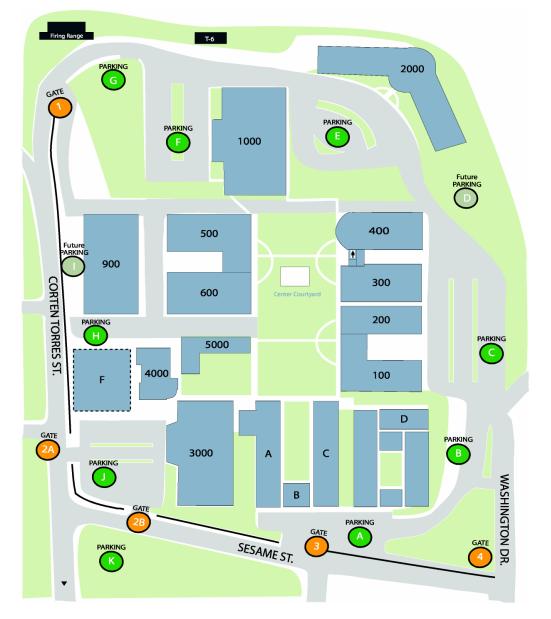**F** (Foundation) Building – (Future Classrooms, Adult Education Office, GCC Book Store, Cáfe)

100 Cosmetology Office & Shop; Classrooms; GCC Bookstore

200 Education Dept. Office/Faculty, Classrooms; Auto CAD Lab/Classroom

300 Tourism & Hospitality Dept. Office, Classroom, ProStart Kitchen/Classroom, Maintenance Dept.

400 Culinary Arts Kitchen/Faculty Office; Multipurpose Auditorium

500 Automotive Dept. Office/Automotive Classroom/Shop

600 Marketing Classroom/Secondary Student Store; Construction Dept. Classroom/Workshop

900 Autobody/Welding Shop/Classrooms; Construction Trades Dept. Office

1000 Technology Center

2000 Student Services & Administration

3000 Anthony A. Leon Guerrero Allied Health Center

4000 Learning Resource Center

5000 Student Center

BE YOUR OWN

Guam Community College
Continuing Education & Workforce Development

P.O. Box 23069 GMF
Barrigada, Guam 96921

1 Sesame Street
Student Services & Administration Building, Bldg. 2000
Room 2122/2123
Mangilao, Guam 96913

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SUCCESS STORY!