Rising to the Challenge

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guáhan

Academic Year 2014-2015 Catalog

www.guamcc.edu

Guam Community College

GUAM COMMUNITY COLLEGE
"THE ISLAND IS OUR CAMPUS"
1977

Vision

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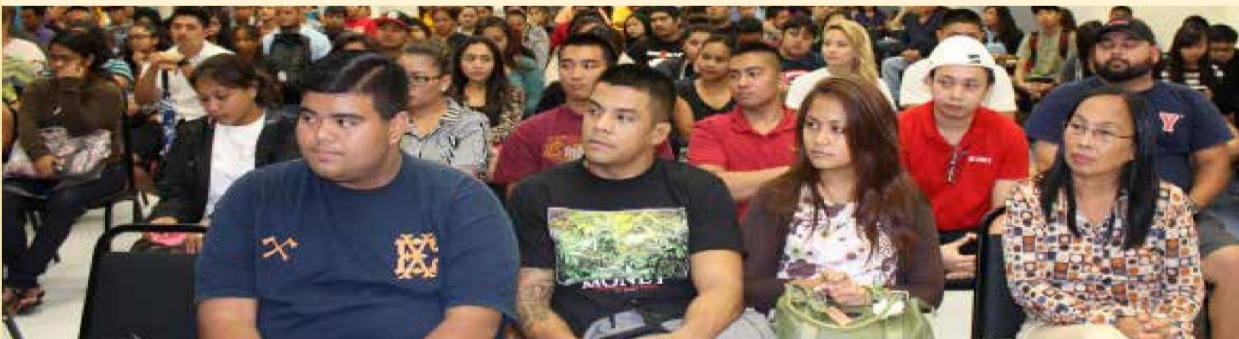
Mission

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

Sinangan Misión
(Chamorro translation)

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

Office of Assessment, Institutional Effectiveness & Research (AIER)

www.guamcc.edu/aier

AIER

Guam Community College

AY 2014-2015
College Catalog

The electronic version of this catalog is available online at **catalog.guamcc.edu**.

The electronic catalog, its addenda, course and program offerings, and applicable academic policies and regulations will serve as the authoritative version.

Table of Contents

Foreword from the President

Hafa adai,

At Guam Community College, we want to inspire you to rise to your own challenge. Whatever that challenge may be – whether it is educational, financial, or perhaps a personal challenge – GCC can help you obtain the education you need to become successful in today's workforce.

We're getting back to the basics this year, by encouraging our students to complete courses and programs of study. Attending college can be a daunting experience, but our faculty, counselors, and the support staff that assist them are here to help you earn that degree or certificate.

As you peruse our e-Catalog or take a look at the pdf or print copies, note the newer courses offered such as Introduction to Renewable Energy and Introduction to Community Service. These courses and the many others offered at GCC reflect our mission to provide students with the means to be sustainable – not only with regard to the environment, but also, economically sustainable through the acquisition of professions that are in demand in today's society.

Whatever your chosen course of study, or if you have not yet chosen one, we have many ways to help ensure your educational success. Everyone at GCC, from our outstanding faculty and staff to our dedicated administrators, is committed to working with our students, individually if needed. Additionally, our new buildings, with their modern facilities and innovative technologies, provide an educational environment that is conducive to student success. You will also find that at GCC, our business partnerships allow you to work closely with industry professionals. Be cognizant of these opportunities, for they often afford students with job opportunities upon course completion or graduation, providing a successful pathway from the classroom to the workforce.

The completion of your courses, and your program of study, is only one measure of your success. Yet it is the measure that can help you be successful in many other aspects of life. The challenge is there, and at Guam Community College, together, we can rise to it.

Welcome to Academic Year 2014-15.

Senseramente,

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

Academic Vice President's Message

Hafa Adai Everyone,

Welcome to Academic Year 2014-2015 at Guam Community College. By registering for courses at GCC, you have opened the gates of opportunity that postsecondary education can provide. This year, GCC is encouraging our students to Rise to the Challenge of course and program completion. Whether your goal is to earn your associate degree or certificate, or pursue a four-year degree, I can assure you that the time you spend at GCC will be well worth the effort.

Every program or course offered at the College is equipped with Student Learning Outcomes, or SLOs, that serve as benchmarks for student learning. GCC faculty and administrators have collaboratively developed these SLOs in consultation with industry representatives in their respective fields, to assure students and the community that course content aligns with industry standards and can actually be applied out in the workforce.
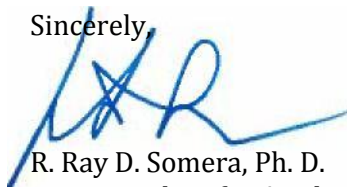
As the leader in career and technical workforce development on Guam and in Micronesia, GCC also partners with over 100 companies through our Apprenticeship program and individual program practicums. These partnerships continually present new and innovative employment opportunities for our students and graduates - opportunities that can turn into sustainable careers.

GCC is also fully accredited by the Accrediting Commission for Community and Junior Colleges, and boasts articulation agreements with several institutions – from here on Guam, to the Pacific region and Hawaii, to as far away as Nebraska, and online through the University of Phoenix. These agreements can provide you with more options to continue your postsecondary education should you desire to do so.

As you rise to the challenge of higher education, know that your choice to attend GCC is an investment that will reap countless rewards in the years to come.

Welcome to Guam Community College!

Sincerely,

R. Ray D. Somera, Ph. D.
Vice President for Academic Affairs

General Information

General Information

History of the College
Guam Community College is a multi-faceted public vocational educational institution, created by Public Law 14-77 in 1977 (as amended by P.L. 31-99 in 2011) to strengthen and consolidate vocational education on Guam. The College operates secondary and postsecondary vocational programs, adult and continuing education, community education, and short-term specialized training. These programs are delivered both on and off-campus, in satellite programs and on site at businesses as needed. The College also serves as the State Board of Control for vocational education under the United States Vocational Education Act of 1946, 1963, and subsequent amendments. The College offers over 50 courses of study, which are job related, and prepares students for transfer to four-year colleges and universities with advanced standing in professional and technical degree programs. The College offers a variety of community service and special programs to prepare students for college experiences including General Education Development (GED®) preparation and testing, English as a Second Language, Adult Basic Education, and an Adult High School Diploma program.

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

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

Sinangan Misión (Chamorro translation):

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

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

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

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

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

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

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

Accreditation
Guam Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), 10 Commercial Blvd., Suite 204, Novato, CA. 94949, phone (415) 506-0234, fax (414) 506-0238. ACCJC is an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Documents describing the accreditation of the College may be examined at the Vice President for Academic Affairs' office. Please contact the Vice President for further information or to make arrangements to examine the accreditation documents.

The Guam Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756.

Facilities and Faculty
The College is located in Mangilao, Guam on a 22-acre campus. Since 2009, GCC has added the Anthony A. Leon Guerrero Allied Health Center, a LEED-certified Learning Resource Center, and a new Student Center to the campus. The Allied Health

Center contains state-of-the-art science, nursing and medical assisting labs. The campus also contains labs for its Computer Science, Office Technology, Networking Systems Technology, Visual Communications, and Hospitality/Tourism programs. The fully renovated LEED-certified Foundation Building was brought online in November 2012, and renovations to Building 200, which houses the Education Department and AutoCAD lab, are scheduled for completion in late 2014. All of the new buildings on campus contain photovoltaic panels designed to increase campus sustainability. Metal buildings are used for shop facilities in the career and technical education fields of Auto Mechanics, Auto Body, Construction Trades, Welding, Air Conditioning and Refrigeration.

The GCC faculty are qualified by their education and experience to offer courses and programs that achieve the educational objectives of the College. Faculty credentials are found at the back of this student catalog. Please refer to the GCC Fact Book for more detailed information on the College's instructional facilities and faculty profile. Contact the Office of Assessment, Institutional Effectiveness, and Research (AIER) for a copy. AIER is located at the 2nd floor of the Student Services and Administration Building, Suites 2226 and 2227, with telephone numbers (671) 735-5520 and 735-5612.

GCC also serves secondary schools by offering Career and Technical Education (CTE) programs in the Guam Department of Education (GDOE) high schools. Presently there are five GDOE high schools located throughout the island where various CTE classes are taught by GCC faculty.

Catalog Contents Disclaimer

Guam Community College has made reasonable efforts to provide information that is accurate at the time of this catalog's publication. However, the College reserves the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective date.

Copyright Policy

Guam Community College adheres to the provisions of the U.S. copyright law (Title 17, United States Code, Section 101, et sep.). Additional copyright information is available at the College Learning Resource Center.

Non-discrimination Statement

Guam Community College complies with all federal and territorial rules and regulations and prohibits discrimination on the basis of age, race, color, national origin, gender, sexual orientation or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. . Further information may be obtained in the GCC Student Handbook available online at www.guamcc.edu, or the Dean's Office, School of Technology & Student Services in the Student Services & Administration Building, 2nd Floor, Suite 2229.

Student Code of Conduct

The Guam Community College has broad responsibilities for the education of the student and the College's standards of behavior can be considered part of the educational process. Guam Community College expects that each student will obey federal and territorial laws as well as College regulations. Any act that interferes with the rights of others, disrupts or impairs the normal function of the College, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Students who interfere with the personal liberty of others on campus are liable to expulsion and to such other penalties as may be imposed by law. Students are provided due process in disciplinary adjudication. Student conduct at all times should reveal mature judgment and a sense of moral, civic and academic responsibility. For a detailed explanation of GCC's Student Rights and Responsibilities and the Student Code of Conduct, see the GCC Student Handbook or go online at www.guamcc.edu, click on Student Services and Student Handbook. Each GCC student is responsible for reading and understanding the GCC Student Handbook.

Academic Integrity

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to: cheating, plagiarism, and technology misuse and abuse. In any situation in which students are unsure of what constitutes academic dishonesty, it is the students' responsibility to raise the question with their instructor. It is also the students' responsibility to be familiar with the student guidelines on academic integrity.

Some common violations of these basic standards of academic integrity include, but are not limited to:

Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids.

Plagiarism: Passing off someone else's work as his or her own. This can range from failing to cite an author for ideas in a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet.

All are considered plagiarism. Students who plagiarize are likely to be caught, and the consequences will be severe and will include anyone who enabled the plagiarism to take place. College policy will kick in, regardless of the feelings of either the

students or the instructor. Students found guilty of plagiarism will have this entered into their record and may be expelled from the College.

Fabrication: Submitting contrived or altered information in any academic exercise. Examples: making up data for an experiment; "fudging" data; citing nonexistent or irrelevant articles; presenting fraudulent excuses, lies, letters of recommendations.

Multiple submissions: Submitting, without prior permission, any work submitted to fulfill another academic requirement. Example: submitting the same paper for two different classes without the expressed consent of both professors.

Misrepresentation or falsification of academic records: Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after enrolling at Guam Community College.

Facilitating academic dishonesty: Knowingly helping or attempting to help another violate any provision of this code. Example: working together on a take-home exam or other individual assignments, discussing an exam with a student who has yet to take it, giving tests or papers to another student, etc.

Unfair advantage: Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam; destroying, hiding, removing, or keeping library materials, etc.

Policy on Substance Abuse

Guam Community College endeavors to lead students and employees to higher ideals of character and public service. The College commits itself to the goals of developing the mind, clarity of thought, and to the development of the human spirit. Abuse of alcohol and other drugs is recognized as an impediment to these goals and as a threat to the College's mission of education and training.

Workplace Violence Prevention Policy

Guam Community College is committed to providing a safe environment for students and employees. GCC can best perform its missions of teaching, training and public service when faculty, students, staff and visitors share a climate that supports a safe learning environment that is free from disruptive, threatening and violent behavior. Special Workplace Violence Policies and Procedures can be accessed in the GCC Student Handbook, at the office of the Associate Dean, Student Support Services or at the Human Resources Office located in the Student Services & Administration Building, 1st Floor.

Tobacco and Betel Nut (Pugu'a) Free Policy

As a way to promote the health and welfare of the College campus community, the Board of Trustees established Board of Trustees Policy No. 175 that requires the Guam Community College premises to be Tobacco and Betel Nut (Pugu'a) Free effective June 1, 2007. The policy was further amended on May 30, 2013 to include electronic cigarettes. To comply with the Board of Trustees Policy No 175 and Administrative Directive No. 2006-05, all employees and students are expected to adhere to the following:

- Do not use tobacco products while on Guam Community College property.
- Do not use electronic cigarette (e-cigs) devices while on Guam Community College property.
- Do not chew or spit pugu'a while on Guam Community College premises.
- Assist with the enforcement of Board of Trustees Policy No. 175.

Violation of the Board of Trustees Policy and Administrative Directive will be addressed in accordance with the disciplinary actions outlined in the Personnel Rules & Regulations, the GCC Student Handbook, and the Board-Faculty Union Agreement, 2010-2016.

Sexual Harassment Prevention Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Harassment Prevention Policy to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting such offenses among all College constituents. More details regarding the Board of Trustees' Policy 185 are available in the GCC Student Handbook, which is posted on the College's website, www.guamcc.edu.

Student Support Services

Career Guidance and Counseling Services

A full range of counseling services is offered to students including orientation to college programs and services, college placement tests, career counseling, personal counseling and student rights advocacy. Counselors are available in the Student Services & Administration Building on a walk-in or appointment basis. Counselor hours are posted in the Student Services & Administration Building.

Pre-Enrollment Counseling

Students who have applied for admission or who are planning to enroll for the first time are encouraged to contact a counselor for educational and/or career and technical education guidance services. Students are provided with information regarding admissions procedures, placement testing requirements, instructional programs, and other services. Those who are undecided about career goals or objectives are provided with career guidance services, which may include assessment of interests and aptitudes and exploration of career fields.

College's English and Mathematics Placement Test

Placement test results are valid for two (2) years. While placement testing is not mandatory for admission to the College, it is required for enrollment in English and Mathematics courses, which are required early in all programs. Therefore, students who plan to enroll full-time should take the placement test as soon as possible. The College reserves the right to require students to be re-evaluated using its placement test at any time.

The College uses a computerized program called COMPASS to determine appropriate placement in English and Mathematics courses. To take the test, students are required to present a picture identification card and pay a non-refundable fee at the cashier's office. All fees are subject to change. Check online for any changes to fees for current semester. Visit www.guamcc.edu or mygcc.guamcc.edu for more detailed information.

When a student is ready to take the test, he or she should go to the counseling department office located in the Student Services & Administration Building to make testing arrangements. The student must present his or her receipt and identification to the counselor or proctor before testing. Testing results are available a few minutes after the test is completed. Students with disabilities may request accommodations for test taking through the Office of Accommodative Services, located in the Student Services & Administration Building.

Career Information and Guidance

Information, materials, and counselor assistance are available to students who need help in career educational planning and to learn about their interests, abilities, goals and values. Computer-assisted career search programs and information on schools and colleges that provide additional training for occupations are also available.

Personal/Social Counseling Services

Counselors provide personal growth and development counseling. Students experiencing adjustment problems, stress, anxiety, difficulties in relationships with others, or other symptoms of emotional distress may receive individual counseling on an appointment basis, or in some cases be referred to services in the community. College counselors are trained professionals, and all information related to the person receiving counseling is confidential and may be released only with the written permission of the student.

Student Rights Advocacy

The counseling staff is responsible for promoting the welfare of students and assisting them in the protection of their basic human rights. Counselors will, when requested, take an active role in advising students of their rights to privacy, freedom of expression and viewpoints, freedom of the press, and rights to due process. Counselors will assist in mediation of disputes and grievances and act as the advocate of the student. Related policies and procedures are found in the GCC Student Handbook.

Advisement

Academic Advising at the College is a process that assists students in clarifying their life and career goals as they develop their educational plan. Since academic advising is also a decision-making process, the ongoing communication is the responsibility of both the student and his/her advisor.

Academic Advising goes beyond requirements and registration. It is an educational and career plan developed between the student and the advisor.

Guam Community College partners with its students to succeed. This is reflected in the following activities:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student's academic adjustment to the campus;
- Educating students to assess academic progress and develop appropriate educational plans;
- Explaining and clarifying graduation requirements and academic rules and regulations;
- Serving as advocates and mediators for students; and
- Referring students to appropriate departments or programs to meet student needs.
- The student is expected to meet with his/her academic advisor regularly to plan an academic program and review achievement.

Advisor assignments are made in accordance with the student's program of study and are intended to be continuous throughout the student's college career. Additional information may be obtained from the Admissions and Registration Office, Student Services & Administration Building, 1st. floor.

Health Services

The Health Services Center is staffed by one full-time registered nurse, one licensed practical nurse and an administrative assistant. Students and employees of the college may utilize its services.

The services available at the Health Services Center are:

- basic first aid for injuries and medical conditions that occur during school time;
- assessment and nursing management of chronic health problems based on the client's physician-prescribed therapeutic regimen;*
- annual screening of employees for tuberculosis (TB) as required by law;
- screening of students for TB in compliance with public law and school policy;
- administration of TB skin test;
- immunization program;*
- immunization audit in compliance with public law and school policy;
- Brief Tobacco Intervention program;
- screening of height & weight, blood pressure, vision, and pediculosis;*
- pregnancy testing and prenatal follow-up;*
- advocacy for persons with disabilities;
- referral services on health management; and
- counseling on health and health-related issues.

Services are rendered upon availability of staff and resources.

The health requirements for students include:

- TB clearance within a (1) year prior to school registration. For any individual entering from an area other than the U.S. states or territories, Public Law 22-130 requires that tuberculosis test must be conducted within 6 months prior to enrollment. Those with positive test results must obtain medical evaluation from their private medical clinic first and then proceed to the TB Section of the Department of Public Health & Social Services for clearance;
- Measles, Mumps, Rubella (MMR) - Students must at least have one dose on or after the first birthday. Guam Immunization Protocol indicates that it is strongly recommended that individuals born in or after 1957 receive two doses of MMR, if they never had measles (physician-diagnosed), or if they do not have confirmed laboratory evidence of measles immunity. Those born prior to 1957 are exempted from the MMR requirement;
- Tetanus & Diptheria (TD) received within the last 10 years;
- Oral Polio Vaccine (OPV) for students below 18 years of age; and
- Properly completed Emergency and Health Information form.

Note: Students whose choice of study will place them at risk with the exposure to blood-borne pathogens are advised to follow further instructions by their respective program advisor regarding other health requirements such as hepatitis B vaccine and physical examination.

Other Services

Student Parking

The College reserves the right to control parking and the flow of traffic on its campus. Accessible parking for students with disabilities is clearly marked and available in front of the Student Support Services, Building B, the North Parking Lot, by Building 500, and in front of the Student Services & Administration Building. Improperly parked vehicles may be towed away at the owner's expense. The College will not be responsible for any damage done to any vehicle parked on campus. The College does provide security services throughout the campus.

Food Service

Food service on campus is offered through a local vendor Monday - Thursday from 7:00 a.m. - 8:00 p.m., and Friday from 7:00 a.m. - 2:30 p.m. The concession is closed on Saturdays, Sundays and holidays.

Bookstore

The Bookstore and Café is located in the Foundation Building. The Bookstore is open Monday through Thursday from 1:00 p.m. to 4:00 p.m. Special bookstore hours are set during the registration period and posted online at MyGCC.

Student I.D. Cards

Students are expected to have a GCC I.D. card on their possession at all times. All students are required to present an I.D. to access services at computer labs, library, Bookstore and Health Services Center, to name a few.

Center for Student Involvement

The Center for Student Involvement (CSI) oversees an array of student activities, such as Leadership Development, and the New Student Orientation, Student Governance, and Student Organizations. Each of these initiatives is guided by the belief that

students must become intentionally involved in campus programs and activities in order to become fully prepared for the workplace and for other life commitments as well. CSI assists students and student organizations in planning and implementing programs, activities and events, and plans and implements campus-wide programs to address the needs and interests of GCC's students. It also ensures that student organizations and the Council-On Postsecondary Student Affairs (COPSA) achieve success in all their extra-curricular activities.

The CSI initiatives are also designed to foster in students a sense of voice, empowerment and responsibility to the campus community.

Leadership Development
Leadership Development assists students in realizing their leadership potential. Involvement, training and development opportunities are offered at individual and organizational levels tailored to fit the unique leadership needs of interested students.

Student Governance
The Council On Postsecondary Student Affairs (COPSA) is the official representative body for student governance. COPSA plans student activities, approves student organization budgets and ensures that the College fully considers the needs and interests of students in its decisions and offerings.

Student Organizations
- The *Adult High School Student Organization* (*AHSSO*) represents all officially registered Adult High School students and serves as a voice to COPSA in submitting student issues, problems and concerns for the Adult High School students.
- The *American Association of University Women (AAUW) Student Chapter*, GCC advances the equity for women and girls through advocacy, education, philanthropy and/or research.
- The *Association of Junior Accountants* fosters the growth of the accounting and finance communities in Guam Community College (GCC) and aids organizations associated with these communities.
- The *Collegiate DECA* furthers the understanding and practice of the principles of marketing within the business community and generates revenue for scholarships for marketing students.
- The *Digital Arts Society* (*DAS*) brings together students interested in the digital arts to assist in their growth and development, building their leadership skills through experiences in social, economic, educational and community activities relative to the field of visual communications.
- The *EcoWarriors* raises awareness and educates the community on sustainability issues including recycling, energy management, and conservation of natural resources.
- The *Education Student Organization* (*ESO*) serves to support students seeking a degree under the Education Department, including students studying Early Childhood Education, Education and Sign Language Interpreting.
- The *Hospitality and Tourism Society* (*HOST*) promotes tourism on campus, the community at large and other areas outside of Guam.
- The *Japan Club* promotes the language and culture of Japan through a variety of activities to educate and entertain the campus community.
- The *Math Club* promotes interest, understanding, and knowledge of the mathematical world throughout the college and the local community.
- The *Medical Assistant Student Organization* (*MASO*) enables medical assisting students to enhance and demonstrate the knowledge, skills, and professionalism required by employers and patients.
- The *Micronesian Student Association* (*MSA*) provides support for newly enrolled students in their efforts to assimilate into the College and community environments.
- The *Phi Theta Kappa International Honor Society* (Beta Beta Xi Chapter) promotes scholarship, the development of leadership and service, and the cultivation of fellowship.
- The *Practical Nursing Student Association* (*PNSA*) provides support and leadership opportunities to undergraduate nursing students throughout the nursing program.
- The *Science Club* promotes interest, understanding, and knowledge of the scientific world throughout the college and the local community.
- The *Social Justice Society (SJS)* facilitates networking and career building activities in order to create a more cohesive and professional student community.
- The *Society of Management Industry Leaders for Excellence* (*SMILE*) supports all students seeking a business degree, teaches members how to be socially aware, and provides service to the community.
- The *Sports and Recreation Club (SPARC)* furthers a common interest in physical activities through competition, instruction, participation, or performance.
- The *Talent Club* increases student morale and school pride by showcasing student talent in various performing arts.

Educational Resources

Learning Resource Center/Library Services

On December 10, 2010, the Guam Community College Learning Resource Center, which houses the Library, opened in a new two-story 22,000 square foot state of the art facility. This facility is the first Leadership in Energy and Environmental Design or LEED-certified building for the Government of Guam. The LRC facility includes a reading area/collection section, computer work areas, a computer lab, small group meeting rooms, audio visual rooms, staff areas, and a large group meeting room.

Reference and instructional services are available for classes and individual library users. The Library presently maintains a permanent collection of about 21,000 items comprised of books, periodical titles and videos. Reference books, multimedia materials, magazines and newspapers are available for in-library use. Circulating books may be borrowed for a two-week period; videos may be borrowed for two days. Overdue fines are charged. A coin and bill operated photocopier is also available in the Library. Internet access is provided as well as accessibility to the DYNIX Public Access Catalog (DPAC) and EBSCO host full-text periodical database. The Library web page with current information can be found on the Guam Community College website.

Educational Services – Accommodative Services for Students with Disabilities

Students with disabilities can be provided with auxiliary aids when needed for success in attaining their academic/vocational goals. If classes required by students with special disabilities have been scheduled to meet in relatively inaccessible facilities, the College will either reschedule the classes to accessible facilities or make special arrangements to ensure ready access by students with disabilities to those classes. Students with disabilities are urged to contact the Accommodative Services Coordinator well in advance of registration for classes.

For more information concerning services at the College for persons with disability-related needs, contact the Accommodative Services Coordinator at the Student Services & Administration Building, Suite 2139. The office telephone number is (671) 735-5597 or TDD (671) 734-8324.

Center for Civic Engagement

The Center for Civic Engagement (CCE) supports the enhancement of student educational experiences through the integration of academic study with active service, while encouraging civic involvement, community awareness, and responsible leadership. This educational approach is known as Service-Learning—a way of teaching and learning that engages all learners in hands-on academic projects in the community to meet learning objectives and strengthen communities. Students who are civically engaged in their learning are better able to connect classroom learning with real life situations through participation in community service projects. A key characteristic of the Service-Learning curriculum is its support of general education requirements, providing students with opportunities to develop and practice personal skills such as critical thinking, research, decision-making, planning, and organizing.

The CCE assists faculty and academic departments in developing, administering, improving and evaluating Service-Learning partnerships. The center also supports participatory service and action projects that promote greater social justice for disenfranchised and marginalized individuals in our society. Civic engagement activities address pertinent social problems that affect society's most vulnerable individuals and groups by empowering people with problem solving and self-sufficiency skills.

Tutoring Services

Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. These services are available on a first-come, first-served basis. The focus of these services centers primarily on English and math skills.

Federal TRIO Program

Project Aim

Project AIM is a Student Support Services Federal TRIO Program funded by the U.S. Department of Education. This program provides tutoring in all subjects, counseling (personal and academic), peer counseling and tutoring, cultural enrichment activities, mentorship programs, transfer center services, workshops (on study skills, career decisions, time management, test anxiety) and book assistance awards. These services are available to students meeting federal guidelines, such as low-income level, first generation students (neither parent received a bachelor's degree) and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students; 2) increase the transfer rates of eligible students from 2- to 4-year institutions; and 3) foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. For further information, please contact (671) 735-5594/5 or visit the Project Aim Office in the Student Center Building, Room 5204.

Assessment, Institutional Effectiveness, and Research

Assessment at Guam Community College is viewed as a collective effort to demonstrate commitment to an institutional dialogue about student learning. There are two major reasons that drive all assessment processes at GCC: accountability and improvement. A policy document adopted by the Board of Trustees on September 4, 2002 (Policy 306, Comprehensive Assessment of

Instructional Programs, Student Services, Administrative Units and the Board of Trustees) is the institutional mandate that fuels all campus-wide assessment activities.

Three goals effectively guide the Office of Assessment, Institutional Effectiveness, and Research (AIER) in its mission of assessment excellence at the College:

1. To develop and sustain assessment momentum at the college through capacity building efforts that will empower constituents to use assessment results for accountability and improvement;
2. To systematize assessment protocols, processes and policies both in hard copy and online environments and thereby allow the college to meet its ACCJC/WASC accreditation requirements; and
3. To exert and affirm community college assessment leadership regionally and nationally.

At the core of these processes, are three (3) important questions that the institution asks regarding student learning: *What do students know? What do they think and value? What can they do?* These three questions correspond to the cognitive, affective and behavioral domains of student learning. By continually asking these questions, the College is drawn closer to what it says it can do in both teaching and learning environments and to what it promises its programs and services can deliver in terms of results.

AIER is located at the 2nd floor of the Student Services & Administration Building, Suites 2226, 2227 and 2228 with telephone number (671)735-5520.

Financial Aid Services

The College believes that each individual should have the opportunity to develop his or her potential to the fullest extent possible. As part of the commitment to that principle, the College makes available financial aid programs which can provide students with money to pay for tuition, books, supplies, transportation and living expenses while they attend college.

Financial Aid

The Financial Aid Office provides information and advice on how students can gain financial assistance from various sources. Such assistance is available to students with financial need through the Federal Student Aid Programs that include Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. The College is also approved to certify Veteran's benefits. In addition, various independent scholarship programs are available based on a combination of factors such as merit, interest in certain degree programs, and in some cases, need. The College does not administer federal student loan programs. However, the Government of Guam Student Assistance Loan program is available through the office. Applications are available in January and due on April 30 of each year. Students may receive complete financial aid counseling services at the College's Financial Aid Office located on the 1st floor of the Student Services & Administration Building.

Application Deadlines

The College processes financial aid applications throughout the year. However, most scholarship programs have application deadlines established by the grantor. In the case of Federal Student Aid Programs, students must have completed both the government forms and the entire admissions process at the College in order to qualify. This process should be started well in advance of the semester to be attended in order to prevent delays in payment. Students should complete their applications early to insure maximum awards. No applications will be accepted after the end of the school year. For further information, contact the Financial Aid Office at (671) 735-5544.

Types of Financial Aid

Pell Grant - This is a grant, which does not need to be prepaid. It is based on financial need, and upon maintaining satisfactory progress at the College. Depending on income, students can be eligible for up to $5,550.00 per year for full-time enrollment.

Federal Work Study Program (FWSP) - Students who qualify for the Pell Grant and who still have remaining financial need may sign up for College Work Study as a means of earning income. These awards are made on a first-come, first-served basis until the funds are spent. Job placement is done by the Financial Aid Office. The awards usually range between $500 and $1,000 per year, depending on need.

Federal Supplemental Educational Opportunity Grant (FSEOG) - Students who qualify for the Pell Grant and who fall into the greatest need category may also receive FSEOG awards. Typical awards are around $300 per year.

Veterans Educational Benefits - The College is approved for Veteran's benefits. Counseling regarding individual eligibility is available either at the Financial Aid Office or at the Veteran's Administration Offices in Guam. Veterans must comply with established Financial Aid Office policies in order to receive benefits, and must meet established standards of progress.

Federated States of Micronesia Scholarship Programs - The neighboring island states have scholarship funds for their students. The island states have generally made the applications and information available to the College. Students who wish to apply may contact either their island's scholarship program office, or the Financial Aid Office.

Scholarships - Various private groups and organizations provide scholarships for GCC students. Information about these scholarships is available at the Financial Aid Office and at www.guamcc.edu

Eligibility

Financial Aid, with the exception of gift aid and merit-based scholarships, is awarded on the basis of a student's financial need. A student's financial need is defined as the difference between the cost of the student's education and the student's resources to meet that cost. In general, a student may be eligible for financial aid under the following conditions:

- The student can demonstrate that a financial need exists;
- The student is making satisfactory progress toward a postsecondary educational goal;
- The student is enrolled as a Declared Student;
- The student is a U.S. Citizen, U.S. National, U.S. Permanent Resident, a permanent resident of the Federated States of Micronesia, or a permanent resident of the Commonwealth of the Northern Marianas Islands, or the Republic of the Marshall Islands and the Republic of Palau; and
- The student, if required by federal law, attests to his/her Selective Service status.

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

Awards Pell grants are awarded by the Financial Aid Office and disbursed at mid-term. Students can view their account information online at www.guamcc.edu

Student Responsibilities

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

- Complete all necessary application forms and pertinent documents on or before the established deadlines of each school year.
- Be admitted as a "Declared Student."
- Enroll in a program of study leading towards a postsecondary degree or certificate program. (Adult High School Diploma may be eligible for some recipients, e.g., VA Benefits).
- Enroll in courses required for declared program of study.
- Satisfactorily meet progress standards for financial aid. (For further explanation, please read the Financial Aid Guide).
- Inform the Financial Aid Office of any changes that may affect their financial assistance.
- Pick up award checks on the scheduled disbursement dates.
- Comply with all other policies established by the Financial Aid Office as described in the Student Handbook and Financial Aid Guide.
- VA students must have previous education credits/military training evaluated. Submit an evaluation request form along with transcripts, DD-214's etc. to the Registrar's office.

Students who fail to comply with the above requirements may jeopardize their eligibility for assistance. Furthermore, students are urged to work closely with their program advisors and/or counselors in planning their course of study at GCC.

For more information regarding Financial Aid, contact:

> Financial Aid Office
> Guam Community College
> P.O. Box 23069
> Barrigada, Guam 96921
> (671) 735-5543/44
> www.pin.ed.gov
> www.fafsa.ed.gov

Housing Information

Guam Community College has no housing facilities. The College does not supervise, recommend or assume responsibility for any housing facility. Private housing is available in the community and prospective students should make their own arrangements.

Admissions Information

Admissions Information

Student Classifications

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

A **Declared Student** is a student pursuing a postsecondary certificate or degree. To be eligible, a student must:

- Be a graduate of an accredited or recognized United States high school or international high school with equivalent programs of instruction and comparable standards; or
- Have the equivalent of a high school diploma (e.g., G.E.D);
- Have an AA/AS, BA/BS or higher degree, or successful completion of at least 45 hours of college credit with a cumulative GPA of 2.0 or higher from an accredited or recognized United States college/university or a foreign college/university with equivalent programs of instruction and comparable standards; or
- Be at least sixteen (16) years of age or older and have the ability to benefit from the education or training offered at the College. Students admitted on the basis of ability to benefit from the education or training offered must pass a U.S. Department of Education approved test such as COMPASS prior to enrollment at the College.

An **Undeclared Student** is a student taking courses who has not formally identified a particular degree, certificate or diploma program at the College. Any person below 16 years of age may only enroll as a secondary student in classes held on the College campus, subject to proof of parental consent, home school consent, and College approval. The College will determine if such students are able to benefit from an educational experience delivered in an adult setting.

Full-time international students at other institutions are also eligible but international (F-1 Visa) students who are full-time students at the College may not be admitted as Undeclared Students.

An **Enrichment Student** is a student who does not intend to declare a major or pursue a degree program, but who plans to complete more than 18 credit hours of post-secondary work. Such student would not be required to pursue General Education courses, except in the case where a General Education course is listed as a prerequisite for a course of interest to the student. Should an individual enrolled as an enrichment student subsequently decide to pursue a Certificate or Associate degree program, he/she would be limited to applying up to 18 GCC credits toward any chosen Associate or Certificate program.

A **Diploma Student** is a student pursuing an Adult High School Diploma. To be eligible, a student must be at least 16 years old, not a high school graduate and not attending a regular high school program.

A **Special Student** is a student admitted to the College to participate in a special training project or taking special courses or is pursuing an educational objective not usually available at the College. Any person is eligible to be a Special Student.

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

Acceptance Information

When all information, forms and documents are received, students applying for admission as a Declared Student or as a Diploma Student will be notified by mail of their admission to the College and may be assigned a specific date and time for orientation, placement testing, advisement and registration. Students who are transferring course credits into the College must complete an Evaluation Request form and results will be mailed after reviewed.

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

- Certain prerequisites for the courses have not been met;
- The program may already be fully enrolled; or
- Beginning courses in the program are not offered in that semester.

Only students applying for admission as a Declared Student are formally notified of their acceptance.

Admission Procedure for Declared Students/Diploma Students

Students applying for admission either as a DECLARED STUDENT or as a DIPLOMA STUDENT are required to complete the following steps prior to admission to the College:

- Submit an *Application for Admission* to the Admissions and Registration Office.
- Students working toward an Adult High School Diploma apply for admission as a Diploma Student.
- Students working toward a certificate or degree apply for admission as a Declared Student. Students applying for admission as a Declared Student must specify the degree or certificate program they intend to pursue.
- Submit official transcripts of all high school and/or college work.
- Submit other information, forms or documents as requested by the College.

Note: Consideration for admission is based on a complete submission of all required or requested documents.

Admission is based on the semester in which a complete application is made. Failure to submit a complete application may result in denial of Declared Student status.

If the student is admitted, the student must, in addition:

- Take placement tests, if required, and meet with a College counselor or advisor for advisement and program planning.
- Register for classes during the registration period and pay all tuition and fees in full within the designated payment period.

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

Admission Procedure for Undeclared Students
No advance application for admission is required for admission as an Undeclared Student.

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

- Submit, with their Application for Admission, as a Declared Student, an official transcript from the last school, college or university they attended with a notarized or certified translation of the transcript if that document is recorded in a language other than English.
- Have their scores on the Test of English as a Foreign Language (TOEFL) submitted directly to the College. Scores must be from a test taken within the previous two years. Applicants are required to score a minimum of 61 (internet-based), 173 (computer-based) or 500 (paper-based) on the TOEFL. The following applicants are exempt from the TOEFL examination:
    1. those whose native language is English;
    2. those who hold a bachelor's or master's degree from a regionally accredited university or college in the U.S. or a recognized university in Australia, Britain, Canada (excluding Quebec), Ireland, or New Zealand;
    3. those who score 510 or better on the verbal and 510 or better on the writing sections of the SAT;
    4. those who score 22 in English and 22 in reading sections of the ACT;
    5. those who have completed six years of continuous schooling through the high school or college level in American Samoa, Northern Marianas and/or Guam or in one of the countries listed above under (b);
    6. those who have completed English composition at a regionally accredited U.S. institution with a D or better grade;
    7. those who completed at least three years of high school in Guam with a cumulative GPA of 3.2 and SAT critical reading of 460 and SAT writing of 460. Admission to summer ELI classes does not imply a waiver of the TOEFL exam for fall or spring semester admission; or
    8. those who place into EN 110 (Freshman Composition) or higher at Guam Community College or University of Guam, and have a letter of support from the relevant office of the institution (either GCC or UOG) administering the placement test.

Applications and/or requests for scores to be sent to the College should be made by writing to:

TOEFL Programs
CN 6155
Princeton, New Jersey 08541-6155 USA

International students will not be notified of their admission to the College until all admission requirements have been fulfilled. International students must have an official Notice of Admission and Form I-20A-B in their possession before coming to Guam. International students must also meet the following requirements:

- Fall within the limit for international student enrollment as mandated by the College.
- Submit a Supplementary Information Form for International Students (including evidence of ability to pay all expenses themselves, or through the support of their families in their native country, or through a sponsor who is either a citizen or permanent resident of the United States).
- Submit any other forms, documents or information as may be required by the College.

International students will be admitted only to a specific certificate or degree program. International students, except in extraordinary circumstances, will not be permitted to change their program of study and must enroll for a minimum of 12 credit hours per semester in courses which are required for their specific program of study.

International students are required to register for English their first semester at the College and each subsequent semester until all English requirements of their program of study are met.

Guam Community College has no dormitory facilities for students. The majority of international students rent rooms or apartments near the College. International students are encouraged to seek housing with English speaking families on Guam in order to facilitate speaking English on all possible occasions.

U.S. Immigration and Customs Enforcement regulations do not permit international students to accept employment while attending college. An international student should not count on being able to accept employment on Guam to work one's way through college.

Registration, Withdrawals, and Other Changes

Registration and MyGCC
MyGCC, is Guam Commnity College's web-accessible information system that brings all major functional areas such as Student, Financial Aid, Finance, and Human Resources together into a single database information system. With MyGCC, students can register and pay for classes, check grades, and communicate with peers or faculty via student email. The launching of MyGCC is another example of GCC's commitment to preparing students for success in the classroom and at the workplace using proven and cutting-edge technology. Although students may now register online, the Admissions & Registration Office is also always available to assist students and applicants. A Schedule of Classes is published each semester and is available to students before registration.

A Schedule of Classes can be obtained at the Student Services & Administration Building or in GCC's website, www.guamcc.edu. Students should plan their program of studies using the Catalog and Degree Planner available online at catalog.guamcc.edu.

A student is obligated to pay the tuition and fees for registered courses unless officially dropped on or before payment deadline. Failure to make payment by the due date will result in an assessment of a late fee.

Online Registration
Registration can be performed either at the Admissions & Registration Office or online by logging into MyGCC via the College's website, www.guamcc.edu. Nevertheless, all students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisites, program requirements, or educational goals. Moreover, students in certain programs are required to meet with their academic advisors to obtain approval for their schedule before they register. These students include those declared in the Adult High School Diploma Program, Associate of Arts in Culinary Arts, Certificate in Practical Nursing, and the Criminal Justice Academy. All international students must clear with Admissions & Registration and obtain schedule approval from their academic advisor prior to registering. In addition, all students must clear outstanding financial obligations with the College at the Cashier's Office, and have immunization updated pursuant to Guam public law, P.L. 22-130. Updated health records must be submitted to the GCC Health Services Center by new and returning students. Students who maintain their continuous student status, students enrolled for classes in at least one regular semester (Fall or Spring) each academic year, do not have to update their health records each academic year unless advised to do so.

Continuous Registration
This type of registration applies only to students who have not met their Math and English General Education Requirements.

Students who are registered for a current semester, and who would like to register for upcoming semesters, may do so if they sign a Statement of Understanding indicating that they are currently registered for English and/or math course(s). The Statement further explains that although they have not completed these course(s), they would like to register for the next level of English and/or math for the upcoming semester **as well as other courses**. By signing this Statement, students are acknowledging their understanding that if they do not pass their current English and/or math course(s), they will be dropped from the higher-level course(s) **and all other registered course(s)**. In the event this occurs, they must re-register for the failed course(s) **as well as all other courses**.

Change of Registration
The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the Schedule of Classes for each term. Any student who fails to officially withdraw from a class by this deadline will be assigned any grade, except "W" for the class. Classes officially dropped will not appear on a student's academic record. Classes withdrawn will be assigned a "W" on the academic record.

Complete Withdrawal
Students who wish to withdraw completely from the College must do so by the deadline for dropping a class. Students who completely withdraw from the College must reapply for admission to the College, if they subsequently desire to re-enroll in the College.

Change of Program/Major

Declared Students enrolled at the College may change their program or major at any time during a regular semester. Request forms are available at the Admissions & Registration Office.

Change of Personal Data

Any change of personal data such as name, address, telephone number and citizenship must be submitted to the Admissions & Registration Office. Copies of supporting documents are required for change of name and citizenship. Some visa restrictions apply to international students.

Auditing Courses

Students wishing to audit a class must complete all admission and registration requirements and procedures, including payment in full of all tuition and fees. Students will be permitted to register on a space-available basis only after all students taking the course for credit have been registered. No credit or grade is given for a course which is audited. Students may participate in class activities only to the extent permitted by the instructor of the class. Students wishing to audit a class must indicate this status at the time of registration.

Class Attendance

Regular and prompt class attendance is expected of all students. Each student is responsible for informing instructors of his or her absences (if possible) and to make arrangements with instructors to complete work missed due to his or her absence from class.

Transfer of Credits from Postsecondary Institutions

GCC will accept credit transfer for all courses successfully completed at any college or university in the United States which is accredited by its regional accrediting body, affiliated accrediting body, the Distance Education Council, or any accrediting body recognized by the United States Department of Education (e.g. MSCHE, NEASC-CIHE, NEASC-CTCI, NCA-HLC, NWCCU, SACS, WASC-ACCJC, WASC-ACSCU, or the DETC) or which is recognized and approved by the Department of Education or Ministry of Education in a foreign country. Credit transfer will be accepted so long as the courses satisfy the following criteria:

- Official transcripts are received directly from the institution where the credits were earned.
- The course is at the postsecondary level; with GCC, this means the course is at the 100 level or above and receives undergraduate level credit.
- Credits earned outside of GCC are equal to or greater than the credits to be received from GCC.
- The student has earned a "C" grade or higher (or equivalent).
- The course is not a credit for life experience.

Evaluations for transfer credit will not begin until official transcripts are received from the originating institution. For a complete list and description of the regional accrediting bodies listed above, please refer to Appendix J of this catalog.

A course which has a discipline designation at the originating institution that corresponds to a discipline designation at GCC will be transferred as coursework in that discipline (e.g. a History course taken elsewhere will transfer as a History course at GCC).

If the transfer course has substantially the same course title and course description as a course at GCC, or where an articulation agreement so indicates, the course will be deemed to be equivalent to the GCC course. Admissions & Registration will contact the originating school, the appropriate academic departments, or Dean's office if there is a question as to the equivalence of courses.

A course which has a discipline designation at the originating institution which does not correspond to a discipline designation at GCC but for which the course title and description indicates it fulfills a General Education requirement (e.g. SO 130; SI 110) will be entered into the student's record as fulfilling that general education requirement, upon approval of the department chair and the Dean. A Course Substitution From will need to be completed and submitted to authorize this transfer

Program faculty will determine whether any transfer course does or does not fulfill any program requirement, except where there is clear equivalence between the transfer course and the GCC course, in which case the Registrar makes the decision. Transfer students will be advised to contact the Department Chair of their program for evaluation of any course that does not transfer as equivalent to a GCC course but which the student believes should satisfy a program requirement. A form or template will be utilized for this purpose.

The transfer evaluation provided to the student at the beginning of the student's matriculation at GCC will be entered into the student's permanent record unless specific errors are found (e.g. misidentifying the number of credits for a course or giving a student credit for a course more than once) or the student requests and is granted a modification by the Dean and the Academic Vice President. In order to perform a transfer evaluation, a student is required to submit a completed Evaluation Request form to the Admissions & Registration office.

Though credits earned with course grades of "C" or better in other accredited or recognized colleges and universities may be accepted for credit at GCC, credits earned with course grades of "D" may also be accepted on a conditional basis until successful completion of subsequent course-work at the College in the same area of study. Only credits applicable toward a diploma, a

certificate, or degree at the College will be accepted. Grades, grade point or grade point average will not be transferred. The Registrar, in careful consultation with program faculty (as necessary and appropriate) will determine which credits will be accepted. It is the student's responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Records by the Registrar.

Advanced Placement

Students may be placed in higher-level courses or a sequence of courses on the basis of their high school achievement, training or test results. Credit may be granted for the courses bypassed but both placement and the granting of credit are at the discretion of the Registrar in consultation with the Department Chairperson, the Dean, or the Academic Vice President as necessary and appropriate.

Credit granted through advanced placement will be recorded with a "CR" (satisfactory completion) grade.

Students who wish to be considered for advanced placement must request an evaluation of their high school achievement, training or test results for this purpose.

Recognition of Non-Traditional Learning

Credit-By-Examination College Sponsored Examinations

Credit-by-Examination (CBE) is available for some courses at Guam Community College. Interested students should contact the appropriate Dean or Academic Vice President's office to determine whether or not this option is available for any particular course. To be eligible to earn Credit-by-Examination, students must be registered in the College and must meet all prerequisite requirements for the course they propose to challenge. Courses passed by examination do not carry grade or grade points. If credit is earned, the grade "CR" is recorded. An "NC" (unsatisfactory completion) will be recorded if a student fails to earn Credit-by-Examination. Credit-by-Examination is recorded on a student's academic record for each course challenged through Credit-by-Examination. After an unsuccessful attempt at Credit-by-Examination, students must wait six months before making another attempt. Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable tuition and fees must be paid, *without exception*. **No waivers will be allowed.** College credit will only be awarded upon full payment of applicable cost. For further information, contact the Admissions & Registration Office located in the Student Services & Administration Building.

Credit-by-Examination does not fulfill the residency requirement of degree, certificate or diploma programs.

External Examinations Credit

External Examinations Credit-Granting Procedure

A. The various forms of credit evaluation are available only to students currently registered at the College.
B. Letter grades will not be granted for credits awarded through this program. Instead, "CR" will be used and will not be calculated into the GPA.
C. Credits awarded through this program will be identified as such on the student's academic record. They may not be accepted by other institutions.
D. These credits may not be used to meet the last 12-credit residency requirement for degrees and certificates unless the requirement is waived by a departmental Dean.
E. Credit may be granted for either electives or required courses.
F. Credit will be granted only toward a student's declared program and may require reevaluation if the program is changed.
G. Evaluation of alternative learning experiences older than ten years, or any period of time designated by a department, may include review for currency.
H. Evaluation resources such as the American Council on Education (ACE) guides will be consulted, but the College reserves the right to set its own credit-granting policies, which may differ from that of ACE or any other external resource.
I. The number and type of credits awarded will be governed by the extent to which the knowledge and skills documented in the evaluation process are comparable to the competencies described in existing Guam Community College course documents.

External Examinations Credit is awarded by the College on the basis of the following examinations:

CLEP General Examinations - Credit Hours

Maximum Credit English Composition (with Essay)	6
Humanities	6
Mathematics	6
Natural Sciences	6
Social Sciences & History	6

CLEP general examinations in English (with essay) will be accepted by the Guam Community College if the score reaches or exceeds the 35th percentile. If the English exam (with essay) reaches or exceeds the 35th percentile, the College will allow a transfer credit equivalent to EN 110 (3 credit hours).

Other External Exams

      CLEP Subject Examinations
      College Board Advanced Placement Exams
      DANTES Subject Standardized Tests (DSSTs)
      ACT Proficiency Examination Program (PEP)
      USAFI Subject Standardized Tests (USSTs)

USAFI End-Of-Course Examinations

A minimum score for credit is determined using the American Council of Education (ACE) recommendations. However, the College reserves the right to reject recommendations from such sources (refer to credit granting procedure above).

Credit for Prior Learning

The College recognizes that students may have had prior learning experiences, which might translate to academic credit. The College adheres to the following standards for assessing such experience:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, is appropriate to the subject, and lies between the theory and practical application of the subject.
- The determination of competence levels, and of credit awards must be made by appropriate subject matter and academic experts.
- Credit should be appropriate to the academic context in which it is accepted.

The College recognizes that students may have acquired learning through traditional college experiences as well as from work and life experience, independent reading and study, the mass media and participation in formal courses sponsored by associations, businesses, government, industry, the military, unions and learning reflected in various examinations.

The College will evaluate prior institutional (i.e., college) learning experience as transfer credit and as a basis for advanced placement.

The College will evaluate extra-institutional (i.e., non-college) learning using Credit-by-Examination. See also "Educational Credit for Training Programs."

Recognition of Sponsored Learning

Military Education

Credit may be granted for armed services school and military experience only as recommended by the American Council on Education (ACE).

Educational Credit for Training Programs

The College awards credit for non-collegiate sponsored instruction as recommended by the National College Credit Recommendation Service (NCCRS) or the American Council on Education in The National Guide To Educational Credit For Training Programs. These credits do not fulfill the residency requirement of (ACE) degree, certificate and diploma programs. Nationally recognized training and certification programs will be assessed on a case-by-case basis.

Special Courses

Special courses are open-entry/open-exit courses; a student may register for a special course during any regular semester or summer session. To register for a special course, a student must complete the Application to Take form. A student must work with either a counselor or an advisor as well as the supervising faculty member in preparing the Application to Take form. The number of credits to be earned must be specified on the form. A student must obtain the approval of the counselor or advisor, supervising faculty member, Department Chairperson, Dean and the Registrar in order to take a Special Course.

Credits, Grades and Examinations

Credit Load

A student may not register for more than 15 credits in any one semester except under special circumstances. If a student's program of study requires registration for more than 15 credits in any one semester, counselor or advisor approval is required.

Credits

At the College, each credit hour represents one hour per week in class and two hours outside of class devoted to preparation. Credit is granted in recognition of successful work in attaining Student Learning Outcomes (SLOs) in specific courses. See General Requirements for Certificates and General Requirements for Associate Degrees of this catalog for a statement on SLOs as applied to programs.

Course Numbering

Courses offered by the College are numbered as follows:

- **000-049** These courses are noncredit courses. These courses may satisfy prerequisite requirements and/or provide appropriate remediation for courses numbered 050-099 in the same subject areas.
- **050-099** These courses except for MA 085 and MA 095 are accepted toward meeting the requirements of the Adult High School and some Certificate/Degree programs.
- **100-299** These courses are accepted toward meeting requirements of the Associate of Arts and Associate of Science degrees conferred by the College. These courses are also accepted toward meeting the requirements of the Certificate conferred by the College. Exceptions are MA 108, EN 100R and EN 100W. These are prerequisite/remedial courses

Course numbers indicate the level of the course. Courses numbered 100-199 are intended for freshman or sophomore students; courses numbered 200-299 are intended for sophomore students.

Courses numbered 100-299 may be used to meet Adult High School Diploma requirements. Diploma Students taking courses numbered 100-299 to meet the Adult High School Diploma should select such courses with the advice and approval of their counselor or advisor.

Prerequisites

Course prerequisites are courses to be completed or conditions to be met before a student is eligible to enroll in a specific course. A student who has enrolled in a course without first completing all course prerequisites may be dropped from that course. Prerequisites are identified in program listings with a "+" sign. Waivers for course prerequisites can only be obtained from the Department Chairperson for the department which oversees the course. For example, SO 130 requires the completion of EN 100R and EN 100W; therefore, only the department chairperson overseeing sociology courses may waive the prerequisites.

Course Waivers and Substitutions

Recommendation for a course waiver is made by the department chairperson or academic advisor. For each course waiver there must be an accompanying recommended course substitution. Credit requirements cannot be waived. A declared student wishing to have a course waived or substituted must complete the following steps:

- Submit a Course Substitution Form, which indicates the waiver, to a counselor/advisor who forwards the request to the department chairperson.
- The department chairperson will confer with department members, and if they concur with the request, will forward the recommendation to the appropriate Dean for approval.
- If the Dean concurs with the request, it will be forwarded to the Registrar for verification and recording. If the Dean does not concur with the request, it will be returned to the student with justification via the department chairperson.

It is important to note that course substitution takes the place of a required course in a program, for as long as the course substitution meets the content and/or spirit of the requirement.

Repeating a Class

Credit is allowed only once for a course. A course may be repeated if a grade lower than a "C" was received. Credit will be received for the first grade of "C" or better. If a course received a "C" or better and is repeated, the first grade will be counted towards grade points even if the second grade is higher.

Note: Prior to fall 2007 the class being repeated will be assigned a repeat grade of "R" before the original grade. Beginning fall 2007, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column. All classes being repeated will not affect grade point average.

Grade Reports

Grade reports can be prepared for students upon the request of the student. It is the student's responsibility to update their address and mailing information in their student records. Such information may be submitted to the Admissions & Registration Office.

Grade reports will not be faxed or emailed. Additionally, grade reports will not be released to a third party without the student's written authorization.

Final grades can be accessed by students via the College's self-service portal, MyGCC.

Grading

Students are assigned grades by the instructor of each class based on standards of achievement established by the curriculum documents. Students will be informed of these standards through the class syllabus within the first week of instruction of each class each semester.

Faculty evaluation of student work may be appealed using the process described in the Student Grievance Procedure found in the Student Handbook. An Evaluation Review Committee shall be convened to review the faculty member's evaluation of the student's work. Students may contact a Counselor for further guidance.

Students who wish to challenge grades must do so within two semesters immediately following the grading period in question.

Grading System

The following grades may be issued at the College:

GRADE	POINTS	INTERPRETATION
A	4	Excellent Achievement
B	3	Above Average Achievement
C	2	Average Achievement
D	1	Minimal Passing Achievement
F	0	Failure
TF	none	Technical Failure
TW	none	Technical Withdrawal
W	none	Withdrawal
I	none	Incomplete
CR	none	Satisfactory Completion
NC	none	Unsatisfactory Completion
P	none	Satisfactory Completion/Test-Out (Used for developmental courses only)
Z	none	Satisfactory Progress made, continued enrollment required (Used for developmental courses only)
AU	none	Audit

Note: Prior to fall 2007, if a student repeats a class (see section on Repeating a Class for more information), the class being repeated will be assigned a repeat grade designation with an "R" before the original grade. Beginning fall 2007, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column. All classes being repeated will not affect grade point average.

Credit/No Credit Option

Students should consult their counselor or advisor before taking courses using the Credit/No Credit option; this option must be declared in writing prior to the first day of instruction. Credit/No Credit is used for all Credit-by-Examination challenges.

Incomplete or "I" Grade

This is a temporary grade given at the instructor's option if a student has failed to complete the requirements of the course because of circumstances beyond the student's control. In general, the "I" grade will revert to an "F" (and in no case a "W") if the student fails to complete the course requirements before the end of the next regular semester. Students are responsible for making arrangements with their instructors for completing course-work and are encouraged to make sure that a Change of Grade Form has been submitted on their behalf upon completing course requirements.

Technical Failure or "TF" Grade

If a student registers for a class but fails to attend the class, the instructor will award a "TF" grade indicating that the student never attended the class. The "TF" will be entered on the student's permanent record.

Technical Withdrawal or "TW" Grade

If a student registers for a class but fails to meet all College requirements for registration in that class (e.g., course prerequisites, immunization/health requirements, etc.), that student may be administratively withdrawn from that class. In such instances, a "TW" grade will be entered on the student's permanent record.

Grade Point Average

A student's grade point average (GPA) is computed by dividing the total grade points earned by the total credits attempted, excluding those credits for which "AU", "CR", "I", "NC", "P", "TF", "TW", "W", or "Z" grades are assigned and courses repeated (see section on Repeating a Class for more information).

Determining Applicable Catalog

Students maintaining continuous enrollment at Guam Community College may graduate according to the requirements of the catalog in effect at the time of initial acceptance as a Declared Student or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment thereafter.

Students who are dismissed as Declared Students may only be reinstated using the most current catalog. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

Students who do not enroll for two consecutive regular (fall & spring) semesters are no longer considered continuously enrolled, and must meet requirements of the catalog in effect at the time they return.

Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

Students who return during a summer term after an absence must follow the requirements of the catalog in effect for the following fall semester.

Students who do not enroll for two consecutive regular semesters as well as students dismissed from the college as a Declared Student must complete the Application for Re-Entry and must submit it to the Admissions and Registration Office. Students must meet with their advisor or with a counselor prior to the submission of this Application.

Academic Standing and Scholastic Honors

Standards for Satisfactory Progress

A Declared Student is making Satisfactory Progress toward a degree or certificate if the cumulative grade point average is 2.00 or higher.

Satisfactory Progress

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

Academic Probation

At the end of each term, the academic record of each Declared Student enrolled for that term will be compared to the Standards for Satisfactory Progress. Any Declared Student who is not making Satisfactory Progress toward a degree or certificate will be placed on Academic Probation at the end of that term. Any student on Academic Probation may lose financial aid eligibility. Financial Aid Students may also visit the Financial Aid Office in Room 2116, Student Services & Administration Building or call 735-5543/4.

A Declared Student who has been placed on Academic Probation may enroll for at least one subsequent, probationary term. If, after the probationary term, the student's cumulative academic record meets at least the minimum standards, the student will be taken off Academic Probation. If the student's cumulative academic record does not meet the minimum standards applicable to that student, but the academic record during the probationary term demonstrates progress toward meeting the cumulative minimum standards required for Satisfactory Progress, then that student may enroll for another probationary term at the College at the discretion of the Academic Vice President. Such action is limited to two consecutive semesters.

Dismissal

If the student does not meet at least the minimum standards applicable to that student and fails to demonstrate progress toward meeting the cumulative minimum standards required for Satisfactory Progress during the probationary period, then that student may be dismissed from the College as a Declared Student. The student is not dismissed from the College and may continue as an Undeclared Student. Once satisfactory progress is achieved the student may re-apply for admissions as a Declared Student.

Reinstatement as a Declared Student

A student who has been dismissed from the College as a Declared Student may continue to enroll at the College as an Undeclared Student (does not apply to an international student, F-1 Visa). Course-work completed as an Undeclared Student may be used as a basis for application for readmission as a Declared Student. A student who applies for readmission to the College as a Declared Student must demonstrate the ability to meet current academic progress standards. A student who is readmitted to the College as a Declared Student following dismissal from the College will be readmitted on Academic Probation and will be subject to current standards as stated in the College Catalog at the time of reinstatement.

Appeals

Any student has the right to appeal placement on Academic Probation and dismissal from the College as a Declared Student.

Any appeal must be in writing and include supporting documentation.

All appeals will be first submitted to the Registrar who will adjudicate all appeals. A student may appeal the decision of the Registrar using the Student Grievance Procedure.

Scholastic Honors

Students who earn a grade point average of 3.50 or higher for 12 or more credit hours in any given semester at Guam Community College will be placed on the President's List. College-level students graduating from Guam Community College with a cumulative grade point average of 3.50 or higher based on 24 or more credit hours of credit completed at Guam Community College will graduate "With Honors."

Time Limit for Course-work

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight (8) years old is applicable to completion of degree requirements at the discretion of the department of the student's major course of study. Departments may accept such coursework, reject it or request that the student revalidate its substance.

The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally unsound.

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

A student may be awarded a degree, certificate or diploma at the end of any semester in which requirements are completed.

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

General Requirements for Degree and Certificate Programs

A student is eligible for a degree or certificate if:

- The student has been admitted as a Declared Student prior to or during the semester in which the requirements of the degree or certificate are completed;
- The student has completed all of the requirements of the degree or certificate program; NOTE: A single course cannot be used to satisfy more than one course requirement in a program.
- The student has completed the total credit requirements of the degree or certificate program;
- The student has a cumulative grade point average of 2.00 or higher; and
- The student has successfully completed at least 12 credit hours of course-work required for the degree or certificate program at the College. A student should apply for a degree or certificate before the sixth (6th) week of the semester during which the student expects to complete all requirements for the degree or certificate.

Second Certificate or Degree and Multiple Emphasis in Degree Programs

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

Tuition and Fees[1]

Resident Student - $130.00 per credit hour
A "Resident Student" is a student whose permanent home is on Guam and pays Guam income taxes or is claimed as a dependent by someone who pays Guam income taxes. Active duty military personnel and their dependents are classified as "Resident Students."

Nonresident Student - $155.00 per credit hour
A "Nonresident" is a student whose permanent home is away from Guam and does not pay Guam income taxes.

International Student - $180.00 per credit hour
An "International Student" is a non-citizen that holds a non-immigrant visa, e.g., B, C, D, F, H, J, L or M visa.

All students will be classified as resident, nonresident or international student for tuition purposes when they register for classes. When the College is unsure of a student's residency classification, the College will assess the higher tuition rate. The burden of showing that the residence classification should be changed is on the student.

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[1] Tuition & Fees above reflect increases, as outlined in Board of Trustees Resolution 5-2006, adopted on March 9, 2006, and re-adopted on March 10, 2011. Contact the Registrar if you have any questions about the fee increases.

The Residence Classification Policy and Procedures of the College are available for inspection at the Admissions & Registration Office.

The College reserves the right to periodically adjust tuition, but will conduct public hearings in compliance with the Administrative Adjudication Act.

Fees
The following fees are charged each semester:

Registration Fee $22.00
Student Identification Card 7.00
 All students are required to have a Student Identification Card except for students enrolled exclusively in
 short-term courses and special offerings.
Library Fee... 15.00
 The Library fee is considered to be a special fee for tuition and fee refund purposes.
Technology Fee... 73.00
 Of this amount, $36.50 will cover costs of current operations and the remaining $36.50 will be set aside in a
 special fund to systematically upgrade computer labs, software and other technology-related student services.
Student Activity Fee 15.00
 Funds are used to support student activities organized under the purview of the Center for Student
 Involvement (CSI) Office.
Student Health Fee.. 15.00
 Students may receive PPD, MMR vaccinations, and emergency care services at the Student Health Center
 free of charge. Students failing to appear to have test results read and who are required to repeat a test will
 have to pay a second student health fee.
Total Fees $147.00

Laboratory Fees
Some courses offered by the College involve the consumption of materials and supplies by each student enrolled in them; lab fees are charged for these classes. Lab fees are listed in the Schedule of Classes each semester.

Educational Records
Copies of a student's educational records made pursuant to the provisions of the Family Educational Rights and Privacy Act of 1974 will be made at a cost of $1.00 per page.

Audit Fees
Audit fees are the same as those for regular credit classes.

Late Fee
The College will charge a non-refundable late fee of $37.00 to be assessed for the following:

 1.)   Students under "Payment Plan", or

 2.)   Students under financial assistance whose financial assistance does not cover 100% of student obligation by the end of the Semester.

The College will not assess a Late Fee if, a student registers only for non-credit courses, special course, or open-entry courses.

Application for Degree, Certificate or Diploma Fee
The College will charge a $15.00 application fee. Diplomas and one official set of transcripts will be mailed to students approximately three weeks after the end of the semester in which all requirements have been met. The Commencement Ceremony is held each year at the end of Spring Semester.

Diploma Re-Order Fee
The College will charge $15.00 to reorder a degree, certificate or diploma to be picked up by a student. A $37.00 fee will be charged for a degree, certificate or diploma to be mailed to a student.

Placement Test Fee
The College will charge $22.00 for the College English and Math placement tests.

Transcript Requests
Students may request copies of their academic record (transcript) at the Admissions & Registration Office in the Student Services & Administration Building. Transcripts can usually be prepared within five working days. The first copy of a student's transcript costs $15.00. Other copies requested at the same time will cost $1.00. A same day service request of transcripts costs $30.00. No transcript will be issued by the College if the student has an outstanding financial obligation with the College. Transcripts will not be faxed or emailed.

Fee Exemption

Citizens 55 years of age and older are entitled to attend classes offered in the regular schedule of classes at the College without payment of either tuition or fees. Citizens claiming exemption from tuition and fees are required to provide proof of their age at registration.

Payment Information

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

Payment Methods Accepted: Cash; Check; VISA, Master Card; and American Express. Only VISA, Master Card, and American Express are accepted for online payments. To make a payment online, please visit our website at mygcc.guamcc.edu/My Account.

Payment by Check: Make check payable to Guam Community College or GCC. Please include student's name; student ID number; and contact number of check writer.

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

- Student will not be allowed to register and receive grades;
- Transcripts and/or a diploma will not be processed;
- Outstanding accounts will be referred to a collection agency. (The student shall assume responsibility for all collection agency fees, legal fees, and court fees necessitated by default in payment.)

Tuition and Fee Refund Policy

All students are obligated to pay for registered courses unless they officially drop a course(s) before the first day of class. Please refer to the Academic Calendar for specific dates and deadlines. If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes. The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

- If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.
- After the last day of registration, no refunds will be made for semester long courses.
- The Registration Fee, Late Fee, and Student I.D. Card Fee are non- refundable.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are cancelled by the College provided that the students do not choose to enroll in other courses requiring special fees or laboratory fees. In instances where the College cancels all of the student's classes and the student chooses not to enroll in other classes, the College will also refund the registration fee. Refunds will be mailed to the student during the semester. 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.

Students Called to Active Military Service

Recognizing the need to accommodate students who are asked to serve their country during wartime, the College will allow students called to active military duty, while enrolled in a given semester, to be provided a refund of tuition and fees. As an alternative to refunds, students may opt for credit against future enrollment. Students will be required to provide to the Admissions & Registration Office and the Business Office written notice of active military status and indicate whether a refund or credit is preferred.

Returned Check Policy

If a student makes a payment for tuition and fees using a check and the check is returned, the student will be contacted by the GCC Business Office regarding the returned check. Once contacted, the student must pay the amount of the check in full by cash or cashier's check within 48 hours of notice. Additionally, a $37 returned check fee is assessed. A $37 late fee may also be assessed. If a student fails to make payment, he or she will be dropped from courses and will be referred to a collection agency. Moreover, neither grades nor transcripts will be released until the full amount of the returned check plus the service charge is paid in full.

Outstanding Balances

Students who have an outstanding balance at the end of a semester will not be allowed to register until the amount is paid in full. In addition, neither grades nor transcripts will be released until the past due balance is paid in full. If a student fails to make payment by the required due date, he or she will be dropped from courses and will be referred to a collection agency.

Cost of Attendance

AY 2014-2015

The College estimates the cost of attendance as a full-time student at the College during the 2014-2015 academic year (ten months, including fall, spring and summer semesters) to be as follows:

Tuition and Fees……………………………………………………………………….. .... $4,224.00
Room and Board…………………………………………………………………………............... $10,500.00
Transportation *…………………………………………………………………………................. $1,200.00
*Plus round-trip airfare for off-island students.

NOTE: Students whose permanent residence is not Guam should add the cost of round trip travel from their permanent residence to Guam and back again.

Personal Expenses……………………………………………………………….. .... $2,650.00
Books and Supplies…………………………………………………………………… $1,200.00
Total Estimated Cost of Attendance……………………………………………………….................$19,142.00

* International students should contact the Admissions and Registration Office for more information regarding the cost of attendance.

These estimates of the cost of attendance as a full-time student are based on the following assumptions:
- An independent student is sharing housing costs with one other student.
- AY 2014-2015 is a ten (10) month period of class attendance.

Instructional Programs

Apprenticeship, Degree, Certificate, Industry Certifications and Diploma program requirements are separately listed in the Catalog.

Continuing Education and Lifelong Learning

The College offers courses outside its regular schedule of courses for students interested in personal enrichment, skill training, 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) 735-5640.

Continuing Education Units (CEUs)

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

- CEU credit is for career enrichment/advancement. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by GCC.
- CEU contact hours can be structured within a regular credit course, provided that the ten contact hours to one CEU equivalency is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
- 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.
- CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

Further background information about these units is contained in the following statements:

- One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instructors
- Program objectives, content, format, methods of instruction, methods of evaluation and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit.

- Permanent records for individual participants in CEU programs will be kept.
- Course fees will be negotiated between the requesting agency, organization or individuals and GCC.
- Review, evaluation and approval of CEUs for an educational experience is the responsibility of the Office of Continuing Education & Workforce Development, in consultation with the Vice President for Academic Affairs. Contact (671) 735-5574 for additional questions.

Certificate of Enrichment or Completion

Individual programs of study are developed based on specific requests made by individuals, organizations, or companies for their immediate and/or long-term needs. Customized programs may be developed by the Office of Continuing Education and Workforce Development (CE/WD) to fulfill the needs of these customers. A certificate of enrichment/completion may be awarded by CE/WD to individuals who complete the programs and meet these specialized programs. Certification of enrichment/completion is an acknowledgement that the student has completed a combination of courses and related activities organized by the College for the sole purpose of attaining the educational objectives requested by the customer.

English-as-a-Second Language

This is recommended for those adults who are learning English as a non-primary language. Coursework integrates listening, speaking, reading and writing skills in English. Courses are offered through the Office of Continuing Education as CEUs only. To register for ESL, please call the Adult Education Office (671) 735-6016 or visit the office staff in the Foundation Building, 2nd floor.

Institutional Learning Outcomes (ILOS)

The end of fall 2009 marked the formal adoption of GCC's Institutional Learning Outcomes, also known as ILOs. The ILOs were developed as a task of the General Education Committee with input from all faculty, the Faculty Senate, the College Governing Council (CGC), and the Board. These ILOs represent what knowledge, skills/abilities, and values students should develop and acquire as a result of their overall experiences with any aspect of the College.

The ILOs link all divisions, departments, units, and programs at the College regardless of whether they are directly (academic) or indirectly (non-academic) involved with students. Every employee and office at the College exists to support students and help them excel; this includes the administration, student support services, faculty, maintenance, procurement, etc.

The five ILOs represent broad outcomes in various areas depicted as the College's core values. Due to their universal and broad coverage, it is not expected that a single course, or program for that matter, address all identified outcomes. Rather, it is through the culminating integrated experience students have in their academic and campus life which will enable them to acquire these ILOs. The emphasis on ILOs and outcomes-based assessment has helped transform the College into a more learner-centered institution. Guam Community College remains committed to strengthen its focus on learning outcomes ultimately leading to quality education and a productive workforce.

In keeping with its mission that Guam Community College is a leader in career and technical workforce development, providing the highest quality student centered education and job training for Micronesia, the College community has established the following Institutional Learning Outcomes[2]:

Guam Community College students will acquire the highest quality education and job training that promotes workforce development and empowers them to serve as dynamic leaders within the local and international community. Students will demonstrate:

Use of acquired skills in effective communication, and quantitative analysis with proper application of technology

Ability to access, assimilate and use information ethically and legally

Mastery of critical thinking and problem-solving techniques

Collaborative skills that develop professionalism, integrity, respect, and fairness

Civic responsibility that fosters respect and understanding of ethical, social, cultural, and environmental issues locally and globally

General Education

Recognizing the necessity for students to succeed in the complex and rapidly changing workplace, Guam Community College offers a general education curriculum that introduces students to major areas of knowledge and methods of inquiry. All degree programs require an interdisciplinary general education component that promotes the development of intellectual skills that enable students to become effective learners and informed citizens. Critical thinking, the use of language and computation,

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[2] Recommended by the Faculty Senate, approved by the President, and adopted by the Board of Trustees (December 2, 2009)

appropriate social skills, global awareness and respect for diverse opinions are among the learning outcomes provided in the general education requirements of each program.

Guam Community College believes that general education provides the academic foundation necessary for students to achieve their life goals. General education is intended to offer students a breadth of quality student learning experiences, encourage their respect for cultural heritage, promote their ethical and responsible social behavior and facilitate their life-long learning.

The General Education program strives to foster student learning and skill development in civic engagement, critical thinking, understanding of the relationship between the individual and society, information literacy, oral communication, quantitative reasoning, and written communication.

Guam Community College believes that high quality general education opportunities for all citizens are necessary for democratic principles and practices to exist and for a sound economy to flourish. The College continually scrutinizes the general education curriculum in order to assure that all degrees and certificates granted by the College support this vision of general education and that it serves as a means to inspire hope, opportunity and responsibility in all its constituencies.

Requirements for General Education follow the options described below. Students declared prior to fall 2010 will follow the requirements indicated in the applicable catalog in which they first declared their major program at the College.

Notes on new General Education requirements:

1. Students are advised to check the requirements for their specific programs before taking General Education courses.
2. Courses chosen to meet the general education requirements may not be used to meet the technical requirements of a student's specific degree program.
3. The list below contains courses with pre-requisites, so students should make their choices carefully and thoughtfully. Students may consult a counselor or an academic advisor for guidance in choosing any of the course options below.

General Education Requirements

1. **English Composition: (3 credits from the following list)**
   EN 110 ....Freshman Composition (3)
   EN 111* ....Writing for Research (3)

2. **Mathematics: (3 credits from the following list)**
   MA 110A* .....Finite Mathematics (3)
   MA 161A* .....College Algebra & Trigonometry I (4)
   MA 161B* .....College Algebra & Trigonometry II (4)

3. **Natural & Physical Sciences: (4 credits from the following list)**
   SI 103* ....Introduction to Marine Biology (3)
   SI 103L ....Introduction to Marine Biology Lab (1)
   SI 105.............Introduction to Physical Geology (3)
   SI 105L ....Introduction to Physical Geology Laboratory (1)
   SI 110* ....Environmental Biology (3)
   SI 110L ....Environmental Biology Lab (1)
   SI 130A..........Anatomy & Physiology I (3)
   SI 130B ....Anatomy & Physiology II (3)
   SI 141.............Applied Physics I (4)

4. **Social & Behavioral Sciences: (3 credits from the following list)**
   SO 130* ....Introduction to Sociology (3)
   PY 120* ....General Psychology (3)
   PY 125 ....Interpersonal Relations (3)
   PY 100* ....Personal Adjustment (3)
   HI 121* ....History of World Civilization I (3)
   HI 122* ....History of World Civilization II (3)

5. **Computer Literacy: (3 credits from the following list)**
   CS 151* ....Windows Applications (3)
   CS 152 ....Macintosh Applications (3)

6. **Humanities and Fine Arts: (3-4 credits from the following list)**
   ASL 100*.......American Sign Language I (4)
   ASL 110*.......American Sign Language II (4)
   CH 110*.........Chamorro I (4)
   CH 111*.........Chamorro II (4)
   JA 110*..........Beginning Japanese I (4)
   JA 111*..........Beginning Japanese II (4)
   EN 210* ....Introduction to Literature (3)

      HU 120*.........Pacific Cultures (3)
      HU 220...........Guam Cultures & Legends (3)
      PI 101*...........Introduction to Philosophy (3)
      VC 101...........Introduction to Visual Communications (3)
      TH 101*.........Introduction to the Theater (3)

Total General Education Requirements: 19-20 Credits[3]
Courses articulate to the University of Guam

IMPORTANT NOTE: Some programs require different levels of coursework to meet General Education requirements.

1. Civil Engineering students must take SI141, SI142, MA161A, and MA161B as their general education requirements.
2. Computer Networking students must take SI 141 as their science requirement.
3. Criminal Justice students must also take PS 140 as part of their General Education requirements.
4. Forensic Lab Tech majors must take SI 130 to fulfill their science requirement. All Criminal Justice and Forensic Lab Tech students must also take PS 140 to fulfill their Social & Behavioral Sciences requirement.
5. Culinary Arts students must take HS 145 to fulfill their math requirement.
6. Education majors must take EN 110 and ASL 110 as part of their General Education requirements. Bachelor Foundation majors must also take PY120 to fulfill their Social & Behavior Sciences requirement.
7. Interdisciplinary Arts & Sciences students must take EN 110, SI 103 & SI 103L or SI 110 & SI 110L, SO 130 or PY120, CS 151 as part of their General Education requirements. For the Humanities and Fine Arts requirement, one of the modern language choices must be taken (ASL 100, JA 110 or CH 110).
8. Human Services students must take EN 110, MA 110A, SI 110 & SI 110L, SO 130, CS 151, and ASL 100 or CH 111 as part of their General Education requirements.
9. Marketing majors must take CS 152 to fulfill their computer requirement.
10. Medical Assisting students must take SI 130 to fulfill their science requirement.
11. Pre-Architectural Drafting students must take EN 194, MA 161B, and SI 141 as part of their General Education requirements.
12. Surveying Technology students must take MA 161A and SI 141 as part of their General Education requirements.
13. Visual Communication majors must take CS 152 as part of their General Education requirements.

Post Secondary Policy

All Undeclared or newly Declared Students in regularly scheduled postsecondary courses are required to take a placement exam by the time they have enrolled in 12 credits of classes.

All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed their EN 100R - Fundamentals of English/Reading, EN 100W - Fundamentals of English/Writing (or higher) general education requirement by the time they have enrolled in 12 credits of classes, and must enroll in or have completed their MA 108 - Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting their general education requirements.

Withdrawal from Math and English General Education Required Courses
Students, who have not met their math and English General Education requirement(s) as stipulated in Section 2 above, may be allowed to drop or withdraw from math and English courses only if they wish to withdraw completely for the semester. However, students will not be permitted to drop or withdraw from these courses under any other circumstance.

GCC Industry Testing Services
Guam Community College also serves as a testing center for licensure recognized by the following:
❖ Electronic Technician's Association International
❖ Microsoft
❖ Automotive Service Excellence (ASE)
❖ A+ Service Technician
❖ Association of Chartered Financial Analysts
❖ Federal Communications Commission
❖ Cisco Systems and General Education Development

GCC provides professional examination services for the following:
❖ Association for Financial Counseling and Planning Education (Institute for Personal Finance)
❖ National Association of Securities Dealers, Inc. (NASD)

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[3] Other major programs may have more General Education credit requirements so students must always consult their specific major program's requirements prior to declaring a major.

❖ Society for Human Resources Management (PHR-Professional Human Resource and SPHR-Senior Professional Human Resource)
❖ Chartered Financial Analyst (CFA/AIMR) examination sponsored by the Association of Investment Management & Research (AIMR)

GCC is also recognized as a Prometrics and Performance Assessment Network (PAN) Testing Center. For more information regarding testing services, contact the Office of Continuing Education & Workforce Development at 735-5574 or 735-5640.

High School Equivalency

Adult High School Diploma Program Guidelines

The Adult High School (AHS) Diploma Program offers adults, ages 16 and older the opportunity to earn credits toward their diploma while receiving education and training, to prepare them for the workplace. Students will be required to apply for admission to the College as a Diploma Student once they are determined to be eligible to participate in the AHS Diploma Program. Eligible students must also request for official transcripts from all high schools they attended. All official transcripts must be provided to the Admissions and Registration Office. In order to obtain an official evaluation of transfer credits, along with all official transcripts, students must also complete the Evaluation Request Form and submit it to the Admissions and Registration Office. Earned credits will be evaluated and, if accepted, may be applied toward the requirements of the AHS Diploma Program. Students who have attended/completed military schools should provide copies of their Form DD214. Participation and enrollment into the AHS Diploma Program will be on a first-come, first-served basis. There will be no cost for eligible students to participate in the AHS Diploma Program.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Adult High School Diploma program, students will be able to:
1. Acquire at least three skills needed to meet their educational, career, and personal goals.
2. Read to function in the workplace and at postsecondary level.
3. Write to function in the workplace and at postsecondary level.
4. Compute to function in the workplace and at postsecondary level.
5. Transition into postsecondary level.

Eligibility

Any adult, 16 and older, who has not graduated from high school and who is no longer eligible to enroll in a Guam Department of Education school to obtain a high school diploma or who has not completed the General Education Testing Program (GED®) is eligible for admission into the AHS Diploma Program. Prospective students must first take a Comprehemsive Adult Student Assessment System (CASAS) Appraisal to determine their current skill levels in the areas of reading, mathematics, and language. A minor needs to be accompanied by a parent or legal guardian. A legal guardian must present an appropriate legal document. A prospective student with disabilities will be referred to GCC's Accommodative Services for further assessment of his/her academic needs. The Adult Education Office located in the Foundation Building, 2nd Floor, administers the CASAS Appraisal.

On a case by case basis, prospective students scoring below 236 on the CASAS reading and math scale may participate in Adult Basic Education (ABE) refresher courses (e.g. Basic Skills, Pre-GED®, and GED® prep) program. The time students spent in the ABE program will be evaluated for 3 credits into the AHS Diploma Program. Students who score at or above 236 in reading and in math may go directly into the AHS Diploma Program.

The student's advisor or a counselor must approve student enrollment into courses for the semester. Enrollment will be based on an individual's CASAS scores for both reading and mathematics as described in the above paragraph. Prospective students will be limited to register in no more than 9 credit hours of Adult High School courses (English, Mathematics, Science, Social Studies, and Student Success Workshop) and no more than 12 credit hours of a combination of Adult High School courses and postsecondary technical/elective courses unless approved by the Adult Education Office.

Eligible students beginning the AHS Diploma Program must adhere to the following guidelines in order to maintain eligibility to continue the AHS Diploma Program:

Students must attend all registered courses. Students receiving more than seven (7) absences in any registered course will receive a failure grade (F) or unsatisfactory completion (NC), whichever is applicable, for the course. If a student receives more than two (2) failure grades (F) and/or unsatisfactory completion (NC) resulting from absences, the student will no longer be eligible to continue with the AHS Diploma Program and will be referred by their advisor/counselor to the Adult Education Office for other program options.

Students who receive a failure grade (F) or unsatisfactory completion (NC) will be allowed to retake the course only once. Students may retake no more than two (2) courses while enrolled in the AHS Diploma Program. After retaking two (2) courses and it is determined that the student will be unable to complete the requirements of the AHS Diploma Program, the student will be referred by his/her advisor/counselor to the Adult Education Office for other program options.

After the official add/drop dates posted in the Schedule of Classes, any student who withdraws (W), who has been technically withdrawn (TW), and/or who abandons any course he/she has registered in resulting in a failure grade (F) or a technical failure

grade (TF) will not be eligible to continue to participate in the AHS Diploma Program. Admissions and Registration will automatically disapprove the student's application for admission as a Diploma Student and the student will be referred by the advisor/counselor to the Adult Education Office for other program options.

Students will be loaned the required books for their registered courses with an obligation of returning all books to the Adult Education Office at the end of the semester. Outstanding obligations will result in a hold on grades, transcripts, or other processes.

Adult High School Diploma Requirements

The requirements for the Adult High School Diploma are as follows:

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

COURSE	CREDIT HOURS
English	12
Mathematics	6
Social Studies	9
Science	6
Computer Skills	3
CTE Electives	9
Total Credits	45

Nine (9) credits of Career and Technical Education (CTE) electives should be from the same career area as part of the student's approved plan of study.

Admission to the College as a Diploma Student prior to or during the semester in which requirements for the Adult High School Diploma are completed.

Successful completion of at least four courses offered for credit by the College, which meet requirements of Adult High School Diploma program.

Development of Individual Learning Plan with a counselor or academic advisor.

High school credits completed elsewhere will be converted to credit hours to meet the requirements of the Adult High School Diploma using the following equivalency: One Carnegie Unit (1) = Three Credit Hours (3) on 050-099 level. Up to nine (9) credits of specific GED® preparation courses may be transferred to the Adult High School Diploma with guidance from a counselor or advisor.

Recommended Courses

A student completing the requirements for an Adult High School Diploma must plan his or her program of study with the assistance of a counselor or an advisor. The following courses are usually offered to provide students with the opportunity to meet the specific subject area credit requirements for the Adult High School Diploma:

COURSE#	COURSE	CREDITS
EN 066	Reading Workshop *	3
EN 067	Writing Workshop *	3
EN 081	Literature Survey	3
EN 091	Fundamentals of Communication *	3
MA 052	General Mathematics	3
MA 065	Adult Mathematics *	3
SI 051	Earth Science	3
SI 061	Biology	3
SO 099	Student Success Workshop *	3
SS 063	American Government *	3
SS 078	World Geography	3
SS 081	US History I	3
SS 082	US History II	3
OA 101	Keyboarding Applications	3
CS 151	Windows Applications	3
CS 152	Macintosh Applications	3
	* Required Course	

Students must select career and technical education courses to fulfill the Adult High School Program career and technical elective requirement. These courses may also be used to meet certain Certificate and Degree requirements as well.

High School Equivalency Diploma

Title of Credential
GED®

Eligibility for Testing

Minimum Age: 16 years of age and not currently enrolled in high school. Individuals 16 and 17 years of age must provide a withdrawal form from the last high school attended.

Assessment: All applicants must take the *free* 2-hour CASAS Assessment which is administered every Tuesday and Thursday. An individual must score at least 236 on the CASAS Assessment in order to take the GED® Test.

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

How to Apply

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

Testing Schedule

Assessment Test: The CASAS Appraisal is administered every Tuesday and Thursday at the Guam Community College (Adult Education Office) campus from 10:00 a.m. to noon.

Test and Retesting: The GED® Test has to be scheduled online at https://ged.com.

It is administered at the Guam Community College, Technology Center.

To Receive a Diploma

Individuals may apply for a diploma at the Guam Community College, Planning and Development Office.

Minimum Test Scores: The minimum test score is 150 on each content area and a total of 600 on all four areas.

Minimum Age: To receive a high school equivalency Diploma, the applicant must be 16 years of age and has not completed high school.

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

For more information, contact:
GED® Administrator
Guam Community College
P.O. Box 23069
Barrigada, Guam 96921
671-735-5625

Adult Basic Education (ABE)

The ABE programs are instructional programs designed to help adult learners master the skills and content necessary to enhance their employability skills by improving their ability to speak, read, or write the English language and increase their ability to function effectively in society. These courses can help adult learners prepare to enroll in the Adult High School Diploma Program or prepare for an administration of the GED®.

Adult Basic Education courses have been moved from the regular College Catalog to the Continuing Education Catalog. Courses are scheduled and maintained by the Office of Continuing Education and Workforce Development. For more information regarding these courses, please call (671) 735-5646.

Apprenticeship, Industry Certification, Certificate and Degree Programs

APPRENTICESHIP PROGRAMS

The College administers the Apprenticeship Training Program sponsored by the Guam Power Authority, Guam Hotel & Restaurant Association, Guam Technical Institute, and individual employers. These programs are approved and registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

During the term of apprenticeship, the apprentice learns a craft or trade through formal on-the-job training (OJT) under close supervision of a skilled worker or journey-worker and through related classroom instruction at the College. In general, an apprentice works at an actual job setting with an employer during the day and attends related classes at the College during the evenings and/or Saturdays.

The terms of apprenticeship are determined by the occupation in which the student is being trained. Training is available in the following occupational trades:

APPRENTICESHIP TRADES	APPROXIMATE OJT HOURS	RELATED INSTRUCTION (CONTACT HOURS)
Air-Conditioning and Refrigeration Mechanic	6000	432
Auto Body Repairer	8000	576
Automobile Mechanic	8000	576
Boiler Operator	8000	576
Carpenter	8000	576
Cement Mason	4000	288
Chief of Party	8000	576
Child Care Development Specialist	3500	288
Computer Operator	6000	432
Computer Programmer	4000	288
Construction Equipment Mechanic	8000	576
Cook	6000	432
Construction Craft Laborer	4000	288
Crime Scene Technician	4000	288
Diesel Mechanic	8000	576
Drafter, Civil	8000	576
Drafter, Structural	6000	432
Electrical Technician	8000	576
Electrician	8000	576
Electrician Meter Repairer	8000	576
Electrician, Ship	8000	576
Electrician, Substation	6000	432
Electronic Technician	8000	576
Financial Management	2000	144
Geospatial Specialist	4000	288
Graphic Designer	3000	216
Heating & Air Condition Installer Servicer	6000	432
Heavy Mobile Equipment Mechanic	8000	576
Information Management	2000	144
Inspector Building	6000	432
Instrument Technician	8000	576
Insulation Worker	8000	576
IT Generalist	2880	216
Line Installer Repairer	8000	576
Lineman	8000	576

Machinist	8000	576
Maintenance Building Repairer	4000	288
Maintenance Mechanic	8000	576
Marine Machinery Mechanic	8000	576
Office Manager/Administrative Services	4000	288
Operating Engineer (Heavy Equipment Operator)	6000	432
Painter	6000	432
Pipefitter	8000	576
Plumber	8000	576
Power Plant Operator	8000	576
Public Relations Representative	6000	432
Pump Servicer	6000	432
Relay Technician	4000	288
Rigger	6000	432
Sheet Metal Worker	8000	576
Ship Fitter	8000	576
Shipwright	8000	576
Surveyor Assistant, Instrument	4000	288
Telecommunication Technician	8000	576
Treatment Plant Mechanic	6000	432
Truck Driver, Heavy	2000	144
Water Treatment Plant Operator	6000	432
Wastewater Treatment Plant Operator	4000	288
Welder	6000	432

In order for an apprentice to be eligible to receive a Certificate of Completion of Apprenticeship, the apprentice must satisfactorily complete a minimum of 144 hours of classroom-related instruction per year plus 2,000; 4,000; 6,000; or 8,000 hours of practical on-the-job training (OJT). Upon satisfactory completion of the required training, the apprentice is issued a Certificate of Completion of Apprenticeship from the Bureau of Apprenticeship and Training, United States Department of Labor.

For more information on the Apprenticeship Training Program, contact the Apprenticeship Training Office in the Student Services and Administration (Building 2000), Suites 2124 and 2126, or call (671) 735-5571.

INDUSTRY CERTIFICATION OF COURSE SERIES COMPLETION

These courses or series of courses are nationally and internationally recognized by industry and government as providing a significant body of information. These courses also prepare students for industry specific licensure listed below.

- Microsoft Certifications
- Certified Nursing Assistants
- Certified Medical Assistants
- Certificate of Specialization in Food and Beverage Management
- Certificate of Specialization in Human Resource Management
- Certificate of Specialization in Rooms Division Management
- A+ Certification
- Cisco Networking Certifications
- Fiber Optics Certifications
- Voice & Data Cabling Certification
- Federal Communications Commission Certification
- American Institute of Professional Bookkeepers Certification
- Certified Bookkeeper
- Professional Human Resource (PHR) Certification
- Senior Professional Human Resource (SPHR)
- Data Cabling Installer Certification
- Certified Manager (CM) Program

Many of these courses are offered through the Office of Continuing Education, located on the 1st floor of the Student Services & Administration Building.

The American Hotel & Lodging Educational Institute

The American Hotel & Lodging Educational Institute (EI) offers departmental specialization certificates that provide students with technical and supervisory job skills that hospitality employers demand for entry-level management positions. As an academic partner with EI, the GCC Tourism and Hospitality Department is pleased to offer three specializations to choose from: Food & Beverage Management, Human Resources Management and Rooms Division Management. Students must pass with a 69% on each course to earn course certificates and eventually the Certificate of Specialization after successful completion of the technical requirements (five courses).

Specialization in Food & Beverage Management

Technical Requirements

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS203	Sanitation & Safety	3
HS208	Food & Beverage Service	3
HS222	Food & Beverage Cost Control	3
HS245	Food Production Principles	4
Total Technical Requirements		**16**

Specialization in Human Resources Management

Technical Requirements

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS219	Training & Development in Hosp. Industry	3
HS230	Managing for Quality in the Hosp. Industry	3
HS____	Any 200 level HS hospitality course	3
Total Technical Requirements		**12**

Specialization in Rooms Division Management

Technical Requirements

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS211	Front Office Management	3
HS215	Housekeeping Management	3
HS217	Hotel Security Management OR	
HS268	Hospitality Industry Computer Systems	3
Total Technical Requirements		**12**

Nursing Assistant

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices, and mental health. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National Nurse Aide Assessment Program Exam which leads to becoming a Certified Nursing Assistant (CNA). Course offering: As needed. Prerequisites: Admission to the Certified Nursing Assistant Program.   Students will achieve these outcomes upon completion of this certification: a) Identify the principles of prevention, therapy and rehabilitation for patients of all ages. b) Distinguish the roles of a Nursing Assistant in a health care team. c) Apply the Nursing Assistant principles and skills learned in class/lab to the clinical setting. d) Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

Technical Requirements

COURSE#	COURSE	CREDITS
NU101	Nursing Assisting+	12

Related Technical & General Education Requirements

HL131	BLS for Healthcare Providers	1

Total Technical Requirements	**13**

Cisco Certified Network Associate (CCNA) Industry Certificate

The courses listed below will prepare the student to take Cisco's CCNA exam. These courses prepare the student for configuration of networks using routers, switches and hubs (LAN). Continuing coursework prepares the student to understand Wide Area Networks (WAN). Next, a student focuses on Network Layers, Cisco Internetwork Operating System software user interface, router configuration, startup and setup configuration sources for Cisco IOS software TCP/IP, configuration router interfaces with IP and routing protocols. Other course-work involves LAN design and implementation. Final preparatory coursework includes fundamentals of Wide Area Networks. Coursework must be taken in sequence. After successful completion of the four networking courses, a student will be ready to take the Cisco CCNA exam.

Technical Requirements

COURSE#	COURSE	CREDITS
EE 265	Computer Networking I	4
EE 266	Computer Networking II	4
EE 267	Computer Networking III	4
EE 268	Computer Networking IV	4

Total Technical Requirements	**16**

Cisco Certified Network Professional (CCNP) Industry Certificate

The courses listed below will prepare the student to take Cisco's CCNP exam. The CCNP certification indicates advanced knowledge of networks. These courses train the student to install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks from 100 to more than 500 nodes. The content emphasizes topics such as security, converged networks, quality of service (QoS), virtual private networks (VPN) and broadband technologies. Coursework must be taken in sequence. After successful completion of the four professional networking courses, a student will be ready to take the Cisco CCNP exam.

Technical Requirements

COURSE#	COURSE	CREDITS
EE 271	Advanced Computer Networking I	4
EE 275	Advanced Computer Networking III+	4
EE	Elective approved by Department	4

Total Technical Requirements	**12**

Cosmetology Industry Certification

Graduates of this program will be able to demonstrate and employ the skills needed to work in a variety of cosmetology-related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist, and makeup artist. They will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. They will also be able to apply effective interpersonal skills and practice professional ethics needed to succeed in this profession.

The Industry Certification in Cosmetology program offers student's opportunities to develop the skill, knowledge, attitudes and leadership qualities required to meet licensure standards of the Guam Board of Cosmetology. Through lectures, demonstrations and lab practice, students complete a minimum of 1600 hours in this three-semester program. A grade of "C" or higher is required in all theory and laboratory courses for the Industry Certificate in Cosmetology.

Technical Requirements

COURSE#	COURSE	CREDITS
CM 101	Cosmetology I	5
CM 102	Cosmetology II	5
CM 104	Cosmetology III	5
CM 292	Cosmetology Practicum	2
Total Technical Requirements		**17**

	TOTAL CONTACT HOURS REQUIRED	**1600**

Certificate Programs

- ♦ Automotive Service Technology
- ♦ Computer Aided Design & Drafting
- ♦ Computer Science
- ♦ Construction Technology
- ♦ Criminal Justice
- ♦ Early Childhood Education
- ♦ Education
- ♦ Emergency Management
- ♦ Family Services
- ♦ Fire Science Technology
- ♦ Medical Assisting
- ♦ Medium/Heavy Truck Diesel Technology
- ♦ Office Technology
- ♦ Practical Nursing
- ♦ Supervision and Management
- ♦ Surveying Technology

General Requirements for CERTIFICATES

All candidates for a Certificate at GCC must meet the general requirements listed below. Course requirements may identify prerequisites that must be completed with a passing grade. *Prerequisite course credit is not counted as credit earned towards the program unless it is a certificate core course requirement.* Prerequisites are identified in the course description section of this catalog with a + sign next to each course with a prerequisite.

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or must have completed EN 100R, EN 100W and MA 108. Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. Students must enroll in or have completed MA 108, Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to successfully complete minimum standardized general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by one of the following:

- ♦ Test out of the English Placement Test, or
- ♦ Satisfactory completion of EN100 courses, and
- ♦ Satisfactory completion of MA 108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements

COURSE#	COURSE	CREDITS
Total Technical Requirements		**Variable by program**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
Total Related General Ed/Technical Requirements		**Variable by program**

* No course may be counted for both Technical Major and Science/Technology General Education requirements.
** Placement testing is not mandatory for admission to the College. Completion of placement testing, however, is required for enrollment into English and mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

A Statement on STUDENT LEARNING OUTCOMES (SLOs)

Program Student Learning Outcomes follow each program description. SLOs intentionally describe the 3-5 central goals that students will have attained by the end of the program. In essence, SLOs encapsulate the knowledge, skills, and attitudes that students are expected to learn from their respective programs. The focus is on what students can do with what they have learned and this outcome should be evaluated in some way. Primarily, three questions essentially frame the articulation of SLOs:

1. What do students know? (cognitive domain)
2. What do they think and value? (affective domain)
3. What can they do? (behavioral domain)

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They therefore require students to synthesize many discrete skills or areas of content. SLOs also ask students to produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program. A separate ILO, SLO and Curriculum Mapping Booklet is published and updated (as needed) each academic year to guide faculty in helping students achieve articulated course outcomes.

The College, in close collaboration with faculty and members of Advisory committees, continues to embark on an ongoing institutional effort to revise and update all its curriculum documents so that they remain responsive to industry and community needs through well-articulated student learning outcomes.

Certificate in AUTOMOTIVE SERVICE TECHNOLOGY

Program Mission
The mission of the Automotive program is to develop a skilled and competent automotive workforce, based on industry needs, for the Guam community and the region.

Program Description
The Certificate program in Automotive Service Technology (AST) is a competency-based program designed to offer entry level training sufficient for employee success in automotive technician positions. Skills acquired in this program also apply directly to occupational areas including diesel mechanics, small engine repair, generator repair, marine engine service, fleet service, repair service order writing, and entry level automotive service management.

Graduates of the AST Certificate program demonstrate the foundational skill and knowledge to pursue further study in power plant mechanics, marine/diesel repair and automotive engineering in the automotive manufacturing industry.

Two 'tracks' exist within the program. Students completing the General Service Technician Track offer future employers preparatory background in four primary areas of automotive service technology (brakes, electrical/electronic systems, engine performance, and suspension/steering) and are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in those areas. Upon passage, and after one year of automotive industry work experience, they are eligible to receive NATEF designation as a General Service Technician. The second option within the Certificate program is the Master Service Technician track, where graduates receive preparatory background in the four above-mentioned automotive areas as well as four additional areas (automatic transmission/transaxle, engine repair, heating/air conditioning, and manual drive trains/axles). These graduates are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in all eight examination areas offered, and upon passage may pursue recognition from ASE as a Master Service Technician.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Automotive Service Technology program, students will be able to:
1. Identify the purposes and proper functioning of the core components of an automotive engine.
2. Perform a cylinder compression cranking test.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Diagnose, adjust, repair, or replace automotive components.

A. General Education Requirements
Students must demonstrate proficiency in reading, writing, understanding and speaking English as indicated by the following:
♦ Test out of the English Placement Test, or
♦ Satisfactory completion of EN 100 courses, and
♦ Satisfactory completion of MA 108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements
1. General Service Technician

COURSE#	COURSE	CREDITS
AST 100	Introduction to Automotive Service	3
AST 140	Suspension and Steering+	3
AST 150	Brakes+	3
AST 160	Electrical/Electronic Systems+	3
AST 180A	Engine Performance I (Tune-up, No Fuel/Emission)+	3
AST 180B	Engine Performance II (Fuels & Emissions Systems)+	3
AST 240	Theory/Practicum: Suspension and Steering+	2
AST 250	Theory/Practicum: Brakes+	2

AST 260	Theory/Practicum: Electrical/Electronic Systems+	4
AST 280	Theory/Practicum: Engine Performance+	5
Total Technical Requirements		**31**
	TOTAL CREDITS REQUIRED	**34**

2. Master Service Technician

The Master Service Technician Certificate Track requires completion of all courses required for the General Service Technician Track, plus all of the following:

COURSE#	COURSE	CREDITS
AST 110	Engine Repair+	3
AST 120	Automatic Transmission and Transaxle+	3
AST 130	Manual Drive Train and Axles+	3
AST 170	Heating and Air Conditioning+	3
AST 210	Theory/Practicum: Engine Repair+	3
AST 220	Theory/Practicum: Automotive Transmission and Transaxle+	3
AST 230	Theory/Practicum: Manual Drive Train and Axles+	2
AST 270	Theory/Practicum: Heating and Air Conditioning+	2
General Service Technician Track Requirements		31
Total Technical Requirements		**53**
	TOTAL CREDITS REQUIRED	**56**

Certificate in COMPUTER AIDED DESIGN & DRAFTING

Program Description

Computer Aided Design and Drafting (CADD) systems are used by drafters to prepare electronic drawings that can be viewed, printed, or programmed directly into automated manufacturing systems. Although CADD is extensively used by drafters, they also need knowledge of traditional drafting techniques in order to fully understand and explain concepts. The Certificate in Computer Aided Design and Drafting (CADD) program is designed to provide knowledge and skills required for employment as an assistant draft craftsperson. The Certificate in CADD is an area emphasized in the Architecture & Construction Career cluster, one out of 16 career clusters selected in Guam's Career & Technical Education Five-Year State Plan.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Computer Aided Design & Drafting program, students will be able to:
1. Demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.
2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.
3. Develop a professional work ethic needed in the architectural engineering industry.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 110	Freshman Composition+	3
MA 110A	Finite Mathematics+	3
Total General Education Requirements		**6**

B. Technical Requirements

COURSE#	COURSE	CREDITS
AE 103	Basic Blueprint Reading	3
AE 121	Technical Engineering Drawing I	3
AE 122	Technical Engineering Drawing II+	3
AE 138	Building Codes, Specifications & Construction Management+	3
AE 150	Computer Aided Design & Drafting (CADD) I+	3
AE 160	Computer Aided Design & Drafting (CADD) II+	4
Total Technical Requirements		**19**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
CE 121	Properties of Materials	3
CE 215	Construction Procedures+	3
CE 225	Construction Planning & Estimating+	3

CS 101	Introduction to Computer Systems & Information Technology+	3
MA 161A	College Algebra & Trigonometry I+	4
Total Related General Education & Technical Requirements		**16**
	TOTAL CREDITS REQUIRED	**41**

Certificate in COMPUTER SCIENCE

Program Mission

The mission of the Computer Science Program is to provide students with foundational knowledge and skills to enter a technology-enhanced workforce and to keep current with rapid technology changes.

Program Description

Today, computer skills are highly in demand in the rapidly evolving information technology field. The Certificate in Computer Science prepares students for entry-level positions in technology related areas.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Computer Science program, students will be able to:

1. Demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.
2. Apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.
3. Design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

♦ Test out of the English Placement Test, or
♦ Satisfactory completion of EN 100 courses, and
♦ Satisfactory completion of MA 108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements

COURSE#	COURSE	CREDITS
CS 101	Introduction to Computer Systems & Information Technology+	3
CS 102	Computer Operations+	3
CS 110	Introduction to the Internet	3
CS 151	Windows Applications+	3
	Complete at least three credits from the following courses:	3
CS 290	Special Project AND/OR	
CS 298	Co-op/Work-Learn (1-6)+	
Total Technical Requirements		**15**

C. Technical Electives

COURSE#	COURSE	CREDITS
Complete at least six credits from the following courses:		
CS 103	RPG	3
CS 104	Visual Basic Programming+	3
CS 202	COBOL+	3
CS 204	"C" Programming+	3
CS 205	Network Communications+	4
Total Technical Electives		**6**

D. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
EN 125	Introduction to Speech+ OR	

OA 211	Business Communication+	3
SM 108	Introduction to Business	3
Total Related General Education & Technical Requirements		**6**
	TOTAL CREDITS REQUIRED	**30**

Certificate in CONSTRUCTION TECHNOLOGY

Program Description

The Certificate in Construction Technology Program will prepare students for the current local and global job market with entry-level skills needed for any of the following fields: carpentry; electricity; heating, ventilation, and air conditioning (HVAC); masonry, plumbing, reinforcing metal worker, and welding. All students must successfully pass for core courses (technical related requirements) with a "C" or better before enrolling in one of the seven concentration areas.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Construction Technology program, students will be able to:
1. Demonstrate basic skills needed to function as an entry-level worker in at least one construction trades concentration area in accordance with industry safety standards: carpentry; electricity; heating, ventilation, and air-conditioning (HVAC); masonry; plumbing, reinforcing metal worker; or welding.
2. Exhibit entry-level knowledge in chosen construction trades concentration area.
3. Demonstrate professionalism as related to the construction trades industry.

A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

♦ Test out of the English Placement Test, or
♦ Satisfactory completion of EN 100 courses, and
♦ Satisfactory completion of MA 108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Area of Concentration Requirements

   1. Carpentry

COURSE#	COURSE	CREDITS
CT 153	Introduction to Carpentry	3
CT 173	Rough Framing and Exterior Finishing+	3
CT 183	Finishing+	3
CT 193	Cabinet Making and Millwork+	3
Total Carpentry Technical Requirements		**12**

   2. Electricity

COURSE#	COURSE	CREDITS
CT 165A	Electricity Level I+	5
CT 165B	Electricity Level II+	5
CT 165C	Electricity Level III+	5
CT 165D	Electricity Level IV+	5
Total Electricity Technical Requirements		**20**

   3. Heating, Ventilation, and Air-Conditioning (HVAC)

COURSE#	COURSE	CREDITS
CT 185A	Refrigeration and Air Conditioning Level I+	5
CT 185B	Refrigeration and Air Conditioning Level II+	5
CT 185C	Refrigeration and Air Conditioning Level III+	5
Total Heating, Ventilation, and Air-Conditioning (HVAC) Technical Requirements		**15**

4. Masonry

COURSE#	COURSE	CREDITS
CT 153	Introduction to Carpentry	3
CT 154A	Masonry Level I+	4
CT 154B	Masonry Level II+	4
Total Masonry Technical Requirements		**11**

5. Plumbing

COURSE#	COURSE	CREDITS
CT 152	Fundamentals of Plumbing	4
CT 152A	Plumbing Level I+	4
CT 182	Uniform Plumbing Code	3
Total Plumbing Technical Requirements		**11**

6. Reinforcing Metal Worker

COURSE#	COURSE	CREDITS
CT 153	Introduction to Carpentry	3
CT 154A	Masonry Level I+	4
CT 196A	Fundamentals of Oxyacetylene Welding I+	5
Total Reinforcing Metal Worker Technical Requirements		**12**

7. Welding

COURSE#	COURSE	CREDITS
CT 196A	Fundamentals of Oxyacetylene Welding I+	5
CT 196B	Fundamentals of Oxyacetylene Welding II+	5
CT 197A	Shielded Metal Arc Welding I+	5
CT 197B	Shielded Metal Arc Welding II+	5
Total Welding Technical Requirements		**20**

C. Related General Education & Technical Electives

COURSE#	COURSE	CREDITS
AE 103	Basic Blueprint Reading	3
CT 100	Introduction to Construction Trades	5
CT 140	Industrial Safety	3
CT 292	Construction Practicum+	3
HL 130	First Aid & Safety	1
Total Related General Education & Technical Requirements		**15**
	TOTAL CREDITS REQUIRED	**29-38**

Certificate in CRIMINAL JUSTICE

Program Mission

It is the mission of the Criminal Justice program to prepare, educate, and train students for the Criminal Justice profession. Criminal Justice graduates will be lifelong learners who possess current technical knowledge of the criminal justice system, communication skills to communicate effectively within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

Program Description

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

The first substantive revision was made in February 2011, which was made upon the Criminal Justice Advisory Committee request to realign the Certificate Program and the Criminal Justice Associate Degree Program. It also addressed new general education core requirements to commence Fall Semester 2003.

The second substantive revision created a new area of concentration in Marine & Terrestrial Conservation Enforcement. Students may now elect to graduate with a Certificate in Criminal Justice with an emphasis in either Law Enforcement or Marine & Terrestrial Conservation Enforcement.

Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are certificate core course requirements. Prerequisites are identified in the course description section of this catalog and below with a + sign next to each course with a prerequisite.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Criminal Justice program, students will be able to:
1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.
2. Describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 095	Pre-College Mathematics+	(4)
Note: Criminal Justice students concentrating in		*3*
Law Enforcement must take PY125 as their general education requirement.		
Marine and Terrestrial Conservation Enforcement must take SI120 as their general education requirement.		
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Area of Concentration Requirements
  1. Law Enforcement

COURSE#	COURSE	CREDITS
CJ 100	Introduction to Criminal Justice	3
CJ 102	First Responder	3
CJ 126	Officer Survival+	3
CJ 126L	Officer Survival Laboratory+	1
CJ 132	Emergency Vehicle Operator Course (EVOC)+	3
CJ 135	Firearms Use/Safety/Care+	3
CJ 150	Criminal Procedure+	3
CJ 200	Criminal Law+	3
CJ 205	Police Report Writing+	3
CJ 225	Criminal Investigation+	3
Total Law Enforcement Technical Requirements		**28**
	TOTAL CREDITS REQUIRED	**31**

  2. Marine & Terrestrial Conservation Enforcement

COURSE#	COURSE	CREDITS
CJ 100	Introduction to Criminal Justice	3
CJ 102	First Responder	3
CJ 122/SI 122	Introduction to Forensic Science+	4
CJ 126	Officer Survival+	3
CJ 126L	Officer Survival Laboratory+	1
CJ 132	Emergency Vehicle Operator Course (EVOC)+	3
CJ 135	Firearms Use/Safety/Care+	3
Total Marine & Terrestrial Conservation Enforcement Technical Requirements		**20**

C. Related Technical Requirements

COURSE#	COURSE	CREDITS
CJ 150	Criminal Procedure+	3
CJ 200	Criminal Law+	3
CJ 205	Police Report Writing+	3
CJ 225	Criminal Investigation+	3
CJ 292	Criminal Justice Practicum+	3
Total Related Technical Requirements		**15**
	TOTAL CREDITS REQUIRED	**38**

Certificate in EARLY CHILDHOOD EDUCATION

Program Mission

The Early Childhood Education program's mission is to prepare individuals to be professional educators for young children so that they show a positive attitude toward all children and their families, and obtain the skills to plan and implement a program that is safe, educational, and healthy.

Program Description

Early childhood educators and caregivers work in Head Start programs, childcare centers, family home care programs, elementary schools, social services programs, and health care services. These professionals plan and implement appropriate experiences for young children in areas such as language, health, movement, creativity, thinking, problem solving, self-concept and social behavior. They also supervise children's activities, care for their needs, keep records of their progress, and confer with parents and other professionals.

The Certificate in Early Childhood Education is closely aligned with national standards and meets Head Start requirements for classroom aides. Only technical requirement courses that have a grade of "C" or better will be counted towards the Certificate.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Early Childhood Education program, students will be able to:
1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge and disposition needed to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.
3. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
	-or test out of the English placement test	
MA 095	Pre-College Mathematics+	(4)
	-or test out of this course in the math placement test	
Total General Education Requirements		**0**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements

COURSE#	COURSE	CREDITS
CD 110	Early Childhood Education Orientation	3
CD 140	Environments for Young Children	3
CD 180	Language Arts in Early Childhood	3
ED 220	Human Growth & Development OR	3
CD 221	Child Growth & Development	
ED 231	Introduction to Exceptional Children+	3
CD 240	Cognitive & Creative Development in Early Childhood+	3
CD 260	Social & Emotional Development+	3
ED 281	Bilingual/Bicultural Education	3
CD 292	ECE Practicum+	3
Total Technical Requirements		**27**
	TOTAL CREDITS REQUIRED	**27**

Certificate in EDUCATION

Program Mission

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

Program Description

The Certificate in Education program is designed to provide entry- level training for persons interested in working in educational settings. The program also serves as a career/educational ladder for those interested in pursuing a Bachelors degree in the field. Emphasis is placed on students learning outcomes in a broad range of educational areas. All courses taken for the Certificate in Education also fulfill the requirements for the Associate of Arts in Education degree. Only technical requirement courses that have a grade of "C" or better will be counted towards the Certificate.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Education program, students will be able to:
1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with disabilities.
3. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
	-or placement into EN 110 or higher	
MA 108	Introduction to College Algebra+	3
	-or placement into MA 110A+ or higher	
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements

COURSE#	COURSE	CREDITS
ED 150	Introduction to Teaching	3
ED 180	Educational Methods	3
ED 220	Human Growth & Development OR	3
CD 221	Child Growth & Development	
ED 231	Introduction to Exceptional Children+	3
ED 270	Behavior Management	3
ED 281	Bilingual/Bicultural Education	3
ED 292	Education Practicum+	3
ASL 100	American Sign Language I	4
Total Technical Requirements		**25**

C. Related General Education & Technical Electives

COURSE#	COURSE	CREDITS
	Complete at least 3 credits from the following list of courses or other courses approved by the Education Department.	
	Any CD or ED courses	3
ASL 110	American Sign Language II+	4
Total Related General Education & Technical Electives		**3**
	TOTAL CREDITS REQUIRED	**31**

Certificate in EMERGENCY MANAGEMENT

Program Mission
It is the mission of the Emergency Management program to provide students with a basic foundation in various aspects of emergency management to train them to be emergency managers who are prepared to deal with different types of emergencies that affect all communities.

Program Description
Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and manmade disasters. Graduates will be able to implement the four major areas of emergency management, namely, mitigation, preparation, response, and recovery. The Emergency Management program utilizes the Emergency Management Institute's Independent Study (IS) courses to prepare graduates to apply leadership skills, to communicate effectively, to solve problems, to plan, to work as a team, to operate within the legal system and governmental framework for emergency management, to analyze risks and hazards, and to manage resources, efficiently.

Guam Community College is mirroring Frederick Community College's model whereby college credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study (IS) courses online. Students who have completed these IS courses will need to request for an official transcript from EMI then apply for college credits at Guam Community College towards a Certificate in Emergency Management.

The Emergency Management program's technical requirements are adopted and derived from EMI's Independent Study program. *These courses are subject to be revised and new courses will be added to the program.* GCC's Emergency Management program will adhere to the latest IS offerings to ensure that students learn what is relevant and most up-to-date information and skills.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Emergency Management program, students will be able to:
1. State the government's role in Emergency Management.
2. Describe the function of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks in emergency situations.
4. Make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 110	Freshman Composition+	3
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**6**

B. Technical Requirements

(Corresponding to EMI Independent Study Program "IS" course numbers). Students must choose 19 from the following IS Courses:

COURSE#	COURSE	CREDITS
EMI 100	Emergency Manager	1
EMI 102	Hazardous Materials	1
EMI 104	A Citizen's Guide to Disaster Assistance	1
EMI 106	Building for the Earthquakes of tomorrow	1
EMI 108	Orientation to Disaster Exercise	1
EMI 110	Exercise Design	1
EMI 112	State Disaster Management	1
EMI 114	Principles of Emergency Management	1
EMI 116	Emergency Planning	1
EMI 118	Leadership & Influence	1
EMI 120	Decision Making & Problem Solving	1
EMI 122	Effective Communication	1
EMI 124	Developing & Managing Volunteers	1
EMI 126	Anticipating Hazardous Weather	1
EMI 128	Emergency Operations Center Role	1
EMI 130	Volunteer Agencies in Emergency Management	1
EMI 132	Disaster Basics	1
EMI 134	Community Hurricane Preparedness	1
EMI 136	Hazardous Material Prevention	1
EMI 138	Multi-hazard Emergency Planning for Schools	1
EMI 140	Introduction to Mitigation	1
EMI 142	Protecting your Home and Small Business from Disaster	1
EMI 144	Introduction to Public Assistance	1
EMI 146	Debris Operation	1
EMI 148	Incident Command System	1
EMI 150	National Incident Management System	1
EMI 152	National Response Plan & Disaster Medical System	1
Total Technical Requirements		**19**

C. Related Technical Requirements

COURSE#	COURSE	CREDITS
PS 140	American Government+	3
HL 130	First Aid & Safety	1
EMI 154	Community Emergency Response Team	1
Total Related Technical Requirements		**5**
	TOTAL CREDITS REQUIRED	**30**

Certificate in FAMILY SERVICES

Program Description

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

Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are certificate core course requirements. Prerequisites are identified in the course description section of this catalog and below with a + sign next to each course with a prerequisite.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Family Services, students will be able to:
1. Demonstrate effective communication skills with clients and co-workers.
2. Demonstrate appropriate competency needed in the effective delivery of human services.
3. Demonstrate professionalism and ethical conduct within the field.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 110	Freshman English+	3
MA 095	Pre-College Mathematics+	(4)
	-or test out of the math placement test	
PY 120	General Psychology+	3
SO 130	Introduction to Sociology+	3
Total General Education Requirements		**9**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements

COURSE#	COURSE	CREDITS
FA 110	Introduction to Community Services	3
FA 192	Family Services Practicum+	3
FA 201	Social Welfare: A World View	3
ED 220	Human Growth and Development OR	3
CD 221	Child Growth and Development	
	-recommended for those interested in working with children birth to age five	
Total Technical Required Courses		**12**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
	Complete at least 9 credits from the following list of courses or other courses approved by the Education Department Chairperson.	
ASL 100	American Sign Language I	4
ASL 110	American Sign Language II+	4
CD 260	Social & Emotional Development+	3
CJ 100	Introduction to Criminal Justice	3
CJ 101	Juvenile Justice Process+	3
CJ 104	Dynamics of Substance Abuse	3
CS 151	Windows Applications+	3
ED 231	Introduction to Exceptional Children+	3
ED 270	Behavior Management	3
EN 125	Introduction to Speech+	3
HL 202	Nutrition	3
HU 120	Pacific Cultures	3
OA 101	Keyboarding Applications	3
Total Related General Education & Technical Requirements		**9**
	TOTAL CREDITS REQUIRED	**30**

Certificate in FIRE SCIENCE TECHNOLOGY

Program Mission

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

Program Description

The certificate program in Fire Science Technology is not open to the general public. It is a competency-based academy program designed to offer entry-level training for fire recruits. Students who wish to attend the GCC Fire Academy should first obtain employment with the Guam Fire Department or any other Pacific Basin fire department that sends recruits to the GCC Fire Academy for basic training.

Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are certificate core course requirements. Prerequisites are identified in the course description section of this catalog and below with a + sign next to each course with a prerequisite.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Fire Science Technology, students will be able to:
1. Understand the current tactics used by fire personnel for suppression and prevention of fires, the operations and role of fire personnel, and the functions of fire service within the community.
2. Analyze and apply the theories, techniques, and methods of basic fire and rescue.
3. Demonstrate the techniques required for fire safety and prevention, to work as a team, and to respond to a variety of emergency situations.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 095	Pre-College Mathematics+	(4)
Total General Education Requirements		**0**

B. Technical Requirements

COURSE#	COURSE	CREDITS
FS 100	Introduction to Fire Protection+	3
FS 101	Introduction to Fire Suppression+	3
FS 103	Fire Operations I+	6
FS 104	Fire Operations II+	3
FS 105	Fire Prevention+	3
FS 107	Report Writing for the Fire Service+	3
Total Technical Required Courses		**21**

C. Related Technical Electives

COURSE#	COURSE	CREDITS
EMS 103	Emergency Medical Technician (EMT) – Basic+	8
Total Related Technical Electives		**8**
	TOTAL CREDITS REQUIRED	**29**

Certificate in MEDICAL ASSISTING

Program Mission

The mission of the Medical Assisting program is to prepare students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field.

Program Description

Medical Assistants assist physicians in private medical offices, clinics and in hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests. Graduates are eligible to take the Certified Medical Assistant (CMA) credential. Medical Assistants who successfully complete the Certification Examination are granted the "Certified Medical Assistant" (CMA) credential. The Guam Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

> Commission on Accreditation of Allied Health Education Programs
> 1361 Park Street
> Clearwater, FL 33756
> Telephone: 727-210-2350   Fax: 727-210-2354

The Medical Assisting program prepares students for employment as medical assistants in physician's offices or clinics. The curriculum is designed to provide training in administrative and clinical settings. Instruction is given in basic medical office procedures (including appointment scheduling, billing and insurance), assisting with examinations, surgical and laboratory procedures (including venipuncture and pharmacology).

With the exception of enrollment in MS 101 Introduction to Medical Assisting, admission to the Medical Assisting program is required before enrollment in any Medical Assisting technical requirement course. Admission to the Medical Assisting program includes:

- Advisement from Allied Health faculty.
- Completion of English and Mathematics Placement Tests with minimum scores or completion of English and mathematics development courses and attainment of passing scores.
- Health Clearance, which includes physical immunization (PPD, Hep B, 1, 2, 3).

Prerequisites are listed for certain related technical requirement courses.

Note: Only courses that have a grade of "C" or better will be counted towards the certificate. Students must maintain a grade point average of 2.0 or better to continue in the program. If students earn any grade below a "C" in their medical assisting courses, they will not be able to continue the course sequence. Each class must be successfully passed in order to move on to upper level courses.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Medical Assisting program, students will be able to:
1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet national Standards for Medical Assistants in carrying out administrative duties in the clinic or physician's office.
3. Enter the health service field as certified medical assistants.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman Composition+	3
MA108	Introduction to College Algebra+	3
SI130A	Anatomy & Physiology I+	3
SI130B	Anatomy & Physiology II+	3
Total General Education Requirements		**12**

B. Technical Requirements

COURSE#	COURSE	CREDITS
MS 101	Introduction to Medical Assisting	3
MS 120	Clinical Medical Assisting I+	2
MS 121	Clinical Medical Assisting II+	2
MS 125	Clinical Office Experience+	1
MS 140	Administrative Medical Assisting+	2
MS 141	Administrative Medical Assisting Laboratory+	2
MS 145	Administrative Medical Assisting Clinical+	1
MS 201	Medical Law and Ethics+	2
MS 292	Medical Assisting Practicum+	5
MS 210	Medical Assisting Critique+	1
Total Technical Requirements		**21**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
HL 120	Medical Terminology	2
HL 131	Basic Life Support for Health Care Providers	1
HL 140	Introduction to Clinical Laboratory+	2
HL 150	Study of Diseases+	3
HL 160	Introduction to Pharmacology+	1
HL 161	Pharmacological Treatment of Disease+	1
HL 162	Administration of Medications+	1
Total Related General Education & Technical Requirements		**11**
	TOTAL CREDITS REQUIRED	**44**

Certificate in MEDIUM/HEAVY TRUCK DIESEL TECHNOLOGY

Program Description

The Medium/Heavy Truck Diesel Technology program prepares graduates to work in the automotive field with special emphasis in diesel service. Graduates will be able to troubleshoot, maintain, and repair various types of diesel engines, trucks, boats, and other heavy equipment. Students will obtain knowledge and skills in Medium/Heavy Truck in a variety of areas to include: diesel engines, drive trains, brake systems, suspension and steering, heating, ventilation, and air conditioning, hydraulics, electrical/electronic systems, and preventive maintenance.

Students completing this program will have preparatory knowledge in the eight main areas of the Medium/Heavy Truck Diesel Technology and will prepare them for entry-level, Assistant Technician positions. This program prepares graduates to pass the ASE National Certification Exams and enter the workforce as entry-level, Junior Technicians.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the Certificate in Medium/Heavy Truck Diesel Technology program, students will be able to:

1. Seek employment as a Heavy/Medium Truck Technician, Fleet Mechanic, Heavy Marine Diesel Technician, Generator Repair, Heavy Equipment Repair or Parts Counter person.
2. Troubleshoot, maintain, and repair various heavy trucks and mobile equipment, including bulldozers, boats, cranes, road graders, farm tractors, and combines.

A. General Education Requirements

Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

- ♦ Test out of the English Placement Test, or
- ♦ Satisfactory completion of EN 100 courses, and
- ♦ Satisfactory completion of MA 108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN 100R	Fundamentals of English/Reading+	(3)
EN 100W	Fundamentals of English/Writing+	(3)
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**3**

Note to students: The credits in parenthesis above count only for billing purposes and student semester load. They do not count toward credits needed for any degree or certificate.

B. Technical Requirements

COURSE#	COURSE	CREDITS
MHT 100A	Intro to Diesel Technology and Preventive Maintenance Part I	3
MHT 100B	Intro to Diesel Technology and Preventive Maintenance Part II+	3
MHT 110	Diesel Engines Part I+	3
MHT 120	Medium/Heavy Truck Drive Trains Part I	3
MHT 130	Brake Systems Part I+	3
MHT 140	Suspension & Steering Part I+	3
MHT 150	Medium/Heavy Truck Heating, Ventilation, & Air Conditioning+	3
MHT 160	Hydraulics+	3
MHT 170	Medium/Heavy Truck Electrical/Electronic Systems Part I	3
MHT 210	Diesel Engines Part II+	3
MHT 230	Brake Systems Part II+	3
MHT 270	Medium/Heavy Truck Electrical/Electronic Systems Part II+	3
Total Technical Requirements		**36**
	TOTAL CREDITS REQUIRED	**39**

Certificate in OFFICE TECHNOLOGY

Program Mission

The mission of the Office Technology program is to prepare students for entry-through mid-level positions in an automated office environment by providing educational opportunities that will enable them to obtain, enhance, and/or strengthen their knowledge, skills, and attitudes necessary to succeed in a constantly evolving technological world.

Program Description

This certificate is designed for the purpose of upgrading the competencies of clerical and secretarial employees to facilitate advancement.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Office Technology program, students will be able to:
1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Express confidence in their ability to use and integrate several office applications.

A. General Education Requirements
Students must demonstrate proficiency in reading, writing, understanding, and speaking English as indicated by one of the following:

♦ Test out of the English Placement Test, or
♦ Satisfactory completion of EN 100 courses, and
♦ Students must complete MA 108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN 110	Freshman Composition+	3
MA 108	Introduction to College Algebra+	3
Total General Education Requirements		**6**

B. Technical Requirements

COURSE#	COURSE	CREDITS
CS 151	Windows Applications+	3
OA 101	Keyboarding Applications	3
OA 103	Filing Systems+	3
OA 130	Information Processing+	3
OA 210	Database Management Systems+	3
OA 220	Spreadsheet Systems	3
OA 230	Advanced Information Processing+	3
OA 250	Office Procedures+	3
PY 125	Interpersonal Relations	3
Total Technical Requirements		**27**

C. Technical Electives

COURSE#	COURSE	CREDITS
	Complete **SIX** credits from the following courses:	
AC 100	Fundamentals of Bookkeeping and Accounting+	3
OA 109	Business Math Using Excel	3
SM 108	Introduction to Business	3
Total Technical Elective Requirements		**6**
	TOTAL CREDITS REQUIRED	**39**

Certificate in PRACTICAL NURSING

Program Mission
The mission of the Nursing Department is to generate locally educated and licensed nurses to work in the various health care provider agencies on Guam as well as the Pacific region. The Guam Community College Nursing Program is committed to provide career guidance and education in nursing to those students of Guam and the Pacific Basin who desire to become Nurse Assistants and/or Practical Nurses. To accomplish this commitment, we offer a Certificate of Completion for Nursing Assistants (NA) and a certificate of completion for Practical Nursing. At the completion of the Practical Nurse program, the graduate is eligible for the NCLEX-PN (National Council Licensure Examination) which leads to a Practical Nurse (LPN) license in the territory of Guam or in the United States.

Program Description
The Certificate of Practical Nursing program prepares students to become Licensed Practical Nurses (LPN). LPNs may find work in a variety of settings such as hospitals, nursing homes, doctor's offices, public health departments, schools, and various government programs. Ideally, LPNs work under the supervision of registered nurses. The duties of an LPN include checking blood pressure, pulse and respiration, taking blood and urine samples, and monitoring and recording what patients eat and when. LPNs change bandages, help patients dress and bathe, and observe patients for any changes in their condition or reactions to medications. They treat bedsores, prepare injections, insert catheters, and give alcohol rubs and massages. In states where the law allows, they administer prescribed medication and start intravenous fluids. Some LPNs help deliver, care for, and feed babies. LPNs provide not only routine bedside care but help evaluate clients' needs, develop care plans, and supervise nursing aides. In doctors' offices and clinics, LPNs make appointments, keep records, and perform other clerical duties.

Students who successfully complete this three semester program will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam is administered by the National Council on State Boards of Nursing (NCSBN) and will enable students to earn a license in Practical Nursing. Collaborative learning takes place in the classroom, laboratory, and in clinical settings. With the exception of Nursing Fundamentals, admissions to the Practical Nursing program includes:

- admission requirements established by the department
- advisement from Allied Health Department faculty
- completion of English and Mathematics Placement Tests with acceptable scores, or
- completion of English developmental courses or completion of MA 095 and
- health clearance including required immunizations.

Note: The Guam Board of Nurse Examiners requires microbiology as a subject area in order to be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Students are encouraged to meet with their academic advisor to discuss their educational plan.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Practical Nursing program, students will be able to:
1. Meet local and national standards for practical nurses in performing nursing care.
2. Be eligible for and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
3. Demonstrate therapeutic nursing interventions to include the following:
   - Take and record temperature, blood pressure, pulse, weight and height.
   - Dress wounds, prepare injections, and collect urine/blood samples.
   - Feed, bathe, dress, clean, and move patients.
   - Administer medication when authorized.
   - Observe patients, report changes in their condition, and keep patients' records.
   - Teach patients good health and safety habits.

A. General Education Requirements

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

B. Technical Requirements

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

C. Related Technical Requirements

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

Certificate in SUPERVISION AND MANAGEMENT

Program Mission
The mission of the Supervision & Management program is to develop a management workforce reflecting industry needs as a result of the dynamic economic business environment in the Guam community and beyond.

Program Description
The Certificate in Supervision and Management program prepares students for entry-level and assistant management positions in supervision and management.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Supervision and Management program, students will be able to:
1. Recall theory and principles related to supervisory principles and procedures.
2. Demonstrate entry-level supervisory and management skill techniques in business operations.
3. Demonstrate practical leadership decision-making based on sound business practice, experience, and judgment.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 110	Freshman Composition+	3
MA 108	Introduction to College Algebra+ or higher+	3
Total General Education Requirements		**6**

B. Technical Requirements

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

Certificate in SURVEYING TECHNOLOGY

Program Description
The Surveying Technology program prepares the student for immediate employment as a surveying or Geographic Information Systems (GIS) technician and teaches the student knowledge and skills that will enable one to adapt to ever evolving technical and technological changes in geospatial field and office applications. The graduate will be prepared to face the challenge of modern Surveying and GIS practice. The program emphasizes applications-based approaches and provides an overview of the geospatial fields of surveying, mapping, and GIS and prepares the student for further study and for the Level 1 Certified Survey Technician examination prepared by the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS).

Program Student Learning Outcomes (SLOs):
Upon successful completion of the Certificate in Surveying Technology program, students will be able to:
1. Demonstrate preparedness to enter productive technical positions in the geospatial fields of surveying, mapping, and Geographic Information Systems.
2. Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 1 Certified Survey Technician examination.
3. Develop a professional work ethic needed in the surveying industry.

A. General Education Requirements

COURSE#	COURSE	CREDITS
EN 110	Freshman Composition+	3
MA 110A	Finite Mathematics+	3
Total General Education Requirements		**6**

B. Technical Requirements

COURSE#	COURSE	CREDITS
SU 100	Surveying Drafting	3
SU 101	Surveying Problems I	3
CE 211	Plane Surveying I+	3
CE 222	Plane Surveying II+	3
SU 230	Advanced Surveying+	3
SU 250	Introduction to Geographic Information Systems	3
SU 292	Surveying Practicum+	1
Total Technical Requirements		**19**

C. Related General Education Requirements & Technical Requirements

COURSE#	COURSE	CREDITS
AE 121	Technical Engineering Drawing I	3
AE 150	Computer Aided Design & Drafting (CADD) I+	3
CS 101	Introduction to Computer Systems & Information Technology+	3
HL 130	First Aid & Safety	1
MA 161A	College Algebra & Trigonometry I+	4
MA 161B	College Algebra & Trigonometry II+	4
Total Related General Education Requirements		**18**
	TOTAL CREDITS REQUIRED	**43**

Associate Degree Programs

Associate of Science

- Accounting
- Automotive Service Technology
- Civil Engineering Technology
- Computer Networking
- Computer Science
- Criminal Justice
- Early Childhood Education
- Emergency Management
- Food & Beverage Management
- Hotel Operations & Management
- Human Services
- Marketing
- Medical Assisting
- Office Technology
- Pre-Architectural Drafting
- Supervision and Management
- Surveying Technology
- Tourism & Travel Management
- Visual Communications

Associate of Arts

- Culinary Arts
- Education
- Interdisciplinary Arts & Sciences

General Requirements for ASSOCIATE DEGREE

All candidates for an Associate Degree at the College must meet the general requirements listed below. Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credit is not counted as credit earned towards the program unless it is an Associate Degree core course requirement. Prerequisites are identified in the course description section of this catalog, and below with a + sign next to each course with a prerequisite.

Effective fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed EN 110 Freshman Composition general education requirement by the time they have enrolled in 12 credits of classes. They must also enroll in or have completed MA 110A Finite Mathematics (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine to eleven (9-11) credits before they must begin meeting the general education requirements. All declared students in Associate Degree programs are required to complete successfully minimum standardized general education course requirements. For more information, refer to the Admissions Information and General Education Policy section of this catalog.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19-20**

B. Technical Requirements

COURSE#	COURSE	CREDITS
Minimum Total Technical Requirements		**Variable by program**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
Minimum Total Related Gen Ed/Technical Requirements		**Variable by program**

MINIMUM
TOTAL CREDITS REQUIRED
FOR AN ASSOCIATE DEGREE   60

Note: No course may be counted for both Technical Major and Science/Technology General Education requirements.

Placement testing is not mandatory for admission to the College. Completion of placement testing, however, is required for enrollment into English and Mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test to be eligible for a full load of courses.

A Statement on STUDENT LEARNING OUTCOMES (SLOs)

Program Student Learning Outcomes follow each program description. SLOs intentionally describe the 3-5 central goals that students will have attained by the end of the program. In essence, SLOs encapsulate the knowledge, skills, and attitudes that students are expected to learn from their respective programs. The focus is on what students can do with what they have learned and this outcome should be evaluated in some way. Primarily, three questions essentially frame the articulation of SLOs:

1. What do students know? (cognitive domain)
2. What do they think and value? (affective domain)
3. What can they do? (behavioral domain)

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They therefore require students to synthesize many discrete skills or areas of content. SLOs also ask students to produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program. A separate ILO, SLO and Curriculum Mapping Booklet is published and updated each academic year to guide faculty in helping students achieve articulated course outcomes.

The College, in close collaboration with faculty and members of Advisory committees, continues to embark on an ongoing institutional effort to revise and update all its curriculum documents so that they remain responsive to industry and community needs.

SLO Mapping - ILO, PROGRAM, AND COURSE LEVELS

SLOs also align with collective program and institution level expectations for student learning translated into the curriculum and co-curriculum. Most importantly, these SLOs map to the curriculum, co-curriculum and other educational practices that provide students multiple opportunities for meaningful learning. SLO maps developed for three (3) different levels – ILOs, program, and

course -- reflect the desired goals of learning experiences that the College continues to intentionally develop, structure, deliver, and evaluate on an ongoing basis.

Associate of Science in ACCOUNTING

Program Mission

The mission of the Accounting program is to develop an accounting workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

Program Description

The Accounting program will train individuals for employment in accounting fields and provide employees working in accounting-related fields the knowledge to upgrade job skills. Students are offered opportunities to experience learning environments through service learning that educate, empower, and enable students to be civically engaged—gaining skills that lead to participatory leadership, effective citizenship, and increased volunteerism.

Program Student Learning Outcomes (SLOs):

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

1. Apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.
2. Demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.
3. Develop dispositions and values suitable to the practice of accounting in the real world.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		19

B. Technical Requirements

COURSE#	COURSE	CREDITS
AC 211	Accounting Principles I+	4
AC 212	Accounting Principles II+	4
AC 110	Payroll Accounting+	3
AC 150	Federal Income Tax I+	3
AC 210	Introduction to Financial Management+	3
AC 232	Accounting on The Computer Using Peachtree+ OR	
AC 233	Accounting on The Computer Using QuickBooks+	3
	Six credits from any AC200 level course+	6
Total Technical Requirements		26

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
EC 110	Principles of Economics+	3
OA 211	Business Communication+	3
OA 220	Spreadsheet Systems	3
SM 108	Introduction to Business	3
SM 230	Business Law Applications	3
Total Related General Education & Technical Requirements		15
	TOTAL CREDITS REQUIRED	**60**

Associate of Science in AUTOMOTIVE SERVICE TECHNOLOGY

Program Mission

The mission of the Automotive program is to develop a skilled and competent automotive workforce, based on industry needs, for the Guam community and the region.

Program Description

The Associate of Science program in Automotive Service Technology goes beyond the AST Certificate Program, offering students both a comprehensive general education and advanced technical training in working with all automotive systems, including brakes, electrical/electronic systems, engine performance, suspension and steering, automatic transmission / transaxle, engine repair, heating and air conditioning, and manual drive train / axles.

Two 'tracks' exist within the program. Students completing the General Service Technician Track offer future employers preparatory background in four primary areas of automotive service technology (brakes, electrical / electronic systems, engine

performance, and suspension / steering) and are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in those areas. Upon passage, and after one year of automotive industry work experience, they are eligible to receive NATEF designation as a General Service Technician. The second option within the Associate program is the Master Service Technician track, where graduates receive preparatory background in the four above-mentioned automotive areas as well as four additional areas (automatic transmission / transaxle, engine repair, heating / air conditioning, and manual drive trains / axles). These graduates are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in all eight examination areas offered, and upon passage may pursue recognition from ASE as a Master Service Technician.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Automotive Service Technology program, students will be able to:
1. Identify the purposes and proper functioning of the core components of an automotive engine.
2. Perform a cylinder compression cranking test.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Diagnose, adjust, repair, or replace automotive components.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		19

B. Area of Concentration Requirements
1. General Service Technician

COURSE#	COURSE	CREDITS
AST 100	Introduction to Automotive Service	3
AST 140	Suspension and Steering+	3
AST 150	Brakes+	3
AST 160	Electrical/Electronic Systems+	3
AST 180A	Engine Performance I (Tune-up, No Fuel/Emission)+	3
AST 180B	Engine Performance II (Fuels & Emissions Systems)+	3
AST 240	Theory/Practicum: Suspension and Steering+	2
AST 250	Theory/Practicum: Brakes+	2
AST 260	Theory/Practicum: Electrical/Electronic Systems+	4
AST 280	Theory/Practicum: Engine Performance+	5
Total General Service Technician Technical Requirements		**31**

2. Master Service Technician

COURSE#	COURSE	CREDITS
AST 110	Engine Repair+	3
AST 120	Automatic Transmission and Transaxle+	3
AST 130	Manual Drive Train and Axles+	3
AST 170	Heating and Air Conditioning+	3
AST 210	Theory/Practicum: Engine Repair+	3
AST 220	Theory/Practicum: Automotive Transmission and Transaxle+	3
AST 230	Theory/Practicum: Manual Drive Train and Axles+	2
AST 270	Theory/Practicum: Heating and Air Conditioning+	2
	General Service Technician Track Technical Requirements	31
Total Master Service Technician Technical Requirements		**53**
	TOTAL CREDITS REQUIRED	
	GENERAL SERVICE TECHNICIAN	**50**
	MASTER SERVICE TECHICIAN	**72**

Associate of Science in CIVIL ENGINEERING TECHNOLOGY

Program Mission
The mission of the Civil Engineering Technology Program is to train engineering technicians for successful entry and performance in the civil engineering field.

Program Description
The Associate of Science in Civil Engineering Technology is a course of study that prepares students to analyze construction sites, use and maintain equipment, draft plans, and write reports. Technical requirement classes are designed to provide students with fundamentals in surveying, analyzing material strength, and structural drafting and design. This course of study will provide

students with an overview of technical drawing, construction management and procedures, planning, and estimating. The student learning outcomes meet the professional standards of technicians in this field.

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

A. General Education Requirement

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Note: Civil Engineering students must take SI141, SI142, MA161A, and MA161B as their general education requirements.		
Minimum Total General Education Requirements		22

B. Technical Requirements

COURSE#	COURSE	CREDITS
CE 211	Plane Surveying I+	3
CE 221	Strength of Materials+	3
AE 160	Computer Aided Design & Drafting (CADD) II+	4
CE 213	Hydraulics+	3
CE 214	Structural Design+	3
	Optional Emphasis Courses:	
CE 222	Plane Surveying II+	3
CE 224	Highways+	3
Total Technical Requirements		**15**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
OR 101	Introduction to Engineering Technology	3
AE 121	Technical Engineering Drawing I	3
AE 122	Technical Engineering Drawing II+	3
AE 138	Building Codes, Specifications & Construction Management+	3
CE 121	Properties of Materials	3
CE 210	Statics+	3
CE 215	Construction Procedures+	3
CE 225	Construction Planning & Estimating+	3
EN 194	Technical Report Writing+	3
Total Related General Education & Technical Requirements		**27**
	TOTAL CREDITS REQUIRED	**64**

Associate of Science in COMPUTER NETWORKING

Program Mission
The mission of the Computer Networking program is to prepare students and people in the industry to be trained and certified in computer repair, networking and telecommunication.

Program Description
The Associate of Science Degree in Computer Networking is a course of study that prepares students for entry-level employment in the field of Information Technology. Technical requirement classes are designed to give the student a firm foundation in the basics of computers, networking and information systems. This course of study will provide students with a practical overview of Information Technology, including hands-on experience configuring various networking devices, network management and will enable the student to prepare for and attain industry certification through Microsoft and Cisco Systems.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Computer Networking program, students will be able to:
1. Install configure, and repair Computer network systems.
2. Pass local and national certification tests in computer repair, telecommunication, & network administration.
3. Communicate the values of an effective and productive technician in the telecommunications and computer networking industry.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Note: Computer Networking students must take SI 141 as their science requirement.		
Minimum Total General Education Requirements		19-20

B. Technical Requirements

COURSE#	COURSE	CREDITS
EE 103	Electricity I: Direct Current Circuits+	4
EE 104	Electricity II: Alternating Current Circuits+	4
EE 112	Electronic Devices+	4
EE 116	Digital Technology+	4
EE 211	IT Essentials I+	4
EE 215	IT Essentials II+	3
Total Technical Requirements		**23**

C. Advanced Technical Requirements

COURSE#	COURSE	CREDITS
EE 242	Principles of Voice and Data Cabling+	2
EE 243	Fiber Optics Installation+	3
EE 265	Computer Networking I	4
EE 266	Computer Networking II+	4
EE 267	Computer Networking III+	4
EE 268	Computer Networking IV+	4
Total Advanced Technical Requirements		**21**

D. Professional Electives

Complete at least 7-8 credits from the following list of electives:

COURSE#	COURSE	CREDITS
EE 271	Advanced Computer Networking I+	4
EE 275	Advanced Computer Networking III+	4
EE 280	Network Security I	4
EE 283	Network Security+	3
Total Professional Elective Requirements		**7-8**
	TOTAL CREDITS REQUIRED	**70-72**

Associate of Science in COMPUTER SCIENCE

Program Mission

The mission of the Computer Science program is to provide students with foundational knowledge and skills to enter a technology-enhanced workforce and to keep current with rapid technology changes.

Program Description

The computer industry provides opportunities for workers such as systems analysts who design computer systems for processing information, programmers who write instructions and translate them into machine readable language, computer operators who monitor and control computer systems and retrieve results and data entry personnel who enter information and instructions into the computer. The Computer Science (CS) Program trains individuals in these careers and offers courses for the computer user in many applications.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Computer Science program, students will be able to:
1. Demonstrate a solid foundation in the core areas of computer science, as well as knowledge of advanced topics in the field.
2. Apply skillful evaluation to computer-based glitches and draw possible options that best meets the needs of a problem.
3. Design and implement a computer-based solution of a problem by writing codes using an appropriate programming language.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		19-20

B. Technical Requirements
1. General Technical Requirements

COURSE#	COURSE	CREDITS
CS 101	Introduction to Computer Systems & Information Technology+	3
CS 102	Computer Operations+	3
CS 110	Introduction to the Internet	3
CS 112	Introduction to Linux	3
CS 203	Systems Analysis & Design+	3
CS 205	Network Communications+	4
Subtotal General Technical Requirements		**19**

2. Programming Language Requirements

COURSE#	COURSE	CREDITS
CS 103	RPG	3
CS 104	Visual Basic Programming+	3
CS 204	C Programming+	3
CS 206	Java I+	3
CS 252	Advanced RPG+	3
Subtotal Programming Language Requirements		**15**
	TOTAL TECHNICAL REQUIREMENTS	**34**

C. Advanced Technical Requirements
Complete at least ten credits in the following courses:

COURSE#	COURSE	CREDITS
CS 240	Microsoft® Office Access 2010+	3
CS 241	Microsoft® Office Excel 2010+	3
CS 242	Microsoft® Office Outlook 2010+	2
CS 243	Microsoft® Office PowerPoint 2010+	2
CS 244	Microsoft® Office Word 2010+	3
CS 298	Computer Science Practicum+	1-6
Total Advanced Technical Requirements		**10**
	TOTAL CREDITS REQUIRED	**60-61**

Associate of Science in CRIMINAL JUSTICE

Program Mission
It is the mission of the Criminal Justice program to prepare, educate, and train students for the Criminal Justice profession. Criminal Justice graduates will be lifelong learners who possess current technical knowledge of the criminal justice system, communication skills to communicate effectively within the criminal justice system, and an understanding of the interrelations of the criminal justice professional and society.

Program Description
This program is designed to address training requirements for students seeking employment as police officers, marshals, conservation officers, Guam Customs officers, investigators, corrections officers, forensic computer examiners, forensic lab technicians, and other public safety employees. Students may choose an emphasis in one of four areas of concentration:

- Administration of Criminal Justice
- Law Enforcement Administration
- Forensic Lab Technician
- Forensic Computer Examiner

Some courses in this program must be sequenced because of prerequisite requirements. Other courses, including Mathematics and English, require placement testing before enrollment is granted. (See a Criminal Justice advisor before enrolling in this program or choosing electives.)

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Criminal Justice program, students will be able to:
1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.
2. Describe the process of the criminal justice system including the duties and responsibilities of the criminal justice professional as it pertains to one of the chosen concentration areas: Administration of CJ, Law Enforcement Administration, Forensic Lab Technician, or Forensic Computer Examiner.
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		

*Note: Forensic Lab Tech majors must take **SI 130** to fulfill their science requirement. All Criminal Justice and Forensic Lab Tech students must also take **PS 140** to fulfill their Social & Behavioral Sciences requirement.*

Minimum Total General Education Requirements		22

B. Technical Requirements

COURSE#	COURSE	CREDITS
CJ 100	Introduction to Criminal Justice	3
CJ 150	Criminal Procedure+	3
CJ 200	Criminal Law+	3
CJ 206	Social Values & The Criminal Justice Process+	3
CJ 290	Criminal Justice Practicum+ (in specified area of concentration)	3
Total Technical Requirements		**15**

C. Area of Concentration Requirements

1. Administration of Criminal Justice (CJ)

COURSE#	COURSE	CREDITS
CJ 101	Juvenile Justice Process+	3
CJ 107	Introduction to Corrections	3
CJ 204	Introduction to Criminology+	3
CJ 209	Concept of Police Operations+	3
	Any related, or Technical course	9
	Any Gen Ed course	3
Total Administration of CJ Requirements		**24**

2. Law Enforcement Administration (LEA)

COURSE#	COURSE	CREDITS
CJ 205	Police Report Writing+	3
CJ 209	Concept of Police Operations+	3
CJ 225	Criminal Investigation+	3
CJ 250	Police Organizational Theory+	3
	Any related, or Technical course	9
	Any Gen Ed course	3
Total LEA Requirements		24

3. Forensic Lab Technician

COURSE#	COURSE	CREDITS
CJ 122	Introduction to Forensic Science+	4
CJ 225	Criminal Investigation+	3
HL 120	Medical Terminology	2
MA 161A	College Algebra & Trigonometry I+	4
MA 161B	College Algebra & Trigonometry II+	4
SI 141	Applied Physics I+	4
SI 150	Introduction to Microbiology+	4
SI 102	General Chemistry with Laboratory+	4
Total Forensic Lab Technician Requirements		**29**

4. Forensic Computer Examiner

COURSE#	COURSE	CREDITS
CJ 122	Introduction to Forensic Science+	4
CJ 225	Criminal Investigation+	3
CJ 260	Forensic Computer Examiner+	4
CS 101	Introduction to Computer Systems & Information Technology+	3
CS 205	Network Communications+	4
CS 210	Windows Professional+	3
CS 215	Windows Server+	3

CS 217	Windows Directory Services	3
EE 211	IT Essentials I+	4

Total Forensic Computer Examiner Requirements		**31**

TOTAL CREDITS REQUIRED	
ADMINISTRATION OF CJ	**61**
LAW ENFORCEMENT ADMIN	**61**
FORENSIC LAB TECHNICIAN	**66**
FORENSIC COMPUTER EXAMINER	**68**

Associate of Science in EARLY CHILDHOOD EDUCATION

Program Mission

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

Program Description

Early childhood educators and caregivers work in Head Start programs childcare centers, family home care programs, elementary schools, social services programs, and health care services. These professionals plan and implement appropriate experiences for young children in areas such as language, health, movement, creativity, thinking, problem solving, self-concept and social behavior. They also supervise children's activities, care for their needs, keep records of their progress, and confer with parents and other professionals.

The Associate of Science in Early Childhood Education is closely aligned with national standards and meets Head Start requirements for classroom personnel. The National Association for the Education of Young Children encourages a minimal educational level of an associate degree in early childhood education for early childhood program teachers. Only technical requirements courses that have a grade of "C" or better will be counted towards the Associate degree.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Early Childhood Education program, students will be able to:

1. Demonstrate professionalism and ethical conduct within the early childhood educational field.
2. Demonstrate appropriate knowledge and disposition needed to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.
3. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19-20**

B. Technical Requirements

COURSE#	COURSE	CREDITS
CD 110	Early Childhood Education Orientation	3
CD 140	Environments for Young Children	3
CD 180	Language Arts in Early Childhood	3
CD 221	Child Growth & Development	3
ED 231	Introduction to Exceptional Children+	3
CD 240	Cognitive & Creative Development in Early Childhood+	3
CD 260	Social & Emotional Development+	3
CD 292	ECE Practicum+	3
Total Technical Requirements		**24**

C. Related General Education & Technical Requirements

Complete at least 15 credits from the following list of courses or other courses approved by the Education Department.

COURSE#	COURSE	CREDITS
ASL 100	American Sign Language I	4
ASL 110	American Sign Language II+	4
ED 220	Human Growth & Development	3
ED 281	Bilingual/Bicultural Education	3
	Any CD or ED courses	3
Total Related General Education & Technical Requirements		**17**

	TOTAL CREDITS REQUIRED	**60-61**

Associate of Science in EMERGENCY MANAGEMENT

Program Mission

It is the mission of the Emergency Management program to provide students with necessary skills and knowledge in mitigation of preparedness, response, and recovery of all hazards of emergency management together with an academic general education to make a well-rounded emergency manager who is prepared to deal with different types of emergencies that affect all communities.

Program Description

Emergency Management graduates will be able to apply basic emergency management skills in the event of natural and manmade disasters. Graduates will be able to implement the four major areas of emergency, namely, mitigation, preparation, response, and recovery. The Emergency Management program utilizes the Emergency Management Institute's Independent Study (IS) courses to prepare graduates to apply leadership skills, to communicate effectively, to solve problems, to plan, to work as a team, to operate within the legal system and governmental framework for emergency management, to analyze risks and hazards, and to manage resources efficiently.

Guam Community College is mirroring Frederick Community College's model whereby college credits are granted upon successful completion of Emergency Management Institute's (EMI) Independent Study (IS) courses online. Students who have completed these IS courses will need to request for an official transcript from EMI then apply for college credits at Guam Community College towards an Associate of Science in Emergency Management.

The Emergency Management program's technical requirements are adopted and derived from EMI's Independent Study program. *These courses are subject to be revised and new courses will be added to the program.* GCC's Emergency Management program will adhere to the latest IS offerings to ensure that students learn what is relevant and most up-to-date information and skills.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Emergency Management program, students will be able to:
1. State the government's role in Emergency Management.
2. Describe the function of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks of emergency situations.
4. Make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
EMI 100	Emergency Manager	1
EMI 102	Hazardous Materials	1
EMI 104	A Citizen's Guide to Disaster Assistance	1
EMI 106	Building for the Earthquakes of tomorrow	1
EMI 108	Orientation to Disaster Exercise	1
EMI 110	Exercise Design	1
EMI 112	State Disaster Management	1
EMI 114	Principles of Emergency Management	1
EMI 116	Emergency Planning	1
EMI 118	Leadership & Influence	1
EMI 120	Decision Making & Problem Solving	1
EMI 122	Effective Communication	1
EMI 124	Developing & Managing Volunteers	1
EMI 126	Anticipating Hazardous Weather	1
EMI 128	Emergency Operations Center Role	1
EMI 130	Volunteer Agencies in Emergency Management	1
EMI 132	Disaster Basics	1
EMI 134	Community Hurricane Preparedness	1
EMI 136	Hazardous Material Prevention	1
EMI 138	Multi-hazard Emergency Planning for Schools	1
EMI 140	Introduction to Mitigation	1
EMI 142	Protecting your Home and Small Business from Disaster	1
EMI 144	Introduction to Public Assistance	1
EMI 146	Debris Operation	1
EMI 148	Incident Command System	1

COURSE#	COURSE	CREDITS
EMI 150	National Incident Management System	1
EMI 152	National Response Plan & Disaster Medical System	1
Total Technical Requirements		**27**

C. Related Technical Requirements

COURSE#	COURSE	CREDITS
PS 140	American Government	3
PY 125	Interpersonal Relations	3
HL 130	First Aid & Safety	1
CJ 102	First Responder	3
SM 225	Leadership	3
EMI 154	Community Emergency Response Team	1
Total Technical Requirements		**14**
	TOTAL CREDITS REQUIRED	**60**

Associate of Science in FOOD & BEVERAGE MANAGEMENT

Program Description

The food and Beverage Management Program is to prepare students for the field of restaurant operations and food/beverage services career. This program provides the foundational knowledge and skills in this field. The Food & Beverage industry has experienced sustained growth within the hospitality industry and the world.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Food & Beverage Management program, students will be able to:
1. Possess the competency and skills in food and beverage operation.
2. Successfully obtain Guam's Food Service Manager's Certificate and national food safety and sanitation certificate.
3. Demonstrate appropriate work ethic and demeanor as a professional in the Food & Beverage industry.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19**

B. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
HS 150	Welcome to Hospitality	3
HS 152	Customer Service	3
HS 154	Nutrition for Food Service Professionals	3
HS 155	Basic Hotel & Restaurant Accounting	3
JA 110	Beginning Japanese I	4
Total Technical Requirements		**16**

C. Technical Requirements

COURSE#	COURSE	CREDITS
HS 140	Menu Planning	3
HS 160	Hospitality Supervision+	3
HS 203	Foodservice Safety and Sanitation (ServeSafe/HACCP)	3
HS 208	Managing Food & Beverage Service+	4
HS 222	Food & Beverage Cost Control+	3
HS 245	Food Production Principles+	4
HS 292A, B	Food & Beverage Management Practicum+	6
Total Technical Requirements		**26**
	TOTAL CREDITS REQUIRED	**61**

Associate of Science in HOTEL OPERATIONS & MANAGEMENT

Program Description

The hospitality industry is one of the fastest growing segments of our economy and employs over ten million service personnel in the United States alone. The expansion and growth of hotels, food & beverage establishments, tour and travel companies, airlines, tourist attraction facilities, and related services have created vast career opportunities in tourism and hospitality industry and more so in the hotel operations and management field.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Hotel Operations and Management program, students will be able to:
1. Apply the fundamentals of the requirements for the hotel operations & management program and demonstrate competency in their choice of occupations within the industry.
2. Demonstrate knowledge, skills and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.
3. Apply the knowledge and skills gained and achieved through the theory and from practical application to gain successful employment in the hospitality industry.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19**

B. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
HS 150	Welcome to Hospitality	3
HS 152	Customer Service	3
HS 155	Basic Hotel & Restaurant Accounting	3
HS 160	Hospitality Supervision+	3
SM 240	Employment & Labor Law	3
JA 110	Beginning Japanese I	4
Total Related General Education & Technical Requirements		**19**

C. Technical Requirements

COURSE#	COURSE	CREDITS
HS 208	Managing Food & Beverage Service+	4
HS 211	Front Office Management+	3
HS 215	Housekeeping Management+	3
HS 217	Hotel Security Management+	3
HS 219	Training & Development in the Hospitality Industry	3
HS 254	Hospitality & Travel Marketing	4
HS 292A	Hotel Operations & Management Practicum+	6
Total Technical Requirements		**26**
	TOTAL CREDITS REQUIRED	**64**

Associate of Science in HUMAN SERVICES

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

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Human Services program, students will be able to:
1. Explain human service practice concepts and principles within a multidisciplinary, multi-cultural setting among children & family, mental health and disabilities, aging, substance abuse & the criminal justice system.
2. Demonstrate entry level human services skills in human service settings.
3. Describe human values and ethical responsibility pertaining to the human service worker.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**20**

B. Related General Education & Technical Requirements
Complete at least 12 credits from the following list of courses or other courses approved by the CJ&SS Department.

COURSE#	COURSE	CREDITS
CJ 100	Introduction to Criminal Justice	3
CJ 104	Dynamics of Substance Abuse	3
VC 101	Introduction to Visual Communications	3

COURSE#	COURSE	CREDITS
TH 101	Introduction to Theater	3
EN 194	Technical Report Writing+	3
HL 130	First Aid & Safety	3
PY 100	Personal Adjustment	3
PY 125	Interpersonal Relations	3
HS 152	Customer Service	3
HU 120	Pacific Cultures	3
HU 220	Guam Cultures & Legends	3
Total Technical Requirements		**12**

C. Technical Requirements

COURSE#	COURSE	CREDITS
ED 220	Human Growth & Development OR	
CD 221	Child Growth & Development	3
PY 120	General Psychology+	3
HM 110	Introduction to Community Service	3
HM 150	Human Development Diversity +	3
HM 180	Human Services Practicum Orientation	3
HM 201	Social Welfare & Development: Global Challenges +	3
HM 205	Foundations of Case Management +	3
HM 225	Substance Abuse Prevention +	3
HM 250	Ethics in Human Services +	3
HM 292	Human Services Practicum +	3
Total Technical Requirements		**30**
	TOTAL CREDITS REQUIRED	**62**

Associate of Science in MARKETING

Program Mission

The mission of the Marketing program is to develop a marketing workforce addressing the emergent needs of a continually changing economic business environment in the Guam community and the Micronesian region.

Program Description

Among the many career opportunities in marketing are sales associate, buyer, merchandiser, telemarketer, retail store supervisor, advertising assistant, and market researcher. The marketing program will equip students with the experience and technical skill necessary for rapid progression into mid-management positions. The E-Marketing, Entrepreneurship and International Marketing courses are specifically designed for aspiring and established entrepreneurs who have yet to tap into the E-retailing segment of the worldwide market.

Many marketing students enjoy participating in Delta Epsilon Chi, the collegiate division of Distributive Clubs of America (DECA). This student organization offers members the opportunity to participate in competitions, leadership training, and community service projects.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Marketing program, students will be able to:
1. Obtain career-sustaining employment in a marketing profession.
2. Be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.
3. Broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.

A. General Education Requirements

COURSE#	COURSE	CREDITS

Please refer to the new General Education requirements in this catalog.

Note: Marketing majors must take CS 152 to fulfill their computer requirement.

Minimum Total General Education Requirements	**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
MK 123	Principles of Marketing	3
MK 124	Selling+	3
MK 205	Entrepreneurship+	3

MK 206	Retailing+	3
MK 207	E-Marketing+	3
MK 208	International Marketing+	3
MK 224	Advertising+	3
Total Technical Requirements		**21**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
VC 101	Introduction to Visual Communications	3
VC 102	Design Principles and Elements+	3
VC 125	Digital Graphics: Photoshop®	3
VC 126	Digital Graphics: Illustrator®	3
VC 131	Desktop Publishing+	3
MK 298	Marketing Practicum	3
SM 205	Purchasing	3

In the event Co-op/Work-Learn cannot be taken, the student, with postsecondary departmental approval, may take 200 level Hospitality and Tourism or Supervision and Management courses in lieu of Co-op/Work-Learn.

| **Total Related General Education & Technical Requirements** | | **21** |
| | **TOTAL CREDITS REQUIRED** | **61** |

Associate of Science in MEDICAL ASSISTING

Program Mission
The mission of the Medical Assisting program is to prepare students for employment as medical assistants in physician's offices or clinics and to provide students opportunities to further their career in the medical assisting field.

Program Description
Medical Assistants assist physicians in private medical offices, clinics and in hospital outpatient clinics with patient care as well as with routine office laboratory and diagnostic tests. It is mandatory for students declared in the associate degree program in medical assisting to be declared in the certificate program. Because of new requirements under the AAMA, only the Certificate Program is eligible for accreditation and only graduates from the Certificate program are eligible to take the Certified Medical Assistant (CMA) certification exam. Medical Assistants who successfully complete the Certification Examination are granted the "Certified Medical Assistant" (CMA) credential. Therefore, all students declared in the AS in Medical Assisting will automatically be declared into the Certificate in Medical Assisting program.

GCC's Medical Assisting curriculum is designed to provide training in administrative and clinical settings. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures, including venipuncture and pharmacology. With the exception of enrollment in MS 101 Intro to Medical Assisting, enrollment in any Medical Assisting technical requirement course requires:
- placement into EN 110 or successful passing of EN 100R/EN 100W, and
- health clearance (physical immunization - PPD, Hep B, 1, 2, 3).

Note: Only the technical required courses that have a grade of "C" or better will be counted towards the Associate degree. Students must maintain a grade point average of 2.0 or better to continue in the program.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Medical Assisting program, students will be able to:
1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet National Standards for Medical Assistants in carrying out administrative duties in the clinic or physician's office.
3. Enter the health service field as certified medical assistants.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Note: Medical Assisting students must take SI 130 as their science requirement.		
Minimum Total General Education Requirements		**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
MS 101	Introduction to Medical Assisting	3
MS 120	Clinical Medical Assisting I+	2
MS 121	Clinical Medical Assisting II+	2

MS 125	Clinical Office Experience+	1
MS 140	Administrative Medical Assisting+	2
MS 141	Administrative Medical Assisting Laboratory+	2
MS 145	Administrative Medical Assisting Clinical+	1
MS 201	Medical Law and Ethics+	2
MS 210	Medical Assisting Critique+	1
MS 220	Medical Assisting Specialties+	2
MS 221	Medical Assisting Specialties Laboratory+	1
MS 225	Medical Assisting Specialties Clinical+	1
MS 292	Medical Assisting Practicum+	5
Total Technical Requirements		**25**

C. Related Technical Requirements

COURSE#	COURSE	CREDITS
ED 220	Human Growth & Development	3
HL 120	Medical Terminology	
HL 131	Basic Life Support for Health Care Providers	1
HL 140	Introduction to Clinical Laboratory+	2
HL 150	Study of Diseases+	3
HL 160	Introduction to Pharmacology+	1
HL 161	Pharmacological Treatment of Disease+	1
HL 162	Administration of Medications+	1
HL 202	Nutrition	3
HL 252	Pathophysiology+	3
Total Related Technical Requirements		**20**
	TOTAL CREDITS REQUIRED	**64**

Associate of Science in OFFICE TECHNOLOGY

Program Mission
The mission of the Office Technology program is to equip students with technology, communication, and professional skills necessary for successful employment in an office environment.

Program Description
Upon completion the student will be able to perform in a variety of office applications, including oral and written communication, formatting simple to complex business correspondence, formatting reports, tables and administrative documents, filing, operating computers and business machines, using computer software application programs, distributing mail, answering the telephone, and providing good customer service.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Office Technology program, students will be able to:
1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Express confidence in their ability to use and integrate several office applications.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
OA 101	Keyboarding Applications	3
OA 103	Filing Systems+	3
OA 109	Business Math Using Excel	3
OA 130	Information Processing+	3
OA 211	Business Communication+	3
OA 240	Machine Transcription+	3
Total Technical Requirements		**18**

C. Area of Concentration Requirements

COURSE#	COURSE	CREDITS
OA 210	Database Management Systems+	3
OA 220	Spreadsheet Systems	3
OA 230	Advanced Information Processing+	3
OA 250	Office Procedures+	3
SM 108	Introduction to Business	3
Total Area of Concentration Requirements		**15**

D. Elective Requirements
Complete nine (9) credits from the following course:

COURSE#	COURSE	CREDITS
AC 100	Fundamentals of Bookkeeping and Accounting+	3
CS 110	Introduction to the Internet	3
SM 230	Business Law Applications	3
Total Elective Requirements		**9**
	TOTAL CREDITS REQUIRED	**61**

Associate of Science in PRE-ARCHITECTURAL DRAFTING

Program Description

The Pre-Architectural Drafting program covers pre-architecture, building materials and properties, basic computer aided design and drafting (CADD), architectural computer modeling, and an introductory engineering course. This program prepares students for entry-level employment in CADD, architect assistants, or as a bridge to enter a career as an architect which requires a bachelors degree or higher. Graduates are prepared for the professional workforce with sound theoretical knowledge and hands-on experience. This program is an area emphasized in the Architecture & Construction Career Cluster, one out of 16 career clusters selected in Guam's Career & Technical Education Five-Year State Plan.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Pre-Architectural Drafting program, students will be able to:
1. Demonstrate knowledge and skills needed to design and draft projects ranging from two to three dimensional designs for commercial and residential buildings.
2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional electronic designs.
3. Develop a professional work ethic needed in the architectural engineering industry.
4. Create an electronic portfolio that represents proficiency in the development of two and three dimensional computer aided designs.

A. General Education Requirements

COURSE#	COURSE	CREDITS

Please refer to the new General Education requirements in this catalog.
Note: Pre-Architectural Drafting students must take EN 194, MA 161B, and SI 141 as part of their General Education requirements.

Minimum Total General Education Requirements	**23**

B. Technical Requirements

COURSE#	COURSE	CREDITS
AE 103	Basic Blueprint Reading	3
AE 121	Technical Engineering Drawing I	3
AE 122	Technical Engineering Drawing II+	3
AE 138	Building Codes, Specifications & Construction Management+	3
AE 150	Computer Aided Design & Drafting (CADD) I+	3
AE 160	Computer Aided Design & Drafting (CADD) II+	4
AE 216	Descriptive Geometry+	3
Total Technical Requirements		**22**

C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
CE 121	Properties of Materials	3
CE 215	Construction Procedures+	3
CE 221	Strength of Materials+	3

CE 225	Construction Planning & Estimating+	3
CS 101	Introduction to Computer Systems & Information Technology+	3
OR 101	Introduction to Engineering Technology	3
MA 161A	College Algebra & Trigonometry I+	4

Total Related General Education & Technical Requirements		**22**
	TOTAL CREDITS REQUIRED	**67**

Associate of Science in SUPERVISION AND MANAGEMENT

Program Mission
The mission of the Supervision & Management program is to develop a management workforce reflecting industry needs as a result of the dynamic economic business environment in the Guam community and beyond.

Program Description
The Supervision and Management program prepares students for entry-level position and employment in the field of supervision and management. The program is designed for students who want to learn, update and augment existing knowledge and skills and/or acquire cutting-edge technical and managerial skills; it is also designed for current and future leaders, supervisors, and managers who desire the latest skills to be effective and productive in their respective fields.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Supervision & Management program, students will be able to:
1. Apply supervisory and management skill techniques managing people and projects with respect to employee duties and responsibilities for either the private or the public sector.
2. Demonstrate mastery in the practice of planning, organizing, staffing, and controlling functions meeting the firm's goals and objectives.
3. Implement and execute firm's policy statements into practical planning and operational mission completions.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
AC 211	Accounting Principles I+	4
EC 110	Principles of Economics+	3
SM 108	Introduction to Business	3
SM 208	Personnel Supervision	3
SM 211	E-commerce Management	3
SM 215	International Management	3
SM 220	Management Skill Development	3
SM 225	Leadership	3
SM 230	Business Law Applications	3
SM 240	Employment & Labor Law	3
SM 245	Ethics & Stakeholders Management	3
Total Technical Requirements		**34**

C. Related General Education & Technical Requirements
Complete nine credit hours from the following courses:

COURSE#	COURSE	CREDITS
MK 123	Principles of Marketing	3
MK 205	Entrepreneurship	3
OA 211	Business Communication+	3
OA 250	Office Procedures+	3
PY 125	Interpersonal Relations	3
SM 205	Purchasing	3
SM 298	Supervision & Management Practicum	1-6
Total Related General Education & Technical Requirements		**9**
	TOTAL CREDITS REQUIRED	**62**

Associate of Science in SURVEYING TECHNOLOGY

Program Description

The Surveying Technology program prepares the student for immediate employment as a surveying or Geographic Information Systems (GIS) technician and teaches the student knowledge and skills that will enable one to adapt to ever evolving technical and technological changes in geospatial field and office applications. The graduate will be prepared to face the challenge of modern Surveying and GIS practice. The program emphasizes applications-based approaches and provides an overview of the geospatial fields of surveying, mapping, and GIS and prepares the student for further study and for the Level 3 Certified Survey Technician examination prepared by the American on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS).

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Surveying Technology program, students will be able to:
1. Demonstrate preparedness to enter productive technical position in the geospatial fields of surveying, mapping, and Geographic Information Systems.
2. Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 3 Certified Survey Technician examination.
3. Develop a professional work ethic needed in the surveying industry.
4. Demonstrate ability to utilize modern measurement technologies to acquire spatial data and employ industry-standard software to solve technical problems.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Note: Surveying Technology students must take MA 161A and SI 141 as part of their General Education requirements.		
Minimum Total General Education Requirements		**20**

B. Technical Requirements

COURSE#	COURSE	CREDITS
SU 100	Surveying Drafting	3
SU 101	Surveying Problems I	3
CE 211	Plane Surveying I+	3
CE 222	Plane Surveying II+	3
SU 230	Advanced Surveying+	3
SU 240	Boundary Law I	3
SU 241	Boundary Law II+	3
SU 250	Introduction to Geographic Information Systems	3
SU 251	Advanced Geographic Information Systems+	3
SU 280	Special Topics in Geographic Information Systems+	3
SU 292	Surveying Practicum+	1
Total Technical Requirements		**31**

C. Related General & Technical Requirements

COURSE#	COURSE	CREDITS
AE 121	Technical Engineering Drawing I	3
AE 150	Computer Aided Design & Drafting (CADD) I+	3
CS 101	Introduction to Computer Systems & Information Technology+	3
HL 130	First Aid & Safety	1
MA 161B	College Algebra & Trigonometry II+	4
OA 101	Keyboarding Applications	3
Total Related General & Technical Requirements		**17**
	TOTAL CREDITS REQUIRED	**68**

Associate of Science in TOURISM & TRAVEL MANAGEMENT

Program Description

The tourism and travel industry is one of the largest employment sectors locally and globally. Tourism and travel employers around the world pay more than 1.6 trillion dollars annually in wages and salaries creating over 12 million new jobs. Employment opportunities include hotels, restaurants, tour and travel companies, airlines, tourism attraction facilities, convention and events, ecotourism, cruises, and related services. As an academic partner with the Travel Institute, Tourism and Travel graduates may earn Travel Agency Proficiency (TAP) certification from the Travel Institute and other nationally recognized certification programs.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Tourism & Travel Management program, students will be able to:
1. Demonstrate competency in the skills needed to work as a professional in the tourism and travel industry.
2. Demonstrate preparedness to successfully pass one of several local and/or nationally recognized tourism and travel tests.
3. Apply an appropriate work ethic and professional demeanor as it relates to the tourism and travel industry.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Minimum Total General Education Requirements		19

B. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
HS 150	Welcome to Hospitality	3
HS 152	Customer Service	3
HS 160	Hospitality Supervision+	3
HS 254	Hospitality & Travel Marketing+	4
JA 110	Beginning Japanese I	4
OA 101	Keyboarding Applications	3
Total Related General Education & Technical Requirements		20

C. Technical Requirements

COURSE#	COURSE	CREDITS
HS 153	Destination Geography	3
HS 158	Intro to Meetings, Incentives, Conferences, and Exhibitions (Mice)	3
HS 251A	Ticketing and Travel Documents+	3
HS 251B	Internet Travel	1
HS 257	Principles of Tour Guiding	3
HS 260	The Travel Professional+	3
HS 265	Eco Tourism	3
HS 292	Hospitality Industry Management Practicum+	3
Total Technical Requirement		22
	TOTAL CREDITS REQUIRED	**61**

Associate of Science in VISUAL COMMUNICATIONS

Program Mission
It is the program's mission to provide the Visual Communications industry with graduates possessing the necessary attitudes, skills and knowledge to be effective contributors to the advancement of the graphic and digital arts.

Program Description
The world has reached a point where the creation, acquisition and dispersal of information have become almost entirely dependent on electronic technology. Whether the delivery method is in print, video or over the web, facts, news and stories can reach a potential audience of millions unrestricted by the traditional boundaries of time, geography or expense. The focus of the Visual Communications program is on the creative elements of technology. Three major areas are addressed: Print, Video, and Interactive Media (web and multimedia). Although each area of study is different in its delivery, they incorporate skills that are common to all. The curriculum, in its purpose and delivery, is geared towards training students to enter the professional industry. A lab fee is required for each VC or CS course unless otherwise indicated in the course descriptions.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AS in Visual Communications program, students will be able to:
1. Enter digital publishing, Internet, web media design and video production industries.
2. Apply the visual elements of line, shape, value, color, texture, typography and space in the creation of visual products.
3. Create materials using desktop publishing applications for print.
4. Plan, record and edit video productions.
5. Produce and edit photographic and scanned images.
6. Work effectively as a team member to achieve creative decisions.
7. Work with customers and clients of visual production companies to develop visual advertising and public information products and programs.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Note: Visual Communication majors must take CS152 as part of their General Education requirements.		
Minimum Total General Education Requirements		**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
VC 101	Introduction to Visual Communications	3
VC 102	Design Principles and Elements+	3
VC 125	Digital Graphics: Photoshop®	3
VC 126	Digital Graphics: Illustrator®	3
VC 131	Desktop Publishing+	3
VC 141	Web Design+	3
VC 161	Video I	3
VC 172	Imaging Concepts and Elements	3
VC 201	Project Management and Marketing Solutions+	3
VC 298	Tourism & Travel Management Practicum+	3
Total Technical Requirements		**30**

C. Electives

Complete 6 credit hours from below.

COURSE#	COURSE	CREDITS
VC 135	InDesign®+	3
VC 145	Macromedia Suite+	3
VC 165	Digital Editing: Final Cut Pro	3
Total Electives Requirements		**6**

D. Related General & Technical Requirements

COURSE#	COURSE	CREDITS
MK 123	Principles of Marketing	3
MK 224	Advertising+	3
Total Related General & Technical Requirements		**6**
	TOTAL CREDITS REQUIRED	**61**

Associate of Arts in CULINARY ARTS

Program Mission

The mission of the Culinary Arts program is to introduce students to careers in the field of Culinary Arts and provide them the basic skills and knowledge they will need to achieve success. Students will experience all aspects of the Culinary Arts as they build good business and management skills.

Program Description

The Culinary Arts Program introduces and prepares students for work in food service operations including, but is not limited to, food preparation, and food service, safety and sanitation procedures, and promotion of the industry. The program offers an Associate of Arts Degree that meets accreditation standards as prescribed by the American Culinary Federation.

Program Student Learning Outcomes (SLOs):

Upon successful completion of the AA in Culinary Arts program, students will be able to:
1. Demonstrate positive work ethics and culinary knowledge, methods and applications.
2. Acquire the fundamentals of food service skills and techniques of a culinarian.
3. Demonstrate preparedness to qualify as a Certified Culinarian by the American Culinary Federation (ACF).

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		
Note: Culinary Arts students must take HS 145 to fulfill their math requirement.		
Minimum Total General Education Requirements		**19**

B. Technical Requirements

COURSE#	COURSE	CREDITS
HS 237	Principles of European Cuisine+	3

COURSE#	COURSE	CREDITS
HS 238	Garde Manger/Cold Food Pantry	4
HS 244	Baking and Breads+	4
HS 245	Food Production Principles+	4
HS 246	Buffet Service/Catering+	3
HS 247	International Cuisine+	4
HS 248	Patissier - Fundamentals of Patisserie+	4
HS 249	Advanced Food Preparation+	4
HS 293	Culinary Practicum+	6
Total Technical Requirements		**34**

C. Related Technical Requirements

COURSE#	COURSE	CREDITS
HS 140	Menu Planning	3
HS 160	Hospitality Supervision+	3
HL 202	Nutrition	3
HS 203	Foodservice Safety and Sanitation (ServeSafe/HACCP)	3
HS 208	Managing Food & Beverage Service+	4
HS 222	Food & Beverage Cost Control+	3
Total Related Technical Requirements		**19**
	TOTAL CREDITS REQUIRED	**72**

Associate of Arts in EDUCATION

Program Mission

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

Program Description

The Associate of Arts in Education is designed to provide entry-level training for persons interested in working in educational settings. The program also serves as a career/educational ladder for those interested in pursuing a Bachelors degree in the field. Students may choose from two areas of concentration: Bachelor Foundation and/or Pre-Professional. Emphasis is placed on students learning outcomes in a broad range of educational areas. Only technical requirement courses which have a grade of "C" or better will be counted towards the Associate degree.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AA in Education program, students will be able to:
1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge and disposition needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and student with disabilities.
3. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

A. General Education Requirements

COURSE#	COURSE	CREDITS
Please refer to the new General Education requirements in this catalog.		

*Note: Education majors must take **EN 110** and **ASL 110** as part of their General Education requirements. Bachelor Foundation majors must also take **PY120** to fulfill their Social & Behavior Sciences requirement.*

| **Minimum Total General Education Requirements** | | **20** |

B. Technical Requirements

COURSE#	COURSE	CREDITS
ASL 100	American Sign Language I	4
ED 150	Introduction to Teaching	3
ED 220	Human Growth & Development OR	
ED 231	Introduction to Exceptional Children+	3
ED 292	Education Practicum+	3
Total Technical Requirements		**16**

C. Area of Concentration Requirements
   1. Bachelor Foundation

COURSE#	COURSE	CREDITS
EN 111	Writing for Research+	3

EN 125	Introduction to Speech+	3
EN 210	Introduction to Literature+	3
TH 101	Introduction to Theater	3
HI 121	History of World Civilizations I OR	
HI 122	History of World Civilizations II	3
EC 110	Principles of Economics+	3
HU 120	Pacific Cultures	3
HL 202	Nutrition OR	
PY 100	Personal Adjustment	3
SI 103	Introduction to Marine Biology+ AND	
SI 103L	Introduction to Marine Biology Laboratory+ OR	1
SI 110	Environmental Biology+ AND	
SI 110L	Environmental Biology Laboratory+	
PI 101	Introduction to Philosophy	3
Total Bachelor Foundation Requirements		**31**

2. Pre-professional

Complete at least 24 credits from the following list of courses or other courses approved by the Education Department.

COURSE#	COURSE	CREDITS
	Any CD or ED courses not used in the technical requirements	21
OA 101	Keyboarding Applications	3
Total Pre-professional Requirements		**24**

	TOTAL CREDITS REQUIRED	
	BACHELOR FOUNDATION	**67**
	PRE-PROFESSIONAL	**60**

Associate of Arts in INTERDISCIPLINARY ARTS & SCIENCES

Program Mission
The Liberal Arts program aims to provide students with the means to engage in critical insight, reasoning, mature judgment, and independent thinking; awakens students to a sense of the importance of values, self-awareness, and responsibility; and prepares students for scholarly excellence.

Program Description
The Associate of Arts in Interdisciplinary Arts & Sciences is designed to provide a broad-based interdisciplinary education to prepare students who want to pursue a four-year degree. Courses include core subjects such as English, Math, Science, Social Sciences, the Arts, and languages.

Program Student Learning Outcomes (SLOs):
Upon successful completion of the AA in Interdisciplinary Arts & Sciences program, students will be able to:
1. Demonstrate an ability to connect knowledge of human culture and the natural world to a variety of disciplines and perspectives.
2. Demonstrate effective reasoning, problem solving, critical thinking, and creative achievement, and an inclination to life-long inquiry and the pursuit of learning.
3. Identify and articulate the intellectual, ethical, cultural, and social qualities essential for leadership in a changing global community through awareness and respect for cultures diverse in thought, values, and beliefs.

A. General Education Requirements

COURSE#	COURSE	CREDITS

Please refer to the new General Education requirements in this catalog.
Note: Interdisciplinary Arts & Sciences students must take EN 110, SI 103 & SI 103L or SI 110 & SI 110L, SO 130 or PY 120, CS 151 as part of their General Education requirements. For the Humanities and Fine Arts requirement, one of the modern language choices must be taken (ASL 100, JA 110 or CH 110).

Minimum Total General Education Requirements	**20-21**

B. Technical Requirements

COURSE#	COURSE	CREDITS
EN 111	Writing for Research+	3
EN 125	Introduction to Speech+	3
EN 210	Introduction to Literature+	3
TH 101	Introduction to the Theater	3
HI 121	History of World Civilization I OR	

HI 122	History of World Civilization II	3
EC 110	Principles of Economics+	3
PI 101	Introduction to Philosophy	3
	Modern Language (The degree requires a total of 8 credits in the same language)	4
ASL 110	American Sign Language II+	
JA 111	Beginning Japanese II	
CH 111	Chamorro II	
HL 202	Nutrition OR	
PY 100	Personal Adjustment	3
HU 120	Pacific Cultures	3
	The Sciences (4 credits from the following list)	4
SI 103	Introduction to Marine Biology+ AND	
SI 103L	Introduction to Marine Biology Lab+	
SI 110	Environmental Biology+	
SI 110L	Environmental Biology Lab+	

Total Technical Requirements		**35**

C. Electives

COURSE#	COURSE	CREDITS
	The student's advisor must approve elective courses	6

Total Elective Requirements		**6**
	TOTAL CREDITS REQUIRED	**61-62**

Course Descriptions & Student Learning Outcomes (SLOs)

Note: The course descriptions that follow are alphabetized by course alpha and number (i.e., from AC 100 to WT 100). They are also grouped by fields of study. **Student Learning Outcomes (SLOs)** at the course level, follow these course descriptions. SLOs at the course level describe what students should be able to perform, apply, or produce in relation to how and what they have learned. In the course SLOs that follow, clear and intentional expectations are laid out, particularly as they define the goals of student learning experiences. In a nutshell, they specify what students should be able to know, do, or value after participating in planned learning activities.

With this catalog, continuous efforts to revisit all curriculum documents so that SLOs become integral components of each and every course at the College have been completed. This effort will continue for all new courses.

After the course descriptions, there is a notation about the frequency of offerings, i.e., Spring only, Fall only, or As needed. Summer courses are also scheduled as needed. However, the College always reserves the right to cancel courses, due to low student enrollment or other justifiable reasons.

AC ACCOUNTING

AC100 FUNDAMENTALS OF BOOKKEEPING AND ACCOUNTING (3)

This course covers accounting principles to include interpreting source documents, analyzing business transactions; recording entries in a general journal; posting to the ledger, preparing the worksheet with adjustments; journalizing, adjusting and closing entries; preparing financial statements, and the post-closing trial balance. Formerly AC115. Course offering: As needed. Prerequisite: Must place into MA095 or higher

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

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

AC110 PAYROLL ACCOUNTING (3)

This course covers the most current methods and procedures of calculating payroll and payroll taxes. It includes the latest developments in payroll tax law, covering information on wages, payroll operations, employment practices, and voluntary employee deductions; differences between the USA and the Territory of Guam payroll accounting systems are examined. Course offering: As needed. Prerequisites: AC100, CS151, MA108

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

1. Explain why personnel and payroll records are integral to a company to provide the information required under the numerous laws affecting the operations of payroll system.
2. Calculate wages, explore earnings records, and prepare a payroll register.
3. Perform all aspects of payroll operations including payroll tax returns, while processing a three month payroll period for a business using two methods, manual and computerized.

AC150 FEDERAL INCOME TAX I (3)

A study of the basic forms and structures of federal taxation, particularly aspects which affect individual taxpayers, to include: components of tax formula, the use of the standard deduction. Personal exemption qualifications, filing systems, tax tables, exclusions from income, various categories of deductions, investment losses and passive activity losses, net operating losses, and tax credits. Course offering: As needed. Prerequisite: AC100

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

1. Discuss what the federal income tax is and distinguish it from other types of federal taxes.
2. Distinguish between the regular income tax and the alternative minimum tax.
3. Discuss how Congress derived its authority to impose the federal income tax.
4. List the objectives of the federal income tax laws.

AC210 INTRODUCTION TO FINANCIAL MANAGEMENT (3)

This course covers the basic fundamentals of financial management. Major topics include financial statement analysis, forecasting, markets, risk and rate of return, time value of money, valuation of stock and bonds, cost of capital, capital structure, dividend policy, and financial planning, and working capital management. Course offering: As needed. Prerequisite: AC211 or concurrently with AC212

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

1. Interpret and apply financial ratios to financial statements to evaluate future prospects of the business.
2. Compare risk with the rate of return in a single investment and a portfolio investment and to perform valuations of stocks and bonds.
3. Explain the concept of working capital and its components in order to manage cash conversion cycles.

AC211   ACCOUNTING PRINCIPLES I (4)

This course prepares the student for entry-level accounting jobs, such as accounting clerk and bank teller. Students will interpret and apply accounting principles and concepts to record and report accounting data for sole proprietorship and merchandise business; apply internal control procedures, such as special journals and subsidiary ledgers; apply inventory costing methods; processing account issues for receivables, bank reconciliation and petty cash; calculate depreciation schedules for assets; and record data for intangible assets. Formerly AC101. Course offering: As needed. Prerequisites: Placement into either MA108 or a higher level math class.

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

1. Interpret and apply accounting principles and concepts to record and report business financial data for effective management decision making.
2. Demonstrate the proper procedures to perform all the steps of the accounting cycle for a merchandise business.
3. Perform manual and computerized accounting tasks that use subsidiary ledgers and special journals.
4. Perform bank reconciliations for business records and maintain petty cash systems.
5. Demonstrate the ability to calculate inventory data using various types of inventory costing methods.

AC212   ACCOUNTING PRINCIPLES II (4)

Accounting theory and principles are discussed relating to corporations, manufacturing, budgeting and cost analysis. Specific topics include current and contingent liabilities, accounting for corporations, accounting for corporate income taxes, investments in bonds, accounting for bonds payable, the Statement of Cash Flows, Financial Statement analysis, job order and process costing systems. Formerly AC102 and AC103 Course offering: As needed. Prerequisites: AC110, AC211, CS151

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

1. Analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
2. Demonstrate proficiency to prepare corporation financial statements including the statement of cash flows.
3. Contrast the accounting systems used by manufacturing businesses: job order and process costing.
4. Prepare the basic income statement budgets for a manufacturing business.
5. Explain and illustrate how standards are used in budgeting.

AC225   HOSPITALITY INDUSTRY ACCOUNTING (3)

This course presents the fundamentals of financial accounting through hospitality industry simulation-problems and experiences. Accounting topics include procedures for merchandise and supplies inventories, fixed assets and depreciation methods, current liabilities and payroll, internal controls of cash, receivables and payables. Major elements of financial statements for the hospitality industry are emphasized. Formerly HS244. Course offering: Fall only. Prerequisites: AC211 and/or concurrently with AC212

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

1. Develop mastery-level skills in the fundamentals of financial accounting for the global hospitality industry.
2. Obtain the American Hotel & Motel Association certificate upon completion of all course requirements and successfully passing the national certification examination.
3. Perform analysis and interpretation of financial statements of the hospitality industry.
4. Discuss computerized accounting systems prevalent in hospitality businesses that use special journals and subsidiary ledgers.

AC232   ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)

A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses. Course offering: As needed. Prerequisites: AC110, AC150, AC212

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

1. Demonstrate computer-based skills using a current software version of Peachtree to perform necessary procedures at

each step of the accounting cycle for service, nonprofit, and manufacturing businesses.
2. Apply appropriate procedures to analyze problems and make corrections to errors discovered in a company's books using Peachtree.
3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software Peachtree.
4. Use appropriate accounting terminology and language to evaluate financial statements and other accounting documents generated by Peachtree.

AC233   ACCOUNTING ON THE COMPUTER USING QUICKBOOKS (3)

Students will apply accumulated accounting knowledge and skills from accounting fields such as payroll, federal tax, inventory, merchandising, accounts receivable, accounts payable, and cash management using an accounting software called QuickBooks. Students will develop extensive skills about the features of QuickBooks. Course offering: As needed. Prerequisites: AC110, AC150, AC212

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Apply accumulated accounting knowledge and skills from accounting fields such as payroll, federal tax, inventory, merchandising, accounts receivable, accounts payable and cash management using accounting software called QuickBooks.
2. Develop extensive skills to use basic features of QuickBooks accounting software.
3. Review accounting knowledge and adapt such knowledge to computer accounting skills.

AC240   CERTIFIED BOOKKEEPER REVIEW (3)

A detailed study and review structured to prepare students to pass the national test for Certified Bookkeeper (CB) given by the American Institute of Professional Bookkeepers (AIPB). This course covers specific topics such as adjusting entries, reconciliation and errors, payroll, depreciation, and inventory. A certificate is awarded upon the successful completion of the examinations and 3,000 hours of accounting-related work experience. Course offering: As needed. Prerequisites: AC211, AC110, AC150

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Develop mastery-level skills in selected areas of accounting such as Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.
2. Obtain their CB certificate upon full completion of all AIPB requirements.
3. Discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.

AC250   FEDERAL INCOME TAX II (3)

This course is the second of two courses on Federal Taxation structure. Emphasis is given to the unique factors involved in taxation of individuals, and other U.S. Federal tax returns such as partnership and corporation. It includes the latest developments in federal tax laws, covering information on property transactions, retirement plans, partnerships/S corporation basis and loss limitations. Course offering: Spring only. Prerequisite: AC150

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Discuss the formation and operation of corporations related to corporate taxation.
2. Discuss corporate taxation regulations related to corporate distributions to shareholders.
3. Discuss taxation issues for stock redemptions treated as a sale or exchange or as a dividend.
4. Determine the tax treatment of the liquidating corporation including the recognition of gain or loss.
5. Identify the characteristics of the seven types of reorganization of a corporation.
6. Explore the nature of the accumulated earnings tax penalty imposed on a corporation that fails to distribute its earnings.

AC298   COOPERATIVE EDUCATION FOR ACCOUNTING (1-6)

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

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Reinforce and develop the knowledge of accounting theory and accounting principles applied to the tasks of an accounting job.
2. Train with accounting professionals that provided work experience in the accounting process for financial recordkeeping.
3. Apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
4. Demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor

during the duration of a job assignment.
5. Demonstrate organizational skills needed to work within an accounting department.

AE	ARCHITECTURAL ENGINEERING

AE103   BASIC BLUEPRINT READING (3)

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

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Identify basic specifications and codes of various trades related industries.
2. Recognize and sketch basic lines.
3. Apply symbols, notes, and conventions to the creation of drawings and sketches.

AE121   TECHNICAL ENGINEERING DRAWING I (3)

A study of the use of drawing instruments and techniques for mechanical, civil and architectural drawings involving freehand sketches, lettering, orthographic views and pictorial drawings. Skill development will focus on the use of drawing instruments to redraw given drawings calling for accurate measurements with detailed instructions on how to do it. Course offering: As needed

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1 Demonstrate proper use of drafting instruments to draw existing plans.
2 Accurately measure existing drawings.
3 Describe basic components of a blueprint.

AE122   TECHNICAL ENGINEERING DRAWING II (3)

A study of how to prepare partial working drawings of simple building structures, floor plan, front and rear elevations, left and right elevations, transverse and longitudinal sections, cabinet, closet and bar details, plumbing, electrical, site and plot plans including how to prepare topographic maps. Course offering: As needed. Prerequisite: AE121

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Prepare a partial working drawing.
2. Accurately depict different elevation views.
3. Draw plumbing components found in a typical house plan.

AE138   BUILDING CODES, SPECIFICATIONS & CONSTRUCTION MANAGEMENT (3)

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

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Explain local and national building codes and standards.
2. Identify the process for acquiring a building permit.
3. Explain the various agencies' functions in the permitting process.

AE150   COMPUTER AIDED DESIGN & DRAFTING (CADD) I (3)

An introduction to computer aided design and drafting software as a drafting/design tool. This course is designed to introduce students to the use of computers in producing line drawings. Topics include equipment components, terminology, drawing with the computer, storing and retrieving drawings, and printing and plotting. This hands-on course uses the design computer-aided drafting and design software application. Course offering: As needed. Prerequisites: AE121, CS101

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Produce line drawings using computer technology.
2. Demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
3. Demonstrate basic proficiency using design software.

AE160   COMPUTER AIDED DESIGN & DRAFTING (CADD) II (4)

This course builds on the topics covered in AE150 and presents intermediate editing techniques. This course covers the

fundamentals of how to utilize Computer Aided Design and Drafting (CADD) to create and manage a set of construction documents for a single building project. Students will gain knowledge and practical experience leading to entry level jobs by performing many of the duties of an architectural or engineering CADD operator. Course offering: As needed. Prerequisites: AE121, AE150, or consent of instructor

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

1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
2. Compile information about a building from architectural and engineering reference materials and produce an appropriate document that complies with building codes and save it in an electronic medium.
3. Demonstrate intermediate two and three dimensional editing techniques.
4. Demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical and structural engineering, and other design fields.

AE216   DESCRIPTIVE GEOMETRY (3)

This course covers the analysis and solution of three-dimensional problems through application of the principles of multiview projection. Topics include spatial relationships typical of engineering problems, auxiliary views, revolutions, curved lines and surfaces, intersections of surfaces and shades and shadows. This course is recommended for pre-engineering students and drafting majors. Course offering: As needed. Prerequisite: MA161B

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

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

ASL	AMERICAN SIGN LANGUAGE

ASL100   AMERICAN SIGN LANGUAGE I (4)

The purpose of this course is to provide students with basic conversational skills in American Sign Language, to develop visual acuity, and to build comfort with the use of body/facial expressions to convey information. This course is one in a series of courses designed to allow an individual to develop ASL conversational skills and is a prerequisite for ASL110. Formerly IN110. Course offering: As needed

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

1. Demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes a core vocabulary, finger spelling the alphabet and numbers.
2. Demonstrate proficiency in visual acuity using body/facial expressions, gestures and other nonverbal skills to convey and respond to information received.
3. Demonstrate acceptable behavior with the Deaf Community.

ASL110   AMERICAN SIGN LANGUAGE II (4)

This course is a continuation of American Sign Language I. The course objective is to continue to develop basic syntactic knowledge of American Sign Language, vocabulary, fingespelling and conversational skills. Aspects of the deaf community and culture are also incorporated. Course offering: As needed. Prerequisite: ASL100

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

1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually-coded English and finger spelling.
2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.

ASL120   AMERICAN SIGN LANGUAGE III (4)

The course provides advanced conversational skills in American Sign Language with an emphasis on expressive and receptive skills development. Students will further their understanding of American Sign Language syntax, vocabulary, and signing skills. Deaf culture will be further explored. Course offering: As needed. Prerequisite: ASL110

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

1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually coded English and finger spelling.

2. Demonstrate expanded vocabulary and conversational range such as talking about other people and activities, giving directions, describing people, and making requests.
3. Proficiently interact and communicate with the deaf.

ASL130   AMERICAN SIGN LANGUAGE IV (4)

This is the fourth course in the American Sign Language (ASL) sequence. This course continues to develop advanced competency and fluency in American Sign Language, grammer, and syntax. Cultural features and variations in ASL are also addressed Course offering: Spring Only. Prerequisite: ASL120

Student Learning Outcomes (SLOs):

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

1. Demonstrate advances communicative competence and fluency in basic understanding of American Sign Language..
2. Acquire knowledge and understanding of the language and culture of the deaf community.
3. Demonstrate critical thinking and appropriate ethical responses required by the Code of Professional Conduct.

AST	AUTOMOTIVE SERVICE TECHNOLOGY

AST100   INTRODUCTION TO AUTOMOTIVE SERVICE (3)

This course comprehensively prepares students for study within specific areas of Automobile Service Technology. Topics include safety, proper use of shop tools and equipment, checking and adjusting fluid and pressure levels, checking for wear of mechanical and hydraulic components, replacing expendable fluids and parts, performing preventive maintenance, replacing minor external mechanical, electrical and hydraulic components and basic diagnoses and troubleshooting of common automobile malfunctions. Formerly ME150 & ME150B. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate shop safety concepts and practices.
2. Depict good customer relations.
3. Identify basic hand tools and shop equipment and demonstrate proper use.
4. Explain the basic functions and perform elemental service procedures on the engine, electrical, and ignition systems.
5. Perform basic automotive measurements and compare results to specifications.

AST110   ENGINE REPAIR (3)

This course covers elements of engine repair including diagnoses, adjustments and repair of external engine accessory such as batteries and starting systems, fuel, air induction, ignition, lubrication, cooling, and exhaust systems, and repair of the valve train, cylinder heads, valve train synchronization, engine short blocks and complete engine assemblies. Formerly ME178A & ME178B. Course offering: Spring only. Prerequisite: AST100

Student Learning Outcomes (SLOs):

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

1. Explain the basic functioning of the engine mechanical system.
2. Identify and interpret engine mechanical concerns and determine necessary action.
3. Perform basic service and repair procedures on an engine.
4. Inspect cylinder head, water and oil passage condition, and identify wear patterns, determine necessary action.

AST120   AUTOMATIC TRANSMISSION AND TRANSAXLE (3)

This course covers all on-car diagnosing, adjusting, replacing, and repairing of both domestic and foreign automatic transmissions, as well as the process of rebuilding complete transmissions/transaxles. Formerly ME168A & ME168B. Course offering: As needed. Prerequisite: AST100

Student Learning Outcomes (SLOs):

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

1. Diagnose general transmission and transaxle faults.
2. Perform maintenance and adjustment procedures on transmission and transaxle.
3. Explain in-vehicle transmission repair procedures.
4. Demonstrate basic off-vehicle transmission repair procedures.

AST130   MANUAL DRIVE TRAIN AND AXLES (3)

This course covers diagnoses, performance checks, repair of air conditioning compressors, replacement of heating and air conditioning components, repairs and/or replacement of liquid cooling system components, and servicing of ventilation systems. Formerly ME167. Course offering: Fall only. Prerequisite: AST100

Student Learning Outcomes (SLOs):

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

1. Diagnose general drive train faults.
2. Diagnose clutch related problems and perform needed repairs.
3. Explain elemental manual transmission/transaxle, and differential repair procedures.
4. Depict how to diagnose and repair four-wheel drive and all-wheel drive systems.

AST140   SUSPENSION AND STEERING (3)

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

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

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

AST150   BRAKES (3)

This course covers combination disc/drum brake systems, friction components, power assist systems, anti-lock brake systems, hydraulic systems, parking brake systems and traction control systems. Formerly ME165. Course offering: Fall only. Prerequisite: AST100

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

1. Identify general brake-related concerns and recommend actions to be taken.
2. Diagnose hydraulic related faults in a vehicle's brake system.
3. Inspect the mechanical components of a vehicle's brake system and determine necessary action.
4. Ascertain the cause/s of abnormal brake system noises, poor performance and excessive wheel shimmy and vibration.

AST160   ELECTRICAL/ELECTRONIC SYSTEMS (3)

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

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

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

AST170   HEATING AND AIR CONDITIONING (3)

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

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

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

AST180A   ENGINE PERFORMANCE I (TUNE-UP, NO FUEL/EMISSION) (3)

This course involves but is not limited to diagnoses, adjustments, repair and replacement of components in the ignition, charging, starting, engine cooling and the valve train. Formerly ME177A. Course offering: Spring only. Prerequisite: AST100

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

1. Perform general engine diagnosis.
2. Diagnose and repair computerized engine controls.
3. Ascertain fault causes in ignition system and perform needed repairs.
4. Perform engine related maintenance and service procedures.

AST180B   ENGINE PERFORMANCE II (FUELS & EMISSIONS SYSTEMS) (3)

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

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

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

AST210   THEORY/PRACTICUM: ENGINE REPAIR (3)

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

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

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

AST220   THEORY/PRACTICUM: AUTOMOTIVE TRANSMISSION AND TRANSAXLE (3)

This theory/practicum course builds on AST120, offering students a more in-depth conceptual understanding of automatic transmissions and transaxles, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST120

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

1.   Perform general transmission and transaxle diagnostics with minimal supervision.
2.   Demonstrate advance in-vehicle transmission and transaxle service and repairs.
3.   Remove, disassemble, repair, and reinstall transmission and transaxle.

AST230   THEORY/PRACTICUM: MANUAL DRIVE TRAIN AND AXLES (2)

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

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

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

AST240   THEORY/PRACTICUM: SUSPENSION AND STEERING (2)

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

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

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

AST250   THEORY/PRACTICUM: BRAKES (2)

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

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

1. Diagnose general brake system malfunctions.
2. Repair the hydraulic system.
3. Ascertain and remedy drum brake system failures.
4. Diagnose and repair disc brake system failures.
5. Diagnose and repair antilock brake and traction control systems.

AST260   THEORY/PRACTICUM: ELECTRICAL/ELECTRONIC SYSTEMS (4)

This theory/practicum course builds on AST160, offering students a more in-depth conceptual understanding of electrical / electronic systems, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST160

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

1. Perform advance body electrical system diagnostics.
2. Test and service battery.
3. Diagnose and repair faults in the charging and starting system.

AST270   THEORY/PRACTICUM: HEATING AND AIR CONDITIONING (2)

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

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

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

AST280   THEORY/PRACTICUM: ENGINE PERFORMANCE (5)

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

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

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

CD	EARLY CHILDHOOD DEVELOPMENT

CD110   EARLY CHILDHOOD EDUCATION ORIENTATION (3)

The course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field. Course offering: As needed

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

1. Demonstrate basic knowledge of all developmental domains related to childhood.
2. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.
3. Explore various careers in the early childhood education field and determine related future goals.

CD140   ENVIRONMENTS FOR YOUNG CHILDREN (3)

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

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

1. Demonstrate skills needed to successfully design a safe environment for young children.
2. Demonstrate strategies for the promotion of good health practices in the early childhood environment.

CD180   LANGUAGE ARTS IN EARLY CHILDHOOD (3)

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children. Course offering: Fall only

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

1. Demonstrate knowledge in the language development domains as it relates to young children.
2. Create activities that build literacy skills.
3. Plan and implement a lesson plan for young children which develop and enhance language skills.

CD221   CHILD GROWTH & DEVELOPMENT (3)

This course provides an overview of the interrelationship between physical, emotional, intellectual, language and social growth in young children from conception through the primary school years, including the effects of heredity and environment on the development of young children. The role of the family, culture, community and society and how they impact on development is also explored. Course offering: Fall & Spring only

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

1. Describe the social, physical and cognitive development of infants and toddlers.
2. Describe the social, physical and cognitive development of preschoolers.

CD240   COGNITIVE & CREATIVE DEVELOPMENT IN EARLY CHILDHOOD (3)

The cognitive and creative domains of development are covered in this course. Topics include science, mathematics, music, imagination, art, and pre-literacy. Developmentally appropriate activities that promote these concepts will be explored. Students will write and implement activities for infants, toddlers, preschool, and early school-age children. Course Offering: As Needed. Prerequisites: CD110 and ED220 or CD221

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

1. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
2. Plan, write, and implement creative lessons and activities for young children that focus on math, science, art, imagination, and pre-literacy.
3. Demonstrate knowledge of current practices and methods for teaching mathematics, art, and science.

CD260   SOCIAL & EMOTIONAL DEVELOPMENT (3)

This course teaches skills needed to promote social and emotional development in young children and use positive guidance strategies to handle inappropriate behavior. Temperament and child rearing issues such as feeding, potty training, and discipline are a few of the topics covered. This course also provides students with skills needed to plan appropriate activities that promote children's social and emotional development. Course offering: Fall & Spring only. Prerequisites: CD110 and CD221 or ED220

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

1. Demonstrate knowledge in the domains of social and emotional development in young children.
2. Demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.
3. Apply skills in using positive guidance in an early childhood setting.

CD285   CHILD CARE MANAGEMENT (3)

This course provides students with an overview of local requirements and national standards for starting and managing a profitable day care business on Guam. Topics covered include financing, marketing, staff supervision, staff training, writing policies, licensing requirements, and other operating procedures. Course offering: Spring only

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

1. Demonstrate a familiarity of the laws and regulations controlling the child care industry.
2. Become familiar with several types of child care and early education programs, and develop an understanding of the administration of such programs.
3. Demonstrate the skills needed to staff and structure a quality child care center.

CD292   EARLY CHILDHOOD EDUCATION PRACTICUM (3)

This course provides students with the opportunity to implement their knowledge and skills while working with young children. A minimum of 135 hours of work is required, which may include observations, meetings with parents and professionals, and professional development activities. Course offering: As needed. Prerequisite: Permission from an advisor or Education

department chairperson.

Student Learning Outcomes (SLOs):

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

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge and disposition needed to effectively work with young children, including those from culturally and linguistically diverse backgrounds, and students with disabilities.
3. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with young children in a classroom setting.

CE	CIVIL ENGINEERING TECHNOLOGY

CE121   PROPERTIES OF MATERIALS (3)

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

Student Learning Outcomes (SLOs):

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

1. List all the types of materials used in the building construction field.
2. Describe basic properties that differentiae the various types of building material.
3. Identify the correct application for any given material used in the construction industry.

CE210   STATICS (3)

Statics is the study of bodies at rest - in a state of balance with their surroundings. Through the applications of the principles of statics, several questions emerge: What load will the column have to support? What is the tension of the bridge cable? What is the mechanical advantage of the block and tackle? Statics is an analytical subject and it makes extensive use of mathematics in all of its forms: Algebra, Geometry, and Trigonometry. Course offering: As needed. Prerequisites: MA161B, SI141

Student Learning Outcomes (SLOs):

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

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

CE211   PLANE SURVEYING I (3)

A beginning course in surveying techniques designed to give the student an understanding of the fundamentals of chaining, leveling, and proper use of the transit. Care and adjustment of instruments and office procedure are also considered. Provision is made by appropriate fieldwork for practical application of the techniques learned. Formerly CE241. Course offering: As needed. Prerequisite: MA161B (formerly MA122)

Student Learning Outcomes (SLOs):

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

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

CE213   HYDRAULICS (3)

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

Student Learning Outcomes (SLOs):

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

1. Identify and describe basic fluid mechanics principles.
2. Analyze water treatment operations and generate solutions to problems.
3. Solve problems using appropriate tools including logic, models and applicable formulas.
4. Apply knowledge by functioning as an aide to a civil engineer or a sanitary engineer in the design of ducts, piping and channels for irrigation systems.

CE214   STRUCTURAL DESIGN (3)

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

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

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

CE215   CONSTRUCTION PROCEDURES (3)

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

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

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

CE221   STRENGTH OF MATERIALS (3)

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

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

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

CE222   PLANE SURVEYING II (3)

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

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

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

CE224   HIGHWAYS (3)

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

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

1. Describe current state of the art and science of Highway Engineering.
2. Apply the concept of Level of Service in highways and intersections.

3. Solve problems of Signal Timing.
4. Solve problems relating to basic roadway design.
5. Solve problems involving pavement design.

CE225   CONSTRUCTION PLANNING & ESTIMATING (3)

This course covers methods of estimating construction costs including excavation, highway, structures, piling and foundations; methods to determine qualities of materials, equipment, labor, and money required for construction projects; characteristics and capabilities of work equipment; methods of obtaining unit cost of in place construction; and field reporting practices and responsibilities of field inspection. Formerly CE252. Course offering: As needed. Prerequisites: AE121, CE215, MA161A

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

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

CH	CHAMORRO LANGUAGE

CH110   CHAMORRO I (4)

This course is intended for individuals and students without any previous instruction in Chamorro language, focusing on basic conversation. Through interactive and multi-sensory teaching students are introduced to Chamorro phonology, syllabication, syntax and basic verbs. Students will learn to use Chamorro to initiate basic conversation, to communicate about them, and to negotiate basic exchanges in various social situations. This course is also designed to strengthen general knowledge about the peoples of the Marianas Islands where Chamorro is spoken. Course offering: Fall and Spring

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

1. Initiate basic conversation in Chamorro that describe themselves, as well as basic conversations in various social situations.
2. Identify Chamorro phonology, syllabication, simple syntax and basic verbs.
3. Explain about the Marianas Islands regarding major cultural historical, political, and ecological events.

CH111   CHAMORRO II (4)

This course is a continuation of CH110. Students review, strengthen and expand basic structures and maintain proficiency in self-expression and social exchanges. Chamorro II will increase learner vocabulary and ability to perform a range of language functions including extending invitations, describing people, relating daily routine, asking for directions, and purchasing foods. Students will continue to develop appreciation for Chamorro culture and understanding of themselves as learners. Course offering: Fall and Spring. Prerequisite: CH110

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

1. Develop and apply knowledge learned from CH110: Focusing on increasing basic proficiency in self-expression and social interaction using the Chamorro language.
2. Demonstrate increased vocabulary and aptitude to perform a range of tasks including extending invitations, describing people, describing daily routines, asking for directions, buying food and preparing authentic dishes.
3. Describe the Marianas Islands where Chamorro is spoken with regard to major cultural historical, political, and ecological events.

CHLS	INTELLIGENCE ANALYSIS

CHLS102   INTELLIGENCE ANALYSIS AND SECURITY MANAGEMENT (3)

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

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

1. Demonstrate operational knowledge of intelligence gathering and analysis pertinent to homeland security and other threats facing government and private sectors.
2. Outline basic intelligence policies and functions of the United States Government.

3. Articulate the meaning and purpose for the Intelligence Reform & Terrorism Prevention Act of 2004.

CI   CHINESE LANGUAGE

CI110   BEGINNING MANDARIN CHINESE I (4)

Students will learn basic Mandarin Chinese and will be able to use correct pronunciation, basic grammar, and sufficient vocabulary to engage in simple Chinese conversation. Course offering: As needed

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

1. Ask simple questions, such as a person's name or the price of goods.
2. Count in Mandarin up to 100,000.
3. Order a meal in a Chinese restaurant using Mandarin Chinese.
4. Give simple directions using Mandarin Chinese.

CJ   CRIMINAL JUSTICE

CJ100   INTRODUCTION TO CRIMINAL JUSTICE (3)

This course offers an overview of the criminal justice system from its early historical development to its evolution within the United States. It also identifies the various agencies of justice-law enforcement, courts, corrections, and the juvenile justice system, their functions, expectations and interrelationships. Course offering: As needed

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

1. Describe the history and development of the Criminal Justice System.
2. Identify the role of the Criminal Justice System in contemporary society.
3. Describe the functions of law enforcement, courts and corrections.
4. Describe the functions of probation, parole and the Juvenile Justice System.

CJ101   JUVENILE JUSTICE PROCESS (3)

This course is designed to provide students with a fundamental understanding of the history, philosophy, and practical application of the American Juvenile Justice System. Students will examine the juvenile justice responsibilities of police, courts, and juvenile corrections with additional emphasis on current practices of Juvenile Justice agencies in Guam. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

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

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

CJ102   FIRST RESPONDER (3)

The First Responder course shall be at least 48 hours of classroom training. It aims to provide training in emergency medical care for those who are apt to be the first person responding to an accident. When the course is completed, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills. Can be repeated for credit. Course offering: As needed

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

1. Diagnose emergency situations and provide appropriate emergency treatment.
2. Explain and discuss the role of a First Responder.
3. Demonstrate the First Responder skill set at an acceptable level as required by local regulations.
4. Demonstrate proficiency in BLS and CPR by passing the final skills practical exams and written exam required by the DOT to become a certified First Responder.

CJ104   DYNAMICS OF SUBSTANCE ABUSE (3)

This course is designed to introduce students to the problems of substance abuse in our society. Students will examine the history of dangerous drug use, basic pharmacology and classification, the social impact of drug abuse, physical and psychological consequences of drug use and dependence, various treatment modalities, legal implications of illicit drug use, and current law enforcement efforts. Course offering: As needed

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

1. Articulate the medical, social and/or psychological aspects of addiction.
2. Demonstrate understanding of the different schedules under the Controlled Substances Act.
3. Identify and apply the detection, suppression, apprehension and prosecution procedures of substance abuse violations.

CJ107   INTRODUCTION TO CORRECTIONS (3)

An introduction and overview of fundamental processes, trends, and practices of juvenile and adult probation, institutional treatment, parole, and contemporary community-based correctional programs, both public and private will be covered in this course. Included is a review of the history and philosophy of corrections, with emphasis on the constitutional rights of offenders. Course offering: As needed

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

1. Explain and analyze the correctional process, the correctional system, and the role of corrections in contemporary society.
2. Evaluate the history and evolution of the correctional process.
3. Identify the various correctional systems.
4. Examine the administration and trends in corrections.

CJ122/SI122 INTRODUCTION TO FORENSIC SCIENCE (4)

This course introduces students to the field of forensic science. Students will be able to identify the various principles, methods and procedures used in the preservation, collection, processing, and investigation of the crime scene as well as identify the various scientific techniques used to evaluate and analyze the evidence to resolve criminal matters. Students will also be familiar with some of the legal and ethical issues in forensic science. Course offering: As needed. Prerequisite: CJ100

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

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

CJ126   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 designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

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

1. 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 in CJ126. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed. Prerequisite: CJ126

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

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

CJ132   EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (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 or Fire Science Academy. Prerequisite: Permission by Criminal Justice Department. Course offering: As needed

Student Learning Outcomes (SLOs):
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.

CJ135   FIREARMS USE/SAFETY/CARE (3)

This course is designed to teach law enforcement and corrections students' proper use and care of firearms and chemical weapons. Emphasis is placed on safety, use of deadly force, marksmanship, judgmental shooting, and the care and cleaning of weapons. Prerequisites: Permission of CJ advisor. Firearms Identification Card required to take this course. Course offering: As needed

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

    1.   Understand the physical attributes and mechanics of a firearm.
    2.   Apply knowledge of firearm safety.
    3.   Demonstrate knowledge of firearm related laws.
    4.   Practice safe use of firearms within a controlled environment.
    5.   Demonstrate use of firearms at prevailing acceptable and passing 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 designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

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

    1.   Perform control and self defense tactics.
    2.   Demonstrate understanding of prevention, intervention and resolution techniques.
    3.   Demonstrate how to apply the use of force and the continuum of force.
    4.   Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

CJ145   PHYSICAL DEVELOPMENT (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 designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

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

    1.   Develop a positive attitude toward physical fitness.
    2.   Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
    3.   Participate in physical development exercises.
    4.   Demonstrate the use of the various physical development exercises.

CJ148   TRAFFIC LAW ENFORCEMENT (3)

This course provides students with the knowledge and skills necessary in the identification and enforcement of Guam's traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of pedestrian, bicycle and motor vehicle violations to include an understanding of Title 16 Guam Code Annotated, the Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life and property, how to give traffic citations, how to deal with DDUI offender cases, how to operate radar and laser devices, and how to conduct traffic direction and accident investigation. Course offering: As needed. Prerequisites: CJ100, CJ150

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

    1.   Explain the various traffic statutes and offenses.
    2.   Demonstrate knowledge and application of Title 16, Guam Code Annotated (Vehicle Code) to hypothetical situations.
    3.   Author a traffic accident report using the local traffic enforcement forms.

CJ150   CRIMINAL PROCEDURE (3)

This course provides an overview of the criminal justice process, the court system, and the U.S. Constitution with emphasis on the method of case interpretation of the U.S. Supreme Court and the Criminal Procedure Code of Guam. Course offering: As needed. Prerequisites: CJ100, EN100W, EN100R

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

    1.   Describe the history and development of the U.S. Court System, court cases and sources of rights.
    2.   Identify the procedural Criminal Law process.
    3.   Define how the courts interpret cases and the concept of stare decisis.
    4.   Understand and apply Title 8 Guam Code Annotated, Criminal Procedure Code, to hypothetical situations.

CJ155   SELF DEFENSE (3)

This course is a study of the basic principle and control techniques of weapons defense. This course is designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Apply the basic self defense techniques through practical hands-on training.
2. Demonstrate evasive measures, personal security, and escape tactics.
3. Demonstrate proper use of defense techniques upon weapon attacks and defend against multiple assailants.

CJ160   MOTORCYCLE TRAINING (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 designed for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. 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.

CJ200   CRIMINAL LAW (3)

This course is designed to introduce students to the history, philosophy, and application of U.S. Federal and Guam criminal laws. It provides students with an understanding of crime classifications, matters affecting criminal responsibility, criminal statutes including those of Guam, and the role of criminal law in contemporary society. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

Student Learning Outcomes (SLOs):

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

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

CJ204   INTRODUCTION TO CRIMINOLOGY (3)

This course provides a fundamental understanding of criminal behavior, crime topologies, and the various theories of crime causation. Students will also explore the efforts of society to remedy, correct, and prevent crime and delinquency. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W, PY120, SO130

Student Learning Outcomes (SLOs):

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

1. Explain and analyze crime, criminology, and the criminal justice system.
2. Evaluate the history and evolution of criminology.
3. Identify the various theories of crime causation.
4. Identify the various crime typologies.

CJ205   POLICE REPORT WRITING (3)

Emphasis on principles and techniques of police 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. With its focus on organization, sentence development and content, the course is designed to produce proficiency in police report writing and to reinforce and expand skills previously acquired. Course offering: As needed. Prerequisites: Permission from advisor and/or instructor is required, EN100R, EN100W

Student Learning Outcomes (SLOs):

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

1. Identify the substantive Criminal Law process.
2. Define the elements of a crime and determine if probable cause exists to charge a defendant with a criminal act.
3. Describe the various law enforcement forms and how to apply them to hypothetical situations.
4. Describe and apply Title 9, the Criminal Code and 16, Vehicle Code, Guam Code Annotated, to hypothetical.

CJ206   SOCIAL VALUES & THE CRIMINAL JUSTICE PROCESS (3)

This course is designed to provide an in-depth exploration consistent with the philosophy that social value and ethics are basic

principles of a sound criminal justice process, and the roles of the administration of justice practitioners in relation to the public they serve. Through interaction and study, the student will become aware of the interrelations and role expectations of the human dimension required by practitioners in developing empathy, sensitivity and acceptable behavior. Instruction on the importance of open communication and accountability to those within and without the justice process is explored. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: SO130

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

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

CJ209   CONCEPT OF POLICE OPERATIONS (3)

This course provides students with operational knowledge needed to function successfully in a modern police agency. Concepts are particularly useful for first-line supervisors and managers. Topics include effective supervision, communication skills, problem solving, time management, motivation and morale, effective discipline, interpersonal conflict, stress management, productivity issues, and performance appraisals. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

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

1. Explain and evaluate the structure, organization, and management of police or other law enforcement agency.
2. Explain and analyze the various types of police operations and the methods and strategies used to implement policies and other executive decisions.
3. Demonstrate understanding of the interrelations, role, conflict and trends of police and law enforcement in modern society.

CJ225   CRIMINAL INVESTIGATION (3)

This course provides students with the knowledge and technical skills necessary to successfully investigate crime scenes, identify suspects, and successfully present evidence in court. Skills learned and practiced include processing crime scenes, preserving and evaluating evidence collected, interviewing witnesses and suspects, case preparation, and presenting evidence in court. Course offering: As needed. Prerequisites: CJ100, CJ205, EN100R, EN100W

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

1. Apply the various methods used in investigating criminal cases to hypothetical situations.
2. Explain and evaluate the investigation, processing, and preservation of a crime scene.
3. Identify and analyze the various methods used to obtain information.

CJ250   POLICE ORGANIZATIONAL THEORY (3)

This course examines and analyzes the traditional concepts, techniques, policies and operating systems in the police component of the criminal justice system. Basic knowledge of the police organizational function, structure, processes, and behavior is emphasized. Theories related to the practice applied to the administration of justice process and the comprehension of administrative phenomena is explored. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W, Permission from CJ instructor and/or advisor is required.

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

1. Apply the various management theories and styles.
2. Explain and evaluate the structure and organization of police and other law enforcement agencies.
3. Identify and analyze the concepts of leadership, decision making, accountability, responsibility, and liability.

CJ260   FORENSIC COMPUTER EXAMINER (4)

This course is designed to address training requirements for students seeking employment as forensic computer examiners in the public safety field. Specifically, this course is a requirement for the Forensic Computer Examiner concentration in the AS in Criminal Justice program. Course offering: As needed. Prerequisites: CJ122, CJ225

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

1. Demonstrate knowledge required to successfully pass the Certified Forensic Computer Examiner test.
2. Analyze electronic data including storage and retrieval.
3. Compile computer evidence.
4. Identify how to process the electronic crime scene.

CJ290   CRIMINAL JUSTICEWORK EXPERIENCE (3)

This course provides students a supervised work experience to develop skills necessary to succeed in the Criminal Justice field. The experience will acquaint students with terminology, facts and conceptions relating to a specific agency with in the Criminal Justice field. Also, students will evaluate the importance of that agency's role in the Criminal Justice process and their role as a Criminal Justice professional. Course offering: As needed

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

1. Integrate classroom knowledge and theories with outside work experience.
2. Develop practical work related skills.
3. Understand the operations of a criminal justice related agency.
4. Practice the daily operations policy of a criminal justice related agency.

CJ292   CRIMINAL JUSTICE PRACTICUM (3)

This course is capstone for the Associate of Science Degree in Criminal Justice and a required course for the Certificate in Criminal Justice. In addition, this course allows students first hand, practical experience in observing and participating in the daily operations of an agency in a criminal justice related field. the principles, theories and methodologies acquired in the Criminal Justice courses will be applied to actual situations. The experience will create an awareness for specific problems encountered in a particular criminal justice related agency to further acquaint the student with terminology, facts and conceptions relating to that agency and to develop within the student an understanding of the importance of that agency's roles in the criminal justice process. Supervised work experience affords students the opportunity to develop skills necessary to succeed in the Criminal Justice field. Course offering: As needed. Prerequisites: CJ 100, CJ 150, CJ 209, and instructor permission required.

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

1. Integrate classroom knowledge and theories with outside work experience.
2. Develop practical work related skills.
3. Explain the operations of a criminal justice related agency.
4. Practice the daily operations policy of a criminal justice related agency.

CM	COSMETOLOGY

CM101   COSMETOLOGY I (5)

The primary purpose of this cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency in entry-level positions in cosmetology. Permission from an instructor and/or advisor is required for all in class and salon practices (450 clock hours). Formerly CM105 and CM110. Course offering: As needed

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

1. Demonstrate a positive attitude and sense of personal integrity in Nail Care, Skin Care, and Hair Care.
2. Deliver effective communication skills, visual poise and proper sanitation during Nail, Skin, and Hair services.
3. Perform basic analytical skills to determine the desired look for each client's manicure, pedicure, facials and haircuts.

CM102   COSMETOLOGY II (5)

This lecture/lab will include instruction in haircutting, hair coloring, chemical texture services, principles of hair design and hairstyling. Preparation for the Guam Board of Cosmetology licensing examination. Course offering: As needed. Prerequisite: CM101.

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

1. Demonstrate the ability to correctly perform a chemical texture service.
2. Demonstrate the ability to correctly apply hair color services.
3. Demonstrate the ability to perform haircutting services to customer satisfaction.

CM104   COSMETOLOGY III (5)

Allow skills introduced and practices in CM101 Cosmetology I and CM102 Cosmetology II to develop a mastery level, in a lab/salon environment. This lab, open to the public, is designed to give the students the opportunity to perfect their cosmetology skills. The level of performance rendered, is at minimum needed for an entry-level skilled position. This lab is 450 clock hours. Course offering: As needed. Prerequisites: CM101 & CM102

Student Learning Outcomes (SLOs):

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

1. Demonstrate the ability to perform hair-cutting services.
2. Demonstrate the ability to perform hair-color services.
3. Demonstrate the ability to perform chemical texture services.

CM292   COSMETOLOGY PRACTICUM (2)

To provide individuals training for cosmetology-related occupations with methods and techniques to develop effective interpersonal skills and professional ethics. The supervised work experience affords the students the opportunity to develop skills necessary to succeed in the cosmetology profession. This practicum is 250 clock hours. Course offering: Summer only. Prerequisites: CM101 & CM102

Student Learning Outcomes (SLOs):

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

1. Demonstrate and employ the skills needed to work in a variety of cosmetology-related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist and makeup artist.
2. Demonstrate the skills and pass the National-Interstate Council of State Boards of Cosmetology Practical Examination with a 75% minimum.
3. Apply effective interpersonal skills and practice professional ethics needed to succeed in this profession.

CS	COMPUTER SCIENCE

CS101   INTRODUCTION TO COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (3)

This course provides students with an overview of computer technology, computer hardware and software, data communications, the Internet, social and ethical impacts on society, and an exploration of career opportunities. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge of computer hardware and software concepts.
2. Apply computer skills to navigate around a computer, choose the proper application software to produce a desired result and access information on the World Wide Web.
3. State the social and ethical implications of computers in business and society.

CS102   COMPUTER OPERATIONS (3)

This course features hands-on experience in multiprogramming compuer systems with various I/O devices. Operation procedures are given on the data entry stations, worstations, diskette drives, and system printers. Students learn control commands of display and console stations, control command statements, supplied procedures, utility programs, and program products. They are also introduced to the organization of a data processing center and its oeprations procedures. Course offering: As needed.

Student Learning Outcomes (SLOs):

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

1. Operate single user and multi-user operating systems.
2. Use system utilities at the basic level on AS/400.
3. Create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).

CS103   RPG (3)

This course provides the student with the programming concepts and techniques necessary to solve business type problems. Students learn program logic. They are also taught how to code, compile, test, debug, and execute programs. RPG (Report Program Generator) is the programming language used in this course. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Comprehend basic syntax and command structure of RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS104   VISUAL BASIC PROGRAMMING (3)

This course covers the introductory fundamentals of the Visual Basic programming language. Students will learn object oriented and event-driven programming concepts and develop applications using Visual Basic. Permission from instructor and/or from a computer science advisor is required. Course offering: As needed. Prerequisite: CS101, CS103, CS104, CS202, MA108.

Student Learning Outcomes (SLOs):

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

    1. Describe basic syntax and command structure of Visual Basic Programming.
    2. Properly use commands to create programs to solve problems.
    3. Debug programs to find syntax and logical errors.

CS110   INTRODUCTION TO THE INTERNET (3)

This course introduces the student to the many resources on the Internet. Student will use the Internet and World Wide Web resources to communicate, collaborate and retrieve information. The course will also cover simple web page development using a variety of web editing tools. Course offering: As needed

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

    1. Use the Internet to communicate, collaborate and retrieve information.
    2. Identify positive social and ethical behaviors when using technology and the consequences of misuse.
    3. Plan, design and publish a Web site.

CS112   INTRODUCTION TO LINUX (3)

Introduction to Linux course presents students with an open source alternative to Windows operating system. This course discusses installation, simple administrations, and usage of Linux systems as both workstation and server. Questions about where to find, how to install and configure, and how to use open source software will be covered. Course offering: As needed.

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

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

CS151   WINDOWS APPLICATIONS (3)

The students will learn fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands-on experience with real world applications using the Windows environment and the application software for Windows: Word Processing, Spreadsheet, Database and Presentation. Formerly CS150. Course offering: Every semester. Prerequisite: OA101 or permission

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

    1. Create, edit, format and print documents using Microsoft Word.
    2. Create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.
    3. Create databases to store, retrieve, analyze and print information using Microsoft Access.
    4. Create, edit, and format professional presentations using Microsoft PowerPoint.

CS152   MACINTOSH APPLICATIONS (3)

This course provides students with a basic understanding of the first computer operating system with a Graphic User Interface. The goals of this course include hands-on familiarization with the basic Mac OS and common everyday applications such as word processing, spreadsheet, database and Internet access; and an introduction to areas in which the Mac pioneered and remains the leader in: Desktop Publishing and Graphics. Most of all, this course is designed to show students how to enjoy and have fun with their computers. This course is a prerequisite for courses in Visual Communications. Permission from instructor and/or a computer science advisor is required. Course offering: Fall & Spring only. Prerequisite: OA101

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

    1. Create, edit, format, and print documents using Microsoft Word.
    2. Create and edit basic worksheet and workbook formulas and charts using Microsoft Excel.
    3. Create, modify, and design basic database tables, queries and forms using FileMaker Pro.
    4. Create, edit, and format electronic presentations using Microsoft PowerPoint.

CS202   COBOL (3)

The purpose of the course is to teach computer programming in COBOL (Common Business Oriented Language). A number of practical programs are written. Program problems deal with processing small volume of data using workstation keyboard and large volume of data using the printer and disk/diskette drives. Printer output includes titles, headings, vertical and horizontal spacing, etc. Statements of input/output, data manipulation, arithmetic, conditional, and procedure branching are covered. Arrays and subscripts, tables, subroutines, files, and other COBOL features are also discussed. Course offering: As needed

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

1. Comprehend basic syntax and command structure of COBOL.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS203   SYSTEMS ANALYSIS & DESIGN (3)

This course will emphasize systems analysis and stress information flow as the best approaches to understanding business data processing requirements. Computer hardware/software, systems design, and systems management will be described. Organizational aspects will be explained and examples of various systems will be presented. Course offering: Fall only. Prerequisites: CS101 and CS103 or CS104 or CS202.

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

1. Investigate the initial system request.
2. Analyze various aspects of the system request, and produce system requirement documents.
3. Design the solution to meet the system requirement documents (virtual solution).
4. Develop program codes to meet the system requirement (actual solution).
5. Implement the actual solution into the system and fine tune it to best meet the needs of the users.

CS204   C PROGRAMMING (3)

The purpose of the course is to teach students how to use the C language. The C language concepts and methods to be covered include program development, algorithms, data types, operators, expressions, input/output and files, program control, pointers, functions and macros, variable storage and memory models, arrays, data structures, unions, graphics, and BIOS services. Structured program design will be emphasized. Formerly CS105. Course offering: As needed. Prerequisites: CS101, CS103, CS104, CS202, MA108 (formerly MA110)

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

1. Comprehend basic syntax and command structure of C Language.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS205   NETWORK COMMUNICATIONS (4)

This course provides the latest technology in network communications. Students will learn to add and delete user groups, back in the file server, create and debug login scripts, load application software, maintain network security, configure printer and printer servers and troubleshoot. Course offering: Spring only. Prerequisite: EE111

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

1. Identify the hardware and software components of a local area network.
2. Describe various LAN topologies and communication standards.
3. Identify and perform LAN backup procedures.

CS206   JAVA I (3)

Students who take this course do not need to have previous programming background. This course introduces problem-solving methods and algorithm development using the high-level programming language Java. Students will learn to design, code, debug, and document programs using modern engineering techniques in PC or Linux based environment, create Java applications that leverage the object-oriented features of the Java language, such as encapsulation, inheritance, and polymorphism, execute and run a Java application, use Java data types and expressions, use Java flow control constructs, use arrays and other data collections, and improvement error-handling techniques using exception handling. Course offering: As needed

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

1. Identify basic syntax and command structure in Java.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

CS210A   CONFIGURING WINDOWS SYSTEMS (3)

This course is intended for IT professionals who are interested in expanding their knowledge base and technical skills about Windows 7 client. In this course, students learn how to install, upgrade, and migrate to Windows 7 client. Students then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing. This course helps students prepare for the Microsoft Certification Exam 70-680: Windows 7 Configuring. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Perform a clean installation of Windows 7, upgrade to Windows 7, and migrate user-related data and settings from an earlier version of Windows.
2. Secure Windows 7 client computers.
3. Optimize and maintain the performance and reliability of a Windows 7 client computer.

CS240   MICROSOFT® OFFICE ACCESS 2010 (3)

This course is designed to provide the basic, intermediate and advance operations of the Microsoft Access database program. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications, creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. Students will also be introduced to integrating Access data with other applications such as Microsoft Office Word or Excel. Course offering: Fall only. Prerequisite: OA101 or Instructor's approval

Student Learning Outcomes (SLOs):

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

1. Build the structure of a database.
2. Manage data in tables.
3. Design Forms & Reports.
4. Create flexible queries to display specified records.
5. Maintain databases using Microsoft® Office Access® 2010 tools.

CS241   MICROSOFT® OFFICE EXCEL 2010 (3)

Students will receive a solid foundation in the basic, intermediate and advanced skills for Microsoft® Office Excel® 2010 such as running calculations on data, sorting and filtering numeric data. In this course, students will extend their knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. Course offering: Fall only. Prerequisite: OA101 or Instructor's approval

Student Learning Outcomes (SLOs):

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

1. Create, edit, and enhance Microsoft® Office Excel 2010 worksheets and workbooks.
2. Use advanced formulas and work with various tools to analyze data in spreadsheet.
3. Automate common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets and share Excel data with other applications.

CS242   MICROSOFT® OFFICE OUTLOOK 2010 (2)

Students will learn to use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes. they will also learn to customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.   Course offering: As needed. Prerequisite: OA101 or Instructor's approval

Student Learning Outcomes (SLOs):

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

1. Understand the Outlook interface, send mail, and respond to messages.
2. Manage and set calendar options.
3. Manage contacts and contact information.
4. Schedule appointments and meetings.
5. Manage tasks and notes.

CS243   MICROSOFT® OFFICE POWERPOINT 2010 (2)

Students will explore the PowerPoint environment and create a presentation. Students will learn to enhance the visual appeal, by adding graphical onjects to a presentation and modify them. Students will enhance their presentation by using features that will transform it into a powerful means of communication. Students will finalize a presentation and secure it to authenticate its validity. Course offering: Fall only . Prerequisite: OA101 or Instructor's approval

Student Learning Outcomes (SLOs):

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

1. Create a presentation.
2. Add special effects to a presentation.
3. Customize a slide show.
4. Collaborate on a presentation.
5. Secure and distribute a presentation.

CS244   MICROSOFT® OFFICE WORD 2010 (3)

Students will learn how to improve the quality of their work bu enhancing documents with customized Microsoft® Word 2010 elements. Students will create complex documents in Microsoft® Word 2010 by adding components such as, customized lists, tables, charts, and graphics in addition to creating personalized Microsoft® Word 2010 efficiency tools. Course offering: Fall only. Prerequisite: OA101 or Instructor's approval

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

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

CS252   ADVANCED RPG (3)

This course provides the students with advanced application techniques in computer programming in the RPG/ILE (Report Language Genreator/Integrated Language Environment). The concepts of structured programming and top down design, RPG/ILE advanced statements, and utility programs are taught. The students learn how to apply the above concepts to program planning, program design, coding, presentation, and documentation. Course offering: Spring only. Prerequisites: CS101, CS103

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

1. Describe basic syntax and command structure.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.
4. Integrate the previously covered material into a larger complex system using RPG/ILE, CL (Command Language), SEU (Source Entry Utility), SDA (Screen Design Aid), and IDDU (Interactive Data Definition Utility).

CS290   SPECIAL PROJECT (1-6)

This course is open to first year and second year students enrolled in Computer Science. The type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved (if required). Practical/specialized working experience in the area of data entry, data control, computer operations, computer programming and or systems analysis may be arranged. The student will be expected to meet at least once a week in conferences with the instructor. A term report summarizing his or her experience will be written by the student. Course offering: As needed

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

1. Perform beginning or intermediate level tasks of a data entry clerk, data control clerk, computer programmer, or a systems analyst.
2. Program in a specific computer language.
3. Refine problems and data into programmable format of a specific computer language.
4. Test and debug programs in a specific computer language.

CS298   COMPUTER SCIENCE PRACTICUM (1-6)

This course provides students a supervised work experience where they develop skills necessary to be successful in an information technology position. Course offering: As needed. Prerequisite: Complete at least 18 credits in Technical Requirements.

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

1. Obtain supervised work experience to develop skills necessary to succeed in information technology positions.
2. Demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
3. Apply principles of personal responsibility and ethical behavior to the community and in the workplace.

CT	CONSTRUCTION TRADES

CT100   INTRODUCTION TO CONSTRUCTION TRADES (5)

This course introduces students to core principles in the construction trades, providing them with the foundational knowledge necessary for study and experiential development of skills in each of GCC's construction trades areas. This course focuses on basic construction safety, construction mathematics, hand tools, power tools, reading of blueprints, basic rigging, communication skills and employability skills. It also focuses on the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the construction trades. Course offering: As needed

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

1. Describe basic knowledge and skills needed in various construction trades areas.
2. Identify the proper names of tools and equipment used in the construction technology field.
3. Develop an appropriate work ethic and attitude necessary to succeed in the construction field.

CT140   INDUSTRIAL SAFETY (3)

This course develops safe working concepts and habits for the prevention of accidents resulting in personnel injury and damage to building facilities and equipment. Students also learn about requirements of federal and local legislation for personnel and equipment safety. Formerly SP153. Course offering: As needed

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

1. Identify accident prevention practices within the construction trades industry.
2. Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
3. List national (international) and local agencies that provide safety standards and be familiar with available resources.

CT152   FUNDAMENTALS OF PLUMBING (4)

This course introduces the student to the use, safety, care and maintenance of special tools and equipment for basic cold water supply (pipes, fittings, valves, safety devices, appliances), and drainage systems (sewers, drains, vents, traps, test, and maintenance). Course offering: As needed

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

1. Demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
2. Explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
3. Discuss the various local and global career opportunities for professional plumber/pipe-fitters.
4. Demonstrate basic knowledge of cold water supply and drainage system concepts.
5. Identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
6. Discuss industry related safety standards.

CT152A   PLUMBING LEVEL I (4)

This course builds on content from CT152, and introduces students to core principles in plumbing, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in this trade area. This course focuses on the use, care, safe operations and maintenance of hand and power tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional plumbing work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in plumbing. Specific emphasis is placed on cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems. Course offering: As needed. Prerequisites: CT100, (or permission of the instructor) CT152

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

1. Demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
2. Develop and exhibit professionalism and work ethic as related to the plumbing and pipefitting career.
3. Demonstrate understanding of cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems.

CT153   INTRODUCTION TO CARPENTRY (3)

This introductory course is designed to familiarize students with the use, care, safe operations and maintenance of hand and power tools; to develop their skills in the use, care, and safe handling of supplies and materials; and to provide them with occupational information about carpentry. Formerly CT053. Course offering: As needed

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

1. Identify commonly used tools, supplies, and equipment in the carpentry profession.
2. Explain the safe use and care of various carpentry tools, supplies and equipment.
3. Identify common terminology in the carpentry field.
4. Discuss the various local and global career opportunities for professional carpenters.

CT154A   MASONRY LEVEL I (4)

This course focuses on the skills and academic competencies necessary for safe, professional, as well as effective practice of basic masonry in entry-level masonry-related occupations. Safety, proper use, care and maintenance of masonry tools and

equipment will be emphasized. Mastery of selected construction-related competencies will be demonstrated through the completion of projects. Students will be oriented to the process of securing entry-level masonry positions. Course offering: As needed. Prerequisite: CT100 (or permission of the instructor)

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

1. Demonstrate the knowledge and skills needed to properly construct a concrete structure.
2. Properly complete the laying of blocks for walls and columns.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.

CT154B   MASONRY LEVEL II (4)

This course builds on content addressed in CT154A, and introduces students to core principles in masonry, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on masonry design, layout and project planning, on laying blocks, walls and columns, and on construction procedures. It also reviews students' knowledge of, and ability to safely use supplies, equipment, hand tools, and power tools. Course offering: As needed. Prerequisites: CT100, CT154A

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

1. Design the layout of a masonry project.
2. Demonstrate understanding of core principles in masonry.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project adhering to all industry safety standards.

CT158   HEAVY EQUIPMENT OPERATION (3)

This course offers training in the maintenance and operations of selected power construction equipment ranging from air compressors to dozers. Can be repeated for credit. Course offering: As needed

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

1. Identify all heavy equipment components and their functions.
2. Demonstrate how to properly operate any given heavy equipment.
3. Demonstrate how to properly service any given heavy equipment.

CT165A   ELECTRICITY LEVEL I (5)

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to introductory electrical concepts, safety procedures, hand bending, hand and power tools, fasteners and anchors, electrical mathematics, electrical concepts and theories and electrical test equipment. Course offering: As needed. Prerequisite: CT100

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

1. Explain skills needed by a licensed electrician.
2. Demonstrate understanding of safe operation and maintenance of electrical tools.
3. Develop an appropriate attitude related to professional electrical work.
4. Discuss the variety of electrical career paths.

CT165B   ELECTRICITY LEVEL II (5)

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, electrical blueprints, and commercial, industrial and residential electrical wiring. Course offering: As needed. Prerequisites: CT100, CT165A

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

1. Demonstrate appropriate use and care of various hand and power tools used by professional electricians.
2. Develop the knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, and electrical blueprints.
3. Demonstrate knowledge and skills needed in the electrical wiring of commercial, industrial, and residential areas.

CT165C   ELECTRICITY LEVEL III (5)

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to alternating current, motors, grounding, conduit bending, boxes and fittings. Course offering: As needed. Prerequisites: CT100, CT165A, CT165B

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

1. Acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
2. Demonstrate knowledge and skills related to alternating current, motors, grounding, conduit bendign, boxes and fittings.
3. Demonstrate knowledge of basic physics concepts related to electricity and identify common terminology.

CT165D   ELECTRICITY LEVEL IV (5)

This course introduces students to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contactors and relays, and electric lighting. Course offering: As needed. Prerequisites: CT100, CT165A, CT165B, CT165C

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

1. Demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
2. Demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.
3. Demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.

CT172   PLUMBING INSTALLATION AND DESIGN (3)

This course provides the student with the application of methods and theory in installation and design of residential and commercial plumbing systems of cold water supply, hot water supply and drainage systems. Course offering: As needed. Prerequisite: AE103

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

1. Determine correct elevations required in setting up wastewater lines.
2. Properly install water pipes as detailed by given blueprints.
3. Test all plumbing systems using a pressurized method.

CT173   ROUGH FRAMING AND EXTERIOR FINISHING (3)

This course concentrates on basic structure construction, which includes footing and foundation, sill, floor, wall partition, roof framing, and door and window framing. Course offering: As needed. Prerequisites: AE103, CT153

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

1. Demonstrate the knowledge and skills needed to properly construct a structure.
2. Demonstrate basic skills needed to complete the framing of a given project.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.

CT182   UNIFORM PLUMBING CODE (3)

This course concentrates on achieving familiarity with and understanding of the Uniform Plumbing Code. Students will be expected to use the Uniform Plumbing Code manual as a resource to determine specifications during design, construction and installation of plumbing systems. This course does not require any previous knowledge or skill in plumbing. Course offering: As needed

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

1. Demonstrate knowledge of laws and ordinances governing plumbing systems.

2. Explain the dynamics of the installation of residential and commercial plumbing systems.
3. Efficiently use the Uniform Plumbing Code manual.

CT183   FINISHING (3)

This course is designed to help students know and understand the use, methods, and materials needed in finishing a residential house. The course covers the installation of wall and ceiling panels, hanging windows and doors, construction of cabinets and closets, application of molds and trims, bathroom materials and finishing hardware. Course offering: As needed.   Prerequisite: CT153

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

1. Dial in angles and make accurate cuts with a slide compound saw.
2. Demonstrate skills needed to center windows, cabinets, and doors using wedges and levels.
3. Install a variety of trims as specified in given blueprints.

CT185A   REFRIGERATION AND AIR CONDITIONING LEVEL I (5)

This course introduces students to core principles in air conditioning and refrigeration, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on refrigeration and air conditioning safety, blueprint reading, copper and plastic piping, soldering and brazing, ferrous metal piping, basic electricity, and introduction to cooling. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed. Prerequisite: CT100, (or permission of the instructor)

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

1. Demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
2. Identify the safe use of equipment, supplies, and materials used in heating, ventilation, and air-conditioning (HVAC).
3. Explain the various careers associated with the HVAC industry both locally and globally.

CT185B   REFRIGERATION AND AIR CONDITIONING LEVEL II (5)

This course introduces students to core principles in air conditioning and refrigeration, providing them with basic knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on introductory HVAC, trade mathematics, tools, air distribution systems, chimneys, vents and flues, and maintenance skills for the service technician. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed. Prerequisites: CT100, CT185A

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

1. Explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Demonstrate basic mathematical skills needed in the HVAC industry.
3. Acquire skills needed for the HVAC service technician.

CT185C   REFRIGERATION AND AIR CONDITIONING LEVEL III (5)

This course introduces students to core principles in air conditioning and refrigeration, providing them with basic knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on alternating current, introduction to control circuit troubleshooting, metering devices, and leak detection, evacuation, recovery and charging. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed Prerequisites: CT100, CT185B

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

1. Demonstrate the proper use, care, and safe operation and maintenance of equipment, supplies and materials used in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and air-conditioning technician.

CT196A   FUNDAMENTALS OF OXYACETYLENE WELDING I (5)

This course introduces students to core principles in oxyacetylene welding, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the identification, use, care, safe operations, maintenance, assembling and disassembling of welding equipment and tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

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

1. Demonstrate the foundational knowledge necessary for a professional welding career.
2. Discuss the various local and global career opportunities for professional welders.
3. Identify commonly used tools, supplies, and equipment in the welding profession.
4. Explain the safe use and care of various welding tools, supplies and equipment.
5. Identify and explain codes governing welding.

CT196B   FUNDAMENTALS OF OXYACETYLENE WELDING II (5)

This course builds upon content of CT196A, introducing students to core principles in oxyacetylene welding, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course reviews students' knowledge and skills as related to careers and occupations using oxyacetylene welding, safety procedures, identification of supplies, equipment and tools, setting up and disassembling equipment and working with the torch flame. The course then focuses in-depth on performing cutting procedures and on portable oxyfuel cutting machine operation. Course offering: As needed. Prerequisites: CT100, CT196A

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

1. Demonstrate the knowledge and skills required for basic oxyacetylene welding.
2. Demonstrate the correct use of supplies, tools, and equipment adhering to all industry safety standards.
3. Correctly set up, assemble, and disassemble equipment such as a torch flame and oxyfuel cutting machine.

CT197   NON-FERROUS WELDING LEVEL I (5)

This course focuses on the skills and academic competencies necessary for safe, professional, and effective practice in non-ferrous welding. This course also introduces and emphasizes basic non-ferrous welding skills, including gas metal arc welding, gas tungsten arc welding, flux cored arc welding, submerged arc welding, and plasma arc cutting. Mastery of competencies is demonstrated through completion of projects. Course offering: As needed. Prerequisite: CT100

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

1. Demonstrate skills needed to weld select non-ferrous material using oxyfuel, shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), and metal to inert gas (MIG) processes.
2. Cut select non-ferrous materials using a plasma cutter.
3. Identify select non-ferrous material and explain its properties.

CT197A   SHIELDED METAL ARC WELDING I (5)

This course focuses on the skills and academic competencies necessary for safe, professional and effective practice in basic shielded metal arc welding. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

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

1. Demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.
2. Demonstrate the professionalism and an appropriate attitude necessary in the welding field.
3. Acquire skills needed for an entry-level position in the welding field.

CT197B   SHIELDED METAL ARC WELDING II (5)

This course builds on the content addressed in CT197A, focusing on the skills and academic competencies necessary for safe, professional and effective practice in intermediate shielded metal arc welding. This course concentrates on knowledge and skills necessary for completion of SMAW open V-butt welds in all positions. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed.

Prerequisite: CT100

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

1. Demonstrate skills needed in intermediate level shielded metal arc welding.
2. Perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
3. Demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.

EC	ECONOMICS

EC110   PRINCIPLES OF ECONOMICS (3)

This course is designed to help students understand the economic challenges and opportunities found in the United States mainland and Guam. This introductory course focuses on describing economic events, explaining why they occur, predicting similar future events, and recommending solutions. Financial responsibilities always impact people's lives and their dependents. Understanding the relationship between financial decisions and outcomes is extremely important for all citizens. Course offering: As needed. Prerequisites: EN100R, EN100W

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

1. Discuss with understanding the basic principles and theories of economics.
2. Apply economic principles and theories to decisions societies make (Micro).
3. Demonstrate understanding of the relationships between various global markets and the impact those relationships have on the entire world economy (Macro).

ED	EDUCATION

ED150   INTRODUCTION TO TEACHING (3)

This course presents a unique and realistic approach to the fundamentals of teaching as a career. Not only are the rewards of teaching established and explored, but also the challenges educators face in the classroom. The course also introduces students to the larger topics of education, including discipline, history, philosophy, learning theories, teaching techniques, assessment, classroom management and diversity. Course offering: Fall/Spring only

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

1. Articulate a comprehensive academic plan to include goals and objectives towards a profession in education.
2. Develop a philosophy of education that includes personal efficacy.
3. Synthesize and apply diverse teaching/learning strategies towards a cohesive presentation on a topic.

ED180   EDUCATIONAL METHODS (3)

This course provides the knowledge and skills necessary to plan, prepare, and implement educational activities and teaching strategies in a school system. It is designed for individuals interested in pursuing a career in an educational setting. Course content includes communication skills, instructional delivery, planning and preparing activities, record keeping, tracking student progress, and basic health and safety practices. Formerly ED190. Course offering: As needed

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

1. Demonstrate basic knowledge of educational methods.
2. Plan and implement lesson plans, including the preparation of instructional materials that incorporate different methodologies and strategies.
3. Plan and implement educational games and activities.

ED202   CREATING ONLINE LEARNING COMMUNITIES (3)

Students and teachers must acquire both the knowledge and the technical aspects of how to integrate the Internet into their learning environment. This course will stress the use of the computer and the Internet to establish online learning communities. Course offering: As needed

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

1. Review, modify and manipulate Internet resources to help meet curricular needs.
2. Use major software tools, such as word processing, Internet browsing applications, Internet search engines, and presentation tools.
3. Evaluate software for the classroom.

    4.   Create an educational website using free template-based software.

ED220   HUMAN GROWTH & DEVELOPMENT (3)

This course covers the study of human growth and development from birth to death with special emphasis on the formative and school years of the child. An overview of the interrelationship between physical, emotional, intellectual, and social growth will be presented. Formerly ED170. Course offering: Fall, Spring & Summer.

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

1.   Describe the social, physical and cognitive development of adolescent and adult learners.
2.   Demonstrate an understanding of how society, culture, and family impact individuals at each stage of their development and growth.
3.   Describe the social, physical and cognitive development of school-age learners.

ED231   INTRODUCTION TO EXCEPTIONAL CHILDREN (3)

This course provides students with an introduction to exceptionalities, including gifted children and children with disabilities. An overview of all aspects of exceptionality including etiology, legal aspects, observations, and service delivery will be provided. Formerly CD231. Course offering: Spring only. Prerequisites: CD221 or ED220 or permission

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

1.   Describe ways to modify curriculum and provide accommodations for students with disabilities.
2.   Demonstrate an understanding and respect for families who have children with disabilities, and develop strategies to empower families.
3.   Demonstrate an understanding of the process of referral, screening, and assessment, including knowledge of the roles and responsibilities of primary team members.

ED240   REGGIO-INSPIRED APPROACH (3)

The Reggio-Inspired approach is based on students' interest; the teacher takes the role of a facilitator, assisting the students as they develop their projects. Course offering: As needed

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

1.   Plan, develop and implement a long-term project in the classroom applying the philosophy of the Reggio-Inspired approach to learning.
2.   Evaluate the Reggio-Inspired Approach process.

ED241   READING STRATEGIES FOR THE CLASSROOM TEACHER (3)

This course incorportes strategies from the Motheread® curriculum, and presents methods and activities that strengthen reading and writing skills which will assist the practicing teacher in promoting literacy in the school environment. Course offering: As needed

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

1.   Demonstrate strategies that build literacy skills through storysharing activities.
2.   Demonstrate strategies that provide appropriate reading role models through storysharing activities.
3.   Share stories with a small group of students implementing Motheread's® five-step storytelling process.

ED251   CAREER AND TECHNICAL EDUCATION PHILOSOPHY (3)

This course examines the history and philosophy of career and technical education. Students will engage in current debates about career and technical education in particular, and the purpose of public education more generally. In addition, this course is designed to help students examine the diverse philosophical views that have affected, and are affecting, educational philosophy in the United States. Students will explore questions about the purposes, ends, and means of education, and assess their own philosophy through readings, discussion, and lectures. Course offering: As needed

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

1.   Develop and articulate an educational philosophy related to career and technical education.
2.   Explain the basic theories of the foundations of education.

ED252   CAREER AND TECHNICAL EDUCATION ASSESSMENT (3)

This course will provide the practicing teacher with the knowledge of basic principles and methos of assessment, including measurement, test construction and evaluation that can be applied in the career and technical education classroom. Course offering: As needed. This course is equivalent to CEPD390.

Student Learning Outcomes (SLOs):

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

1. Construct and use an instrument to evaluate manipulative performance.
2. Analyze and interpret test results.

ED253   ORGANIZATION AND MANAGEMENT OF CAREER AND TECHNICAL EDUCATION/TECHNICAL EDUCATIONAL LABORATORIES (3)

This course assists students in the development of knowledge and skills necessary to organize and manage career and technical education laboratories. This includes utilizing knowledge of curriculum planning as a basis for development of a model laboratory plan suitable for actual use in the teaching field. This course also offers the student selected classroom and laboratory teaching and management techniques commonly used by career and technical educators Course offering: As needed. This course is equivalent to CEPD391.

Student Learning Outcomes (SLOs):

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

1. Develop a plan, including a realistic budget, to configure a career and technical classroom and training laboratory.
2. Develop related student resources and programs.

ED254   CAREER AND TECHNICAL EDUCATION CURRICULUM (3)

This course examines the development of career and technical education curriculum at the secondary and postsecondary levels. The use of resources and the integration of student organizations and service learning activities are also discussed in relation to developing career and technical education curriculum. Course offering: As needed. This course is equivalent to CEPD392.

Student Learning Outcomes (SLOs):

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

1. Develop a course and program career and technical education curriculum using appropriate resources.
2. Evaluate and modify curriculum.

ED270   BEHAVIOR MANAGEMENT (3)

This course provides students with basic knowledge and skills in the area of behavior management including specific techniques which promote and encourage positive behavior while working with children in a variety of settings and situations. Course offering: Fall & Spring only

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge and skills in the area of behavior management.
2. Demonstrate teaching strategies to promote and encourage positive classroom behaviors.
3. Develop various modification plans given different scenarios.

ED281   BILINGUAL/BICULTURAL EDUCATION (3)

This course deals with all aspects of bilingualism and biculturalism. It also prepares students to work with children and families who speak languages other than English and/or who come from different cultural backgrounds. Students will gain knowledge on existing program models for multicultural education and develop awareness and skills in working with young children and their families. Emphasis will be placed in serving children and families from cultural groups found on Guam. Formerly CD281. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate ways of creating a multicultural environment.
2. Demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom.
3. Demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

ED282   CULTURE & LINGUISTIC DIVERSITY IN THE VOCATIONAL CLASSROOM (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. Course offering: As needed

Student Learning Outcomes (SLOs):

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.

ED283   REACHING DIVERSE LEARNERS (1)

Teachers face many challenges in the classrooms, including meeting the needs of diverse learners. This course targets practicing teachers and provides them with tools to assist them in meeting the needs of diverse learners and their families. Course offering: As needed

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

1. Increase knowledge of practices and skills in meeting the needs of culturally and linguistically diverse learners.
2. Understand nontraditional careers and the use of career assessment tools.
3. Use technology as a resource in meeting the needs of diverse learners.
4. Increase knowledge of practices and skills in meeting the needs of special populations and/or their families, such as those with disabilities, homemakers, single parents, and displaced workers.

ED292   EDUCATION PRACTICUM (3)

This course provides students with the opportunity to demonstrate professional behaviors and implement their knowledge and skills while working with students in a variety of school settings under the supervision of a credentialed educator. A minimum of 135 hours of work is required, which may include observations, meetings with parents and professionals, and professional development activities. Course offering: As needed. Prerequisite: Permission from advisor or Education Department Chairperson.

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

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge and disposition needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with disabilities.
3. Develop and implement developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

EE	ELECTRONICS

EE103   DIRECT CURRENT CIRCUITS (4)

 This beginning course in electricity provides a thorough, comprehensive, and practical coverage of direct current circuit's concept and application. It covers electrical safety, scientific notation, electricity, resistors, ohm's law, series circuits, parallel circuits, series-parallel circuits, conductors and insulators, analog and digital multi meter, batteries, magnetism, and electromagnetic induction. Formerly EE103A & EE103B. Course offering: Fall and Spring. Prerequisite: Pre-Algebra

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

1. Follow national, state, and local industry established electrical safety.
2. Explain and illustrate the elements and properties of electrical circuits.
3. Design, analyze, and calculate electrical quantities of series, parallel, and series-parallel circuits.
4.

EE104   ALTERNATING CURRENT CIRCUITS (4)

 This second course in electricity provides a thorough, comprehensive, and practical coverage of alternating current circuit's concept and application. It includes basic of trigonometry, alternating current and voltage, capacitance, capacitive reactance, capacitive circuits, inductance, inductive reactance, inductive circuits, RC and RL time constant, alternating current circuits, resonance, and filters. Formerly EE104A and EE104B. Course offering: Fall and Spring. Prerequisites: EE103

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

1. Follow national, state, and local industry established electrical safety procedures.
2. Illustrate and describe AC voltage and the characteristics of AC voltage source.
3. Design, experiment, and troubleshoot alternating current circuits.

EE107   INTRODUCTION TO INSTRUMENTATION (3)

This is an introductory course in instrumentation that covers typical metered electronic measuring devices used in a wide range of technical and scientific fields. The student will receive a thorough grounding in meter theory, design, and application. Prerequisite: EE112

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

1. Demonstrate and explain the purpose and use of voltmeters, ammeters, and ohmmeters in measuring voltages, currents and resistances.
2. Illustrate and calculate the meter shunt, resistance multiplier, and the current limiting resistances of a voltmeter, ammeter and ohmmeter.
3. Explain and illustrate the advantages of digital meters over an analog type of meters.
4. List four integrating techniques as applied to digital meters and explain the operation of each.
5. Identify the various oscilloscope controls and illustrate how they are being used to measure average value, RMS or effective value, peak value, peak to peak value, frequency, period, pulse time, pulse repetition frequency, and phase shift of an AC circuits.

EE112   ELECTRONIC DEVICES (4)

This is a preparatory course covering the fundamentals of semiconductor devices as applied to electronic circuits. Through lecture and lab work, students will become familiar with basic and advanced semiconductor devices and electronic circuits with an emphasis on electronic troubleshooting. Formerly EE105 & EE106. Course offering: As needed. Prerequisite: EE104

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

1. Design a power supply circuit.
2. Identify each part of a power supply system.
3. Calculate the voltage gain for a transistor amplifier circuit.

EE116   DIGITAL TECHNOLOGY (4)

This course provides an introduction to digital techniques, semiconductor devices for digital integrated circuits, Boolean Algebra, flip-flop registers, sequential logic circuits, counters, clocks, shift registers, combination logic circuits, digital design and applications. Course offering: As needed. Prerequisites: EE104, EE112

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

1. Design a simple counter circuit.
2. Simplify logic circuits using k-map.
3. Identify different types of logic circuits.

EE211   IT ESSENTIALS I (4)

IT Essentials I presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities in the lab, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for CompTIA's A+ certification. Course offering: As needed

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

1. Describe the internal components of a computer.
2. Assemble a computer system.
3. Install an Operating System.
4. Troubleshoot using system tools and diagnostic software.

EE215   IT ESSENTIALS II (3)

IT Essentials II helps students prepare for the CompITA A+ Practical Application exam, which builds on the CompTIA A+ Essentials knowledge and skills, with more of a hands-on orientation and scenarios in which troubleshooting and tools must be applied to resolve problems. Course offering: As needed. Prerequisite: EE211

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

1. Upgrade laptop components based on customer needs.
2. Perform preventive maintenance and troubleshooting on components of a printer/scanner.
3. Install a network; upgrade components based on customer needs and perform preventive maintenance and advanced trouble shooting.

EE242   PRINCIPLES OF VOICE AND DATA CABLING (2)

This course is designed for students interested in the physical aspects of voice and data network cabling and installation. This course stresses documentation, design, installation, laboratory safety, as well as working effectively in group environments. Students will become familiar with cabling issues related to data and voice connectivity, media and transmission practices, and

cabling customer support. This course provides an overview of cabling and networking industry standards as well as emerging cabling technologies. Course offering: As needed.

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

1. Design basic network infrastructure systems.
2. Install, terminate, and test network cabling systems.
3. Define standards and codes pertaining to the IT field.
4. Pass the National Certification Exam (Data Cabling Installer Certification), sponsored by Electronics Technicians Association (ETA).

EE243   FIBER OPTICS INSTALLATION (3)

This course is designed for personnel who work with fiber optic cables or individuals who want a working knowledge of fiber optics. Students in this course will learn how to splice, terminate, and test fiber optics cables/systems. Course offering: As needed.

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

1. Install, terminate, and splice fiber optic cables.
2. Troubleshoot and repair fiber optic cables.
3. Use test equipment for troubleshooting (light source & power meter, optical time domain, reflectometer, & visible light source).

EE265   COMPUTER NETWORKING I (4)

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Course offering: As needed

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

1. Defne and describe the importance of addressing and naming schemes at various layers of data networks in IPv4 and IPv6 environments
2. Design, calculate, and apply subnet masks and addresses to fulfill given requirements in IPv4 and IPv6 networks
3. Build a simple Ethernet network using routers and switches

EE266   COMPUTER NETWORKING II (4)

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Course Offering: As needed. Course offering: As needed. Prerequisite: EE265

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

1. Define and describe basic switching concepts and the operation of Cisco switches.
2. Define and describe the purpose, nature, and operations of a router, routing tables, and the route lookup process.
3. Configure and troubleshoot an Open Shortest Path First (OSPF) network.

EE267   COMPUTER NETWORKING III (4)

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network.   Course offering: As needed. Prerequisite: EE266

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

1. Understand, configure and troubleshoot enhanced switching technologies such as VLANs, Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus Protocol (PVST+), and EtherChannel.
2. Understand, configure, and troubleshoot wireless routers and wireless clients.
3. Configure and troubleshoot routers in a complex routed IPv4 or IPv6 network using single-area OSPF, multiarea OSPF, and Enhanced Interior Gateway Routing Protocol (EIGRP).

EE268   COMPUTER NETWORKING IV (4)

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network.

Course offering: As needed. Prerequisite: EE267

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

1. Understand, configure, and troubleshoot Network Address Translation (NAT) operation.
2. Understand and describe different WAN technologies and their benefits.
3. Understand, configure, and troubleshoot serial connections.

EE271   ADVANCED COMPUTER NETWORKING I (4)

This course is the first course in the Cisco Certified Networking Professional (CCNP) curriculum. This course will cover the configuration of Cisco routers for operation in large or growing muliprotocol Internet works. This course includes lectures and labs that focus primarily on scalable technologies and the Cisco IOS software features that are most useful in building large or growing Internet works. These features that are most useful in building large or growing Internet works. These features include scalable routing protocols such as Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Intermediate System to Intermediate System (IS-IS), Border Gateway Protocol (BGP), Variable Length Subnet Mask (VLSM), Classless Inter Domain Routing (CIDR), route redistribution, and route summarization. Course offering: Fall only. Prerequisite: EE268 or CCNA Certification

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

1. Implement EIGRP and OSPF in an enterprise network.
2. Implement BGP to allow an enterprise network to connect to an ISP.
3. Implement IPv6 in an enterprise network.

EE275   ADVANCED COMPUTER NETWORKING III (4)

CCNP 3: Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 3 introduces students about the deployment of the state-of the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multiplayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments. Course offering: As needed. Prerequistes: EE268 or CCNA certification

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

1. Implement, monitor, and maintain switching in an enterprise campus network.
2. Implement VLANs in campus networks.
3. Configure and optimize the Hot Standby Routing Protocol (HSRP) on switches.

EE280   NETWORK SECURITY I (4)

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

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

1. Secure network device access.
2. Mitigate threats to networks using access-lists (ACLs).
3. Implement the Cisco Internet Operating System (IOS) firewall feature set.

EE283   NETWORK SECURITY (3)

This course is targeted toward an Information Technology (IT) professional with the recommendation that he/she has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS/2, who wants to: further a career in IT by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security

certifications or career roles. Course offering: As needed

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

1. Identify fundamental concepts of computer security.
2. Identify security threats.
3. Secure network communications.
4. Monitor the security infrastructure.

EM	ELECTRO MECHANICAL

EM112   NATIONAL ELECTRICAL CODE (3)

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems. Formerly EM092. Course offering: As needed. Prerequisite: EM111

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

1. Correctly reference information using the National Electric Code in various electrical appliances.
2. Identify faulty installations based on the National Electric Code.
3. Select the proper codes to apply to residential or commercial applications.

EMS	EMERGENCY MEDICAL SERVICE

EMS103   EMERGENCY MEDICAL TECHNICIAN (EMT) - BASIC (7-8)

This course is designed for ambulance service members and others who need to be trained to the level of EMT. Students will learn how to provide emergency care to victims of accidents and illness, recognize the nature and seriousness of the patient's condition, assess the patient's requirements for emergency care, and administer appropriate pre-hospital care to stabilize the patient's condition. Upon completion of this course students will be eligible to test for the National Registry of EMT (NREMT), national certifying examination. Formerly CJ103. Course offering: As needed. Prerequisites: HL 131 & EN 100R Minimum age 18 years old. Police, Court & Drug clearance will be needed 30 days prior to clinicals. Physical Exam (no older than 6 months prior to clinicals). Drivers License.

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

1. Describe all types of emergencies.
2. Demonstrate skills needed to provide emergency care to victims.
3. Determine the extent of a patient's condition and assess requirements for care.

EMS109   EMERGENCY MEDICAL TECHNICIAN - REFRESHER (3)

This course is a refresher for qualified EMT's who must update their training and must re-certify every two (2) years. The course involves review and updating of the materials presented in EMS 103. Formerly CJ109. Course offering: As needed. Prerequisites: 18 years old, EMS103

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

1. Explain various types of emergencies.
2. Demonstrate knowledge and skills needed to care for victims in emergencies.
3. Demonstrate most current practices of Emergency Medical Technicians.

EMS170   EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE I (7)

This course is the first of two modules of EMT-Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Can be repeated for credit. Formerly CJ170. Course offering: CJ Academy only. Prerequisites: 18 years old, Valid EMT-Basic Certification from Guam or the NREMT

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

1. Explain the roles and responsibilities of an Intermediate Emergency Medical Technician.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an intermediate level.

EMS175   EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE II (7)

This course is the second of two modules of EMT Intermediate for EMT's who wish to increase their knowledge and deliver a

more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Formerly CJ175. Course offering: As needed. Prerequisite: 18 years old

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

1. Explain various types of emergencies and care needed at an advanced level.
2. Deliver an advanced level of emergency care in the ALS area.
3. Demonstrate knowledge and skills needed of an EMT at an advanced level.

EMS176   EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE REVIEW (3)

This course is designed to maintain EMT-Intermediate's proficiency and certification. Students will review essential components of the National Standard Curriculum for EMT Intermediates and will also be presented with additional EMT-Intermediate knowledge and skills pertaining specifically to Guam's EMS system. Course offering: As needed. Prerequisites: 18 years old, Valid EMT-Intermediate certification from either Guam or the NREMT, EMS175

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

1. Demonstrate an understanding of the National Standard Curriculum for EMT Intermediates.
2. Demonstrate knowledge and skills needed for the local EMS system.
3. Acquire nationally recognized EMT certification.

EN	ENGLISH

EN066   READING WORKSHOP (3)

This course is designed to develop and improve the student's current reading skill level as determined by the Comprehensive Adult Student Assessment System (CASAS) pre-test reading scale score for Adult Basic Education. This course provides adult students with an opportunity to develop and improve their reading skills. Relevant individualized instruction provides reading activities to enable students to become enpowered, competent, critical, and refelctive in their reading. At the end of each semester, students enrolled in this course are required to complete the post-test component of the CASAS for Adult Basic Education. Student scoring 246 or above in the CASAS Reading scale assessment will be considered to have achieved the Student learning Outcomes (SLOs) for the course and can be awarded a CR grade for the course. Course offering: As needed

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

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

EN067   WRITING WORKSHOP (3)

EN067-Writing Workshop will introduce students to the writing process. This process included a series of ongoing, interconnected writing skills and activities involving pre-writing, writing, conferences, revision, editing, and finalization of writing pieces. Mini-lessons, individualized guided writing, instructor-student conferencing, student-student conferencing, and group sharing will facilitate a better understanding and application of the writing process. Course offering: As needed

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

1. Demonstrate that writing is a progressive activity.
2. Utilize the components of the writing process to improve individualized skill levels.
3. Apply basic writing skills in organizing an effective message in a variety of individual, group, organizational, and related social settings.

EN081   LITERATURE SURVEY (3)

This course is designed to familiarize the student with a selection of writings by noted authors of the shorter genre of Literature: the short story, poetry, the essay, and short dramatic selections. Areas of instruction include the structure of and literary elements contained in these genre, reading comprehension, vocabulary development, and Literature-based composition. Course offering: As needed.

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

1. Differentiate between literary forms to include a short story, play, lyric poem, personal narrative, and essay.
2. Identify plot, character, point of view, setting, mood, irony and satire, and theme.
3. Demonstrate understanding of themes in literature.

EN091   FUNDAMENTALS OF COMMUNICATION (3)

This course is a study of communication and speech,   and introduces students to the ongoing, everchanging process of communication. This course will focus on the basic channels of communication, the principles of interpersonal communication, communication within groups, and the process of preparing and delivering speech presentations. Course offering: As needed

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

1. Apply oral communication skills and participate in the communication process.
2. Demonstrate effective listening and nonverbal skills.
3. Develop and present speeches for a variety of purposes.

EN100B   FUNDAMENTALS OF ENGLISH-BASIC (4)

This course is designed to meet the needs of those students scoring between 15-37 on the reading section of the placement test who need developmental work in basic English skills. (main emphasis is on reading) prior to entry into Fundamentals of English/Reading (EN100R).   Student will work on an individualized basis with the assistance of instructor to increase and improve reading ability. Course offering: As needed. Prequisite: Score between 15-37 on the currently utilized College placement test (COMPASS) .

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

1. Demonstrate growth in vocabulary level
2. Improve in comprehension level.
3. Show a more positive attitude toward reading.
4. Understand the basics of the "reading process."

EN100R   FUNDAMENTALS OF ENGLISH/READING (3)

This course is designed to meet the needs of those students requiring additional reading skill development. Students scoring 38 - 67 on the COMPASS placement test are required to enroll in this course, EN100R. If student scores between 38-47, student is required to enroll in this course only. If student scores between 48-67 on the COMPASS placement test, student may choose to enroll in both this course (EN100R) and EN100W. It is the recommendation of the English Department that student first completes the reading requirement. Course offering: As needed. Prerequisite: EN100B

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

1. Demonstrate growth in vocabulary and comprehension levels.
2. Demonstrate an improved attitude toward reading.
3. Demonstrate a clear understanding and extensive practice of the "reading process".

EN100W   FUNDAMENTALS OF ENGLISH-WRITING (3)

Students work toward improving their writing skills. Instruction is individualized to meet each student's level of ability. EN100W focuses on writing as a process, conferencing with peers and the instructor, and using critical thinking skills to improve written work.Students with a composition score below 4 from a prior EN100W course are required to retake EN100W until the required composition score of "Pass" is achieved. Students may enroll in both EN100R and En100W if they earn a score of 62-67 on the reading component of the COMPASS placement test. Students are placed into EN100W if they received a grade of "P" in EN100R-Fund. Of English/Reading, or are reading at the 9.0 or above grade level based on the Nelson-Denny reading test and currently enrolled in EN100R, or earn a score of 68-100 on the reading component, 0-100 on the writing component, and 0-5 on the essay component of the COMPASS placement test. Course offering: As needed.

Prerequisites: Students with a composition score below 4 from a prior EN100W course are required to retake EN100W until the required composition score of "Pass" is achieved. Students may enroll in both EN100R and EN100W if they earn a score of 62-67 on the reading component of the COMPASS placement test. Students are placed into EN100W if they received a grade of "P" in EN100R-Fund. Of English/Reading, or are reading at the 9.0 or above grade level based on the Nelson-Denny reading test and currently enrolled in EN100R, or earn a score of 68-100 on the reading component, 0-100 on the writing component, and 0-5 on the essay component of the COMPASS placement test.

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

1. Demonstrate an improvement in their overall writing abilities.
2. Submit prewriting drafts, outlines, rough drafts, revisions, and final drafts as evidence of using the writing process.
3. Utilize a word processing program to facilitate writing.

EN110   FRESHMAN COMPOSITION (3)

Emphasizing critical reading, writing, and thinking, this course focuses on communicating clearly and effectively using standard written English in an academic setting, as well as in other communities. Students will practice exploring ideas, conveying information, and developing their writing process. They will demonstrate logical reasoning, clarity, organization, and appropriate

language choices in their writing.

Course offering: As needed. Prerequisite: Placement into EN110 or successful passing of EN100R, EN100W

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

1. Employ the writing process (prewriting, organizing, drafting, revising) and writing strategies.
2. Demonstrate understanding of the connection between reading and writing.
3. Identify and apply the connection between an author's purpose, audience and strategies.
4. Compose three to four essays using different prose patterns.
5. Identify and apply critical thinking skills.

EN111   WRITING FOR RESEARCH (3)

This course is a continuation of EN 110. Emphasis is placed on information, meticulous observance of format, and clarity and effectiveness in written English. Students will develop critical reading skills and learn the techniques of both primary and secondary research.   Course offering: Fall & Spring semester every year. Prerequisite: Students must complete EN 110 with a "C" or better.

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

1. Generate a focused and mature thesis.
2. Engage in primary and secondary research.
3. Report, analyze, argue, paraphrase and summarize.
4. Coherently synthesize information from multiple sources.
5. Evaluate sources intelligently and apply proper documentation.

EN125   INTRODUCTION TO SPEECH (3)

This course surveys speech communication theories, concepts and skills existing in interpersonal, intercultural, small group, and organizational interactions, as well as oral public presentations. This course offers a combination of humanistic and pragmatic approaches to understanding and evaluating communication. A significant portion of the course covers the preparation and presentation of oral assignments (speeches). Course offering: As needed. Prerequisite: Placement into EN110 or successful passing of EN100R/W.

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

1. Demonstrate listening and information gathering skills.
2. Explain the differences in cultural communication patterns.
3. Apply oral communication skills through actual applications.
4. Develop and deliver speeches for a variety of purposes.

EN194   TECHNICAL REPORT WRITING (3)

This course prepares students to write for business, industry, and professions. Students will engage in the writing and speaking process and will develop examples of technical "products" including letters, memos, formal reports, interviews, and oral presentations. Course offering: As needed. Prerequisite: EN110

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

1. Communicate effectively in written form for specific situations.
2. Communicate effectively in written form for a definite purpose.
3. Communicate effectively in written form to enable the reader to react.

EN210   INTRODUCTION TO LITERATURE (3)

This course is designed to familiarize students with the major division of literature: fiction, poetry, and drama. Students will develop an understanding of and appreciation for literary elements. Course offering: As needed. Prerequisite: Students must complete EN 110 Freshman Composition with a grade of "C" or better.

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

1. Demonstrate an appreciation for literature.
2. Demonstrate an understanding of vocabulary for discussing fiction, poetry, and drama.
3. Demonstrate an ability to analyze texts critically.

FA	FAMILY SERVICES

FA110   Introduction to Community Services (3)

Students will become familiar with services available in the community to meet human needs and to help with social problems. Emphasis is on the development of knowledge from the perspective of a consumer and of skills necessary to locate, gain access to, and effectively utilize such services. Course offering: As needed

Student Learning Outcomes (SLOs)

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

1. Recognize different ways of thinking about community.
2. Explain basic concepts of individual and collective human needs.
3. Define concepts and typologies of community services, particularly those on Guam.

FA192   Family Services Practicum (3)

Students will have the opportunity to implement their knowledge and skills while working under the mentorship of a qualified social services professional and faculty member. A minimum of 135 hours of work is required, which may include observations, meetings with clients and professionals, and professional development activities. Course offering: As needed. Prerequisite: permission from advisor or Education department chairperson

Student learning Outcomes (SLOs)

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

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

FA201   Social Welfare: A World View (3)

Students will critically examine social welfare from an international and cross-cultural perspective with a focus on the importance of cultural and value systems on a society's allocation of resources, on the development of informal and formal systems of care, and on the evolving mission, roles, and functions of social work. Course offering: As needed

Student learning Outcomes (SLOs)

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

1. Explain basic concepts of the structure and functions of social welfare.
2. Demonstrate knowledge of social work pertaining to human behavior and the social environment within a bio-psycho-social-spiritual framework.
3. Recognize ways that global trends shape the future of social work and social work education.

FS	FIRE SCIENCE TECHNOLOGY

FS100   INTRODUCTION TO FIRE PROTECTION (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 designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

Student Learning Outcomes (SLOs):

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

1. Identify career opportunities in the fire science field.
2. Research and examine local, state and federal fire protection agencies.
3. Discuss the philosophy and history of fire protection.

FS101   INTRODUCTION TO FIRE SUPPRESSION (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 designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required.

Student Learning Outcomes (SLOs):

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

1. Explain strategies for effective fire protection.
2. Identify inspection techniques used in fire protection careers.
3. Identify various types of building structures and explain the importance of basic fire resistance requirements.

FS102   FIRE SERVICE ON GUAM (3)

A study of the topographical layout of Guam and the techniques and methods used in grassland fire fighting will be explored. This course is designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

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

1. Recognize and identify key features of the topographical layout of Guam.
2. Integrate knowledge of the topographical layout of Guam to gain maximum advantage when fire fighting.
3. Properly apply the techniques and methods used for grassland fire fighting.

FS103   FIRE FIGHTER I (8)

This course is based on National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter professional Qualifications. This course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. Enrollment is limited to students currently in the Fire Science Academy. Course offering: As needed. Prerequisites: Permission by the Criminal Justice Department. Co-requisite: Hazardous Materials Awareness for (NPQS Firefighter I certification)

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

1. Demonstrate the knowledge and skills to perform basic firefighting emergency and rescue operations and duties.
2. Demonstrate the knowledge and skills to operate basic firefighting rescue tools and equipment.
3. Demonstrate the knowledge and skills to pass the National Professional Qualifications System (NPQS) certification test for Firefighter I level.

FS104   FIRE FIGHTER II (3)

This course is based on the National Fire Protection Association (NFPA) 1001, Standard for Fire Fighter Professional Qualifications. The course is designed for the person who seeks the knowledge and skills to function as an integral member of a firefighting team under direct or general supervision in hazardous conditions. Enrollment is limited to students currently in the Fire Academy. Course offering: As needed. Prerequisites: Permission by the Crimnal Justice Department Chair.   Co-requisite: Hazardous Materials Awareness for (NPQS Firefighter I certification)

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

1. Demonstrate the knowledge and skills to perform basic firefighting emergency and rescue operations and duties.
2. Demonstrate the knowledge and skills to operate basic firefighting rescue tools and equipment.
3. Demonstrate the knowledge and skills to pass the National Professional Qualifications System (NPQS) certification test for Firefighter II level.

FS105   FIRE PREVENTION (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 designed for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required

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

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

FS107   REPORT WRITING FOR THE FIRE SERVICE (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 (SLOs):
Upon successful completion of this course, students will be able to:

1. Understand the importance of accurate report writing and record keeping.
2. Understand the standards and formats of basic fire service report forms.

3. Properly complete required reports relative to fire and other emergency incidents.
4. Develop administrative reports, memorandums, and correspondence related to the fire service organization.

HFB	HOSPITALITY FOOD & BEVERAGE

HFB215   PURCHASING AND RECEIVING (2)

This course is an introduction to basic concepts and issues in purchasing and receiving. To support the purchasing role in identifying high - value sources of goods and services, strengthen relationships with supply chain partners, and ensure timely delivery of goods.   Course offering: As needed. Prerequisites: CUL140 or Instructor Approval

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

1. Demonstrate an understanding of the principles of purchasing and receiving from a theoretical and practical perspective.
2. Understand contract negotiation principles and employ contract negotiation techniques and identify supplier adoption procedures.
3. Describe the value of creating effective supplier relationships.
4. Identify the diverse rules and regulations and ethical conduct essential to purchasing and receiving.

HI	HISTORY

HI121   HISTORY OF WORLD CIVILIZATION I (3)

Students will explore the most important aspects of world civilizations from pre-historic time to 1500 A.D. from the Fertile Crescent to the medieval feudal states. Students will study the birth of ancient peoples and societies. Course offering: As needed

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

1. Develop an understanding of the basic principles and theories involved with world civilizations.
2. Explain the development and evolution of ancient people and societies.
3. Develop an appreciation of world civilizations from pre-historic to 1500 A.D. from the Fertile Crescent to the medieval feudal states.

HI122   HISTORY OF WORLD CIVILIZATION II (3)

The course plots civilizations from the 1500's to the modern era. Students will examine a variety of historic experiences, discoveries, and inventions as well as the cultural, political, and economic forces that have shaped modern society. Course offering: As needed

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

1. Develop an understanding of the basic principles and theories involved with world civilizations.
2. Apply principles and theories to major events related to world civilizations.
3. Develop an appreciation of world civilizations from the 1500's to modern day period.

HI176   GUAM HISTORY (3)

Guam History covers the ancient settlement period prior to Ferdinand Magellan's arrival in 1521 up to the modern United States military buildup on Guam. The Spanish, Japanese and United States administration periods and development of self-rule will be discussed and analyzed. This course is designed to inform those interested about the diverse influences that have contributed to the culture and history of Guam. Course offering: As needed

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

1. Demonstrate knowledge of Guam history.
2. Respect Chamorro culture and values.
3. Appreciate the qualities that make Guam unique.

HL	ALLIED HEALTH

HL120   MEDICAL TERMINOLOGY (2)

This course provides students with the elements of medical terminology. The study includes origins of medical terminology, word building system, specific terminology for all systems of the human body, and terminology related or applicable to specialty

areas in medical and selected paramedical fields. Course offering: Fall & Spring only

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

1. Demonstrate knowledge of medical terms.
2. Define 350 medical words and elements.
3. Define medical abbreviations and symbols.

HL130   FIRST AID & SAFETY (1)

This course provides students with the basic knowledge and skills necessary in an emergency to call for assistance and provide standard first aid care, including CPR. This course also includes information on the prevention of injury and illness with a focus on personal safety. Course offering: Fall & Spring only

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

1. Demonstrate knowledge and skills of first aid and safety including cardiopulmonary resuscitation (CPR).
2. Explain the Chain of Survival according to the American Red Cross.

HL131   BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS (1)

This course is designed for healthcare professionals, including medical assistants, nursing assistants, practical nurses, and a wide variety of persons working in the healthcare industry. Basic Life Support for Healthcare Providers provide students with the knowledge and skills necessary in an emergency such as rescue breathing and cardiopulmonary resuscitations (CPR). Course offering: As needed

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

1. Demonstrate how to perform bag mask ventilation.
2. Demonstrate knowledge and skills of cardiopulmonary resuscitation for adults.
3. Demonstrate knowledge and skills of cardiopulmonary resuscitation for infants.

HL140   INTRODUCTION TO CLINICAL LABORATORY (2)

This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique. Course offering: Spring only. Prerequisites: HL120, HL130, MS101, and SI130A or SI130B

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

1. Demonstrate use of basic to moderate lab equipment.
2. Demonstrate competence in obtaining specimens of blood and other body fluids.
3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.
4. Describe quality control in the clinical lab.

HL150   STUDY OF DISEASES (3)

This course provides the basic concepts and characteristics of disease processes, which include disease description, etiology, signs and symptoms, diagnosis, treatment, prognosis, and prevention and terminology pertaining to injuries and disease process. Formerly HL152. Course offering: As needed. Prerequisites: EN110, HL120, and SI130A or SI130B

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

1. Identify the etiology of the more commonly encountered diseases and identify their methods of prevention, control and treatment.
2. Identify signs and symptoms of common diseases.
3. Demonstrate proficiency in defining medical terminology as related to diseases.

HL160   INTRODUCTION TO PHARMACOLOGY (1)

This course provides students with the scope of pharmacology including definitions, classifications, common drugs within each classification, drugs, commonly used in prevention, diagnosis, and treatment of disease (action, side effects, related responsibilities), major factors which affect drug action, abbreviations, and symbols related to drug administration, drug standards and legislation, and references for drug information. Course offering: Summer only. Prerequisites: SI130A or SI130B, HL150. Co-requisites: HL161, HL162

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

1. Identify major drug classifications and common drugs within the group.
2. Identify drugs commonly used in the prevention, diagnosis and treatment and treatment of diseases.

3. Recognize major factors affecting drug actions.
4. Identify standards of legislations as they apply to drugs and their administration.

HL161   PHARMACOLOGICAL TREATMENT OF DISEASE (1)

This course is a survey of medications commonly used in the prevention, diagnosis, and treatment of diseases, with discussion of pharmacological action, side effects and related responsibilities. Course offering: Summer only. Prerequisites: HL150, and SI130A or SI130B

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

1. Identify specification, side effects, and responsibilities related to use of all pharmaceuticals studied.
2. Demonstrate proficiency in using the Physician's Desk Reference (PDR).

HL162   ADMINISTRATION OF MEDICATIONS (1)

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations. Course offering: Summer only. Prerequisites: HL150, and SI130A or SI130B. Co-requisites: HL160, HL161

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

1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

HL202   NUTRITION (3)

This course provides students with the basic knowledge of nutrition. The knowledge from this course will allow students to understand the relationship between health and nutrition and how to make wise choices that contribute to a healthy lifestyle. The course further discusses methods in optimizing the use of different food choices in reducing or avoiding health-related implications and/or illnesses. Formerly HS202. Course offering: As needed

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

1. Identify the six functions of nutrients.
2. Apply the food pyramid to effectively maintain a healthy lifestyle.
3. Recommend a dietary meal plan that provides a corrective treatment to common illnesses.

HL252   PATHOPHYSIOLOGY (3)

This course is a clinical case study approach to the study of underlying principles, manifestations and clinical implications of disease processes and alterations of function in body systems in all groups. Course offering: Spring only. Prerequisites: HL120, and SI130A or SI130B

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

1. Identify the basic concepts of pathophysiology.
2. Discuss clinical implications of the disease process and alterations in body function and systems across the lifespan.

HM   HUMAN SERVICES

HM150   HUMAN DEVELOPMENT DIVERSITY (3)

The course examines concepts and principles concerning human diversity. It sensitizes students to the complex social-economic-political issues diverging from human equality, conflict resolution, as well as examining the effects of social injustice toward persons of race, gender, sexual orientation and disability. Additionally, students are provided awareness of social change affecting the professional commitment to ensure nondiscriminatory treatment and equal access for clients at all levels of practice interventions. Course offering: As needed. Prerequisites: SO130

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

1. Examine human development diversity as it relates to race, gender, sexual orientation and disability.
2. Relate how issues of social change and advocacy in promoting human development diversity.
3. Assess social progress and challenges in promoting fair and equitable treatment.

HM180   HUMAN SERVICES PRACTICUM ORIENTATION (3)

The course is designed as a "bridge course" to foster a learning environment that enables students to explore their career pathway in human services. Students gain the knowledge of what to expect from a practicum experience and build awareness about the various human service practicum sites, services provided to its clients, as well as meeting with practicum instructors. By the end of the course, students select the practicum site to conduct field practicum hours. Course Offering: As needed. Prerequisite(s): By Permission from Program Academic Adviser or Approval by CJSS Department Chair

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

1. Describe the practicum integrative processing model.
2. Employ student values with career options when selecting a field practicum.
3. Explain the relationship between student learner and field practicum agency.

HM205   FOUNDATIONS OF CASE MANAGEMENT (3)

The course examines strengths based case management practice models, interpersonal skills to foster a client-driven culturally sensitive partnering approach to care, communication/interviewing skills, service delivery, service coordination planning and proper documentation in case management. Students will further recognize the role of case managers within human service agencies and informal support systems.   Course Offering: As needed. Prerequisite(s): HM201

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

1. Identify case management principles, models and strategies for effective delivery of human services.
2. Apply the basic skills of case management functions in service coordination.
3. Contrast the different phases of the case management process with one another.

HM225   SUBSTANCE ABUSE PREVENTION (3)

The course critically examines the field and practice of substance abuse prevention in human services. Students will gain knowledge into the evidence-based, prevention research and programming, as well as facts about drugs and other prevention work such as community awareness, prevention education and evaluation. Students will gain first hand experience in learning about various community-based programs aimed at substance abuse prevention.   Course Offering: As needed. Prerequisite(s): HM110 & PY120.

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

1. Describe the three dominant theoretical orientations in substance abuse prevention.
2. Articulate the science base prevention steps of substance abuse prevention programming.
3. Compare the role of cultural competency, advocacy and ethics with science based community prevention programming and education.

HM250   ETHICS AND VALUES IN HUMAN SERVICES (3)

The course is designed to help students integrate values and ethics into all aspects of human services and ultimately the practice in the field of human services and its related services. Course Offering: As needed. Prerequisite(s): HM150 and HM201.

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

1. Recognize historically important traditions in ethics.

HS	HOSPITALITY

HS140   MENU PLANNING (3)

This course is designed to give students an understanding of menu planning, its qualities and importance in a food operation. Students will learn how to write, plan, and adjust menus for a variety of food service operations as well as different meals. Course offering: Spring only

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

1. Demonstrate positive work ethic required of them in the field of Culinary Arts.
2. Demonstrate knowledge in culinary terms, methods, and application.
3. Interpret the fundamentals of food service as it applies to the work of a Culinarian.

HS145   CULINARY MATH (3)

This course provides the student with the understanding of the basic math concepts required of being a successful professional in

the food service industry. This course is reserved exclusively for declared Associate of Arts in Culinary Arts students and Apprentices and meets the General Education Math requirement for the degree. Course offering: As needed. Prerequisite: MA095

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

1. Convert units of measure of volume or weight.
2. Calculate yield percentages for food recipes.
3. Calculate kitchen ratios.
4. Calculate various costs including, As Purchased Cost Vs. Edible Portion Cost.

HS150   WELCOME TO HOSPITALITY (3)

This course provides an overview of the hospitality and tourism industry. This course emphasizes the importance of professionalism, guest relations, and developing positive work habits, values, attitudes expected of hospitality employees, and also career exploration. Course offering: Fall and Spring only

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

1. Describe the scope and components of the hospitality and tourism industry.
2. Demonstrate guest relation skills and explain the need for a hospitality attitude.
3. Discuss the history, organizational structures and contemporary issues in the hospitality and travel industry.

Identify career opportunities in the hospitality and tourism industry. HS152   CUSTOMER SERVICE (3)

This course is designed to examine, challenge and refine the principles of guest service management in various service organizations. Students will gain an understanding of "service products" and apply the tools to deliver these services and use these concepts in their own work experiences. Course offering: As needed

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

1. Demonstrate the accepted protocol for answering the telephone within 10 seconds; 1) Greet the caller b) Name the location c) Identify self d) Offer help.
2. Assess the customer's wants and needs through the use of demographics and other database information.
3. Apply the steps to take a negative customer encounter and turn it into a positive customer service experience using a checklist a minimum of three (3) times.

HS153   DESTINATION GEOGRAPHY (3)

This course is intended to introduce World Geography to students to help develop research skills and understand the reason why travel destinations are selected. The course will highlight regions and/or countries. Formerly HS143. Course offering: As needed

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

1. Demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry with the use of industry accepted methods.
2. Demonstrate knowledge in researching, planning, and selling a destination by creating a travel itinerary with the required components.
3. Create and present a destination with a wide range of knowledge spotlighting the travel and tour activities found at that location.

HS154   NUTRITION FOR FOODSERVICE PROFESSIONALS (3)

This course is an introduction to nutrition related to the foodservice industry covering fundamentals of nutrition and foods; developing and marketing healthy recipes and menus; nutrition's relationship to health life span. This course covers the study of nutrients and nutrition deficiencies, digestion and metabolism, dietary guidelines and restrictions, diet and diseases, and basic principles for health conscious cooking. Course offering: As needed

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

1. List the current USDA Food Guide and recommend daily servings and guidelines.
2. Describe and identify major nutrients and their sources.
3. Evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions.
4. Explain healthy cooking techniques; be able to analyze and modify recipes for healthier food production.

HS155   BASIC HOTEL & RESTAURANT ACCOUNTING (3)

This course is designed to prepare students to utilize the financial reporting procedures of Hotel and Restaurant Accounting. Students who successfully complete this course will be able to prepare financial reports and follow the bookkeeping practices of

the hospitality industry. Course offering: Spring only

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

1. Describe the accounting process.
2. Define major classifications of accounts and the general ledger.
3. Read and analyze financial statements.
4. Distinguish the differences in accounting procedures of the various activities within the hospitality industry.

HS158   INTRO TO MEETINGS, INCENTIVES, CONFERENCES, AND EXHIBITIONS (MICE) (3)

This course provides a broad overview of the Meetings, Incentives, Conferences, and Exhibitions (MICE) segment of the travel, tourism and hospitality industry. The course will cover a wide range of topics that include the basics in meeting planning, event organizing, and conference and exhibition set up. Course offering: Spring only

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

1. Demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.
2. Demonstrate basic skills and knowledge in the successful planning of a MICE.
3. Explain career opportunities within the MICE industry.

HS160   HOSPITALITY SUPERVISION (3)

This course provides hospitality students with proven ways to get maximum results by directing and leading. They will be prepared to juggle the expectations of management, guests, employees, and governmental agencies. In addition, students will be able to develop creative strategies for effectively managing change and resolve conflicts. Course offering: Fall and Spring only. Prerequisite: HS150 or Instructor's Permission

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

1. Identify characteristics of a successful supervisor, and describe the general functions of a supervisor.
2. Identify and describe methods used to ensure high quality and productivity.
3. Explain workplace safety and health problems, including their benefit and the supervisor's role in them.
4. Explain how supervisors can initiate conflict resolution, respond to a conflict, and mediate conflict resolution.
5. Propose feasible strategies to manage a hospitality department efficiently and effectively.

HS203   FOODSERVICE SAFETY AND SANITATION (3)

This course provides students with the knowledge and skills, through "hands-on" experience to develop and implement a Sanitation Risk Management (SRM) program with the Hazard Analysis Critical Control Point (HACCP) method. The National Restaurant Association Education Foundation ServSafe® Certificate will be given to students successfully passing the National Certification examination with a score of 70% or better. Course offering: As needed

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

1. Identify the factors that affect the growth of food borne bacteria in food requiring Time and Temperature Control for Safety (TCS).
2. Demonstrate proper hygienic procedures or processes that foodservice employees use to prevent the spread of food borne illness and cross contamination of food.
3. Identify and cite the seven HACCP Principles and ten Control Points.
4. Develop a SRM Plan using the HACCP Method.

HS208   MANAGING FOOD & BEVERAGE SERVICE (4)

This course will give students a basic understanding of managing service in food and beverage operations. The emphasis of this course is to explore aspects of food and beverage services common to restaurants, cafeterias, hotels, and conference centers and clubs. Course offering: As needed .

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

1. Demonstrate knowledge and skills in providing various styles and specialized forms of service, and identify when these styles and forms of service can be applied, and develop an appropriate sequence of service for various food and beverage establishments.
2. Describe a typical food and beverage establishment's standard operating procedure.
3. Identify causes, assess potential solutions, and formulate a plan of action to address all negative "moments of truth".

HS211   FRONT OFFICE MANAGEMENT (3)

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to checkout and settlement. This course also examines the various elements of effective front office

management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. Course offering: As needed. Prerequisite: HS150

Student Learning Outcomes (SLOs):

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

1. Describe and evaluate the effectiveness of various front offices.
2. Explain procedures, operations, and management of the front office to include human resource management.

HS215   HOUSEKEEPING MANAGEMENT (3)

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Course offering: As needed. Prerequisites: HS150, HS160 or instructor's permission

Student Learning Outcomes (SLOs):

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

1. Identify, describe and evaluate elements needed for effective housekeeping operations and management.
2. Explain the systematic approach to managing housekeeping operations.

HS217   HOTEL SECURITY MANAGEMENT (3)

Because security is such a vital issue in today's hospitality industry, students must be prepared to tackle challenges of safety and security. This course will present proven strategies that protect employees and guests and help prevent potential lawsuits and deal with post-9/11 concerns. Course offering: Spring, Even Years. Prerequisite: HS150. Co-requisite: HL130

Student Learning Outcomes (SLOs):

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

1. Explain the key issues in developing and setting up a security program.
2. Discuss techniques that promote hotel safety and security.

HS219   TRAINING & DEVELOPMENT IN THE HOSPITALITY INDUSTRY (3)

This course provides a comprehensive overview of hospitality training and development by addressing how to assess and analyze training needs, design, implement, and evaluate training programs. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Identify and describe required techniques and knowledge to manage hospitality industry human resource efficiently and effectively.
2. Design and evaluate various training programs.

HS222   PLANNING AND CONTROL FOR FOOD & BEVERAGE OPERATIONS (3)

This course emphasizes the control processes used to reduce costs in the food and beverage operations. It explores how planning and control functions can help operations work more efficiently, compete for market share and provide value to guests. Course offering: Fall only. Prerequisite: HS155, HS140

Student Learning Outcomes (SLOs):

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

1. Demonstrate how to use standard purchase specifications, standard recipes and determine standard yields.
2. Calculate a base selling price for menu items using different pricing methods.
3. Describe revenue control procedures of a typical food and beverage operation.

HS237   PRINCIPLES OF EUROPEAN CUISINE (4)

Students are introduced to the preparation of European Cuisine in the traditional methods. The course emphasizes French or Classical cooking methods and techniques, terminology and sauces. Mediterranean cookings is also introduced. Course offering: As needed. Prerequisites: HS203, HS245 or instructor permission.

Student Learning Outcomes (SLOs):

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

1. Employing practical recipes to demonstrate understanding of the preparation of European Cuisine in the traditional methods.
2. Perform skills and techniques based on the established norms set by Escoffier for a professional kitchen.
3. Apply the fundamentals of Escoffier to prepare and present foods from the regions of Europe and the Mediterranean.

HS238   GARDE MANGER/COLD FOOD PANTRY (4)

An introduction into the preparation of cold entrees, salads, pates, aspics, and terrines. Carving of fruits and vegetables and the techniques of platter design and prepare the student for buffet presentations and culinary competitions. Course offering: As needed. Prerequisites: HS245 and HS237

Student Learning Outcomes (SLOs):

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

1. Demonstrate positive work ethics required of them using practical recipes in garde manager for the production of cold food preparations, salads, dressings, appetizers and hors d'ouevers for impressive plate presentations that incorporate techniques that utilize the tools that are needed in garde manger.
2. Perform skills and tasks associated in garde manger through skill development and application of techniques under pressures associated with the demands in a professional garde manger kitchen after completion of this course.
3. Interpret the fundamentals of garde manger, as emphasis will be placed on the preparation and presentation of the different varieties of cold food preparations, salads, dressings, appetizers and hors d'oeuvres, and application of the importance of Mise en place and culinary terms used in Garde Manger.

HS244   FUNDAMENTALS OF BREADS AND BAKING (4)

This is an introduction course into the Bakery. Students will become familiar with the baking process: how ingredients are used and how they interact. Students will be able to demonstrate baking of breads such as levian, yeast, sourdough and straight dough breads. Course offering: As needed. Prerequisites: HS 203and HS 245

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge and apply the twelve (12) step baking process.
2. Discuss the importance of starters, structure builders, tenderizers, moisteners, and driers used in bread making.
3. Know how to prepare different types of breads using various methods.

HS245   FOOD PRODUCTION PRINCIPLES (4)

  This is a foundation course for the culinary arts program for food production. The objective of this class is to provide an understanding of cookery and give students basic hands-on food preparation skills and techniques. Proper use of ingredients and why it's used is also discussed and demonstrated. Course offering: Spring only. Prerequisite: HS145 (can be taken concurrently), HS 203 with a "C" or better.

Student Learning Outcomes (SLOs):

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

1. Demonstrate the appropriate use of various kitchen equipment and tools.
2. Explain and demonstrate the importance of cleanliness and proper use of chemicals for a kitchen.
3. Demonstrate the proper use of ingredients in food preparation and correct techniques in food production.
4.

HS246   BUFFET SERVICE / CATERING (3)

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS 203 and HS238 with a "C" or better

Student Learning Outcomes (SLOs):

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

1. Write a theme buffet menu, cost the menu, prepare the menu, serve the menu, clean up after the menu and submit an event closing report.
2. Evaluate problems that can arise in the kitchen and make appropriate decisions on how to resolve such problems.
3. Lead a team of cooks through production and service professionally and in a timely manner.

HS247   INTERNATIONAL CUISINE (4)

This course examines Japanese, Chinese, Korean, Thai, Vietnamese, Chamorro/Hawaiiancuisines; an overview of the history, culture and foods of these countries and how they have influenced their respective cultures. Emphasis is placed on culinary traditions, artistry and special uses of tropical fruits, vegetables, spices, herbs and other cooking styles. Course offering: As needed. Prerequisites: HS 203 , HS 238, HS 245

Student Learning Outcomes (SLOs):

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

1. Discuss the cultural importance and the ingredients used in the countries studied.
2. Demonstrate the proper use of cooking equipment and proper techniques used in the countries studied.
3. Identify ingredients found in International kitchens, describe what country it is used in the most, and create dishes "inspired" by the countries studied.

HS248   FUNDAMENTALS OF PATISSERIE (4)

This course emphasizes the production of cakes, puff pastries, creams, and soufflés through application of techniques and skills learned in the lectures, demonstrations, and labs. Course offering: As needed. Prerequisites: HS 237, HS 245

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge and skills in the production of cakes, puff pastries, creams, and soufflés
2. Apply proper techniques associated with the demands in a professional pastry production kitchen.
3. Demonstrate knowledge of the fundamentals of Patisserie food service; emphasis is placed on the preparation and presentation of the different varieties of pastries.

HS249   ADVANCED FOOD PREPARATION (4)

This course is a continuation of the Food Production Principles class HS 245 – further skill development, techniques and presentations. Based on contemporary North American Cuisine, this course will help students to prepare for their careers and to help professional cooks advance in their careers in the culinary arts as practiced today in the top-quality food service operations. Course offering: As needed. Prerequisites: A grade of "C" or better in HS 237, HS 238, HS 244, HS 245 , HS 247, and HS 248

Student Learning Outcomes (SLOs):

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

1. Demonstrate positive work ethic using practical recipes in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations.
2. Perform skills and tasks associated with Advanced Food Preparation through skill development and application of techniques under pressures associated with the demands in a professional kitchen after completion of this course.
3. Interpret the fundamentals of Advanced Food preparation; emphasis will be placed on the preparation and presentation through mise en place, fabrication, grilling, broiling, roasting, baking, sauté, pan frying, deep frying, steaming, submersion cooking, braising, and stewing, remaining true to the principles that govern classical and contemporary cooking concepts in the world of culinary arts.

HS251A   TICKETING AND TRAVEL DOCUMENTS (3)

This course will present terminology, methods and case studies to issue various types of "standard" travel and tour industry related documents as they relate to current common practices. Special ticketing guidelines and electronic ticketing will be examined. Formerly HS251. Course offering: Fall only. Prerequisite: HS153

Student Learning Outcomes (SLOs):

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

1. Demonstrate how to appropriately answer questions from clients regarding domestic and international airline travel.
2. Demonstrate knowledge on reservations and ticketing information, security, baggage allowance, special in-flight services, medical assistance services, unaccompanied children and have basic knowledge of the American Society of Travel Agent's (ASTA) Air Traveler's Bill of Rights.

HS251B   INTERNET TRAVEL (1)

This course will provide a broad overview of the Internet and its integration into the travel and tourism industry. The Internet can be used as a valuable tool for industry professionals and consumers alike to facilitate travel. The diversity of the travelers today and their needs will determine the travel and tourism provider(s) they will use. Formerly HS251. Course offering: Fall only

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.
2. Demonstrate the convergence of the Internet as an alternate and additional distribution channel for travel services for travel professionals and travelers alike.
3. Demonstrate knowledge by accessing and researching travel destinations and making a pseudo-reservation using the Internet.

HS254   HOSPITALITY & TRAVEL MARKETING (4)

This course examines the hospitality and travel marketing system. Students will learn the different types and roles of hospitality and travel industry organizations, how marketing applies to different travel components and various departments of a hospitality organization. Topics such as core principles of marketing, marketing approaches, strategic and tactical marketing, marketing research and analysis, marketing strategy, and marketing plan development, and methods to effectively implement and control as well as evaluate the marketing plan will be covered. Course offering: Fall only

Student Learning Outcomes (SLOs):

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

1. Explain the core principles of marketing and their application to the Hospitality and Travel components of the tourism industry.
2. Conduct marketing research by developing a survey relevant to the chosen topic.
3. Create and present a Marketing Plan of their choice.

HS257   PRINCIPLES OF TOUR GUIDING (3)

This course is designed to prepare students to become professional tour guides. Emphasis is placed on tour conducting, tour preparation and reporting, tour routines and itineraries, public speaking, guiding principles, managing group behavior, customer service, cultural diversity and knowledge of Guam History. Homeland security issues as well as the cultural diversity of Oceania, Guam and Micronesia are included. This course also includes a tour of the island of Guam, First Aid and CPR certification. Course offering: Fall, Even Years

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

1. Demonstrate knowledge of the required rules and regulations, the historical, cultural, natural and government process on the island of Guam from the pre-contact time to today in an accelerated timeline.
2. Identify and describe duties and responsibilities of tour guides.
3. Complete a Practicum and additional training regarding tour guiding principles.

HS260   THE TRAVEL PROFESSIONAL (3)

This course will be a guide to becoming a "Travel Professional." The training will include career opportunities, domestic & international travel, marketing and selling of other travel products, niche markets, types of travelers, and the role of the travel professional in the world of the new century. Course offering: Spring only. Prerequisite: HS251A

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

1. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
2. Plan and execute an itinerary to include necessary documentation to fit the needs of the travelers and their destination.
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

HS265   ECO TOURISM (3)

This course will describe eco-tourism, as a form of tourism that fosters learning experiences and appreciation of the natural environment within a region or a culture. It will offer the student an insight to eco-tourism and how it supports a socio-cultural industry that is sustainable, enhances a destination and promotes businesses of an ecotourism nature. Course offering: Spring only

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

1. Demonstrate eco-tourism as an environmentally focused, responsible and sustainable type of tourism.
2. Match the type of eco-tourism: nature based, cultural, adventure and/or alternative to the eco- traveler.
3. Explain career opportunities in the eco-tourism field and how best to use this training to become a travel professional of the new century.

HS292   HOSPITALITY INDUSTRY MANAGEMENT PRACTICUM (3)

This course provides students with the opportunity to apply their knowledge and skills while working in the Hospitality Industry. Course offering: As needed. Prerequisite: Completion of all technical requirements and area of concentration requirements or by permission

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

1. Demonstrate their knowledge, skills, and attitudes by analyzing, solving, evaluating and completing the requirements set by their Practicum experience.
2. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
3. Plan and execute an itinerary to include necessary documentation to fit the needs of the travelers and their destination.
4. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

HS292A   HOTEL OPERATIONS AND MANAGEMENT PRACTICUM (6)

This course provides students with the opportunity to apply their knowledge and skills in a 600 hours practicum in the Hospitality and Lodging industry. This course is divided into two, 300 hour, practicum sessions. The practicum will consist of practicum experience at the hotel's front of the house departments as well as experience the back of the house departments as an overview in hotel management. Course offering: Fall, Spring, & Summer. Prerequisite: Completion of all core and technical requirements in area of concentration or by permission. This is a capstone course.

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

1. Demonstrate knowledge, skills, and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.
2. Demonstrate the ability to complete a hotel standard operating procedure manual for a selected department approved by the Practicum instructor and Program advisor.
3. Apply the knowledge gained and skills achieved through Practicum experience.

HS292B   FOOD & BEVERAGE MANAGEMENT PRACTICUM (6)

This course provides students with the opportunity to apply their knowledge and skills in a 600 hours practicum in the Food & Beverage industry. The Practicum is divided into four, 150 hour, work-site practicums. The practicum site include, but is not limited to, assignment in Fast Food, Fine Dining, Buffet and Banquet to experience and have actual hands on experience in a variety of F&B operations. Course offering: As needed. Prerequisite: Completion of F&B Core and Technical Courses.

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

1. Demonstrate knowledge, skills, and professionalism by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience.
2. Distinguish the role and importance of good management and supervision in the food & beverage worksite.
3. Demonstrate the aptitude to develop a comprehensive restaurant operating procedure manual.

HS293   CULINARY PRACTICUM (6)

This course provides students with the opportunity to implement their knowledge and skills through "hands-on" experiences. Allowing for experimentation and creative expression, the students will be placed for a minimum of 600 clock hours of work in a variety of culinary environments. Course offering: As needed. Prerequisite: Completion of all technical requirements and area of concentration requirements

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

1. Demonstrate positive work ethic in an enthusiastic manner through team work in a professional kitchen, and to work at constant speed on tasks as time permits.
2. Perform skills and tasks with minimal supervision established through skill development and application of techniques under pressures associated with the demands in a professional kitchen.
3. Interpret the duties as assigned by the supervisor in charge relevant to the competency requirements adhering to all safety regulations. (Emphasis will be placed on the preparation and maintenance of a clean and neat work area at the end of the work schedule in a professional kitchen.)

HU	HUMANITIES

HU120   PACIFIC CULTURES (3)

A look at the emerging nations and territories of the Pacific, comparing and contrasting their cultures, economic problems, and political statuses with emphasis on the cross-cultural problems of Micronesians living on Guam. Course offering: As needed

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

1. Demonstrate basic understanding of the culture, economy, and politics of the Pacific territories and emerging nations.
2. Discuss the cross cultural issues of Micronesians from various islands living on Guam.
3. Compare and contrast various Pacific island cultures.

HU220   GUAM CULTURES & LEGENDS (3)

This course covers Guam's cultural development and conflicts. Cultural environments both past and present are explored. Emphasis is made on the study of Chamorro culture through folklore. Students will learn the effect, cultural interchange that will enable them to answer specific questions from visitors with a more accurate and deeper explanation. Formerly HU125. Course offering: As needed

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

1. Develop an understanding of the basic principles and theories of the origin of the Chamorro people and their culture.
2. Develop a deeper understanding and appreciation of the Chamorro people and their culture.

IN	INTERPRETING

IN145   VOCABULARY DEVELOPMENT   (3)

This course provides students with an opportunity to develop skills for increasing vocabulary in order to expand word choice repertoire for more effective interpreting. This course will also include the study of how language is culturally based, the effects of culture on intercultural communication and possible cultural conflicts. Course offering: As needed. Prerequisite: ASL120

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

1. Increase vocabulary in American Sign Language to include subject-specific terminology and figures of speech such as idioms, metaphors and similes.
2. Develop current local, national and global vocabulary skills.
3. Demonstrate fluency using American Sign Language.

IN220   VOICE TO SIGN INTERPRETING   (3)

The course will acquaint students with a basic understanding of what interpreting entails. This course focuses on building expressive interpreting skills such as assisting students in developing voice to sign interpreting skills and strengthening processing skills. Theoretical components and principles are also covered including strategies for effective receptive listening. Course offering: As needed. Prerequisites: ASL100, IN170

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

1. Interpret spoken English into American Sign Language
2. Demonstrate skills necessary for both consecutive and simultaneous interpretation.
3. Explain the dynamics of voice to sign language interpreting.
4. Demonstrate beginning proficiency skills as a sign language interpreter of the Deaf Community.

IN230   SIGN TO VOICE INTERPRETING   (3)

The course will acquaint students with a basic understanding of what interpreting entails. This course focuses on building expressive interpreting skills such as assisting students in developing voice to sign interpreting skills and strengthening processing skills. Theoretical components and principles are also covered including strategies for effective receptive listening. Course offering: Fall only. Prerequisites: IN170

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

1. Fluently interpret American Sign Language into spoken English.
2. Demonstrate skills necessary for both consecutive and simultaneous interpretation.
3. Explain the dynamics of sign to voice language interpreting.
4. Demonstrate beginning proficiency skills as a sign language interpreter of the Deaf Community.

IN170   INTRODUCTION TO INTERPRETING   (3)

This course addresses basic theory and practice of interpretation in a variety of settings. Students will be introduced to the communication process as a whole and the way messages are constructed. Information on linguistic register, cultural characteristics, ethics and professional conduct, and the modes of interpreting will be explained and discussed. Course offering: As needed

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

5. Demonstrate the different types of registry and modes of interpreting.
6. Identify settings for interpreting and demonstrate appropriate skills needed to facilitate communication.
7. Adhere to a set of values or code of ethics established for interpreting.

IN180   ECOLOGY OF DEAFNESS (3)

The purpose of this course is to expand the student's knowledge of the impact of deafness on the development of language and cognition and the socialization of deaf individuals in a hearing world. Students will also be acquainted with characteristics of Deaf culture.. Course offering: As needed

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

1. Identify the parts and function of the ear and audiogram.
2. Explain the difference between "Deaf" and "deaf" persons.
3. Explain the cognitive development as it relates to typical language development.

JA	JAPANESE LANGUAGE

JA108   SPEAK JAPANESE FOR TOURISM (3)

This course provides basic Japanese conversational skills for those who are interested in working in the tourism industry where direct contact is with Japanese tourists. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Japanese conversation. JA108 is taught using Romanization and does not include the Japanese writing systems of Hiragana and Katakana. Formerly JA112. Course offering: As needed.

Student Learning Outcomes (SLOs):

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

1.   Comprehend simple spoken conversations related to shops, hotels and restaurants;
2.   Communicate orally in simple Japanese information necessary for retail sales, hotel and restaurant environments.

JA110   BEGINNING JAPANESE I (4)

This course gives students basic Japanese language needed in real life situations for different communicative purposes. Based on various topics, language activities provide practice in listening, speaking reading and writing, and reinforce vocabulary, grammar and language functions. Students also learn to read and write the two Japanese writing systems of Hiragana and Katakana, and to identify selected Kanji (Chinese) characters. Cultural aspects of Japan are also discussed to better understand the target language. Course offering: Fall & Spring only

Student Learning Outcomes (SLOs):

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

1.   Comprehend simple spoken conversations.
2.   Communicate orally in a limited variety of everyday situations using basic Japanese.
3.   Comprehend short, simple sentences written in Japanese.
4.   Identify and write Hiragana, and identify Katakana and 24 Kanji characters.

JA111   BEGINNING JAPANESE II (4)

A continuation of Beginning Japanese I, this course provides learners with language necessary for meaningful communicative interaction. Language functions and structures are practiced and applied to real-life situations through role-play and pair/group tasks, and with a variety of audio/visual and computer activities. Listening and speaking skills are emphasized, with further practice in the reading and writing of Hiragana, Katakana and Kanji. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1.   Comprehend additional simple spoken conversations.
2.   Communicate orally in a variety of everyday situations using basic Japanese.
3.   Comprehend additional short, simple sentences written in Japanese.
4.   Identify an additional 50 Kanji characters.

JA210   INTERMEDIATE JAPANESE I (3)

This second year Japanese language course teaches students intermediate   language skills needed for real life situations, through meaningful, communicative, interactive activities. It expands on the language base created in Beginning Japanese I and II with complex language structures and additional functions. Learners experience the language and culture in a variety of activities as role-play and games, video-viewing and discussions, and through computer and Internet projects. Course offering: Fall only. Prerequisite: JA111

Student Learning Outcomes (SLOs):

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

1.   Comprehend oral and written narrations and conversations in low-intermediate Japanese.
2.   Communicate orally in everyday situations using low- intermediate Japanese.
3.   Write short narrations and conversations using limited complex structures.
4.   Identify approximately 150 Kanji characters.

JA211   INTERMEDIATE JAPANESE II (3)

A continuation of JA210, Intermediate Japanese II expands on the language base created in JA110, JA111, and JA210 through the addition of complex grammar patterns and different levels of politeness and formality. In concert with building oral/aural capability, limited focus is concentrated on the reading and writing of selected kanji. Course offering: Spring only. Prerequisite: JA210

Student Learning Outcomes (SLOs):

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

1.   Comprehend additional oral and written narrations and conversations in low-intermediate Japanese.

2. Communicate orally in additional everyday situations using low- intermediate Japanese.
3. Write short narrations and conversations using limited complex structures.
4. Identify approximately 170 Kanji characters.

KE	KOREAN LANGUAGE

KE110   BEGINNING KOREAN I (3)

This is a beginning course in conversational Korean. Students will learn correct pronunciation, basic grammar, and sufficient vocabulary to be able to engage in basic Korean conversation. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Korean conversation. Course offering: As needed

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

1. Ask simple questions, such as a person's name or the price of goods.
2. Count in Korean up to 100,000.
3. Order a meal in a Korean restaurant using Korean.
4. Give simple directions using Korean.

MA	MATHEMATICS

MA052   GENERAL MATHEMATICS (3)

This course is designed to be an overview of basic mathematical operations and concepts, measurements and converting units of measurement, ratios and proportions, basics of statistical graphs, and basic algebraic concepts. Course offering: As needed

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

1. Perform basic operations involving whole numbers, fractions, decimals, and percents.
2. Solve ratios and proportion problems.
3. Perform basic operations involving measurements, including converting units of measurement
4. Summarize basic statistical tables, graphs, and charts.
5. Apply basic algebraic concepts.

MA057   APPLIED MATHEMATICS (3)

Applied Mathematics is a set of modular learning materials prepared to help the Adult High School student develop and refine job-related math skills. The course includes material that focuses on arithmetic operations, problem solving techniques, estimation of answers, measurement skills, geometry, data handling, simple statistics, and the use of algebraic formulas to solve problems. The emphasis is on the ability to understand and apply functional mathematics to solve problems, with the help of technology, in the world of work. Course offering: As needed

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

1. Use technology to find solutions to given mathematical problems.
2. Apply ratios and proportions in problem solving.
3. Solve problems involving measurement.
4. Solve basic perimeter, area, and volume problems.

MA065   ADULT MATHEMATICS (3)

This course is designed to be an overview of several basic mathematical operations and concepts involving Real Numbers, Order of operation, Basic Algebra, Measurement, Word Problems, Basic Statistics, Geometry, and Graphing. This course prepares students for General Education Development Testing Program (G.E.D) and the further learning of Algebra. Course offering: As needed

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

1. Perform basic operation involving whole numbers, fractions, decimals, and percents.
2. Solve ratios, rates, and proportion problems.
3. Perform conversions among Units of Measure.
4. Understand basic statistical terms, tables, and charts.
5. Learn and apply basic algebraic concepts.

MA070   ALGEBRA I (3)

This course is designed as a first course in Algebra. Emphasis on the following basic algebraic topics: working with real numbers, variable expression, general equations, polyomials, factoring, rational expressions, rectangular coordinates, linear equations and inequalities in two variables and graphs of linear equations and inequalities. The use of technology in the study of various topics is also emphasized. Course offering: As needed. Prerequisite: Pass with a B or better MA052 or equivalent high school course.

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

1. Perform basic operations involving Integers, rational numbers, exponents and variable expressions.
2. Translate or solve literal equations and word problems.
3. Perform basic operations involving polynomial expressions including factoring
4. Simplify or solve expressions and equations involving rationals or radicals.
5. Understand and apply the concepts related to equations of lines and their graphs.

MA085   FUNDAMENTALS OF MATHEMATICS (3)

This course is designed to provide students with basic mathematical skills needed in the career and technical fields. This course will integrate computer technology with classroom instruction. Classroom instruction will comprise of tradition and active-learning strategies. Topics for this course include operations with whole numbers, fractions, decimals, ratios, proportions, and percents. Formerly MA100. Course offering: As needed. Prerequisite: Placement test.

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

1. Compute whole numbers, fractions, decimals, and percentages.
2. Identify and set up a ratio or proportion.
3. Solve proportions, equations, and word problems.
4. Evaluate and simplify expressions.
5. Develop the prerequisite skills for post-secondary math courses.

MA095   PRE-COLLEGE MATHEMATICS (4)

This course is a continuation of MA085 and is designed to provide students with basic mathematical skills needed in the trade and technical fields. Topics include operations with fractions, percentage, units of measurement, basic geometry, basic statistics, real numbers, order of operations, simple algebraic expressions, solving equations, and inequalities in one variable, plotting points on the Cartesian coordinate system, and problem solving. Course offering: As needed. Prerequisite: Placement test or satisfactory completion of MA085

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

1. Work with operations involving real numbers both rational and irrational, even with units of measurement.
2. Simplify or solve elementary algebraic expressions, proportions, equations, and word-problems.
3. Identify and apply basic geometric properties and concepts.
4. Summarize a set of data by finding the mean, median, mode, and range.
5. Graph points and lines.

MA107   MATHEMATICS FOR THE TRADES   (4)

This course is especially designed for students seeking a Certificate in Automotive, Allied Health, and Construction Trades Programs, as well as other technical and occupational areas. This course focuses on fundamental concepts of Arithmetic, Algebra, Geometry, and Trigonometry supported with practical applications in a variety of technical and career vocations, included but not limited to automotive, allied health, and construction trades. It is especially for students who find math challenging and for adults who have been out of school for a time. The course helps students to master the needed on-the-job math skills by a wide variety of real problems and situation. Course offering: As needed

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

1. Identify numbers and perform arithmetic operations accurately.
2. Perform mathematical computations with ratios and percentages.
3. Apply measurements with both US and Metric Systems.
4. Read and interpret information from basic statistical graphs.
5. Solve application problems with basic algebraic skills and equations.

MA108   INTRODUCTION TO COLLEGE ALGEBRA (3)

This course is a continuation of MA 095and is designed to provide students with basic Algebraic skills needed in the career and technical fields and the background necessary for advancement in mathematics. Topics include Real Number system and operation, fundamental operations and factorization of polynomials, introduction to equations and inequalities, rational

expressions including exponents, radicals, quadratic equations and quadratic formula, and applications.   Formerly MA110. Course offering: Fall and Spring. Prerequisite: Placement test or successful completion of MA095

Student Learning Outcomes (SLOs):

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

1. Solve and graph linear equations and inequalities.
2. Simplify and solve rational expressions and equations.
3. Solve quadratic equations using the following methods: factoring, completing the square, and the quadratic formula.

MA110A   FINITE MATHEMATICS (3)

This is a continuation of the MA 108. Topics include: Elementary Functions, Linear Equations, Polynomial Functions, Quadratic Functions, Exponential and Logarithmic functions, Systems of Linear Equations and Inequalities, including Matrix Equations, Matrices and Determinants, and Mathematics of Finance. Course offering: Fall and Spring. Prerequisites: A grade of C or higher in MA108, placement test, or approval of Department Chair.

Student Learning Outcomes (SLOs):

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

1. Apply key theories and concepts to solve problems selected from functions and their graphs, linear and quadratic equations, matrices, linear programming, and financial mathematics.
2. Solve real-world problems in Finite Mathematics by using skills acquired from application problems in textbook exercises.
3. Solve problems using appropriate technology translating problem from one form to another, using various problem solving strategies.
4. Apply key theories, concepts, and methods of inquiry in finite Mathematics to novel problems, to other disciplines, and to situations that require understanding rather than rote memory.

MA161A   COLLEGE ALGEBRA & TRIGONOMETRY I (4)

This course is the first of two courses designed to provide the mathematical tools needed by students enrolled in selected technical occupational programs. Topics included in this course are equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, and systems of linear equations and inequalities with matrices. Formerly MA121. Course offering: As needed. Prerequisite: Successful completion of MA 110A with a grade of "C" or better, MA 108 with a grade of "B" or better, or placement.

Student Learning Outcomes (SLOs):

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

1. Identify and solve linear equations and inequalities.
2. Differentiate between polynomial, rational, exponential, logarithmic, and other functions and their graphs.
3. Solve systems of linear equations and linear inequalities with alternate methods.

MA161B   COLLEGE ALGEBRA & TRIGONOMETRY II (4)

This course is a continuation of MA 161A and upon successful completion, a student will be calculus ready. Topics included in this course are trigonometric functions, trigonometric identities and equations, and applications of trigonometry and discrete algebra. Formerly MA122. Course offering: As needed. Prerequisite: Successful completion of MA161A with a "C" or better.

Student Learning Outcomes (SLOs):

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

1. Demonstrate understanding of the trigonometric concepts to solve trigonometry exercises and equations.
2. Determine which definition, concept, and identity should be implemented to find solutions to application problems.
3. Apply basic mathematical concepts and methods involving the concept of sequences, counting processes, probability and mathematical induction.

ME	AUTOMOTIVE

ME161A   INTRODUCTION TO AUTOBODY REPAIR (3)

This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching. Course offering: Fall only

Student Learning Outcomes (SLOs):

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

1. Follow shop safety procedures.
2. Prepare autobody components for repair.
3. Inspect, remove, replace and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

ME161B   INTRODUCTION TO AUTOBODY PAINTING (3)

This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing. Course offering: As Needed

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

1. Perform corrosion protection restoration, sound deadening restoration and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs involving plastics and adhesives.

ME171A   AUTOBODY COLLISION REPAIR (3)

This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair. Course offering: As needed

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

1. Follow painting and refinishing safety precautions.
2. Prepare surfaces for painting and refinishing.
3. Use a paint spray gun and related equipment.

ME171B   AUTOBODY REFINISHING (3)

This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs. Course offering: Fall only

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

1. Mix, match, and apply paint.
2. Identify and correct paint defects.
3. Perform final detail procedures.

MHT	**MEDIUM/HEAVY TRUCK**

MHT100A   INTRO TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE PART I (3)

This is the first of a two part introductory course that prepares students for study within specific areas of Medium/Heavy Truck Diesel Technology. Topics covered include workshop safety practices, proper usage of hand tools, special tools and testing equipment, and preventive maintenance procedures on diesel engines, fuel systems, air induction and exhaust systems. Course offering: As needed

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

1. Demonstrate proper workshop safety practices.
2. Identify, describe and demonstrate the proper usage of hand tools, special tools, and testing equipment.
3. Perform preventive maintenance procedures on diesel engines, fuel systems, air induction, and exhaust systems.

MHT100B   INTRO TO DIESEL TECHNOLOGY AND PREVENTIVE MAINTENANCE PART II (3)

This is the second of a two part introductory course that prepares students for study within specific areas of Medium/Heavy Truck & Diesel Technology. The course focuses on preventive maintenance procedures involving the cooling system, lubrication systems, cab and hood, safety equipment, hardware, heating ventilation & air conditioning (HVAC), electrical/electronics, charging systems, lighting systems. frame and chassis, hydraulic brakes, drive trains, suspension & steering systems, tires & wheels, and frame with fifth wheel. Course offering: As needed. Prerequisite: MHT100A

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

1. Execute preventive maintenance procedures on cooling systems, lubrication systems, cab and hood
2. Carry out preventive maintenance procedures on safety equipment, hardware, heating ventilation & air conditioning (11VAC), electrical/electronics, charging systems, lighting systems, frame and chassis
3. Perform preventive maintenance procedures on hydraulic brakes, drive trains, suspension & steering systems, tires & wheels, and frame with fifth wheel

MHT110   DIESEL ENGINES PART I (3)

This course introduces students to the theory and operation of diesel engines that includes general engine diagnostics, minor diagnosis and repair of cylinder head and valve train, engine block, lubrication system, and cooling system. Formerly ME196A. Course offering: As needed. Prerequisites: MHT100A & MHT100B

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

1. Explain general diesel engine operation and perform basic engine troubleshooting and repair.
2. Demonstrate cylinder head and valve train diagnostics and repair
3. Expound engine block diagnostics and repair
4. Identify lubrication system components and diagnose and repair minor problems.
5. Name the major parts and explain the functions of the cooling system and execute minor diagnostic and repair procedures.

MHT120   MEDIUM/HEAVY TRUCK DRIVE TRAINS PART I (3)

This is an introductory course covering the functionality of diesel transmissions, fundamentals of diesel clutches, troubleshooting, and repair of basic transmission drivability faults. Formerly ME193. Course offering: As needed

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

1. Describe clutch operation.
2. Discuss diesel transmission functionality.
3. Troubleshoot elemental transmission drivability problems and repair elemental faults.

MHT130   BRAKE SYSTEMS PART I (3)

This course provides instruction in Medium/Heavy Truck Brakes that includes basic diagnosis & repair of air supply and service systems, mechanical/foundation systems, and parking brakes. Course offering: As needed. Prerequisites: MHT100A & MHT100B

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

1. Depict air supply and service systems operation
2. Identify mechanical/foundation system components and perform minor repairs.
3. Explain parking brake operation.

MHT140   SUSPENSION & STEERING PART I (3)

This is a study of elements in Medium/Heavy Truck Suspension & Steering that include introductory level steering system functions, diagnostics, and repair, suspension system functions, diagnostics, and repair, and wheel alignment diagnosis, adjustment, and repair. Formerly ME192. Course offering: As needed. Prerequisites: MHT100A & MHT100B

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

1. Differentiate between different steering system designs and explain their functions.
2. Identify suspension system components and discuss basic functionality.
3. Perform wheel alignment diagnosis, adjustment, and repair.

MHT150   MEDIUM/HEAVY TRUCK HEATING, VENTILATION, & AIR CONDITIONING (3)

This course gives students basic instruction in Medium/Heavy Truck Heating Ventilation & Air Conditioning (HVAC) that include HVAC systems diagnosis, service, and repair, general A/C system diagnosis, service, and repair, A/C compressor and clutch, diagnosis, service, and repair, and evaporator, condenser. and related components, diagnosis, service, and repair. Course offering: As needed. Prerequisites: MHT100A & MHT100B

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

1. Depict basic HVAC system operation.
2. Troubleshoot general A/C system malfunctions.
3. Explain A/C compressor and clutch operation and perform basic repairs.
4. Describe evaporator, condenser, and related components' functionality.

MHT160   HYDRAULICS (3)

This course provides students with fundamental instruction in Medium/Heavy Truck Hydraulic Systems that include entry level general hydraulic system diagnosis, service, and repair, hydraulic system pump diagnosis, service, and repair, and filtration/reservoirs (tanks) diagnosis, service, and repair. Course offering: As needed. Prerequisites: MHT100A & MHT100B

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

1. Recognize general hydraulic system components and carry out entry level diagnosis, service, and repair.
2. Ascertain basic hydraulic system failures and perform preliminary pump diagnosis, service, and repair.
3. Perform fundamental filtration/reservoirs (tanks) diagnosis, service, and repair.

MHT170   MEDIUM/HEAVY TRUCK ELECTRICAL/ELECTRONIC SYSTEMS PART I (3)

This course is designed to give students an elemental understanding of Medium/Heavy Truck Electrical/Electronic Systems that include general electrical systems diagnosis, battery diagnosis and repair, and starting system diagnosis and repair. Formerly ME194. Course offering: As needed

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

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

MHT210   DIESEL ENGINES PART II (3)

This course builds on MHT110; the course of study includes air induction and exhaust systems diagnosis and repair, fuel supply system diagnosis and repair, mechanical fuel injection diagnosis and repair, electronic fuel management system diagnosis and repair, and engine brakes diagnosis and repair. Course offering: As needed. Prerequisite: MHT110

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

1. Troubleshoot intermediate level air induction and exhaust system failures and perform needed repairs.
2. Diagnose, intermediate level fuel supply system failures and perform needed repairs.
3. Ascertain intermediate level mechanical fuel injection faults and perform needed repairs.
4. Determine intermediate level electronic fuel management system problems and perform needed repairs.
5. Perform intermediate level engine brakes diagnosis and repair.

MHT230   BRAKE SYSTEMS PART II (3)

This course prepares students to perform complex diagnostics and repairs on hydraulic brakes, power assist units, and air and hydraulic antilock brake systems (ABS) and automatic traction Control (ATC). Course offering: As needed. Prerequisite: MHT130

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

1. Ascertain hydraulic brake problem causes and rectify faults.
2. Demonstrate power assist unit failure analysis and take proper steps to correct failure.
3. Locate air and hydraulic Antilock Brake System (ABS) and Automatic Traction Control (ATC) faults and perform needed repairs.

MHT270   MEDIUM/HEAVY TRUCK ELECTRICAL/ELECTRONIC SYSTEMS PART II (3)

This course builds on MHT170; the course of study includes lighting systems diagnosis and repair, and the diagnosis and repair of warning devices, gauges, and related electrical systems. Course offering: As needed. Prerequisite: MHT170

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

1. Locate faults in the lighting system and correct problems.
2. Pinpoint failure causes in gauges and warning devices and take proper action to correct situation.

MK   MARKETING

MK123   PRINCIPLES OF MARKETING (3)

This course is an overview of marketing concepts and applications in a competitive, global, and Internet-reliant world. Marketing opportunities are analyzed; product, pricing and distribution decisions are weighed; ethics are discussed; and an integrated marketing communications plan is constructed. Formerly SM210. Course offering: As needed

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

1. Integrate the latest technology effectively in business and marketing communications.
2. Identify desirable personality traits important to business.
3. Demonstrate an understanding of the functions and foundations of marketing.

MK124   SELLING (3)

In today's highly competitive business environment when dealing with sophisticated buyers who demand correct answers to complex problems, it is the consultative or relationship-building style that spells success for a salesperson. In this course, students learn techniques of professional selling and reap financial rewards and gain self-esteem. Formerly MK220 & HS220. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

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

1. Prepare and execute both a consumer oriented and a business-to-business oriented sales presentation.
2. Demonstrate an understanding of the importance and techniques of relationship marketing.
3. Exhibit ethical behavior in selling.
4. Describe sales management structures.

MK205   ENTREPRENEURSHIP (3)

Entrepreneurship is a practical "how to" approach to small business management from creation and finance to records systems and financial management. This course is ideal for those persons considering starting a business as well as those that are already in business. Formerly MK221 & HS230. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

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

1. Understand the characteristics and skills of a successful entrepreneur.
2. Calculate the risks and rewards of an entrepreneurial venture.
3. Understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement.
4. Determine the factors necessary to gain a competitive advantage.
5. Develop a Business Plan.
6. Understand the legal organization of a small business.

MK206   RETAILING (3)

This career preparation course deals with the study of the processes of retailing and the dynamic role it plays within today's changing economy. The course examines retail planning, the retail environment, market selection and analysis, retail operation management, and retail administration among other vital elements of this constantly-changing field. Formerly MK223 & HS242. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

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

1. List the major aspects of a retail career and the prerequisites for success in retailing.
2. Explain the importance of retail customers to the retail manager.
3. Discuss how the legal and ethical environment affects the retailer in making decisions.
4. Explain how retailers select and reach their target market through the location decision.
5. Explain a retailer's merchandise buying and handling.
6. Discuss the role of advertising and promotion in the operation of a retail business.

MK207   E-MARKETING (3)

E-Marketing introduces ways in which information technology can create a competitive advantage. Basic business models for making money on the Internet, insight to how companies manage global relationships with suppliers and customers, the growing importance of the Internet in business-to-business marketing, and how both large multinational firms and local companies can use data obtained from the Internet for market segmentation, targeting, and positioning are introduced. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

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

1. Explain the basic models for engaging in commerce on the Internet.
2. Explain how information technology can create a competitive advantage.
3. Develop product strategies for global competition.
4. Learn techniques for relationship marketing and customer services on the Internet.
5. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.
6. Explain how international channels of distribution have become key factors in determining competitive advantage.

MK208   INTERNATIONAL MARKETING (3)

International Marketing is ideal for students wishing to work for multi-national corporations, particularly those operating in Asia, or students interested in taking advantage of import/export opportunities in the Pacific Region. Students will be able to analyze the global marketing environment, formulate multinational marketing strategies, and understand how goods and services move between countries. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

Student Learning Outcomes (SLOs):

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

1. Gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.
2. Describe export and import operations.
3. Explain how businesses work with governments and what role governmental considerations can play for the international marketer.
4. Develop marketing and management strategies for international companies.
5. Understand that there are different political and legal environments in which international companies must operate.

MK224   ADVERTISING (3)

Advertising is exciting and challenging. Using one's imagination and skills to convince people to purchase your product or service can be very satisfying and profitable. In this course, students learn how to entice people to buy through the application of time-proven advertising strategies and their own creativity. Great advertising campaigns are born from one "big idea" but are executed with an understanding of consumer behavior, techniques of communication, media planning, and teamwork. Formerly HS243. Course offering: As needed. Prerequisite: MK123 or permission from the Marketing Advisor

Student Learning Outcomes (SLOs):

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

1. Develop a comprehensive and effective Advertising Plan.
2. Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people be
3. Appreciate the effect of marketing and advertising on business, industry, and national economics.
4. Comprehend the strategic function of advertising within the broader context of business and marketing.
5. Discover what people in advertising do, how they do it, and the career opportunities these fields offer.

MK298   MARKETING PRACTICUM (3)

This course provides students a supervised work experience where they develop skills necessary to be successful in a marketing career. In lieu of MK298, Co-op/Work-Learn, students may, with postsecondary departmental approval, choose any of the equivalent courses: a 200 level Supervision and Management course, VC135, InDesign®, VC141, Web Design, VC161, Video I, or Special Project. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Develop marketing skills in a dynamic environment.
2. Demonstrate appropriate work behavior with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively, follow directions, and handle business conflict.
5. Exhibit professionalism in the conduct of marketing.

MS   MEDICAL ASSISTING

MS101   INTRODUCTION TO MEDICAL ASSISTING (3)

This course provides an introduction to the Medical Assisting program. The roles of the Medical Assistant in the patient care facilities are defined as well as fundamental administrative and clinical concepts and skills. Introduction to ethical and legal considerations is also provided. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate basic knowledge of administration and clinical skills in the medical assisting field.
2. Discuss ethical legal considerations and theoretical concepts regarding patient care.

MS120   CLINICAL MEDICAL ASSISTING I (2)

Students will acquire knowledge of basic ambulatory care concepts and principles necessary for the performance of back office duties. Students are provided with the knowledge of routine patient care and diagnostic procedures used to assess the health status of patients including vision testing, hearing testing, electrocardiography, and the knowledge to prepare the back office, equipment and supplies necessary to facilitate patient flow through the clinic and/or physician's office. Admission into Medical Assisting Program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Co-requisites: MS121, MS125

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge of basic medical assistant procedures in a lab and clinical setting.
2. Demonstrate ability to assist with facilitating patient flow through the clinic and/or physicians office.

MS121   CLINICAL MEDICAL ASSISTING II (2)

This course provides students with the opportunity to practice the application of basic ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office. Admission into the Medical Assisting program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Corequisites: MS120, MS125

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Demonstrate the ability to function effectively as allied health team members in the delivery of quality patient care at entry level proficiency.
2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.
3. Demonstrate the ability to practice applying routine patient care/diagnostic procedures.

MS125   CLINICAL OFFICE EXPERIENCE (1)

This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co-requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Course offering: As needed. Prerequisites: Admission into the Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Co-requisites: MS120, MS121.

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.
2. Demonstrate use of interpersonal and communication skills in the clinical setting.

MS140   ADMINISTRATIVE MEDICAL ASSISTING (2)

This course provides the student with the theoretical concepts and principles of administrative medical office practices and procedures in the clinic and/or physician's office. The students are taught the basic skills necessary for "entry-level" proficiency in the performance of duties in the administrative or front office. Admission to the Medical Assisting Program or instructor's consent is required. Course offering: Spring only. Prerequisite: MS101 or concurrently. Co-requisites: MS141 or MS145

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Demonstrate office procedures as performed by a medical assistant in an office setting.
2. Demonstrate knowledge of theoretical concepts and principles of medical office practice.

MS141   ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)

This course provides students with the laboratory setting to practice performing administrative office procedures which includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required, MS101 or concurrently. Co-requisites: MS140, MS145

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Demonstrate administrative office procedures in a lab setting.
2. Demonstrate use of professional oral communication techniques in the medical office or clinic setting.
3. Demonstrate use of professional written communication techniques in the medical office or clinic setting.

MS145   ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)

This course is an application of the knowledge and skills gained in MS140 Administrative Medical Assisting I and MS141 Administrative Medical Assisting II. It requires the student to integrate knowledge and skills gained in MS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required, MS101 or concurrently. Co-requisites: MS140, MS141

Student Learning Outcomes (SLOs):
Upon successful completion of this course, students will be able to:
1. Demonstrate administrative office procedures in a clinical setting.
2. Discuss with supervisor/instructor procedures used in clinical settings.

MS201   MEDICAL LAW AND ETHICS (2)

This course provides students with the basic knowledge of legal and ethical responsibilities in patient care and management, which includes laws that affect medical practice and the practice of medical assisting and the application of medical ethics in performance of duties. Course offering: Summer only

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

1. Identify legal and ethical responsibilities in patient care and management.
2. Display knowledge of the medical ethics in performance of duties.

MS210   MEDICAL ASSISTING CRITIQUE (1)

This course is an analytical approach to correlate the basic patient care concepts and principles with the practical experience in the delivery of quality patient care. With the basic ambulatory patient care concepts and principles, students will analyze, synthesize and evaluate patient care management. Students will also review and prepare for examination as certified medical assistants. Course offering: Spring only. Prerequisites: MS120, MS121, MS125, MS140, MS141, MS145. Co-requisite: MS292

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

1. Analyze, synthesize, and evaluate patient care management.
2. Review and prepare for examination as certified Medical Assistants.

MS220   MEDICAL ASSISTING SPECIALTIES (2)

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, and SI130A or SI130B. Co-requiste: MS221, MS225

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

1. Assist the physician in the appraisal of the patient's health status.
2. Demonstrate the ability to use advanced medical assisting techniques and procedures.

MS221   MEDICAL ASSISTING SPECIALTIES LABORATORY (1)

This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course Offering: Fall only. Prerequisites: MS120, MS121, MS125, and SI130A or SI130B. Co-requisites: MS220, MS225

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

1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

MS225   MEDICAL ASSISTING SPECIALTIES CLINICAL (1)

This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, and SI130A or SI130B. Co-requisites: MS220, MS221

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

1. Demonstrate the ability to use advanced Medical Assistant knowledge and techniques in an ambulatory setting.
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.

MS292   MEDICAL ASSISTING PRACTICUM (5)

This course provides settings for the application of knowledge and skills gained in the major courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the administrative and clinical areas. Course offering: Spring only. Prerequisites: Completion of all technical and related technical requirements in the Medical Assisting Program with a grade of "C" or better and advisor consent. Co-requisites: MS210

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

1. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.
2. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the administrative area.
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.

NU	NURSING

NU101   NURSING ASSISTANT (8-12)

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as home health, community health, hospitals, clinics, private medical offices, and mental health. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National Nurse Aide Assessment Program Exam which leads to becoming a Certified Nursing Assistant (CNA). Course offering: As needed. Prerequisites: Admission to the Certified Nursing Assistant program, current American Heart Association CPR card for health care providers and EN 100W , MA 095 , and HL 131. Co-requisites: HL131

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

1. Identify the principles of prevention, therapy, and rehabilitation for patients of all ages.
2. Distinguish the roles of a Nursing Assistant in a health care team
3. Apply the Nursing Assistant principles and skills learned in a class/lab to the clinical setting.
4. Demonstrate proficiency and knowledge of nursing assistant skills in preparation for the NNAAP (National Nurse Aide Assessment Program) written and practical exam.

NU110   NURSING FOUNDATIONS & BASIC SKILLS (8)

This course covers introductory concepts related to the nursing field. Topics covered are the nursing process, assessment, critical thinking, communication, ethical issues, and practical nursing standards. Students will have the opportunity to practice basic therapeutic nursing interventions that are required of practical nurses in laboratory and clinical settings. Students learn the role of the practical nurse as provider of care, and basic skills necessary to attain and maintain health. Course offering: As needed Prerequisites: SI130A, SI130B, PY120, ED220, HL120, HL131, HL150, HL202, SI150 Co-requisites: NU160

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

1. Utilize the nursing process in assessment, planning, implementation, and evaluation.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills.
4. Apply a variety of interpersonal and communication skills.

NU140   MENTAL HEALTH NURSING (2)

The goal of this course is to provide the student with knowledge in the nursing care of patients with mental health problems throughout the life cycle. The student is provided the opportunity to utilize critical thinking, the nursing process, nursing skills, and theoretical knowledge in a variety of health care settings. Course offering: As needed. Co-requisite: PY120.

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation, as it relates to mental illness.
2. Practice therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills in nursing situations.
4. Apply a variety of interpersonal and communication skills as it relates to mental health.

NU160   PHARMACOLOGY FOR PRACTICAL NURSES (4)

The goal of this course is for practical nursing students to acquire pharmacological skills and concepts. The course includes material about the principles of pharmacology, administration of medications, drug classifications, and the effect of medications on each of the body systems. The course prepares the student to administer and monitor the effects of medications. The target populations are students who have been admitted to the Certificate in Practical Nursing program. Course offering: Spring only Prerequisites: EN110, MA108, SI130A, SI130B, PY120, ED220, HL120, HL131, HL150, HL202, SI150 Co-requisite: NU110

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

1. Apply the nursing process in relation to administration and evaluation of the therapeutic use of drugs through case studies.
2. Apply problem solving and critical thinking skills.
3. Demonstrate with 100% accuracy methods to safely administer medications to adults and children.
4. Pass a comprehensive medical math calculation test with 85% accuracy.

NU220   ADULT MEDICAL-SURGICAL NURSING (8)

The emphasis of this course is on the application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Concepts covered include endocrine, gastrointestinal, sensory-neuron, cardiovascular, genitourinary, reproductive, musculoskeletal, and integumentary disorders. Special consideration will be given to the geriatric

client. Skills include professional roles, critical thinking and guided application of research. Course offering: As needed. Prerequisite: NU110

Student Learning Outcomes (SLOs):

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of medical-surgical conditions.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to medical-surgical procedures.
3. Apply problem solving and critical thinking skills in nursing practice.
4. Apply a variety of interpersonal and communication skills in a nursing context.

NU230   **MATERNAL/NEWBORN CONCEPTS & SKILLS (3)**

This course provides students with the scope of obstetrics including care and assessment of newborns. This course covers theories of maternal health, the birthing process, physiology of pregnancy, maternal-infant bonding, and family dynamics including cultural considerations, ethics, and stress adaptation of children and their families. The focus is on basic health promotion, disease intervention and detection of high risk factors with childbearing families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

Student Learning Outcomes (SLOs):

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of maternal and newborn care.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to maternal and newborn needs.
3. Apply problem solving and critical thinking skills as it related to maternal and newborn care.

NU240   **PEDIATRIC NURSING CONCEPTS & SKILLS (3)**

This course builds on child growth and development from infancy to adolescence. Health problems of each age group are explored in more detail. The role of the practical nurse in meeting the health needs of children in a variety of settings is included. This course focuses on promoting, maintaining, and restoring the health of children and their families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

Student Learning Outcomes (SLOs):

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to pediatric care.
2. Practice therapeutic pediatric nursing interventions in a laboratory and clinical setting.
3. Apply problem solving and critical thinking skills in pediatric nursing.
4. Demonstrate a variety of interpersonal and communication skills used in pediatric care.

NU280   **NURSING TRENDS (1)**

This course focuses on issues and trends within the healthcare industry to include management and leadership styles. This course also covers professional development, employability skills, ethical problems, legal aspects, community resources, local and federal policies, and licensure. Course offering: As needed. Prerequisite: EN110

Student Learning Outcomes (SLOs):

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

1. Apply problem solving and critical thinking skills to current trends and issues in nursing.
2. Enhance communication and interpersonal skills in the context of the health care industry.

NU292   **PRACTICAL NURSING CLINICAL (6)**

This course provides students with a clinical setting to practice basic and advanced therapeutic nursing interventions within the scope of an LPN. Selected clinical skills will involve clients/patients/residents of all ages with simple, well-defined problems. Communication, critical thinking, interpersonal, management, and leadership skills and the nursing process will be practiced as students assess and meet the duties of a practical nurse. Students will also lead educational activities that involve adult clients/patients/residents of all ages. Course offering: As needed. Prerequisite: NU220

Student Learning Outcomes (SLOs):

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

1. Meet local and national standards for practical nurses in performing nursing care.
2. Display professionalism in performing duties of the LPN.
3. Be eligible and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
4. Apply the clinical problem solving process (nursing process) and critical thinking skills within the scope of an LPN.
5. Apply a variety of interpersonal and communication skills used in the health care setting.

OA	**OFFICE TECHNOLOGY**

OA101   KEYBOARDING AND DOCUMENT PROCESSING (3)

This is an introductory course in keyboarding that focuses on the mastery of the keyboard and using correct typing techniques. Basic word processing concepts and applications will be taught including an introduction to proper formatting of memorandums, business letters, reports, and tables. Course offering: As needed

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

1. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
2. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer.
3. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.

OA103   FILING SYSTEMS (3)

This course introduces the basic principles of a records and information management program. Four filing systems (alphabetic, numberic, subject, and geographic) will be emphasized using both manual and electronic methods for storage and retrieval of records. Course offering: Fall only. Prerequisite: EN100R

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

1. Index, code, cross-reference, and arrange personal names, business names, and organization names in correct filing order.
2. Store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.
3. Create, maintain, and access a computerized records management database.
4. Demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.

OA109   BUSINESS MATH USING EXCEL (3)

This course provides students with basic business math skills and the use of Excel software needed in today's jobs. Topics to be discussed are basic math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup and markdown, interest, credit and mortgages, and depreciation. Formerly OA104. Course Offering: As needed

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

1. Prepare bank statement reconciliations.
2. Calculate the components of payroll.
3. Solve simple interest and compound interest problems.
4. Use Excel to solve business problems.

OA130   INFORMATION PROCESSING (3)

This course provides students with basic skills and advanced concepts using word processing software for preparing of business letters, memos, tables, reports, and forms, (including meeting minutes, agendas, itineraries, articles). Speed and accuracy in the preparation of a mailable copy is emphasized. Course offering: Fall only. Prerequisite: OA101

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

1. Demonstrate proper techniques for keying correspondence, including letters, memorandums, reports, tables, and forms.
2. Apply skills in completing projects.
3. Demonstrate proper work attitudes for business.
4. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

OA210   DATABASE MANAGEMENT SYSTEMS (3)

This course introduces the basic concepts of a database management system. Topics include designing, creating, and using a database; querying a database; maintaining a database; sharing data among applications; and creating forms and reports. Course offering: Fall only. Prerequisite: CS151

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

1. Design, create, and modify database.
2. Design, generate, and modify queries, forms, and/or reports for the input and/or extraction of data.
3. Integrate with other office applications and collaborate and secure data.

OA211   BUSINESS COMMUNICATION (3)

Students learn all the basics of business communication and are provided practice in applying them using many real-world writing forms of communication, to include composing letters, memorandums, emails, reports, proposals, employment communications, and oral presentations. This course teaches students how and when to be concise, in addition to communicating effectively. It prepares students for the job-interview process, writing resumes, and application letters. Formerly OA206, Business Correspondence. Course offering: As needed. Prerequisites: CS151, EN110

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

1. Write effective business memos, letters, and reports.
2. Prepare and deliver effective oral presentations.
3. Demonstrate effective interpersonal communications skills.
4. Communicate orally in one-on-one, small group and large group situations.
5. Develop a practical job search strategy, including writing successful resumes.

OA220   SPREADSHEET SYSTEMS (3)

Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets. Course offering: Spring only, or as needed. Prerequisites: CS151

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

1. Create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.
2. Create and manipulate electronic spreadsheets databases, templates, and macros.
3. Integrate spreadsheets with other office applications and secure the data.

OA230   ADVANCED INFORMATION PROCESSING (3)

This course provides the student with a review of basic word processing concepts and skills and introduces advanced word processing functions to prepare documents that integrate files from various application programs (word processing, spreadsheets, database, and presentation graphics), the Internet, and other emerging technologies. Course offering: Spring only. Prerequisite: OA130

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

1. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
2. Apply proper document formats when keying business correspondence--memorandums, letters, reports, tables, and forms.
3. Create and manage documents using teamwork.

OA240   MACHINE TRANSCRIPTION (3)

This course provides students with basic legal transcription techniques, the formatting of legal documents, written communications, listening, and decision making skills, which are necessary to work in a legal environment. Course offering: As needed. Prerequisites: EN110, OA130

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

1. Develop the ability to think and use judgment while keying correspondence.
2. Apply correct spelling, grammar usage, and style to documents.
3. Examine and use appropriate reference materials.

OA250   OFFICE PROCEDURES (3)

This is a finishing course for students in the Office Technology Program. It prepares students for work in today's modern office. Topics include: the work environment, workplace technologies, written communication, records, and presentations, customer and employee satisfaction, mail, travel, meetings and conferences, and career. Course offering: Spring only. Prerequisites: EN110, OA101

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

1. Demonstrate professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.
2. Work independently and as a member of an internal team.
3. Display skills in obtaining, organizing, evaluating, and managing information.

OA292   OFFICE TECHNOLOGY PRACTICUM (3)

This course provides students with the opportunity to apply their knowledge and skills while working in an office environment. Course offering: As needed. Prerequisite: Permission from advisor or department chairperson.

Student Learning Outcomes (SLOs):

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

1. Demonstrate appropriate worksite behavior.
2. Demonstrate competence using business office technology, electronic communication skills, software application, and organizational and time management skills.
3. Demonstrate appropriate professionalism, ethical conduct, disposition and communication in an office environment.

OR	ENGINEERING TECHNOLOGY

OR101   INTRODUCTION TO ENGINEERING TECHNOLOGY (3)

The primary intent of this course is to investigate the entire realm of engineering, its history, professional requirements, ethics, educational requirements, branches, functions and the roles of the engineering technician. This course will prepare students through the integration of technical problem solving, engineering design, ethical issues, teamwork, and communicating to diverse audiences. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Gain an awareness of the connections between engineering and the impact of engineering solutions in a societal and global context.
2. Demonstrate basic knowledge of the techniques, skills, and modern engineering tools necessary in the current civil and mechanical engineering industry.
3. Describe various engineering careers to include skills needed, required educational background, and experience with a focus on architectural engineering.

PI	PHILOSOPHY

PI101   INTRODUCTION TO PHILOSOPHY (3)

This course will review the great philosophical traditions surrounding the eternal questions concerning nature and the human condition. Students will review the great philosophies from Asia and the west in order to understand knowledge, reason and faith. This will challenge students to become more active and engaged ethical citizens by working with their communities. Prerequisite: EN110

Student Learning Outcomes (SLOs):

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

1. Demonstrate knowledge of philosophical views.
2. Demonstrate a commitment to ethical behavior.
3. Foster respect for diversity.

PS	POLITICAL SCIENCE

PS140   AMERICAN GOVERNMENT (3)

This course provides students with fundamental knowledge about the history and principles of American government. Topics of study include citizenship, political parties, the creation of law and policy, and the functions of the three branches of government. This course also provides essential working knowledge for those seeking a career in government service. It is also appropriate for anyone seeking broader understanding of the relationships among the local, state, and federal governments. Course offering: As needed. Prerequisites: EN100R, EN100W

Student Learning Outcomes (SLOs):

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

1. Demonstrate an understanding of the basic framework and concepts which define the American system/style of democracy.
2. Explain the historical roots of American government and the events which have affected the development and course of American government.
3. Explain the three branches of government, their basic structure and functions, and how they are expected to change and interrelate with each other.
4. Develop an awareness of the factors and circumstances which may impact the direction and changes to the American system of government.

5. Demonstrate an understanding of Guam's system of government.

PV	PHOTOVOLTAICS

PV101   PHOTOVOLTAICS I (3)

This course will provide an overview of the three basic PV system applications. The course will give the student a basic knowledge of the core concepts necessary to work with all PV systems, including: solar photovoltaic (PV) cells, modules, and system components, load analysis, PV module criteria, and safety. The course will also cover the basics of battery sizing, wire sizing, overcurrent protection, and grounding. Course offering: As needed.

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

1. Describe the basic components of a PV system.
2. Determine the size of a stand-alone inverter.
3. Calculate house load requirements.

PV102   PHOTOVOLTAICS II (3)

This course will review industry best practices to residential and commercial PV solar electric systems to ensure safe, code-compliant design and installation. Hands-on training will cover site analysis, design based on specific site conditions, site specific safety issues and construction issues. This course will also cover the use of tools and testing equipment. Course offering: Fall only.

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

1. Identify the types of (PV) photovoltaic systems.
2. Calculate the sizing requirements for a stand-alone PV system.
3. Perform installation of a PV system.

PY	PSYCHOLOGY

PY100   PERSONAL ADJUSTMENT (3)

Personal Adjustment invites students to engage in self-discovery and self-improvement in a supportive environment. Students should be willing to examine various personal and interpersonal issues such as self-concept, anger and violence, depression, happiness, love and intimacy, sexuality, moral and ethical development, gender roles, diversity, stress and other problems encountered throughout life. This course encourages students to think about their lives in a deeper and more meaningful way and to choose to live a deliberate life. "The unexamined life is not worth living."--Socrates Course offering: As needed

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

1. Explain and evaluate the importance of personal adjustment and the benefits of self-awareness.
2. Evaluate emotions and the significance of their emotions on self-development.
3. Identify and demonstrate the skills necessary for healthy communication and relationships.
4. Demonstrate and understand the impact of societal expectations on human behavior.
5. Recognize and evaluate the factors affecting individual choices and their effects on one's self and adjustment within society.

PY120   GENERAL PSYCHOLOGY (3)

General Psychology provides an overview of the scientific study of human behavior and experience. Topics include history, methodology, neuroscience, perception, learning, motivation, abnormal behavior, personality theory and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has a service learning component and has been approved as a general education social science elective. Course offering: As needed. Prerequisites: EN110

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

1. State the general principles, theory, ethical considerations and contemporary approaches to psychology.
2. Apply psychology to daily experiences.
3. Achieve the relevant general education course goals.

PY125   INTERPERSONAL RELATIONS (3)

Success in people's lives depends on the interpersonal skills with which they manage their personal and professional relationships. Employers require that people cooperate as a team, work with diverse cultures, embrace change and communicate

effectively to get the job done. Course offering: As needed.

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

1. Develop interpersonal and critical thinking skills necessary to become productive members of the workforce in society.
2. Demonstrate the use of appropriate written and oral skills necessary for effective communication.
3. Demonstrate ethical, social, and environmental responsibility.

RE   RENEWABLE ENERGY

RE100   INTRODUCTION TO RENEWABLE ENERGY (3)

This module provides an outline and brief description, including fundamentals, of the different renewable energy technologies: wind, solar, bioenergy, and geothermal energy. It provides a general overview of the technologies and their applications. While these technologies are not fully proven yet, promising research and development is being conducted. The module also discusses common technical and non-technical barriers and issues limiting the wide spread use/dissemination of renewable energy in developing countries. The information in this module is of general interest to explain the basics of renewable energy technologies, to understand their strengths and weaknesses and hence to have a better grasp of the benefits available from, and the barriers faced by, these technologies. Course offering: As needed

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

1. Define the different key renewable energy technologies.
2. Discuss the potential applications for renewable energy technologies.
3. Describe the strengths and weaknesses of the different renewable energy technologies.

SI   SCIENCE

SI051   EARTH SCIENCE (3)

This course is an overall view of the dynamics of our earth relating the cause and effect of the ongoing changes on and in the earth system. An examination of water properties and ocean currents, the earth's atmosphere and weather, the different periods of history of the earth and solar system, and a brief look at the other heavenly bodies in the sky constitute the major items of study. Course offering: As needed

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

1. Demonstrate an understanding of the fundamental concepts of Earth's many systems.
2. Communicate about Earth Science in a meaningful way.
3. Make informed and responsible decisions regarding Earth and its resources.

SI061   BIOLOGY (3)

An introduction to cells, reproduction, Mendelian genetics, anatomy and physiology, protista, plant and animal kingdoms, laboratory skills and ecology. Course offering: As needed

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

1. Demonstrate an understanding of the fundamental concepts of Earth's many systems.
2. Communicate about Earth Science in a meaningful way.
3. Make informed and responsible decisions regarding Earth and its resources.

SI101   INTRODUCTION TO CHEMISTRY (3)

Designed as a broad introduction to chemistry, topics include atomic structure, bonding, gas laws, interpreting the Periodic Table of Elements, stoichiometry, problem-solving, and concludes with an introduction to organic chemistry. This course satisfies science requirements for general education, Interdisciplinary Arts & Sciences and nursing certification programs. Course offering: As needed. Prerequisites: Satisfactory completion of MA108 , equivalent or higher. Co-requisite: SI101L

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

1. Interpret the Periodic Table of Elements.
2. Identify types of chemical reactions.
3. Solve quantitative problems including unit conversions and balance chemical reactions.

SI101L   INTRODUCTION TO CHEMISTRY LABORATORY (1)

This course is the laboratory co-requisite for SI101 Introduction to Chemistry. Laboratory sessions provide hands-on experiences with chemicals, equipment and instruments, that reinforce and extend concepts presented in lecture. Course offering: As needed. Prerequisites: Satisfactory completion of MA108 , equivalent or higher. Co-requisite: SI101

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

1. Demonstrate safe conduct in the lab and use of basic chemistry lab equipment.
2. Apply concepts of chemical reactions and equations to experiments and perform qualitative and quantitative problem-solving.
3. Demonstrate ability to write lab reports.

SI102   GENERAL CHEMISTRY WITH LABORATORY (4)

This course is designed to be a general chemistry course for students. Topics covered include the theories, laws, and principles of chemistry including atomic structure, nature of the chemical bond, and stoichiometric considerations of all aspects of inorganic chemistry. This course has a 30 hour laboratory component. Course offering: As needed. Prerequisite: MA161A

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

1. Demonstrate familiarity and basic use of the Periodic Table of the Elements.
2. Apply the scientific method through lab experiments and write lab reports.
3. Apply critical thinking skills to solve quantitative and qualitative chemistry problems.
4. Calculate conversions and balance chemical equations.
5. Identify various types of chemical reactions.

SI103   INTRODUCTION TO MARINE BIOLOGY (3)

This course is the laboratory co-requisite for SI103 Introduction to Marine Biology. Laboratory sessions and field trips reinforce and extend basic marine biology concepts, identification of marine organisms, and anthropogenic effects on the marine environment. Course offering: Fall & Spring only. Prerequisites: EN100R, EN100W. Co-requisite: SI103L

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

1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

SI103L   INTRODUCTION TO MARINE BIOLOGY LAB (1)

This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor. Course offering: Fall & Spring only. Prerequisites: EN100R, EN100W. Co-requisite: SI103

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

1. Describe key chemical, biological, geological, and ecological processes.
2. Identify and classify common marine organisms.
3. Explain anthropogenic factors that affect the marine environment and organisms therein.

SI105   INTRODUCTION TO PHYSICAL GEOLOGY (3)

Introduction to Physical Geology is the science of the earth, the materials that make up the earth and the forces and processes that shape the earth. Topics for this course will include minerals, rocks, earth's internal structure, plate tectonics, geologic structures the rock cycle, and surface/subsurface processes. This course is to be taken concurrently with a laboratory/field course, SI 105L, where students will conduct laboratory and field investigation that will reinforce the course topics and expose students to Guam's complex geologic history. Course offering: As needed. Prerequisites: EN100R, EN100W   Co-requisite: SI105L

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

1. Explain how geologic processes shape the earth.
2. Identify basic rock and mineral samples.
3. Explain how geologic processes affect human activities and social economic welfare.

SI105L   INTRODUCTION TO PHYSICAL GEOLOGY LABORATORY (1)

This course is the laboratory portion to the course SI 105, Introduction to Physical Geology. Topics for this course will include minerals, rocks, earth's internal structure, plate tectonics, geologic structures, the rock cycle, and surface/subsurface processes. This course is to be taken concurrently with the lecture course SI 105. In this course students will conduct laboratory and field investigation that will reinforce the lecture course topics and expose students to Guam's complex geologic hsitory. Course

offering: As needed. Prerequisites: EN100R, EN100W Co-requisite: SI105

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

1. Explain how geologic processes shape the earth.
2. Identify basic rock and mineral samples
3. Explain how geologic processes affect human activities and social economic welfare.

SI110   ENVIRONMENTAL BIOLOGY (3)

This is a comprehensive survey course, which focuses on local environmental issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (Internet) format. Students are required to schedule additional field study with instructor. Course offering: As needed. Prerequisites: EN100R, EN100W. Co-requisite: SI110L

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

1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Explain the ecological, social and/or economical implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling, as well as reflect on their personal roles in these issues.
3. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.
4. Demonstrate the ability to gather and analyze data, present results graphically, interpret results and form conclusions.

SI110L   ENVIRONMENTAL BIOLOGY LABORATORY (1)

This is the laboratory portion of the SI110 Environmental Biology lecture course. The course applies hands-on laboratory exercises and experiments to illustrate and complement concepts discussed in the SI110 lecture course. Students will also be conducting class field trips to several selected environmental habitats around the island. The fieldtrips are designed to provide firsthand experience and connectivity between environmental issues learned in the classroom and real world events. Students taking this course are required to register for the lecture portion of the course as a co-requisite Course Offering: Fall and Spring Course offering: As needed. Prerequisites: EN100R, EN100W. Co-requisite: SI110

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

1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
2. Explain the ecological, social and/or economical implications of climate change, conservation and sustainable use of resources, overpopulation, waste management and recycling, as well as reflect on their personal roles in these issues.
3. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.
4. Demonstrate the ability to gather and analyze data, present results graphically, interpret results and form conclusions.

SI120   INTRODUCTION TO ISLAND ECOLOGY AND RESOURCE MANAGEMENT (3)

This course is designed for natural resource managers, field technicians and law enforcement personnel working in natural resource conservation. The course covers fundamental concepts of island terrestrial and marine ecology, resource management and conservation. Course offering: As needed. Prerequisites: EN100R, EN100W

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

1. Describe key chemical, atmospheric, biological, and ecological processes that affect organisms in terrestrial and marine environments with an emphasis on tropical island ecosystems that the student can apply as part of their job field.
2. Explain the ecological, social, and economic implications of conservation, policy and regulations, management and sustainable use of natural resources, overpopulation, and impact of climate change, as well as reflect on their roles in these issues.
3. Explain the effects of anthropogenic factors that affect the environment and organisms therein.

SI122/CJ122 INTRODUCTION TO FORENSIC SCIENCE (4)

This course introduces students to the field of forensic science. Students will be able to identify the various principles, methods and procedures used in the preservation, collection, processing, and investigation of the crime scene as well as identify the various scientific techniques used to evaluate and analyze the evidence to resolve criminal matters. Students will also be familiar with some of the legal and ethical issues in forensic science. Course offering: As needed. Prerequisite: CJ100

Student Learning Outcomes (SLOs):

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

1. Describe the history and development of forensic science.
2. Identify the role of forensic science within the criminal justice system.
3. Identify the various analytical tools used to evaluate, process, investigate and adjudicate criminal cases.
4. Describe the various scientific techniques used to preserve, collect and analyze evidence.
5. Identify some of the legal and ethical issues in forensic science.

SI130A   HUMAN ANATOMY & PHYSIOLOGY I WITH A&P I LABORATORY (3)

This course provides students with an understanding of the function and regulation of the human body and the physiological integration of the organ systems to maintain homeostasis. This course will consist of blood and its components, cardiovascular system, lymphatic system, fluid and electrolytes, respiratory system, digestive system, urinary system, and reproductive system. Course offering: Fall only. Prerequisites: EN100R, EN100W or EN110 placement. Co-requisite: HL120

Student Learning Outcomes (SLOs):

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

1. Describe the relationship between tissues, organs, and organ systems from a structural and functional perspective.
2. Identify and correlate how each organ in the human body works together as a system to maintain homeostasis.
3. Describe the cellular process and transport mechanisms at a chemical level (fluid and electrolyte balance).

SI130B   HUMAN ANATOMY & PHYSIOLOGY II WITH A&P II LABORATORY (3)

This course follows a systemic approach that combines microscopic tissue studies, photomicrographs, anatomical models, charts, and gross/visual anatomical studies of the human body. Providing students with the in depth knowledge and understanding of the structures of the human body. This will include chemistry, the cell, tissues, integumentary system, musculoskeletal system, and nervous system. This course is recommended for those majoring in the allied health and nursing programs. Course offering: Spring only. Prerequisites: EN100R, EN100W or EN110 placement. Co-requisite: HL120

Student Learning Outcomes (SLOs):

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

1. Demonstrate the use of anatomical and directional terms used in the health care when referring to the human body structures.
2. Identify anatomical features of the body on a microscopic and/or gross level and indicate proper location of each.
3. Identify and list 206 human adult skeletal bones.

SI141   APPLIED PHYSICS I (4)

An Algebra-based course covering measurement, motion, forces in one (1) dimension, vectors, trigonometry, concurrent forces, work and energy, simple machines, rotational motion, nonconcurring forces, matter and fluids. The course emphasizes physical concepts as applied to an industrial technical field. Course offering: As needed. Prerequisite: MA161A

Student Learning Outcomes (SLOs):

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

1. Define key terminology used in the physics field.
2. Identify and classify common physical phenomena such as forces, friction, and center of gravity.
3. Summarize common laws and rules of physics from Newton and Kepler and their application to everyday circumstances.
4. Employ basic methods and observations to identify given data graphically or numerically and implement proper procedures to solve problems applying physical rules and formulas correctly.

SI142   APPLIED PHYSICS II (4)

A continuation of SI 141 covering temperature and heat, the gas laws, wave motion and sound, static electricity, direct current, DC sources, magnetism, alternating-current, light, and reflection and refraction. Course offering: As needed. Prerequisites: SI141, MA161A

Student Learning Outcomes (SLOs):

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

1. Calculate the momentum, impulse, force, and time of contact within a system.
2. Apply and analyze between rotational and translational quantities and equations.
3. Relate and apply density, specific gravity, mass and volume, pressure, area, pressure density, and depth concepts.
4. Identify, relate and apply amplitude, frequency, angular frequency, period, displacement, velocity and acceleration associated with oscillating system.

SI150   INTRODUCTION TO MICROBIOLOGY (4)

This course presents basic principles of microbiology, including the role of microbes in the transmission of disease, the environment and useful applications. Weekly laboratory sessions include training in compound microscopy, practice in aseptic

techniques, the use of disinfectants and antimicrobial agents, identification of common microbes using staining and microscopy techniques. This course satisfies the Guam Board of Nursing Examiners' requirement for candidates seeking LPN licensure. This course can also apply toward general education science credits. Course offering: As needed. Prerequisites: SI130, HL120, EN110

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

1. Summarize the historical events that led to development of the field and the taxonomic classification regarding microbial diversity.
2. Demonstrate knowledge of the basic chemistry in laboratory procedures, bright-field microscopy, aseptic techniques, protocols for identification of microbes and basic microbial and molecular biology.
3. Demonstrate knowledge of microbial pathogenicity mechanisms, chemotherapeutics, drug resistance, disease prevention and the causes and consequences of mutations and genetic engineering on microbes.
4. Summarize the impact of microbes in the environment and useful applications of microbes.

SM	SUPERVISION & MANAGEMENT

SM108   INTRODUCTION TO BUSINESS (3)

This course provides foundational knowledge for students in supervision and management as well as students studying related disciplines in business and computer science. Students will study resume preparations, ethics and social responsibility, the private enterprise system, economic challenges in a global market, entrepreneurship, goods and services distribution, e-commerce transactions, basic management concepts A-Z, technology management, financial statements, federal reserve system, and career opportunities. The central theme in this course is technology and e-commerce: "Clicks and Mortar" business concepts and practices stressing real world, real time, and real interactive business applications on the Internet via student interactive exercises and supported by text-driven CD-ROM. Formerly OA108. Course offering: As needed

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

1. Evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system.
2. Construct the stages in the development of management ethical standards.
3. Summarize in writing ideas and feelings about applied business concepts.

SM205   PURCHASING (3)

This course focuses on the broad spectrum of retailers, both large and small selling either merchandise or services and making key management decisions to provide value to their customers and developing a long-term advantage over their competitors. Key strategic issues are examined in developing a retail strategy with an emphasis on the financial considerations and store management issues. The entire course is organized around a model of strategic decision-making and subsequent chapters are related back to this strategic framework. The procurement cycle is studied with emphasis on vendor partnerships, negotiations, pricing analysis, and policy considerations. Course offering: Fall only

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

1. Understand the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.
2. Gain an appreciation of the ethical, contractual, and legal issues faced by purchasing and supply chain professionals.
3. Demonstrate an understanding of the purchasing cycle, various types of purchasing documents, and types of purchases.

SM208   PERSONNEL SUPERVISION (3)

This course is designed to acquaint the student with the techniques involved in supervising people and the duties and responsibilities of a supervisor; the focus of the course is on the leading and directing function; this theme is studied throughout the course. Students will study and apply communication, motivational principles, critical thinking, and problem solving techniques. In addition, students will learn how to manage work groups and resolve employee conflicts and create a productive work climate. Formerly OA208. Course offering: As needed.

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

1. Demonstrate knowledge and skills in the area of personnel supervision.
2. Identify employee needs and apply motivational skills to address them.
3. Summarize in writing ideas and feelings about applied supervision concepts.

SM211   E-COMMERCE MANAGEMENT (3)

This course is designed to help current and future managers better direct the E-commerce process by integrating business models,

commerce, and Internet technology. The integration of text and cases will help students connect theory and real-world situations. Case study provides students with an in-depth analysis of well-known companies (i.e. Amazon.com, eBay and Boo.com) that have developed into e-successes or e-failures. Text and cases will present both the benefits and drawbacks of new ideas. Course offering: Spring only

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

1. Assess "customer needs" business websites.
2. Differentiate four Internet business models-Business-to-Business (B2B), Business-to-Consumer (B2C), Consumer-to-Consumer (C2C), and Consumer-to-Business (C2B).
3. Summarize in writing ideas and feelings about applied e-commerce management concepts.

SM215   INTERNATIONAL MANAGEMENT (3)

This course teaches students the managerial process in a global context and illustrates how culture affects the managerial process. Students will study international strategic planning, organizing global structures, effective directing, leading, international human resources management, cross-cultural business practices, negotiations, leadership, decision making, motivation, communication process sensitive to verbal and non-verbal languages, and controlling operation results against international cross-cultural performance standards. Course offering: As needed

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

1. Develop strategies for sustaining international business competition in a global setting.
2. Discuss cross-cultural business ethics and corporate social responsibility in subsidiary assignments.
3. Summarize in writing ideas and feelings about applied international management concepts.

SM220   MANAGEMENT SKILL DEVELOPMENT (3)

This is a course in the development and application of fundamental skills needed for the successful practice of management. The focus of the course is on the goals and objectives formulated from the firm's mission statement. The student will concentrate on the Planning and Organizing functions. In addition, the student will apply the control function on the firm's performance against its strategic plan. Policy considerations drive the theme of this course. Course offering: As needed

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

1. Examine and interpret the traditional four functions of management: planning, organizing, leading, and controlling.
2. Construct and apply the eight-steps used in structured decision making process.
3. Summarize in writing ideas and feelings about applied management concepts.

SM225   LEADERSHIP (3)

This course uses a unique three-prong approach of theory, application, and skill development. Traditional theories along with cutting-edge leadership topics will be covered. Leadership study allows students to expand and focus their supervision and management skills by concentrating and emphasizing the importance of leadership. Critical thinking about concepts in leadership will be one of the learning outcomes. Students will experience proven skill-building exercises that foster leadership skills in which they can use in their professional and personal lives. Course offering: As needed

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

1. Explain traditional and cutting-edge leadership theories and leadership concepts.
2. Apply theory through skill-development exercises.
3. Develop leadership skills applicable in today's business environment.
4. Make clear distinctions between coverage of theory concepts and their applications.
5. Apply leadership skills by doing self-assessment exercises rather than just by reading.
6. Discuss behavior models: how-to steps for handling day-to-day leadership functions.
7. Analyze four models to determine the appropriate leadership styles for team development.
8. Assess manager personality profile.
9. Examine the application of manager profile to leadership potential.

SM230   BUSINESS LAW APPLICATIONS (3)

This course is an introduction to the substantive law that governs American commerce, state and federal statutes and traditional Common Law principles. Uniform Commercial Code (UCC), and the Restatements of the Laws form the foundation upon which the following legal principles are presented: contract law, agency law, partnership and corporate law, real and personal property law, negotiable instruments, and secured transactions. Special emphasis, however, is placed on Cyber law (laws governing Internet transactions) as it applies to e-commerce transactions such as e-contracts; intellectual property rights; online issues relating to copyrights, trademarks, patents, and trade secrets; privacy rights in the online world; cyber law court jurisdictional issues; and cyber crimes (cyber theft, cyber identity theft, cyber stalking, cyber hacking, and cyber terrorism). This course is for

anyone contemplating a career in business and anyone interested in the legal requirements governing business decisions and activities. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Discuss the law of contracts as it relates to offers/acceptances, consideration, and competency.
2. Identify the key elements of intentional, negligence, and strict liability torts.
3. Summarize in writing ideas and feelings about applied business law concepts.

SM240   EMPLOYMENT & LABOR LAW (3)

This course introduces Employment and Labor Law for the non-legal professional in management and labor relations. The course emphasizes employment, labor, and social issues in the work environment as they cover federal and state law governing employer/union and employee/employer relationships. The student will learn how daily supervisory and management decisions made within the context of employment and labor law can have far-reaching consequences in their firm's legal liabilities. This course provides the knowledge and tools for SM graduates to make management decisions that eliminate or minimize their firm's liability. Course offering: Fall only

Student Learning Outcomes (SLOs):

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

1. Discuss the history of American labor unions and its impact on the enactment of federal labor laws.
2. Explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin.
3. Summarize in writing ideas and feelings about applied labor and employment law concepts.

SM245   ETHICS & STAKEHOLDERS MANAGEMENT (3)

This course uses cutting-edge research along with case histories to help students understand the relationships between business and the society stakeholders. The managerial perspective of this course emphasizes the twin themes of stakeholders and ethics. Students are shown how to integrate ethical consideration into their entire decision-making. The course employs a stakeholder management framework that emphasizes the firm's social and ethical responsibilities to both internal and external stakeholders. Course offering: Spring only

Student Learning Outcomes (SLOs):

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

1. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.
2. Describe ethical standards in management and identify its role in contemporary business practices.
3. Summarize in writing ideas and feelings about applied ethics and stakeholder concepts.

SM298   SUPERVISION & MANAGEMENT PRACTICUM (1-6)

The Cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and paid work experience related to Supervision and Management. Course offering: As needed.   Prerequisites: SM108, SM208, & SM220

Student Learning Outcomes (SLOs):

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

1. Obtain supervised work experience to develop skills necessary to succeed in supervision/management positions.
2. Develop and reinforce the knowledge of supervisory theory and management principles as applied to the challenges of a business position.
3. Train subordinates in supervision/management theory and practices.
4. Apply the practice of professional business ethics related to the moral and social responsibilities of a supervisory/management position.
5. Demonstrate effective human relations skills with co-workers and subordinates according to the expectations of a business supervisor/manager.
6. Demonstrate planning, organizing, directing, and controlling skills needed for success supervising/managing within a business environment.

SO   SOCIOLOGY

SO099   STUDENT SUCCESS WORKSHOP (3)

The Student Success Workshop course provides a strong educational component to the Adult High School Program. The course draws connections between students' academic environment and the students' future in the world of work and the post secondary environment. Students will learn basic study skills for academic success. The course will encourage students to conduct activities that enhance self-concept and that promote the development of goals. In addition, the students will develop employability skills. The course will allow students to explore career opportunities and to expand their knowledge of the workplace and college

programs. All Adult High School students are required to complete this requirement through successful course participation or demonstrated mastery of the identified skills. Formerly SP099. Course offering: As needed. Prerequisite: CASAS Reading and Math scores at or above 236

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

1. Evaluate current study skills and obtain study skill techniques for academic success.
2. Assess interests, values, abilities, and skills and apply results of occupational choices and college programs.
3. Develop educational and career goals.
4. Acquire skills necessary for locating, evaluating, and interpreting information about career opportunities for employment and postsecondary programs.
5. Identify and appreciate the elements of team-building, problem-solving decision-making, and personality dynamics as they relate to the workplace and postsecondary environment.

SO110   INTRODUCTION TO COLLEGE LIFE (3)

This course is designed to enhance students' ability to survive and prosper in the college environment. It includes a survey of academic rights and responsibilities, Guam Community College resources and organization program planning, study techniques, preparing for and taking tests, and interest inventories to assist in career planning. Formerly SP110. Course offering: As needed

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

1. Explain the academic rights and responsibilities of a college student.
2. Demonstrate skills needed to successfully study and pass tests.
3. Demonstrate an understanding of various careers and which ones match interests and abilities.

SO130   INTRODUCTION TO SOCIOLOGY (3)

Sociology is the scientific study of how people behave in groups and the rules that guide group behavior. Everyone is a member of societal groups and people experience different kinds of relationships and play multiple roles in groups. This course examines those groups, people's individual roles, interpersonal relationships, cultures, and families. This knowledge is helpful to everyone including managers and professionals in any field. This course is a required general education core course for all associate degree programs. Course offering: As needed. Prerequisites: EN100R, EN100W

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

1. Identify how societies instill values in individuals, families and groups.
2. Demonstrate familiarity with other societies objectively utilizing the sociological imagination.
3. Contrast the four primary theoretical sociological perspectives.
4. Explain various degrees of poverty and inequality to include why these patterns continue to exist generation after generation.

SS	SOCIAL SCIENCES

SS063   AMERICAN GOVERNMENT (3)

This course deals with the foundations of democracy in America, examining the operation of the legislative, executive, and judicial branches of government at the federal, state, and local levels. Topics covered include rights and responsibilities of citizenship, voting, political parties, interest groups, the US Constitutions (including the Bill of Rights), bureaucracy, national policies relating to foreign policy, taxation, spending priorities, government regulations, and entitlement. Course offering: As needed

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

1. Explain the United States constitutional form of government.
2. Describe the political process to include voting, political parties, and interest groups.
3. Explain how laws are created within the United States.

SS078   WORLD GEOGRAPHY (3)

This course deals with the geography of the world. It encompasses a detailed examination and understanding of the location of the countries of the world, and the world's major geographical regions and landmarks. An understanding of the different climatic zones and weather regions is also covered in this course. Course offering: Spring only

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

1. Locate and identify all countries and their capitals around the world.
2. Locate and identify all oceans, major rivers, mountain ranges and deserts.

3. Locate and identify major population groups around the world.

SS081   US HISTORY I (3)

This course traces the founding and development of the United States of America from early influences of Pre-Columbian Indians and European societies until the end of the Civil War Reconstruction era. The objective is to examine and evaluate the political, social and economic development of the United States. Course offering: Fall only

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

1. Demonstrate knowledge of U.S. history from the foundation of the colonies ending with the Civil War Reconstruction.
2. Foster respect for the diverse cultures that make up the Unites States.
3. Demonstrate responsible civic behavior.

SS082   U.S. HISTORY II (3)

U.S. History II will analyze the causes and consequences of industrialization and America's growing role in the world. Students will study the goals and accomplishments of the Progressive movement and the New Deal. Students will also learn about the various factors that led to America's entry into world wars as well as their consequences on American life. Finally, students will study the important economic and political changes during the Cold War, including the Civil Rights movement, and recent events and trends that have shaped modern-day America. Course offering: Spring only

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

1. Demonstrate knowledge of U.S. history from the time of westward expansion to the modern era.
2. Foster respect for the diverse cultures that make up the United States.
3. Demonstrate responsible civic behavior.

SS083   WORLD HISTORY I (3)

This course explores World History from a global perspective. After examining the rise of civilizations in the Middle East and in Asia, the course will cover the development of societies-traditional and modern-in Asia, the Middle East and Africa, Europe, and the Americas. Course offering: As needed

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

1. Develop an understanding of the basic principles and theories involved with world civilizations in the Middle East, Asia, Africa, Europe, and the Americas.
2. Apply principles and theories to major events related to the rise and development of civilizations
3. Develop an appreciation of world civilizations.

SS084   WORLD HISTORY II (3)

This course is a continuation of World History I, covering the development of societies-traditional and modern-Europe and the Americas on the influence of great personalities on world history. Course offering: As needed

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

1. Develop an understanding of the basic principles and theories involved with traditional and modern societies of Europe and the Americas.
2. Apply principles and theories to major events related to the influence of great personalities on world history.
3. Develop an appreciation of world civilizations.

SS091   MULTICULTURAL WORKPLACES (3)

This course is designed to prepare students to be successful through the development of interpersonal skills and cultural awareness to work productively with all people. Module One: Multicultural workplace, values, human relations, attitude and stress management. Module Two: Organizational chart, productivity, group development, Asian values and ethics. Module Three: Effective communication, cross-cultural communication, developing good relations with one's supervisor, conflict management. Course offering: As needed.

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

1. Complete various types of job applications, produce a written resume, and practice interview skills.
2. Demonstrate appropriate workplace attire, positive attitude, work ethics, initiative, and assume responsibility.
3. Describe major local and regional cultural groups and their values.
4. Practice enhanced human relation skills related to the workplace.
5. Demonstrate effective communication and conflict resolution skills.

SU	**SURVEYING**

SU100   SURVEYING DRAFTING (3)

This course deals with typical job responsibilities of an office draftsperson or survey party chief in completing a graphic description of survey fieldwork. These descriptions/ plans result from a great variety of engineering fieldwork requiring diverse methods of graphic resolution. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Discuss the roles of office draft persons or survey party chiefs.
2. Define common terminology in the surveying drafting career.
3. Explain the diverse engineering fieldwork and methods of graphic resolution used.

SU101   SURVEYING PROBLEMS I (3)

This is a mathematics course designed to give the student an understanding of the fundamentals of basic survey computation. Emphasis is placed on basic arithmetic, trigonometric and geometric operations pertaining to traverse, triangulation and general survey calculation. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate an understanding of basic mathematics needed for survey computations.
2. Apply basic arithmetic, trigonometry and geometric operations to given surveying problems.
3. Discuss and identify solutions to various surveying problems encountered in the work setting.

SU230   ADVANCED SURVEYING (3)

This course will cover advanced topics in surveying including highway and construction surveying, property and legal issues in boundary surveying, concepts of elementary geodetic surveying, and an overview of Global Positioning Systems (GPS) as applied to surveying for centimeter accuracy measurement. Course offering: As needed. Prerequisite: CE222

Student Learning Outcomes (SLOs):

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

1. Demonstrate proficiency in the mathematical computations of horizontal and vertical surveys including the process of laying out horizontal and vertical curves.
2. Apply proper survey processes in construction surveys and layouts.
3. Demonstrate an understanding of boundary surveying and the legal aspects of property surveying.
4. Analyze boundary and property survey problems using applicable survey methods.
5. Demonstrate understanding of concepts of geodetic and GPS surveying.

SU240   BOUNDARY LAW I (3)

This course introduces the concepts of boundary control and legal principles.   Topics covered include proportionate measurement, rights in land, junior/senior title rights, retracement of original surveys, deed first/survey first, common and case law, ranking/prioritizing evidence, controlling monuments and corners, error in legal descriptions, and plats and case studies. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate an understanding of boundary control and legal principles to include identification of error in legal descriptions.
2. Discuss legal principles such as deed/first/survey first, common and case law.
3. Define the basic elements of a boundary survey and the proper sequence of events/actions.
4. Evaluate boundary evidence and make decisions based on this ranking.
5. Identify controlling corners and boundaries.

SU241   BOUNDARY LAW II (3)

This course is a continuation of Boundary Law I and covers the subjects of evidene and procedures for determining real property boundaries. Statutes and case law, conflicting evidence, proper methods and procedures for collecting evidence, riparian rights, surface and subsurface rights and eminent domain are studied in detail. Boundary agreements and legal instruments prepared by the land surveyor are introduced. The role of the land surveyor as an expert witness is presented. Course offering: As needed. Prerequisites: SU240 and permission of Advisor.

Student Learning Outcomes (SLOs):

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

1. Explain in detail the subjects of evidence and procedures used for determining real property boundaries.
2. Demonstrate proficiency of reading legal instruments prepared by land surveyors.

3. Describe the surveyor's role in court cases.
4. Write a legal and technical description and prepare a surveyor's report.

SU250   INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3)

This course will provide students with basic knowledge of Geographic Information Systems (GIS) (e.g., sources of GIS data, various data models). Special emphasis will be given to the manipulation of digital spatial vector data with application to cadastral surveys. One of the objectives of the course is to provide students with hands on experience with GIS software and hardware components. The course emphasizes practical GIS skills. Course offering: As needed

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

1. Describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.
2. Explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems.
3. Demonstrate an understanding of the basics of geodatabase and the more advanced functionality that makes the geodatabase such a powerful data model.
4. Design presentation-quality maps and create a person geodatabase.

SU251   ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (3)

This course is a more advanced study of Geographic Information Systems (GIS) with particular emphasis on manipulation and analysis of raster data. This course will also provide introduction to ArcGIS Spatial Analyst and 3D Analyst. Course offering: As needed. Prerequisite: SU250

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

1. Produce and control raster data using ArcGIS Spatial Analyst.
2. Work within the new ArcGIS geoprocessing environment to create, execute, and automate spatial analysis work flows.
3. Analyze three-dimensional modeling using ArcGIS 3D Analyst software.
4. Create realistic models by draping aerial photographs over surfaces and displaying two-dimensional features in three dimensions.

SU280   SPECIAL TOPICS IN GEOGRAPHIC INFORMATION SYSTEMS (3)

This course will introduce students to the applications of Geographic Information Systems (GIS) in cadastral and land information systems and in land use planning. Geographic data is increasingly important in understanding society and the environment. Using advanced tools and software, students will have an opportunity to focus on local and global planning problems. Course offering: As needed. Prerequisite: SU250

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

1. Produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
2. Apply Survey Analyst GIS tools on cadastral datasets and perform analysis of these datasets to ensure survey accuracy.
3. Use ArcGIS tools to address real-world social, economic, and environmental planning problems.

SU292   SURVEYING PRACTICUM (1)

This course covers the application of field and office techniques related to the lessons covered in the surveying and drafting courses. Students will do actual field and office survey work to learn proper use of surveying and related instruments including computers and data collectors. Course offering: As needed. Prerequisite: CE222

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

1. Demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.
2. Apply proper field operations in traversing, leveling, and topographic surveying.
3. Demonstrate proficiency in the preparation of survey drawings using computer aided surveying software.
4. Transfer data to and from survey instruments, data collectors, and computers.
5. Demonstrate an understanding of errors and error propagation field work.

TH   INTRODUCTION TO THE THEATER

TH101   INTRODUCTION TO THE THEATER (3)

This course is designed to provide a basic introduction to the study of theater. It explores theater as a fine art and how theater practitioners work. Course lectures include theater history and production practices. Attendance at a local theater production is required. Course offering: As needed.

Student Learning Outcomes (SLOs):

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

1. Demonstrate an appreciation for theater as a fine art.
2. Demonstrate a clear understanding of theater history.
3. Demonstrate knowledge of production practices.

VC	VISUAL COMMUNICATIONS

VC101   INTRODUCTION TO VISUAL COMMUNICATIONS (3)

This course introduces graphic media principles and concepts. The course emphasizes the historical development and current uses and applications of the various visual and audio processes in digital media production. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.
2. Identify the six typeface families and demonstrate how each one expresses a mood.
3. Find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.
4. Distinguish basic visual processes, physiological aspects and sensual and perceptual theories.
5. Develop an understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.
6. Know the ethical and legal standards regarding the uses of graphic design and images and computer applications.

VC102   DESIGN PRINCIPLES AND ELEMENTS (3)

This course will provide graphic artist students with basic knowledge ability to create effective graphic design. Formerly VC101. Course offering: As needed. Prerequisites: VC125, VC126

Student Learning Outcomes (SLOs):

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

1. Apply procedures to solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license.
2. Recognize and apply the elements of graphic design including space, line, shape, value, texture and color space and balance, contrast and variation.
3. Use basic analog (drawing) and digital (computer) methods to create graphic design projects.
4. Select effective typography and text composition in graphic design.
5. Think conceptually about the meaning of text and image in combination.
6. Demonstrate an understanding of three-dimensional design.

VC125   DIGITAL GRAPHICS: PHOTOSHOP® (3)

This course is designed to provide students with fundamental knowledge and skills with the industry-standard raster image editing tools of Adobe PhotoShop to produce graphics for print and for the Web. Formerly VC121. Course offering: Fall & Spring

Student Learning Outcomes (SLOs):

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

1. Understand and use the vocabulary of Photoshop activity.
2. Apply the principles of good graphic design to computer graphic projects.
3. Navigate with the tools of Photoshop to create and edit graphics for print and for the web.
4. Employ basic photo and scan editing and corrections including cloning, healing and patching.
5. Use layers, masks paths and channels to produce graphic images.
6. Differentiate between vector and raster (bit-map) graphics.
7. Prepare images for two-color printing.
8. Produce and print consistent color.
9. Optimize web images and image maps.

VC126   DIGITAL GRAPHICS: ILLUSTRATOR® (3)

This course presents the use of the industry-standard vector image creation tools of Adobe Illustrator to produce graphics and typography for print and for the Web. Using Illustrator is profoundly necessary in digital graphics production. Formerly VC122. Course offering: Fall & Spring

Student Learning Outcomes (SLOs):

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

1. Apply the principles of good graphic design to create artwork required by computer graphic projects.
2. Work with type including creation of type, type masks, formatting and wrapping text.

3. Understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.
4. Understand and use the common vocabulary of Illustrator.
5. Combine Illustrator graphics and Photoshop images.
6. Draw cylinders and boxes and use gradients and brushes to draw shapes.
7. Create images for web publication including exporting in GIF and JPEG formats.

VC131   DESKTOP PUBLISHING (3)

This course is designed to provide students with the basic knowledge and skills for desktop publishing (DTP). The application used in the course is QuarkXpress, an industry standard. Course offering: Spring only. Prerequisite: VC102

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

1. Understand the standard vocabulary of desktop and print publishing.
2. Use application tools and functions common to desktop publishing and page layout software.
3. Locate and choose fonts needed for DTP projects.
4. Employ palettes and apply functions common to DTP including color, layout style sheets and measurements.
5. Setup up documents using forms, rules and tables.
6. Distinguish between effective usage of inkjet and laser printers.
7. Use efficient digital project file management.
8. Practice efficient working techniques.

VC135   INDESIGN® (3)

Students will learn to use Adobe InDesign, a powerful desktop publishing tool that can be used with other professional graphics applications to produce professional-quality, full-color output on high-volume color printing presses or a wide range of output devices and formats, such as desktop printers, PDF files, and HTML files. Course offering: As needed. Prerequisites: VC102 and VC131

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

1. Use Adobe InDesign® publishing software to complete page layouts and designs for a variety of professional publishing purposes.
2. Utilize professional graphic design, layout, and typography techniques.
3. Import existing files from word processing and raster and vector graphics programs into the publishing program.
4. Produce sophisticated layouts including text and graphic images.

VC141   WEB DESIGN (3)

Students learn the basics of planning, constructing, testing, publishing, marketing and maintaining a web site in this course. They also learn to use Dreamweaver to actually design a web site. Course offering: As needed. Prerequisite: VC102

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

1. Produce a simple multi-page web site.
2. Use effective web typography.
3. Upload web sites and modifications to web servers.
4. Employ current practices of web site graphics.
5. Create Cascading Style Sheets.
6. Write simple HTML coding.
7. Create rollover buttons.

VC145   MACROMEDIA SUITE (3)

This course introduces Flash and advances skill with Fireworks and Dreamweaver to develop animations and interactive actions for web sites. Formerly VC142. Course offering: As needed. Prerequisites: VC102, VC141

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

1. Create web site photo viewers.
2. Demonstrate advanced design techniques with Fireworks.
3. Include movies and filmstrips in web pages.
4. Design and create animations including animated maps with Flash.
5. Employ Computer-Generated Imagery (CGI) and other interactive actions.

VC161   VIDEO I (3)

This course introduces the basic video production process including conceptualization, storyboarding, shooting and editing.

Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Produce simple video productions from planning through editing.
2. Plan and create storyboards for video productions and shoot video according to plans.
3. Operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.
4. Understand and use the common vocabulary of video productions.
5. Use and control natural and artificial lighting.
6. Demonstrate use of a variety of industry-standard shots.
7. Employ a variety of microphones and audio mixers used in audio recording.
8. Employ simple computer digital editing including titling and audio dubbing.

VC165   DIGITAL EDITING: FINAL CUT PRO (3)

This course presents video editing using a powerful and well-accepted editing application. This course is advanced editing. Formerly VC162. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Capture video and import audio into the computer to establish the content for the editing process.
2. Apply animation to incorporate motion to still images.
3. Add and edit voice and music tracks.
4. Understand and use the common vocabulary of digital video editing.
5. Use the tools, commands and procedures of Final Cut Pro.
6. Cut up shots and build video sequence of shots.
7. Create titles and credits in a variety of styles.
8. Convert video to various final export formats including DVD and Web.

VC172   IMAGING CONCEPTS AND ELEMENTS (3)

Because a picture is worth a thousand words, students learn what it takes to get the perfect picture in this course. This three-part course covers the tried-and-true techniques in capturing the right image from anyone's camera, the different processes in digitizing it into the computer, and the various methods in manipulating it to anyone's heart's desire. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Understand and use the common vocabulary and terms of cameras, scanning and digital imaging.
2. Recognize and apply the elements of effective aesthetic composition to produce good photographs with cameras.
3. Use camera controls of focus, shutter speed and f-stop to vary light entering the camera for effective photography.
4. Utilize studio lighting principles for basic portraiture and small product photography.
5. Scan photos, negatives, slides and printed images, including text, to produce digital images.
6. Employ basic digital photo and image editing using the software included with scanners and other simple computer editing applications.

VC201   PROJECT MANAGEMENT AND MARKETING SOLUTIONS (3)

This course integrates all the skills and concepts acquired in the required 100 level courses. Course offering: As needed. Prerequisites: MK123, MK224, VC101, VC102, VC125, VC126, VC131, VC141, VC161

Student Learning Outcomes (SLOs):

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

1. Use cooperative teamwork for visual communications problem solving and production.
2. Research potential products identifying customers to be targeted.
3. Conceptualize and create visual messages for clients and customers using print, video and web media.

VC298   COOPERATIVE EDUCATION/WORK-LEARN (3)

The Work Experience program provides an opportunity for qualified students to receive credit and work experience in the Visual Communications field. Students serve under qualified professionals to practice skills and gain insights in the industry. Students will be employed in the private and/or government (non-education) arena. College regulations regarding Co-Op Work Learn apply. In the event Co-op/Work-Learn cannot be taken, the student, with postsecondary departmental approval, may take any 200 level Marketing course or a Special Project in lieu of Co-op/Work-Learn. Coure offering: As needed. Prerequisites: VC101, VC102, VC125, VC126, VC131, VC141, VC161, MK123, MK224, and permission of the Department Chair and the Work Experience Coordinator.

Student Learning Outcomes (SLOs):

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

1. Develop visual communications skills in a dynamic environment.
2. Work harmoniously with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively.
5. Exhibit professionalism.
6. Conceptualize and create visual messages for the host using print, video and web media.

WA	WATER

WA210　TREATMENT PROCESSES AND PROCEDURES (3)

This course focuses on potable and waste water treatment processes using waterworks troubleshooting techniques. WA210 is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the USEPA's Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT100, MA095

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

1. Recognize and understand potable and waste water treatment processes, regulatory standards, and maintenance practices.
2. Identify and select processes that yield the most effective treatment.
3. Predict the efficiency of treatment processes, using waterworks troubleshooting techniques.
4. Recognize and utilize safe practices for operating potable and waste water equipment and/or appurtenances.
5. Recognize and understand the biological, chemical, microbial, and physical relationships within waterworks treatment processes.

WA215　WATER DISTRIBUTION SYSTEMS (3)

This course prepares students with the knowledge and skills required for operator certification. WA215 is designed to prepare persons working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, the Water Pollution Control Act, and the National Environmental Policy Act (NEPA).   Course offering: As needed. Prerequisites: WT100, MA095

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

1. Recognize and understand water distribution system nomenclature, components, and NEPA standards.
2. Identify water distribution modes and their methods for operation.
3. Predict the efficiency of a water distribution system using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating and managing a water distribution system and its appurtenances.
5. Recognize and understand the subject matter required for operator certification.

WE	WELDING

WE115　METAL FABRICATION (3)

Students develop fabrication knowledge and skills in cutting and assembling projects from given specifications using various hand tools, power tools and machines. Course offering: As needed. Co-requisites: CT196A, CT197A

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

1. Accurately cut a variety of metal structural shapes.
2. Accurately bend select types of metal.
3. Accurately fit select angles as determined by particular projects.

WE220　EQUIPMENT MAINTENANCE (2)

Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed

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

1. Disassemble oxyfuel gages and electric arc welders
2. Determine which components need to be replaced or adjusted within a given unit.
3. Reassemble each electrical and mechanical component to a functioning level.

WE228   BASIC METALLURGY (3)

This course offers instruction in metals of classification and their manufacture. Joining methods and processes, structure of metals, mechanical properties, effects of alloying, fluxes, preheating, post heating and general head treatment are also examined. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Demonstrate an understanding of basic terminology involved with metallurgy.
2. Demonstrate basic methods and processes involved in metallurgy.
3. Demonstrate knowledge of the elements that contribute to characteristics of ally steel.

WT	WATERWORKS TECHNOLOGY

WT100   INTRODUCTION TO WATERWORKS TECHNOLOGY (3)

Introduction to Waterworks Technology is a three credit course designed for a waterworks operator or prospective operator. This course provides basic knowledge of water and wastewater treatment, microbial, physical, and chemical analysis, a basic introduction to fluid transport and hydraulics and in-depth examination of water treatment operations. Course offering: As needed

Student Learning Outcomes (SLOs):

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

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

WT110   INTRODUCTION TO WATERWORKS SCIENCE (3)

This course is designed to prepare individuals working in the waterworks sector to foresee, plan, and implement strategies for maintaining environmental and water quality as outlined in the United States Environmental Protection Agency (USEPA's) Safe Water Drinking Act, Water Pollution Control Act, and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT100, MA095

Student Learning Outcomes (SLOs):

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

1. Demonstrate understanding of waterworks specific nomenclature, regulatory standards, and academic subject matter for operator licensing examinations.
2. Identify waterworks treatment modes and their methods for operation.
3. Predict the efficiency of treatment methods using waterworks problem solving and/or troubleshooting techniques.
4. Recognize and utilize safe practices for operating various equipment within a waterworks treatment facility, or its distribution or collections system
5. Recognize and demonstrate understanding of the biological, chemical, microbial, and physical relationships within a waterworks treatment facility or its distribution or collections system.

WT140   MANAGEMENT OF WATER AND WASTEWATER SYSTEMS (3)

This course focuses on environmental and regulatory compliance using Best Methods and Practices (BMP) for potable water and domestic wastewater treatment, as well as their respective distribution and collection systems. WT140 is designed to prepare individuals working in waterworks to foresee, plan, and implement strategies for maintaining environmental compliance, as outlined in the United States Environmental Protection Agency's (USEPA) Clean Water Act, Safe Drinking Water Act, Water Pollution Control Act, and National Environmental Policy Act. Formerly WA200 & WW220. Course offering: As needed. Prerequisites: WT110, MA095 or higher

Student Learning Outcomes (SLOs):

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

1. Recognize and demonstrate understanding of water-based constituents (e.g., bacterial, chemical, microbiological, radiological, and viral) that are regulated within the waterworks industry.
2. Recognize and demonstrate understanding of potable water and domestic wastewater regulatory standards, and their respective sampling protocols.
3. Predict compliance by using *Standard Methods for the Examination of Water and Wastewater*.

Identify and apply "Best Methods and Practices" to ensure waterworks systems operate within regulatory compliance and/or standards.

WW	WASTEWATER TECHNOLOGY

WW200   PRIMARY TREATMENT (4)

This course focuses on the primary stages of treatment for domestic wastewater treatment systems, both its operations and mechanical components. WW200 is specifically designed to prepare individuals working within a domestic wastewater facility to foresee, plan, and implement straegies for operating and maintaining an efficient and safe facility, as regulated by the United Staes Environmental Protection Agency's (USEPA) Water Pollution Control Act and National Environmental Policy Act. Course offering: As needed. Prerequisites: WT110 and MA095 or higher

Student Learning Outcomes (SLOs):

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

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
5. Demonstrate an understanding of local and federal water quality regulations.

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(as of August 2014)

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Assistant Professor, Adult Education/G ED
M.A. Counseling
    University of Guam 2006
B.A. Special Education
    University of Guam 1982

Dela Cruz, Tressa C.
Instructor, English
M.Ed. Language and Literacy
    University of Guam 2004
B.A. English
    University of Guam 2001

Delos Santos, Maria Cecilia H., R.N.
Assistant Professor, Allied Health
M.H.R. Human Relations
    University of Oklahoma 2004
B.S. Nursing
    University of Guam 1990
A.S. Nursing
    University of Guam 1986
Registered Nurse, Guam License

Dennis, Christopher T.
Instructor, Automotive/Transportation
A.A. Education
    Guam Community College 2010
Certificate Education
    Guam Community College 2010
ASE Certified Master Automobile Technician

Dietrichs, Kevin J.
Instructor, Tourism & Hospitality
A.A.B. Culinary Arts
    Hocking Technical College 2004
ServSafe Food Protection Manager Certification

National Restaurant Association Education
Foundation 2001

Duenas, Tanya M.
Instructor, Practical Nursing
M.S.N. Nursing
　University of Phoenix 2014
M.H.A. Healthcare Administration
　University of Phoenix 2014
B.S.N. Nursing
　University of Guam 2013
Registered Nurse, Guam License

Dumchus, Karen I., R.N.
Instructor, Allied Health
A.A. Nursing
　Bucks County Community College 1981
Registered Nurse, Guam License

Egana, Joel E.
Instructor, Automotive
A.A. Education
　Guam Community College 2010
Certificate Education
　Guam Community College 2010
ASE Certified Master Automobile Technician

Espina, Ronny Pro C.
Assistant Instructor, Allied Health
B.S.N. Nursing
　University of Guam 2013
Registered Nurse, Guam License

Evangelista, Frank F.
Instructor, Tourism & Hospitality
A.S. Food and Beverage Management
　Guam Community College 2006
Certified Hospitality Educator (CHE)
Educational Institute of the American Hotel &
Lodging Association (EI/AH&LA) 2001
Certified Food & Beverage Executive (CFBE)
Educational Institute of the American Hotel &
Lodging Association (EI/AH&LA) 2004
ServSafe Food Protection Manager Certification
National Restaurant Association Education
Foundation 2005

Flores, Joseph L.
Instructor, Automotive/Transportation
A.A. Education
　Guam Community College 2010
Certificate Education
　Guam Community College 2010
ASE Certified Master Automobile Technician

Flores, Yvonne C.
Assistant Professor, Computer Science
B.S. Computer Science
　California State University-Long Beach 1986

Ginson, Christie Marie F.
Instructor, Mathematics

M.S. Applied Math
　University of the Philippines 1994
B.S. Mathematics
　University of the Philippines 1990

Guerrero, Norma R.
Assistant Professor, Marketing
B.B.A. Marketing
　University of Guam 1992

Healy, Paul J.
Assistant Instructor, Visual Communications
A.A.S. Advertising Design
　Brown College 1994

Ikeda, Daisaku
Honorary Professor
Honorary Doctorates and Professorships from over
270 Academic Institutions
Graduate of Fuji College Economics Department,
1967 (now Tokyo Fuji University)

Ji, Yongjoon (Eric)
Instructor, Tourism & Hospitality
M.S. Hospitality Management
　Florida International University 2013
B.S. Hospitality Management
　Florida International University 2011

Jocson, John M.U.
Assistant Professor, Science
M.S. Environmental Science
　University of Guam 1998
B.A. Mathematics
　University of Guam 1995

Kerner, Paul N.
Instructor, Tourism & Hospitality
A.A. Education
　Guam Community College 2010
Certificate Education
　Guam Community College 2010
ServSafe Food Protection Manager Certification
National Restaurant Association Education
Foundation 2001

Kerr, Jonita Q.
Associate Professor, Science
M.S. Biology
　University of Guam, 1994
B.A. Chemistry
　North Carolina State University, 1985

Korenko, William E.
Instructor, Tourism & Hospitality
B.S. Social Science
　Southern Oregon State College 1976

Kuper, Terry F.
Instructor, Electronics
A.S. Computer Networking
　Guam Community College 2008
A.S. Electronic Networking

Guam Community College 2008
Cisco Academy Regional Instructor
Cisco Systems, Inc. 2000
Certified Fiber Optics Installer (CFOI)
Electronics Technician Association 2000
A+ Certified Technician
The Computing Technology Industry Association 1995
Cisco Certified Network Professional
Cisco Systems, Inc. 2010
Cisco Certified Design Associate
Cisco Systems, Inc. 2010
Photovoltaic Entry Level
  North American Board of Certified Energy
  Practitioners 2012

Lam, Steve
Associate Professor, Math
M.Ed. Secondary Education Instructional Technology
  University of Guam 2000
B.A. Mathematics and Computer Science
  Carson-Newman College 1984

Lawcock, Danilo J.
Assistant Instructor, Automotive
A.S. Automotive Technology
  Guam Community College 1992
ASE Certified Master Automobile Technician
ASE Certified Truck Equipment Technician
ASE Certified Medium/Heavy Truck Technician
ASE Certified School Bus Technician

Lee, Hee Suk (Rachel)
Assistant Professor, Electronics
M.A. Engineering
  Chungbuk National University 1998
B.A. Engineering
  Chungbuk National University 1994
CISCO Certified Network Associate (CCNA)
Cisco Career Certification 2003

Leon Guerrero, Bertha M.
Instructor, English
M.A. Reading
  University of Guam 1986
B.A.E. General Social Science and Secondary Education
  University of Guam 1976

Leon Guerrero, Catherine U.
Associate Professor, Construction Trades
M.H.R. Human Relations
  University of Oklahoma 1996
B.S. Marketing
  Arizona State University 1986
Certified Hospitality Educator (CHE)
Educational Institute of the American Hotel & Lodging Association (EI/AH&LA)

Leon Guerrero, Sarah S.
Professor, Education
M.Ed. Special Education
  University of San Diego 1982
B.A. Education/Special Education
  Augustina College 1979

Limtiaco, John B.
Assistant Professor, Electronics
B.S. Electronics Technology
  Chapman College 1989
Certified Fiber Optics Installer (CFOI)
  Electronics Technicians Association International, Inc., 1998
Certified Data Cabling Installer (CDCI)
  Electronics Technicians Association International, Inc., 1998

Lizama, Troy E.
Associate Professor, Assessment & Counseling
M.A. Counseling
  University of Guam 1996
B.A. Psychology
  University of Guam 1992

Lopez II, Jose B.
Instructor, Mathematics
M.A. Mathematics Education
  Technological University of the Philippines 2003
B.S. Statistics
  University of the Philippines 1981

Loveridge, Rosemary J., R.N.
Instructor, Allied Health
M.S. Nursing
  University of Phoenix 2013
B.S. Nursing
  Monash University 1999
Registered Nurse, Guam License

Mafnas, Barbara C., R.N.
Instructor, Allied Health
B.S.N. Nursing
  Chamberlain College of Nursing 2013
A.A. Nursing
  Alpena Community College 1992
Registered Nurse, Guam License

Manzana, Amada A.
Associate Professor, Marketing
M.A. Business Administration
  University of Guam 1995
B.B.A. Marketing
  University of Guam 1992

Matson, Christine B.
Assistant Professor, Learning Resource Center
J.D. Law
  University of Washington 1989
M.A. Counseling
  University of Guam 2001

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M.A. Information Resources & Library Science
   University of Arizona 1999
B.A. History
   University of Washington 1986

Melegrito, Loressa M., R.N.
Instructor, Practical Nursing
B.S.N. Nursing
   University of Guam 2004
Registered Nurse, Guam License

Mendiloa, Florie M., Ed.D.
Assistant Professor, Education
Ed.D. Organizational Leadership
   Pepperdine University 2012
M.Ed. Educational Administration
   University of Portland 2007
B.A. Education
   University of Guam 2003

Meno, Charles Roy M.
Assistant Instructor, Automotive
A.S. Automotive Technology
   Guam Community College 2002

Muna, Brian C.
Instructor, Assessment & Counseling
M.A. Counseling
   University of Guam 2010
B.A. Psychology
   University of Guam 2005

Munoz, Jose U.
Associate Professor, Criminal Justice/Social Science
M.Ed. Education
   University of Portland 1994
B.A. Political Science
   University of Colorado 1984

Nanpei, Rose Marie D.
Assistant Professor, Assessment & Counseling
M.A. Counseling
   University of Guam 2002
B.A. Psychology
   University of Guam 1995

Neff, Bernard R.
Associate Professor, Learning Resource Center
M.L.S. Library Science
   University of Hawaii 1987
M.A. Education
   Pepperdine University 1974
B.S. Music Education
   University of Dayton 1969

Oliveros, Sharon J.V.
Instructor, Assessment & Counseling
M.A. Counseling
   University of Guam 2012
B.A. Humanities
   Bob Jones University 2003

Olson, Todd
Assistant Instructor, Construction Trades
H.S.
   Columbia River High School 1979

Pajarillo, Lyndon B.
Instructor, Automotive
A.A. Education
   Guam Community College 2012
Journeyman Certificate, Construction Equipment Mechanic
   Guam Community College 1989
H.S. Diploma
   Guam Community College 1985
ASE Certified Master Automobile Technician
ASE Certified Medium/Heavy Truck Technician

Palomares, Marylee P.
Instructor, College Access Challenge Grant Program
M.S. Psychology
   University of Phoenix 2009
B.A. Psychology
   University of Guam 1995

Palomo, Chad A.
Instructor, College Access Challenge Grant Program
M.A. Counseling
   University of Guam 2013
B.A. Psychology
   University of Guam 2004

Pangelinan, Pilar O.
Assistant Professor, Business
M.B.A. Business Administration
   University of Guam 1998
B.S. Business Administration
   University of Arizona 1991
A.S. Business Administration
   Pima Community College 1991

Paulino, Ronaldo M.
Instructor, Science
M.S. Biology
   University of Guam 2008
B.A. Biology
   University of Guam 2004

Perez, Jonathan J.
Assistant Instructor, Automotive
A.S. Occupational Studies, Automotive and Diesel Technology
   Universal Technology Institute Phoenix 2003
ASE Certified Master Automobile Technician
ASE Certified Advanced Level Specialist

Perez, Nenita R.
Instructor, Marketing
B.S. Business Administration
   San Francisco State University 1994

Poliquit, Christopher D.
Instructor, ProStart Culinary

B.B.A. Marketing
University of Guam 2003
A.A. Culinary Arts
Guam Community College 2008
Journeyman Certificate, Cook
Guam Community College 2008
ServSafe Food Protection Manager Certification
National Restaurant Association Education
Foundation 2006

Postrozny, Marsha M., Ed. D.
Professor, Early Childhood Education
Ed. D. Child & Youth Studies
Nova South Eastern University 2006
M.Ed. Education
University of Florida 1995
B.A. Education
University of Florida 1994

Quintanilla, John J.
Instructor, Construction Trades
Journeyman Certificate in Pipefitting 1989
H.S.
Guam Community College Vocational High
School 1982

Realica, Tonirose V.
Instructor, Business
M.Ed. Education, Administration & Supervision
University of Guam, 2009
B.B.A. Business Administration, Accounting &
Secondary Education
University of Guam, 2007

Roberson, Robin P.
Assistant Professor, Marketing
B.B.A. Business Administration
University of Guam 1985

Roberto, Anthony J.
Associate Professor, Assessment & Counseling
M.Ed. Counseling & Guidance
University of Hawaii 1990
B.S. Recreation
University of Hawaii 1982
National Certified Counselor (NCC)
National Board for Certified Counselors 2000

Roberto, Joachim Peter
Instructor, Social Science
M.S.W. Social Work
Washington University 1988
B.A. Sociology
Washington State University 1986

Roden, Wendell M.
Instructor, Mathematics
M.S. Mathematics
Michigan State University 1997
B.S. Civil Engineering
Michigan State University 1994

Romulo, Dan-Michael B.
Instructor, Allied Health
B.S.N. Nursing
University of Guam 2013
A.S. Medical Assisting
Guam Community College 2005
Registered Nurse, Guam License

Rosario, Barbara Ann B.
Instructor, Assessment & Counseling
M.A. Counseling
University of Guam 2008
B.A. Psychology
University of Guam 2000
A.S. Clerical Studies
Guam Community College 1998

Sablan, Sally C.
Associate Professor, Assessment & Counseling
M.A. Counseling
University of Guam 2002
B.A. Psychology
University of Guam 1994

San Nicolas, Anthony
Associate Professor, Apprenticeship Training
Program
M.B.A. Business Administration
University of Guam 1988
B.A. Business Management
University of Guam 1982

Santos, David T.
Assistant Instructor, Construction Trades
H.S.
George Washington High School 1984

Santos, KristiAnna T., Ph.D.
Assistant Professor, Assessment and Counseling
Ph.D. Counselor Education and Supervision
University of Texas at San Antonio 2013
M.Ed. Counseling
Seattle University 2009
B.A. American Studies Psychology
University of Notre Dame 2004

Santos, Ronald T.
Assistant Instructor, Construction Trades
GED Diploma
Guam Community College 1992
Certified Fiber Optics Installer
Electronics Technicians Association
Certified Data Cabling Installer
Electronics Technicians Association

Schrage, Marivic C.
Assistant Professor, Tourism & Hospitality
B.S. Business Administration/Accounting
Lyceum University 1984
B.S. Business Administration/Management
University of Nueva Caceres 1980

Certified Hospitality Educator (CHE)
Educational Institute of the American Hotel &
Lodging Association (EI/AH&LA) 1999
ServSafe Food Protection Manager Certification
National Restaurant Association Education
Foundation 2008

Setzer, II, Michael D.
Instructor, Computer Science
A.S. Electronic Engineering
    Guam Community College 1986
Microsoft Certified Professional 2002

Sison Jr., Benjamin C.
Assistant Professor, Criminal Justice
M.L. Laws in Taxation
    University of Washington 2004
J.D. Law
    Boston College 1990
B.S. Biology
    University of Hawaii, Manoa 1986

Sunga, Anthony Jay J., Ph.D.
Associate Professor, Science
Ph.D. Biochemistry & Molecular Biology
    Oregon Health & Science University 2009
M.S. Biochemistry & Molecular Biology
    Oregon Health & Science University 1999
B.S. Biology
    University of Guam 1997

Tabunar, James M.
Instructor, Automotive
A.A. Education
    Guam Community College 2010
Certificate Education
    Guam Community College 2010
ASE Certified Collision Repair Technician

Tam, Wilson W.B.
Assistant Professor, English
M.Ed. TESOL
    University of Guam 1997
B.S. Industrial Technology
    Walla Walla College 1982
A.S. General Contracting
    Walla Walla College 1981

Tam, Yvonne
Assistant Professor, Marketing
M.B.A. Business Administration
    University of Guam 1994
B.B.A. Business Administration
    University of Guam 1991

Teng, Zhaopei
Associate Professor, Computer Science
M.S. Management Administration
    University of South Carolina 1999
M.Ed. Early Childhood Education
    University of South Carolina 1996

B.A. Education English
    Shandong Normal University 1983
Microsoft Certified Professional 2002

Tenorio, Juanita M.
Associate Professor, English
M.A. English Language & Literature
    University of Minnesota 1993
B.A. English
    Marquette University 1986

Terlaje, Patricia M.
Associate Professor, Assessment & Counseling
M.A. Counseling
    University of Guam 2002
B.A. Ed. Secondary Education/Language Arts
    University of Guam 1985

Torres II, Carl E.
Instructor, Mathematics
B.A. Math
    University of Guam 2006

Toves, Rebecca T.
Associate Professor, English
B.A. Speech: Rhetoric and Communication
    University of Oregon 1987

Tudela, Erwin F.
Instructor, Automotive
A.S. Automotive Technology
    Guam Community College 2005
ASE Certified Collision Repair Technician
ASE Certified Painting & Refinishing
ASE Certified Mechanical & Electrical Components

Tupaz, Frederick P.Q.
Instructor, Business
P.M.B.A. Business Administration
    University of Guam 2007
B.B.A. Business Administration
    University of Guam 2006
A.S. Marketing
    Guam Community College 2005

Tyquiengco, Ricky S.
Instructor, Electronics
A.A. Education
    Guam Community College 2010
Certificate Education
    Guam Community College 2010
Certified Fiber Optics Installer

Uchima, Katsuyoshi
Instructor, Allied Health
B.S. Health Administration
    University of Phoenix 2011
A.A. Biological Sciences
    Mira Costa College 2000
Certified Medical Assistant
    Maric College of Medical Careers 1993

Unten, Trisha Danielle B.
Instructor, Math
M.Ed. Secondary Education
   University of Guam 2007
B.A. Mathematics
   University of Guam 2005
B.A. Secondary Education
   University of Guam 2005

Valenzuela, Jovita A.
Instructor, Electronics
B.S. Industrial Education
   Feati University, Manila 1974
Certified Fiber Optics Installer
Electronics Technicians Association
A+ Certified Professional IT Technician
Computing Technology Industry Association

Valenzuela, Renato F.
Assistant Professor, Electronics
B.S. Industrial Education, Electronics
   Feati University, Manila 1973
PC Repair Diploma
   Thomson Education Direct 2003
Certified Fiber Optics Installer
Electronics Technicians Association
A+ Certified Professional IT Technician
Computing Technology Industry Association

Ventura, Desiree T.
Instructor, English
M.A. Rhetoric and Writing Studies
   San Diego State University 2009

B.A. English
   Chaminade University, Hawaii 2004

Wong, Evon
Instructor, Tourism & Hospitality
B.B.A. Business Management
   University of Guam 1998

Yanger, Gil T.
Assistant Instructor, Construction Trades
H.S.
   George Washington High School 1984

Zilian, John E.
Instructor, Construction Trades
A.A. Education
   Guam Community College 2010
Certificate Education
   Guam Community College 2010
Certificate of Completion Autocadd Level II
   Guam Community College 1992

Appendices

APPENDIX A: PACIFIC POSTSECONDARY EDUCATION COUNCIL (PPEC) STATEMENT ON TRANSFER AND ARTICULATION OF COURSES AND PROGRAMS

All Pacific Postsecondary Education Council (PPEC) member colleges are accredited by the Western Association and Schools and Colleges (WASC). The two-year colleges are accredited by the WASC Accrediting Commission for Community and Junior Colleges (ACCJC), and the four-year colleges are accredited by the WASC Accrediting Commission for Senior Colleges and Universities (ACSCU). Regional accreditation not only signifies a level of institutional quality, but is a requirement for any institution to become a recipient of US government funding, including student financial aid, Title III support for developing institutions, Carl Perkins Vocational Education Act, etc. Maintaining accreditation is critical to the survival of all PPEC institutions.

PPEC higher education institutional leaders have worked collaboratively to serve the needs of member institutions as they address regional and postsecondary education. One of these issues includes articulating the compatibility of educational programs to facilitate transferability of academic credits among member institutions. Additionally, the WASC 2001 Handbook of Accreditation states, that "it is important for reasons of social equity and educational effectiveness, as well as for the wise use of resources, for all institutions to develop reasonable and definitive policies and procedures for acceptance of transfer of credit. Such policies and procedures should provide maximum consideration for the individual student who has changed institutions or objectives."

The goal of the **Pohnpei Accord** (signed by PPEC member institutions on December 11, 2003) is to clearly articulate transfer of credit guidelines for students entering the University of Guam and to exchange academic knowledge and expertise in cooperative transfer policies with the framework of accreditation and current best practices. Specifically,

1. This statement makes specific the guaranteed transfer of courses taken by students at the College of the Marshall Islands (CMI), the College of Micronesia-FSM (COMFSM), the Northern Marianas College (NMC), the Guam Community College (GCC), and Palau Community College (PCC). Guaranteed transfer credit will be awarded for courses passed with a grade of "C" or higher only.
2. Students transferring to the University of Guam to earn a baccalaureate degree must finish all courses in their major area of study and must take 32 credits in residence at the University of Guam, regardless of the transfer credit award. In residence means any course offered through the University of Guam and transcripted from the University of Guam.
3. Students transferring to the University of Guam to earn a baccalaureate degree must complete at least 40 upper division credits.
4. All students entering the University of Guam must take English and Mathematics Placement test unless exempt due to transfer credit awarded, or by other criteria as determined by the Registrar. If a student is found to be deficient (this is not expected and should be rare), developmental coursework outside of their major may be required.
5. Courses that are developmental, vocational or technical in nature may transfer individually articulated within a program or specified on a course substitution form.

Students completing an Associate of Arts of Interdisciplinary Arts & Sciences degree from accredited colleges will have fulfilled lower division General Education course requirements at the University of Guam. This does not include the waiving of those general education courses that are prerequisites to upper division and major courses, unless that specific course has been articulated with the appropriate course at the University of Guam and was taken by the student in the course of his/her study. All lower division, upper division and major course requirements for a baccalaureate degree must be taken unless an equivalent was completed prior to transferring to the University of Guam. Additional degree specific requirements may need to be completed prior to graduation.

APPENDIX B: ARTICULATION AGREEMENT

Articulation with the University of Guam
The following courses are offered at the College and are transferable to the University of Guam.

A. General Education

GCC Courses	UOG Course Equivalents
EN 110 - Freshman Composition EN 111 - Writing for Research EN 125 - Introduction to Speech EN 210 - Introduction to Literature	EN 110 Freshman Composition EN 111 Writing for Research CO210 Fundamentals of Communication EN210 Introduction to Literature or EN211, EN212, EN213, EN217, EN218, EN313, EN314, EN323, EN360
MA 110A - Finite Mathematics MA 161A - College Algebra & Trigonometry I MA 161B - College Algebra & Trigonometry II	MA110, MA 161A, MA 161B, MA165, MA203
CS 151 - Windows Applications (Formerly CS 150)	CS200, CS201, BA130, BA230, IS201, MA151
HI 121 - History of World Civilization I HI 122 - History of World Civilization II FA 201 – Social Welfare and Development: Global Challenges	AN330/SO330, GE201, HI 121, HI 122, SW 201
EC 110 - Principles of Economics	BA110, CO106, GE101, PS101
SO 130 - Introduction to Sociology PY 120 - General Psychology	AN101, AN212, LN200, LN300, PY 101, SO101, SO202
JA 110 - Beginning Japanese I JA 111 - Beginning Japanese II ASL 100 - American Sign Language I ASL 110 - American Sign Language II CH 110 – Chamorro I CH 111 – Chamorro II	Modern Language - Two 4 credit courses (8 credits total) of the same language. CI101, CI201, CK101, CM101, CM201, FR101, GN101, JA101, JA105, JA201, JA301, JA401, SN10U1, TA101
HL 202 - Nutrition (Formerly HS 202) PY 100 - Personal Adjustment	CF230, CF231, HS200, PE124, PE125, , PE220, PY 100
HU 120 - Pacific Cultures	AN310, AN320, AN325, AN/EN333, AN421, BI201, ED265, GE401, HI211, HI243, HI371, HI372, HI444, PS225, PS412, PY475, SW110
FA 110 – Intro to Community Services on Guam	SW110
PI 101 - Introduction to Philosophy	Any Philosophy course (PI) or PS410 or WG101
SI 103 - Introduction to Marine Biology SI 110 - Environmental Biology	Take any course that are in the following subjects: AG, BI, CH, NS, PH, or AN222, AN360, CF325 or GE203
TH101 – Introduction to the Theater	TH101 Introduction to the Theater or Select one from the following: AR101, AR102, MU101, MU106, PE250

B. Articulated Courses That Do Not Fall Under General Education

GCC Courses	UOG Courses
AC 211 - Accounting Principles I (Formerly AC101)	BA200 Principles of Financial Accounting
AC 212 - Accounting Principles II (Formerly AC102 & AC103)	BA201 Principles of Managerial Accounting
CD 221 - Child Growth & Development	ED251 Development in Early Childhood
CD 240 - Cognitive & Creative Development in Early Childhood	ED333 Creative Arts in Early Childhood* *Does not fulfill upper division credit requirements.
ED 231 - Introduction to Exceptional Children	ED215 Introduction to Exceptional Individuals
ED 281 - Bilingual/Bicultural Education	ED280 Introduction to Bilingualism/Biculturalism
CJ 100 - Introduction to Criminal Justice	LW101 Introduction to Criminal Justice
CJ 101 - Juvenile Justice Process	SO386 Juvenile Delinquency
CJ 107 - Introduction to Corrections	LW311 Correctional Security and Administration
CJ 150 - Criminal Procedure	LW202 Trial and Evidence
CJ 200 - Criminal Law	LW306 Criminal Justice
CJ 204 - Introduction to Criminology	SO385 Criminology
ED 150 - Introduction to Teaching	ED110 Introduction to Teaching
ED 220 - Human Growth & Development	ED201 Human Growth and Development
ED 292 - Education Practicum OR CD 292 - ECE Practicum	ED192 Observation and Participation
PS 140 - American Government	PS202 Government in the United States

C. Articulated Programs

Approved Program-to-Program Articulation agreements allow students who complete GCC's Associate degrees to transfer to the University of Guam with a Junior class standing to complete major course and baccalaureate requirements. GCC students are responsible for requesting evaluation of credits from the University of Guam.

GCC Programs	UOG Programs
Associate of Arts in Interdisciplinary Arts & Sciences	Bachelor of Arts in Interdisciplinary Arts & Sciences
Associate of Science in Criminal Justice	Bachelor of Science in Criminal Justice
Associate of Arts in Education	Bachelor of Arts, Education

IMPORTANT NOTE: Lower-division transfer courses that are equated to upper-division courses at the University of Guam do not carry upper-division credits, even though they may satisfy certain University of Guam upper-division course requirements. They do not relieve the student of the requirement of having a minimum of 40 upper-division credits for graduation. (Excerpt from the 2013-2014 College Catalog University of Guam.)

University of Guam. (2013, Aug 26). *2013-2014 Catalog*. Retrieved from http://www.uog.edu/dynamicdata/CatalogRepository.aspx?siteid=1&p=549

APPENDIX C: ARTICULATION AGREEMENT

Articulation with the Chaminade University of Honolulu
Courses in the following list are acceptable to transfer to Chaminade University of Honolulu with grades of "C" or better.

A. General Education

GCC Courses	CUH Courses
EN 110 - Freshman Composition EN 111 - Writing for Research * EN 125 - Introduction to Speech EN 210 - Introduction to Literature	EN101 Introduction to Expository Writing EN102 Expository Writing COM101 Introduction to Communications EN201 Types of Literature OR EN255 Short Story and Novel OR EN256 Poetry and Drama
MA 110A - Finite Mathematics	MA100 Survey to Mathematics MA103 College Algebra or higher
HI 121 - History of World Civilization I or HI 122 - History of World Civilization II	One lower level history course
SI 103 - Introduction to Marine Biology SI 110 - Environmental Biology SI 130 - Anatomy & Physiology SI 141 - Applied Physics I SI 142 - Applied Physics II	Two natural sciences courses with laboratory
PI 101 - Introduction to Philosophy	PH100 Introduction to Philosophy OR PH103 Critical Thinking OR PH105 Ethics
JA 110 - Beginning Japanese I JA 210 - Intermediate Japanese I JA 211 - Intermediate Japanese II	Foreign Language II/Global Awareness
PY 120 - General Psychology SO 130 - Introduction to Sociology	AN200 Cultural Anthropology OR CJ201 Foundations in Criminology OR PSY101 General Psychology, OR SO200 Introductory Sociology
PS 140 - American Government	EC201 Principles of Macroeconomics OR GE102 World Regional Geography OR GE103 Human Geography OR HI201 America through Civil War OR HI202 America since Civil War OR POL111 Comparative Government & Politics OR POL211 American Government & Politics

APPENDIX D: ARTICULATION AGREEMENT

Articulation with the College of Micronesia-Federated States of Micronesia (COM-FSM)
The following list indicates course equivalencies between GCC and COM-FSM for transfer purposes.

A. General Education & Related Courses

GCC Courses	COM-FSM Courses
AC 211 - Accounting Principles I	AC131 Accounting I
AC 212 - Accounting Principles II	AC220 Accounting II
	BU250 Principles of Finance
AC 150 - Federal Income Tax I	AC250 Managerial Accounting
AC 210 - Introduction to Financial Management	AC330 Taxation I
VC 145 - Macromedia Suite	MM225 Multimedia Design
VC 161 - Video I	MM220 Advance Video
VC 172 - Imaging Concepts and Elements	MM110 Introduction to Photography and Video
VC 298 - Cooperative Education/Work-Learn	MM246 Media Studies Practicum
SI 103 - Introduction to Marine Biology	MR120 Marine Biology
SI 110 - Environmental Biology	SC117 Tropical Pacific Island Environment
SI 130 - Anatomy & Physiology	SC122A Anatomy and Physiology
SM 245 - Ethics & Stakeholders Management	BU110 Business Ethics
CS 101 - Introduction to Computer Systems & Information Technology	CA100 Computer Literacy
	IS201 Computer Information Systems
CS 102 - Computer Operations	IS220 Computer Programming
CS 104 - Visual Basic Programming	IS230 Database Design
CS 203 - Systems Analysis & Design	
VC 131 - Desktop Publishing	IS/MM245 Desktop Publishing
VC 141 - Web Design	IS240 Webpage Design
EE 265 - Computer Networking I	IS280 Networking
CJ 100 - Introduction to Criminal Justice	AJ151 Introduction to Criminal Justice
CJ 101 - Juvenile Justice Process	AJ113 Administration of Juvenile Justice
CJ 209 - Concept of Police Operations	AJ158 Management Skills for Police Officers
ED 231 - Introduction to Exceptional Children	ED220 Education of Exceptional Children
CD 110 - Early Childhood Education Orientation	ECE100 Introduction to Early Childhood Orientation Education
CD 180 - Language Arts in Early Childhood	ECE211 Language Development in Young Children
HL 202 - Nutrition	SC112 Introduction to Human Nutrition
CI 110 - Beginning Mandarin Chinese I	FL103 Chinese I
JA 110 - Beginning Japanese I	FL101 Japanese I
JA 111 - Beginning Japanese II	FL102 Japanese II
JA 108 - Speak Japanese for Tourism	FL120 Basic Japanese for Hotel and Restaurant
JA 210 - Intermediate Japanese I	FL160 Situational Japanese for Hotel and Restaurant
EN 210 - Introduction to Literature	EN201 Introduction to Literature
EN 125 - Introduction to Speech	EN/CO205 Speech Communication
CJ 150 - Criminal Procedure	LAW210 Criminal Procedure
CJ 200 - Criminal Law	LAW215 Criminal Law
OA 211 - Business Communication	EN/BU121 Business Communications
SM 108 - Introduction to Business	BU101 Introduction to Business
MK 123 - Principles of Marketing	BU270 Principles of Marketing
SM 220 - Management Skill Development	BU260 Fundamentals of Management
SM 230 - Business Law Applications	BU271 Business Law
MA 095 - Pre-College Mathematics	MS095 Pre-Algebra
MA110 Introduction to College Algebra	MS096 Elementary Algebra

MA 110A - Finite Mathematics	MS099 Intermediate Algebra
MA 161A - College Algebra & Trigonometry I	MS100 College Algebra
MA 161B - College Algebra & Trigonometry II	MS101 College Algebra and Trigonometry
OA 109 - Business Math Using Excel	BU/MS110 Business Math
PI 101 - Introduction to Philosophy	EN208 Introduction to Philosophy
PY 120 - General Psychology	SS/PY101 General Psychology
ED 220 - Human Growth & Development	ED/PY201 Human Growth and Development
SO 130 - Introduction to Sociology	SS130 Introduction to Sociology
HS 160 - Hospitality Supervision	HTM150 Hospitality Supervision
HS 211 - Front Office Management	HTM170 Front Office Management
HS 208 - Managing Food & Beverage Service	HTM220 Food and Beverage Management
HS 140 - Menu Planning	HTM165 Food Fundamentals and Quantity Cooking
HS 254 - Hospitality & Travel Marketing	HTM230 Hospitality Marketing
HS 292 - Hospitality Industry Management Practicum	HTM250 Facilities Management and Practicum

B. Career and Technical Education Courses

GCC Courses	COM-FSM Courses
AE 103 - Basic Blueprint Reading	VAE103 Blueprint Sketching and Interpretation
CT 152A - Plumbing Level I	VCT162 Advanced Plumbing
CT 154B - Masonry Level II	VCT164 Concrete and Brick Masonry
CT 153 - Introduction to Carpentry	VCT153 Introduction to Carpentry
CT 154 - Fundamentals of Masonry	VCT154 Introduction to Masonry
CT 165A - Electricity Level I	VEM103 Basic Electricity I
CT 165B - Electricity Level II	VEM104 Basic Electricity II
CT 165C - Electricity Level III	VEM112 Electrical Wiring II
CT 172 - Plumbing Installation and Design	VCT172 Plumbing Installation and Design
CT 173 - Rough Framing and Exterior Finishing	VCT173 Rough Framing and Exterior Finishing
CT 174 - Columns, Beams, Walls and Partitions	VCT174 Columns, Beams, Walls and Partitions
CT 182 - Uniform Plumbing Code	VCT182 Uniform Plumbing Code
CT 183 - Finishing	VCT183 Finishing and Trim Work
CT 185A - Refrigeration and Air Conditioning Level I	VEM113 Refrigeration I
CT 185B - Refrigeration and Air Conditioning Level II	VEM114 Refrigeration II
CT 193 - Cabinet Making and Millwork	VCT193 Cabinet Making and Mill Work
EE 103 - Electricity I: Direct Current Circuits	VEE103 Electronics Fundamentals I
EE 104 - Electricity II: Alternating Current Circuits	VEE104 Electronics Fundamentals II
EE 110 - Instrumentation	VEE10 Discrete Devices I
EE 112 - Electronic Devices	VEE125 Electronics Circuits
EE 116 - Digital Technology	VEE135 Digital Electronics I
EE 243 - Fiber Optics Installation	VCT261 Fiber Optics Installation
EM 112 - National Electrical Code	VEM212 National Electrical Code
EM 182 - Industrial Controls	VEM240 Industrial Wiring
WE 105 - Fundamentals of Oxyacetylene Welding & Cutting	VWE105 Fundamentals of Oxyacetylene Welding & Cutting
WE 110 - Fundamentals of ARC Welding I	VWE110 Fundamentals of ARC Welding I
EE 211 - It Essentials I	VEE223 PC Hardware and Software

APPENDIX E: ARTICULATION AGREEMENTS WITH OTHER INSTITUTIONS & ORGANIZATIONS

Since Guam Community College is fully accredited with the Accrediting Commission for Community and Junior Colleges (ACCJC), GCC courses and even entire programs articulate, or transfer to other accredited postsecondary institutions and organizations through certain arrangements or agreements. These agreements offer GCC students various opportunities with which to expand and enrich their postsecondary educational experiences.

However, meeting graduation and transfer requirements is still the responsibility of students. Students interested in pursuing transfer to the following institutions or organizations that GCC has agreements with should contact a GCC advisor, counselor, or the Office of Admissions and Registration:

University of Guam
http://www.uog.edu

Chaminade University- Honolulu, Hawaii
https://www.chaminade.edu

College of Micronesia- Federated States of Micronesia (COM-FSM)
http://www.comfsm.fm

University of Alaska Fairbanks
http://www.uaf.edu

Bellevue University- Bellevue, Nebraska
http://guam.smoothesttransfer.com/index.aspx

University of Phoenix(online)
http://www.phoenix.edu
AA Education - BS Education/Elementary Education
AA IAS - BS Business (all concentrations)
AA IAS - BS Criminal Justice Administration/Management

Dusit Thani College-Bangkok, Thailand
http://www.dtc.ac.th/en

University of Makati-Makati City, Philippines
http://umak.edu.ph/v3

American Hospitality Academy Philippines-Makati City, Philippines
http://www.ahaphil.com

Pacific Islands University
http://www.piu.edu

Kadan Automotive Technical College-Sendai, Japan
http://www.takenaka.co.jp/takenaka_e/projects/education/a71501722006.html

Servicemembers Opportunity Colleges (SOC)
http://www.soc.aascu.org

Institutions identified above have varying agreements with GCC as indicated in the following arrangements below:

A to B Agreements (A to B)
Associate to Bachelor (A to B) Agreements provide students the opportunity to complete an associate's degree while working towards a bachelor's degree. Most, if not all, the credits in the associate's degree transfer to the four-year institution, often with the student starting as a junior.

General Education Articulation
GCC has General Education articulation with selected postsecondary institutions. Please consult a counselor, advisor or the Office of Admissions and Registration for further information. It is important to note though that some institutions have college-

wide General Education requirements whereas other institutions have different requirements depending on a student's major (i.e. Education, Criminal Justice, etc**.)**

Course by Course Articulation
The articulation matrices found in this catalog list specific GCC courses that selected postsecondary institutions will accept as equivalent to their courses. Course by course guides are helpful if the student knows the exact course or courses needed to transfer.

Secondary to Postsecondary Articulation
An array of programs, initiatives and support services provide opportunities for high school students to gain college credits while earning a high school diploma. Dual Enrollment Accelerated Learning or DEAL and Dual Credit Articulated Programs of Study or DCAPS are two examples.

Reverse Transfer
Academic credits for course work completed at a 4-year institution may be transferred back to Guam Community College to satisfy associate degree requirements.

Student and Faculty Exchange

APPENDIX F: U.S. ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (SROTC) AT THE UNIVERSITY OF GUAM

General Information: The SROTC is an Army leadership training program that has a contractually agreed upon cooperative effort with the University of Guam (UOG). The SROTC's purpose is to commission Army Officers, the future leadership of the U.S. Army.

This information is being included in this catalog to give Guam Community College (GCC) students an opportunity to explore military career options.

Eligibility: Any **full-time GCC student** may take a lower level Military Science course **at no cost to the student** registering in the same manner as any other undergraduate course. However, to qualify for enrollment as an ROTC cadet in the program leading to a commission, a student must meet the following requirements:

- U.S. citizenship is required prior to commissioning.
- Be at least 17 years of age with consent at time of contracting and no more than 35 years of age at time of commissioning.
- Be a full time student at UOG, GCC, or a combination of the two. Or be a full time student at the Northern Marianas College (NMC).
- Not be convicted of a felony.
- Be approved by the Professor of Military Science.
- Specific questions regarding the above criteria should be directed to the Military Science Department at the university.

Tuition: Military Science courses at UOG are tuition free. However, students must be full time in order to enroll in the Advance Course (junior and senior year) of the SROTC program. All Military Science required uniform and equipment are provided on a loan basis. All Military Science course texts are also provided to students at no cost.

For particular courses, program-specific questions and other related costs, please contact Professor of Military Science Major Scott Bartley, Military Science Department at the University of Guam, phone (671) 734-3000.

APPENDIX G: ACADEMIC DEFINITIONS

1. Educational Level
   - Freshman: A Declared Student who has earned less than 30 credits towards the requirements of a Certificate or Associate Degree.
   - Sophomore: A Declared Student who has earned 30 credits or more towards the requirements of a Certificate or Associate Degree.
   - Diploma Students: Undeclared Students and Special Students are not assigned educational levels by the College.

2. Registration Status
   - First Time Student: A new student to GCC and is the first member of their immediate family to attend college.
   - New Student: A student attending the College for the first time in any one of its programs.
   - Continuing Student: A student who has been registered at the College during the previous semester in the same classification.
   - Returning (Former) Student: A student who has been enrolled at the College and is returning to the College in the same classification after an absence of one or more semesters (not including Summer Semester).

3. Program of Study

   - A Declared Student is admitted to the College to work toward a specific certificate or degree. That certificate or degree is that student's program of study (or Major) unless a Change of Program request has been approved.

4. Enrollment Status

   - A student's enrollment status is determined after the end of the Course Change (ADD/DROP) period.

     During a regular semester, a student is:

   - Full-Time: If enrolled for 12 credit hours or more.
   - 3/4-Time: If enrolled for at least 9 credit hours but less than 12 credit hours.
   - 1/2-Time: If enrolled for at least 6 credit hours but less than 9 credit hours.

   During a summer session, a student is:
   - Full-Time: If enrolled for 6 credit hours or more.
   - 1/2-Time: If enrolled for less than 6 credit hours.

A student with a disability who has requested accommodations may qualify for certification as a full-time student if enrolled for at least six (6) credit hours in a regular term or three (3) credit hours in a summer session. Contact the Accommodative Services Coordinator, Suite 2139 in the Student Services & Administration Building, phone 735-5597 for further information.

Declared and Diploma Students enrolled for less than a full course of study during their final semester or summer session at the College will be considered to be full-time students during that semester or summer session for U.S. Immigration and Customs Enforcement purposes, provided that they are registered for at least those courses required to meet graduation requirements at the end of that semester or summer session.

APPENDIX H: ACADEMIC FREEDOM – BOARD POLICY 460

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and its free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:
   a. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties.

   b. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Amended & Adopted: January 8, 2009
Resolution 9-2009
First Adopted: May 17, 2000
Resolution 9-2000

APPENDIX I: ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC 20202-4605

5. FERPA regulations can be accessed online at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

   At its discretion, the College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class for the fall term.
   Requests for nondisclosure will be honored by the College for the academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Registration.

APPENDIX J: REGIONAL ACCREDITING BODIES

Middle States Association of Colleges and Schools, Middle States Commission on Higher Education (MSCHE)
www.msche.org
> Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of institutions of higher education in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands, including distance education programs offered at those institutions.

> Dr. Elizabeth H. Sibolski, President
> 3624 Market Street, 2nd Floor Annex
> Philadelphia, PA 19104
> Phone: (267) 284-5014
> En Espanol: (267) 284-5015
> Fax: (215) 662-5501
> E-mail: info@msche.org

New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
cihe.neasc.org
> Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of institutions of higher education in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont that award bachelors, masters, and/or doctoral degrees and associate degree-granting institutions in those states that include degrees in liberal arts or general studies among their offerings, including the accreditation of programs offered via distance education within these institutions. This recognition extends to the Board of Trustees of the Association jointly with the Commission for decisions involving pre-accreditation, initial accreditation, and adverse actions.

> Barbara E. Brittingham, President/Director
> 209 Burlington Road
> Bedford, MA 01730
> Phone: (781) 541-5414
> Fax: (781) 271-0950
> E-mail: CIHE.neasc.org

New England Association of Schools and Colleges, Commission on Technical and Career Institutions (NEASC-CTCI)
http://ctci.neasc.org/
> Scope of recognition: the accreditation and pre-accreditation ("Candidate status") of secondary institutions with vocational technical programs at the 13th and 14th grade level, postsecondary institutions, and institutions of higher education that provide primarily vocational/technical education at the certificate, associate, and baccalaureate degree levels in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. This recognition extends to the Board of Trustees of the Association jointly with the Commission for decisions involving pre-accreditation, initial accreditation, and adverse actions.

> Paul Bento, Director
> William C. Warren, Associate Director of Degree Institutions
> 209 Burlington Road
> Bedford, MA 01730
> Phone: (781) 541-5461
> Fax: (781) 271-0950
> E-mail: wwarren@neasc.org

North Central Association of Colleges and Schools, The Higher Learning Commission (NCA-HLC)
www.ncahigherlearningcommission.org
> Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of degree-granting institutions of higher education in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming, including schools of the Navajo Nation and the accreditation of such programs offered via distance education within these institutions.

> Sylvia Manning, President
> 30 North LaSalle, Suite 2400
> Chicago, IL 60602
> Phone: (312) 263-0456

Fax: (312) 263-7462
E-mail: info@hlcommission.org

Northwest Commission on Colleges and Universities (NWCCU)
www.nwccu.org
    Scope of recognition: the accreditation and pre-accreditation ("Candidacy status") of postsecondary educational institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington and the accreditation of such programs offered via distance education within these institutions.

    Sandra E. Elman, President
    8060 165th Avenue, NE, Suite 100
    Redmond, WA 98052
    Phone: (425) 558-4224
    Fax: (425) 376-0596
    E-mail: selman@nwccu.org

Southern Association of Colleges and Schools, Commission on Colleges (SACS)
www.sacscoc.org
    Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of degree-granting institutions of higher education in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, including distance education programs offered at those institutions.

    Belle S. Wheelan, President
    1866 Southern Lane
    Decatur, GA 30033
    Phone: (404) 679-4500
    Fax: (404) 679-4528
    E-mail: bwheelanAsacscoc.org

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
www.accjc.org
    Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of community and junior colleges located in California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Marianna Islands, and the Republic of the Marshall Islands, and the accreditation of such programs offered via distance education at these colleges.

    Barbara A. Beno, President
    10 Commercial Boulevard, Suite 204
    Novato, CA 94949
    Phone: (415) 506-0234
    Fax: (415) 506-0238
    E-mail: accjc@accjc.org

Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)
www.wascsenior.org
    Scope of recognition: the accreditation and pre-accreditation ("Candidate for Accreditation") of senior colleges and universities in California, Hawaii, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands and the Republic of the Marshall Islands, including distance education programs offered at those institutions.

    Ralph A. Wolff, President and Executive Director
    985 Atlantic Avenue, Suite 100
    Alameda, CA 94501
    Phone: (510) 748-9001
    Fax: (510) 748-9797
    E-mail: wascsr@wascsenior.org

    Distance Education and Training Council (DETC) accredits online courses/programs www.detc.org

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Coming in 2014-2015

GCC BUILDING 100 RENOVATION   TRMA

The renovation/expansion of Building 100 is scheduled to start in Academic Year 2014-2015. GCC received a grant from the U.S. Department of Interior Office of Insular Affairs' Technical Assistance Program for the architecture and engineering design for the renovation/expansion of Building 100, following the renovation/expansion of the adjacent Building 200. Both 100 and 200 were Butler buildings,   or temporary structures over 30 years old. The renovations are transforming both buildings into concrete buildings, which are much safer and more economical for the GCC community.

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guåhan

KEEP OUR CAMPUS CLEAN

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guåhan

NO SMOKING

SMOKING IN ANY FORM IS NOT ALLOWED ON OUR CAMPUS (CIGARETTES, E-CIGARETTES, PIPES, ETC.)

NO CHEWING

THE CHEWING OF BETEL NUT AND TOBACCO ARE NOT PERMITTED ON OUR CAMPUS.

NO SPITTING

SPITTING IS A FORM OF LITTERING THAT LEAVES PERMANENT STAINS ON PUBLIC PROPERTY.

STUDENT CENTER

POSTER DESIGN BY LJ CASTRO, GCC VISUAL COMMUNICATIONS STUDENT

2014-2015 Academic Calendar

Fall 2014

August
08	Faculty start date
12	Fall registration ends
12	Last day to drop for 100% refund of tuition & refundable fees
13	First day of Monday/Wednesday classes
14	First day of Tuesday/Thursday classes
15	First day of Friday classes
16	First day of Saturday classes

September
01	Holiday: Labor Day

October
22	Last day to apply for fall graduation

November
03	Holiday: All Soul's Day (Observed)
07	Last day to withdraw (without refund)
11	Holiday: Veteran's Day
21	Potential make-up day
27	Thanksgiving break begins
28	Potential make-up day
29	Thanksgiving break ends (no Saturday classes)

December
01	Last day of Monday/Wednesday Classes
02	Last day of Tuesday/Thursday classes
05	Potential make-up day
05	Last day of Friday classes
06	Last day of Saturday classes
06	Last day of classes
08	Holiday: Our Lady of Camarin (Observed)
11	Semester Ends/Grade Due

Spring 2015

January
09	Faculty start date
14	First day of Monday/Wednesday classes
15	First day of Tuesday/Thursday classes

Spring 2015

January (continued)
15	Last day to drop for 100% refund of tuition & refundable fees
16	First day of Friday classes
17	First day of Saturday classes
19	Holiday: Martin Luther King Jr. (Observed)

March
06	Last day to apply for spring Graduation
30	Spring break begins

April
05	Spring break ends
06	All classes resume
17	Potential make-up day
24	Potential make-up day

May
01	Potential make-up day
01	Last day of Friday classes
02	Last day of Saturday classes
05	Last day of Tuesday/Thursday classes
06	Last day of Monday/Wednesday classes
11	Academic year ends
11	Grades due from faculty
14	Commencement rehearsal
15	Commencement
25	Holiday: Memorial Day (Observed)

Summer 2015

June
05	Faculty start date
05	First day of classes

July
03	Holiday: Independence Day (Observed)
17	Last day of classes/Semester ends
21	Holiday: Liberation Day (Observed)
22	Potential make-up day
23	Grades due (except Saturday classes)
23	Potential make-up day
24	Potential make-up day

NOTE: The deadlines listed above refer to regular, full-term classes only. Other offered courses have varying deadlines posted at the lobby of the Admissions & Registration office, Building 2000. You will also find deadlines on "MyGCC" or ask your instructor, as necessary and appropriate. Please visit the college's website, www.guamcc.edu, for deadline changes and other announcements.

GUAM COMMUNITY COLLEGE

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidåt 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; 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 – Classrooms, Adult Ed. Office, GCC Bookstore, Cáfe

100 Cosmetology Office & Shop; Classrooms

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

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

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

www.guamcc.edu

Guam Community College
Created by the Community College Act of 1977, Guam Community College offers associate degrees, certificates and industry certification in more than 50 fields of study. GCC offers an apprenticeship programin conjunction with over 100 island employers. The College also offers Adult Basic Education, an Adult High School Diploma program, GED   preparation and testing, and English as a Second Language courses.

Location
Guam Community College is located in the village of Mangilao.

Mailing Address
P.O. Box 23069 GMF Barrigada, Guam 96921

Accredited
by the Accrediting Commission for Community & Junior Colleges, Western Association of Schools & Colleges

www.guamcc.edu