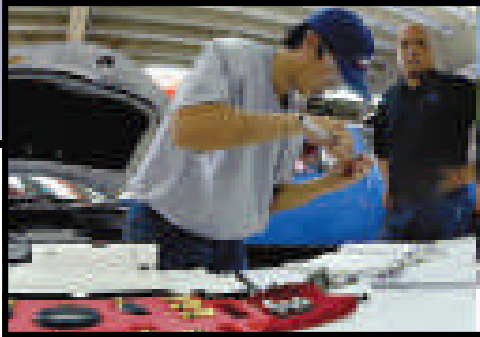




GUAM COMMUNITY COLLEGE
Building Futures for Over 30 Years

Course Level SLO BOOKLET



FOR FACULTY USE

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Summer 2008	
Fall 2008	
Spring 2009	

Updated Version

The following excerpt appears on p. 74 of GCC's 2008-2010 Catalog:

Student Learning Outcomes (SLOs) at the course level, whenever available, 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.

New ongoing efforts are underway to revisit all curriculum documents so that SLOs become integral components of each and every course at the College.

This booklet is an important attempt to address this continuous initiative.

Special Note:

Corrections and/or errors should be reported via email to marsha.postrozny@guamcc.edu. To incorporate the Course Level SLOs into GCC's Catalog and course/program guides as required by ACCJC, please see appropriate curricula template on MyGCC's Worklife Tab. An electronic version of this Booklet can also be accessed on the Worklife Tab.

MISSION STATEMENT:

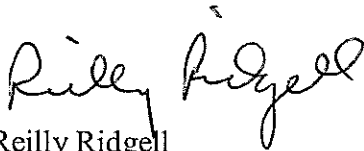
The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Message from the Deans

Identifying an “SLO Champion” and having this person work directly with faculty on course level SLOs has moved our institution to the next level in terms of assessment. Dr. Marsha Postrozny, our Adjunct Associate Dean, has coached, cajoled, compiled, compared and critiqued Student Learning Outcomes in an effort to create a comprehensive perspective of the learning occurring at Guam Community College. Dr. Marsha’s efforts, as you will see, lead our instructional departments in a direction toward improvement. It is from this broad effort that we will identify the models and the gaps and move toward greater refinement institutionally.



Dr. Michelle Santos
Dean
School of Technology & Student Services



Reilly Ridgell
Dean
School of Trades & Professional Services

Foreword

Beginning in summer 2008, all post-secondary faculty were required to develop and incorporate Course Level Student Learning Outcomes (SLOs) in their syllabi. Course Level SLOs consist of the three to five main outcomes that address what students will be able to do, know, think, and/or value by the successful completion of a course. This booklet lists the Course Level SLOs extracted from syllabi submitted during summer 2008, fall 2008, and spring 2009 semesters with minor edits. These revisions were made for purposes of consistency in verbiage and format.

A brief historical account spanning a decade of change is provided to depict how GCC slowly transformed from being teacher-oriented to a more learner-centered institution driven by SLOs. In the 1990s emphasis in curricula design was placed on the writing of measureable competencies such as “Effectively communicate with 100% accuracy.” The Curriculum Committee (formerly called Academic Affairs Committee) renamed Section X of the *Course Approval Form Template* to ‘Intended Learning Outcomes’ in 2003 and stressed the application of verbs from Bloom’s Taxonomy. Curriculum authors typically list as many as 60 outcomes in this section; which is not necessarily discouraged, but makes assessment and documentation of such an unrealistic task to travail. According to accreditation standards, all Course Level SLOs must eventually be published in the College’s catalog, match those listed in syllabi, and go through an assessment cycle.

To address the expectations of the ‘Accrediting Commission for Community and Junior College’s (ACCJC) accreditation standards, the Curriculum Committee (CC) made additional revisions to the *Course Approval Form Template* in academic year 2006-07 by adding ‘Section III Student Learning Outcomes – Course Level’ which substantially decreased the number of outcomes to a minimum of three written in broader scope. These three to five Course Level SLOs will be assessed instead of the longer, segmented SLO list in ‘Section X Student Learning Outcomes – Detailed’ (based on the course outline). In AY2006-07, members of the Curriculum Committee used Cabrillo College’s Student Learning Outcomes and Instructional Planning Guide as an example to help design GCC’s SLO Writing Workbook to provide a step-by-step process for development of SLOs. Furthermore, the CC and General Education (Gen Ed) Committee developed the ‘SLO Map – Program & Course Level’ to show the extent Course Level SLOs align with the program and institutional (Gen Ed) goals.

The Committee on College Assessment (CCA) also found ways to mitigate the process of SLO assessment by adopting a four-year cycle whereby efforts alternate between two years of program assessment preceded by two years of Course Level assessment. Note that completion of an entire assessment cycle involves the documentation of a plan, data collection, summary of results, and the use of results to instill change. The last step is meant to close the loop leading to overall improvements. In attempts to meet CCA’s October 2008 deadline for all associate programs to complete Course Level Plans and the means of assessment for at least 50% of their technical required courses, a couple of faculty members realized their SLOs were too narrowly focused which led to changes in verbiage from ‘identify and list’ to ‘explain and analyze’

depicting higher order thinking skills more worthy of assessment. This example illustrates that early drafts of SLOs are not perfectly worded and impervious, but are meant to evolve over time.

An omnipresent concern remains. Who is responsible for SLO development, mapping, assessment, documentation of results, and use of results to drive change? Attainment of these interminable tasks should not be singlehandedly carried out by department chairs. A collaborative undertaking amongst full and part-time faculty, subject area experts, industry, employers, and advisory committee members is essential to produce quality SLOs and meaningful assessment. Reaching consensus as to which are the most important outcomes for a course and how best to measure success may involve lengthy discourse. Nichols and Nichols in *The Department Guide and Record Book for Student Outcomes Assessment and Institutional Effectiveness* (2000) point out that consensus among faculty might never occur. They suggest identification of common themes, abilities, and attitudes using the longer outcomes list. The role of department chairs is pertinent to the development, refinement, and permeation of SLOs by orchestrating a continuous dialog among faculty and constituencies. Students deserve consistency and quality in their education at GCC regardless of variants such as instructor, section, and class location. SLOs are a means of leveling this playing field.

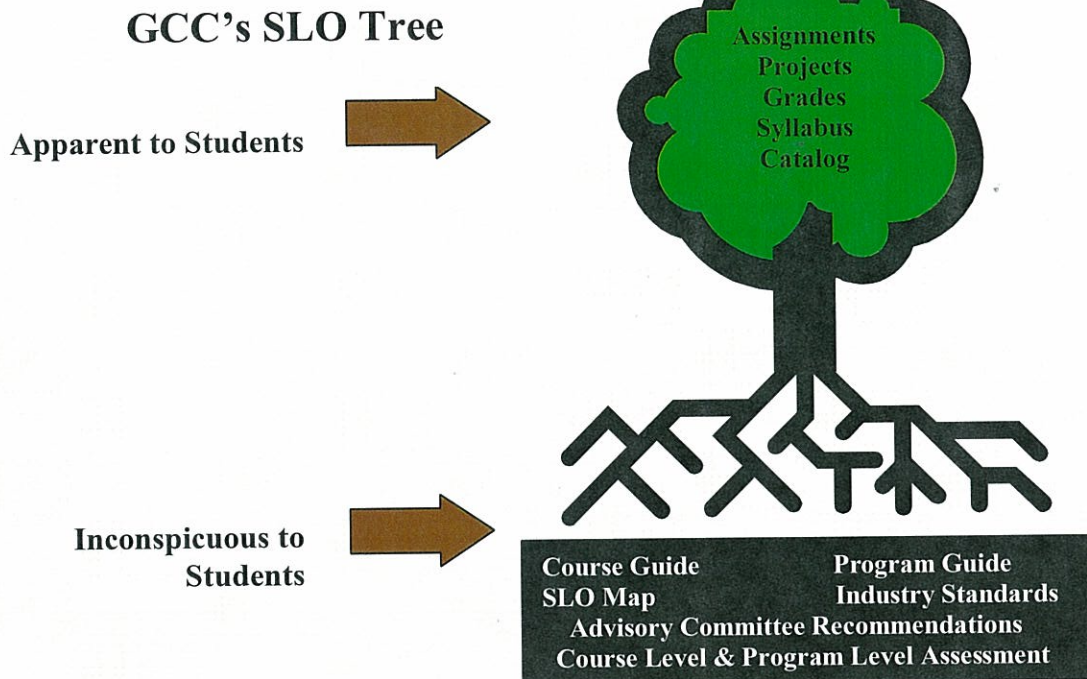
The permeation of Course Level SLOs into the curriculum is analogous to a tree. Akin to the aboveground and subterranean parts of a tree, SLOs have apparent and inconspicuous effects on students and can evolve top-down, bottom-up, middle, or several places simultaneously. The roots strengthen and sustain the tree by providing a solid foundation for a long lifespan with healthy branches and leaves. If a faculty member designs an excellent activity or project to measure student success, incorporation of this idea into the course guide and assessment plan would have a greater impact and enduring affect.

***SLOs are a means
of leveling this
playing field.***

This booklet enumerates the initial attempts by faculty in the development and publication of Course Level SLOs; a small step on the journey to meeting ACCJC's eminent goals for institutions of higher education. If not supported by strong roots, SLO integration will be fleeting at best. Further examination and discussion is needed to ensure that all GCC students are able to attain meaningful SLOs. Once agreement is reached on Course-Level SLOs, the next action for faculty is to go through the curriculum process and incorporate these SLOs in course guides.

Note to Instructors: Please use this booklet to...

- Stimulate discussion amongst faculty to reach agreement on Course Level SLOs.
- Establish consistent SLOs, criteria of success, and means for measurement.
- Provide uniformity in Course Level SLOs as written in the syllabi.
- Use as a resource for newly hired faculty.
- Complete the SLO Map and update course guides.
- Recognize the excellent work already done by adjuncts and full-time faculty in the development of SLOs.



To be a learner-centered institution means to be in a continuous process of refinement using assessment results to make improvements; fundamentally enabling students to better achieve established SLOs. Faculty are encouraged to reflect upon their Course Level SLOs and ask the following questions:

- Are Course Level SLOs by different instructors of the same course identical?
- Are the three to five SLOs written broadly in scope and feasible to assess?
- Do the SLOs address what students will be able to do, know, think, and/or value by the successful completion of a course?
- Have the SLOs been fully integrated into the course guide, SLO Map, syllabus, and catalog?
- Were advisory committee members, adjuncts, and all relevant faculty involved in the development or is further discussion needed?

Full-time faculty and adjuncts alike, who contributed greatly to the compilation of this booklet, by the correct incorporation of Course Level SLOs in their syllabi, deserve accolades. Other faculty are encouraged to follow the lead of the faculty listed here. The distinguished work of all these 'SLO Champs' will lead the way in helping GCC strive toward meeting accreditation standards.


Dr. Marsha Postrozny
Adjunct Associate Dean
School of Technology & Student Services

Compilation of Summer 2008, Fall 2008, & Spring 2009 SLOs
(Extracted from Syllabi)

AC – ACCOUNTING

AC100 Fundamentals of Bookkeeping and Accounting

- Instructor: B. Bouchard-Miller
- Upon successful completion of this course, students will be able to:
1. Explain the processing of financial data and its flow in the accounting cycle.
 2. Improve accounting vocabulary and increase problem solving skills.
 3. Analyze, record, classify, summarize, report, and interpret business transactions.
 4. Demonstrate practical skills of bookkeeping that will be useful in the life ahead.

AC101 Accounting I

- Instructor: B. Bouchard-Miller
- 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.

AC102 Accounting Principles II

- Instructor: B. Bouchard-Miller
- 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. Apply financial statement analysis to assess the solvency and profitability of a business.
 3. Analyze accounting issues related to bonds and the calculations to compute the present value of bonds payable.
 4. Process payroll transactions and registers with related employee and employer taxes.
 5. Analyze the process to prepare a company's statement of cash flows.

AC110 Payroll Accounting

- Instructor: P. Pangelinan
- Upon successful completion of this course, students will be able to:
1. To develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.

2. To describe the payroll-record life of employees from their initial applications for employment to their applications for their first social security benefit checks.
3. To introduce the various aspects of the Fair Labor Standards Act and the other laws that affect payroll operations and employment practices.
4. To describe the basic payroll accounting systems and procedures used in computing wages and salaries and the timekeeping methods used to record time worked.

AC210 Introduction to Financial Management

Instructor:
P. Pangelinan

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. Define markets and determine the market interest rate using various universal tools.
3. Compare risk with the rate of return in a single investment and a portfolio investment.
4. Perform valuations of stock and bonds.
5. Calculate present value and future value of cash flow problems.
6. Explain the concept of working capital and its components in order to manage cash conversion cycles.

AC225 Hospitality Industry Accounting

Instructor:
P. Pangelinan

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 and Lodging Association (AH&LA) Certificate upon completion of all course requirements and successfully pass the national certification exam with a score 69% or better on a comprehensive examination graded by the AH&LA Educational Institute.
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.

AC233 Accounting

Instructor:
B. Bouchard-Miller

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

1. Demonstrate computer-based skills using a current version software of QuickBooks to perform necessary procedures for each step of the accounting cycle for service, nonprofit and manufacturing business.
2. Apply appropriate procedures to analyze problems and to make corrections to errors discovered in a company's books using QuickBooks.

3. Review basic accounting principles and theory during the process of recording business transactions using the accounting software QuickBooks.
4. Use appropriate accounting terminology and language to evaluate accounting financial statements and other accounting documents generated by QuickBooks software.

AE – ARCHITECTURAL ENGINEERING

AE103 Basic Blueprint Reading

- | | |
|--------------------------|---|
| Instructor:
G. Yanger | <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Develop and apply technical knowledge of basic blueprint reading. 2. Read and create blueprints and working drawings. 3. Demonstrate basic proficiency in measurement, mathematics, and problem solving. |
|--------------------------|---|

ASL – AMERICAN SIGN LANGUAGE

ASL100 American Sign Language I

- | | |
|----------------------------------|--|
| Instructor:
S. Leon Guererero | <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic expressive and receptive conversational skills in American Sign Language (ASL) that includes core vocabulary, finger spelling the alphabet and signing numbers. |
| J. Russell | <ol style="list-style-type: none"> 2. Demonstrate proficiency in visual acuity using body and facial expressions, gestures and other nonverbal skills to convey and respond to information received. 3. Demonstrate acceptable behavior in the Deaf community. |

ASL110 American Sign Language II

- | | |
|--------------------------|--|
| Instructor:
T. Artero | <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic understanding of American Sign Language (ASL) that includes manually coded English and finger spelling. |
| S. Leon Guerrero | <ol style="list-style-type: none"> 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

- | | |
|---------------------------|---|
| Instructor:
E. Mesngon | <p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Develop their ability to transliterate texts and apply transliterating principles to live interactions. 2. Code switch when and if needed while functioning as a language mediator between live participants. 3. Distinguish ASL as a language apart from other manual modes of communication. 4. Demonstrate receptive and expressive proficiency of non-manual markers. |
|---------------------------|---|

5. Apply conceptually accurate ASL to spoken or written English.

AST – AUTOMOTIVE SERVICE TECHNOLOGY

AST100 Introduction to Automotive Service

- Instructor: Upon successful completion of this course, students will be able to:
- J. Egana
1. Demonstrate proper safety including the use of shop tools and equipment in the automotive service field.
- G. Reyes
2. Check and adjust fluid and pressure levels, wear of mechanical and hydraulic components.
 3. Demonstrate how to perform preventive maintenance and troubleshoot common automobile malfunctions.

AST120 Automatic Transmission and Transaxle

- Instructor: Upon successful completion of this course, students will be able to:
- L. Pajarillo
1. Demonstrate understanding of both domestic and foreign automatic transmissions.
 2. Demonstrate skills needed in the process of rebuilding complete transmissions/transaxles.
 3. Diagnose, adjust, replace, and repair transmissions.

AST160 Electrical/Electronic Systems

- Instructor: Upon successful completion of this course, students will be able to:
- C. Dennis
1. Properly work with electrical and electronic test equipment.
 2. Perform general electrical systems diagnosis.
 3. Perform battery and starting system diagnosis and service.
 4. Perform lighting systems diagnosis and repair.
 5. Perform accessories diagnosis and repair.

AST180A Engine Performance I (Tune-Up, No Fuel/Emission)

- Instructor: Upon successful completion of this course, students will be able to:
- J. Flores
1. Demonstrate a basic understanding of engine performance.
 2. Demonstrate basic skills and competencies related to engine performance.
 3. Diagnose, adjust, replace, and repair components of the ignition, charging, starting, engine cooling and valve train systems.

CD – EARLY CHILDHOOD DEVELOPMENT

CD110 ECE Orientation

- Instructor: Upon successful completion of this course, students will be able to:
- M. Cruz
1. Demonstrate basic knowledge of all developmental domains related to childhood.
- L. Switzer
2. List entry-level requirements and employment skills for various careers within the early childhood education field.

3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

CD140 Environments for Young Children

- Instructor: L. Switzer
- Upon successful completion of this course, students will be able to:
1. Demonstrate strategies for the promotion of good health practices in early childhood.
 2. Demonstrate skills needed to successfully design a safe and healthy environment for infants through age eight.

CD180 Language Arts in Early Childhood

- Instructor: Dr. C. Camacho
- Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of language development and skills at the early childhood level.
 2. Plan, develop, and implement language activities, including literacy activities, in early childhood settings.

CD221 Child Growth & Development

- Instructor: L. Switzer
- Upon successful completion of this course, students will be able to:
1. Demonstrate an understanding of historical and current educational practices as it relates to child growth and development.
 2. Demonstrate an understanding of how society, culture, and family impact children at each stage of their development and growth.
 3. Demonstrate observation skills to gain insight on developmentally appropriate activities in areas of physical/motor, social, cognitive, and language development.

CD240 Cognitive & Creative Development

- Instructor: C. Pestanas
- Upon successful completion of this course, students will be able to:
1. Plan, write and implement lessons/activities for young children that incorporate the areas of math, language arts, science, art, writing and creative expression.
 2. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
 3. Demonstrate the ability to plan and execute activities while providing an environment that will stimulate cognitive development in the ECE setting.

CD260 Social & Emotional Development

- Instructor: C. Pestanas
- 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.

CD280 Program Development & Family Partnerships

- Instructor: L. Switzer
- Upon successful completion of this course, students will be able to:
1. Discuss and develop appropriate curricula that meet the needs of infant, young children, and their families.
 2. Demonstrate appropriate attitude and skills in effective parent communication.
 3. Demonstrate knowledge in early childhood programs ranging from early intervention, Head Start, Reggio Emilia, Waldorf, Montessori, before and after school-age programs, High Scope and bilingual education.

CD285 Childcare Management

- Instructor: Dr. M. Postrozny
- 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 ECE Practicum

- Instructor: Dr. C. Camacho
- Upon successful completion of this course, students will be able to:
1. Demonstrate appropriate work-site behavior and apply the National Association of Young Children's Code of Ethics.
- Dr. M. Postrozny
2. Develop and implement a learning and/or activity center that incorporates all developmental areas of early childhood.
 3. Apply appropriate teaching methods for the social, emotional, physical, cognitive, and communicative needs of young children.

CJ – CRIMINAL JUSTICE

CJ100 Introduction to Criminal Justice

- Instructor: B. Sison
- Upon successful completion of this course, students will be able to:
1. Demonstrate basic understanding of the framework and concepts which define the American criminal justice system and how it differs with civil processes.
 2. Demonstrate understanding of the three branches of government, each of their basic structures and their roles/functions with respect to the American criminal justice system; how such structures and functions have and are expected to change, and how they interrelate with each other.
 3. Develop an awareness of the factors and circumstances which may impact the direction and changes to the American criminal justice system.

4. Demonstrate understanding of Guam's criminal justice.
5. Demonstrate understanding of the role of police and other law enforcement personnel.
6. Demonstrate understanding of the rights of offenders and victims and how such rights have changed and are subject to further changes.

CJ150 Criminal Procedure

- Instructor: D. Cruz
- Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of the role of criminal procedure in the criminal justice system.
 2. Identify the steps in investigating a crime.
 3. Analyze the rules of conduct related to a criminal case.

CJ200 Criminal Law

- Instructor: D. Cruz
- Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of the role of criminal law in the criminal justice system.
 2. Identify the elements of a crime in investigating a crime.
 3. Analyze the rules of conduct related to a criminal case.
 4. Apply the Guam Code Annotated (GCA) to hypothetical situations.

CM – COSMETOLOGY

CM102L Salon I

- Instructor: R. Abshire
- 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.
- I. Bukikosa
2. Generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination.
 3. Apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

CM202L Salon II

- Instructor: R. Abshire
- Upon successful completion of this course, students will be able to:
1. Demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level.
- I. Bukikosa
2. Demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.
 3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

CS – COMPUTER SCIENCE

CS101 Introduction to Computer Systems & Information Technology

Instructor:	Upon successful completion of this course, students will be able to:
P. Parvin	1. Demonstrate basic knowledge of computer hardware and software concepts.
M.D. Setzer II	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.
	4. Explain the relatively short history of computers.

CS102 Computer Operations

Instructor:	Upon successful completion of this course, students will be able to:
M.D. Setzer II	1. Contrast 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 II

Instructor:	Upon successful completion of this course, students will be able to:
M.D. Setzer II	1. Comprehend basic syntax and command structure.
	2. Properly use commands to create programs to solve problems.
	3. Debug programs to find syntax and logical errors.

CS110 Introduction to Internet

Instructor:	Upon successful completion of this course, students will be able to:
Y. Flores	1. Explain the impact of the Internet in society and emerging Internet technologies.
	2. Demonstrate communication using electronic means.
	3. Locate valid information resources.
	4. Demonstrate information retrieval using a variety of Internet tools.
	5. Design a simple web page.

CS151 Windows Applications

Instructor:	Upon successful completion of this course, students will be able to:
Y. Flores	1. Manage and organize files.
R. Johns	2. Create, edit, and format different kinds of documents such as reports, letters, newsletters, and resumes using Microsoft Word.
Z. Teng	3. Use spreadsheets to solve problems that involve numbers using Microsoft Excel.
R. Unpingco	4. Create databases to store, retrieve, and analyze information using Microsoft Access.
	5. Create professional presentations using Microsoft PowerPoint.

6. Integrate data and functions using the Microsoft Office 2003 suite of products.

CS152 Macintosh Applications

- Instructor: Upon successful completion of this course, students will be able to:
G. Marsh
1. Use many of the features of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and FileMaker Pro in college work, business life, and everyday life.

CS202 COBOL

- Instructor: Upon successful completion of this course, students will be able to:
M. Setzer II
1. Comprehend basic syntax and command structure.
 2. Properly use commands to create programs to solve problems.
 3. Debug programs to find syntax and logical errors.

CS203 System Analysis & Design

- Instructor: Upon successful completion of this course, students will be able to:
M. Setzer II
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 requirements 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.

CT – CONSTRUCTION TRADES

CT196A Fundamentals of Oxyacetylene Welding I

- Instructor: Upon successful completion of this course, students will be able to:
R. Balajadia
1. Demonstrate the safety procedures for handling and mixing of gases.
 2. Set up equipment to ensure a safe and orderly work area.
 3. Set correct pressures on all the gases in relation to type of function to be performed.
 4. Demonstrate the correct procedure for lighting and setting oxy fuel mixture.
 5. Lay beads in four prescribed positions using a variety of joint configurations.

CT196B Fundamentals of Oxy-Acetylene Welding II

- Instructor: Upon successful completion of this course, students will be able to:
B. Balajadia
1. Demonstrate the safety procedures for handling and mixing of the gases.
 2. Set up equipment to ensure a safe and orderly work area.

3. Set correct pressures on all the gases in relation to type of function to be performed.
4. Demonstrate the correct procedure for lighting and setting oxy fuel mixture.
5. Lay beads in four prescribed positions using a variety of joint configurations.

CT197B Shielded Metal Arc Welding II

Instructor:
B. Balajadia

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

1. Demonstrate the safety procedures for handling and mixing of the gasses and be able to set proper settings on arc welding machines.
2. Set up equipment to ensure a safe and orderly work area as it specifically relates to shielded metal arc welding.
3. Set correct pressures on all the gases in relation to type of function to be performed.
4. Demonstrate the correct procedure for lighting and setting oxy fuel mixtures.
5. Lay beads in four prescribed positions using a variety of joint configurations.

EC – ECONOMICS

EC110 Principles of Economics

Instructor:
B. Mead

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

J. Munoz

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

ED100 Behavior Management

Instructor:
S. Sablan

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.

ED150 Introduction to Teaching

Instructor:
R. Canos

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

1. Identify general characteristics of the educational profession;

- D. Pereda
2. Develop a philosophy of education that includes, personal choices and plans for a future as an educator;
 3. Explain the basic theories of the foundation of education.

ED180 Educational Methods

- Instructor: A. Canos
- Upon successful completion of this course, students will be able to:
1. Plan and implement lesson plans that incorporate different methodologies and strategies.
 2. Plan and implement games and educational activities.
 3. Prepare instructional material needed to implement lessons in a classroom setting.

ED200 Instructional Technology

- Instructor: Dr. C. Camacho
- Upon successful completion of this course, students will be able to:
1. Demonstrate proficiency in basic and advanced technology tools used in regular classroom settings such as copy machines, computers, laminating machines, and cameras.
 2. Create posters, Word documents, grade spreadsheets, and electronic presentations given Microsoft Software tools such as Publisher, Word, Excel and Power Point.

ED220 Human Growth & Development

- Instructor: S. Leon Guerrero
- Upon successful completion of this course, students will be able to:
1. Demonstrate an understanding of historical and current educational practices as it relates to human growth and development.
 2. Demonstrate an understanding of how society, culture and family impact an individual at each stage of their development and growth.
 3. Explain various theories as it relates to human growth and development.

ED231 Introduction to Exceptional Children

- Instructor: Dr. C. Camacho
- 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 the family with a special needs child as well as develop strategies to empower families.
 3. Describe ways to modify curriculum and provide accommodations for students with disabilities.

ED281 Bilingual/Bicultural Education

- Instructor: B. Chargualaf
- 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 and materials and techniques with students in the classroom.

ED292 Education Practicum

- Instructor: S. Leon Guerrero
- Upon successful completion of this course, students will be able to:
1. Demonstrate professionalism and ethical conduct within the educational field.
 2. Demonstrate appropriate disposition and skills needed to effectively work with students who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than /English.
 3. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

EE – ELECTRONICS

EE103 Electricity I: Direct Current Circuits

- Instructor: R. Valenzuela
- Upon successful completion of this course, students will be able to:
1. Assist the student in learning and improving their math skills.
 2. Use basic hand tools and laboratory equipment properly.
 3. Interpret, analyze, and wire electronics and electrical schematic diagrams properly.
 4. Compose mathematical formulas and solutions in solving electrical circuit problems.
 5. Design, calculate, and experiment different electrical and electronic circuits.

EE104 Electricity II – Alternating Current Circuits

- Instructor: R. Valenzuela
- Upon successful completion of this course, students will be able to:
1. Assist the student in learning and improving their math skills.
 2. Use basic hand tools and laboratory equipment properly.
 3. Interpret, analyze, and wire electronics and electrical schematic diagrams properly.
 4. Compose mathematical formulas and solutions in solving electrical circuit problems.
 5. Design, calculate, and experiment different electrical and electronic circuits.

EE110 Instrumentation

- Instructor: H. Lee
- Upon successful completion of this course, students will be able to:
1. Design a circuit using MultiSIM computer simulation software.
 2. Explain the nature of time and frequency.
 3. List standards upon which all frequency measurements are based.
 4. Explain the types of test equipment available in the field.
 5. Identify the capabilities and limitations of each type of test equipment. Students will be able to explain the theory and operation of this equipment, as well as its expected accuracy and calibration requirement.

EE111 Introduction to PC Systems Installation & Maintenance

Instructor:
M. Ho

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

1. Acquire the basic principles needed for assembling, upgrading and repairing PC Systems.
2. Install popular operating systems such as Windows XP, and Windows Vista.
3. Demonstrate basic knowledge of DOS command and its usage, networking, latest computer hardware.
4. Assemble a computer from scratch.
5. Demonstrate knowledge of the installation and technology used in the latest computer processors.

EE112 Electronic Devices

Instructor:
H. Lee

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

1. Solve circuit problems using a calculator and verify results using MultiSIM computer simulation software.
2. Explain how the most important semiconductor devices operate and their particular biasing requirements.
3. Handle semiconductor components properly without exceeding their maximum ratings or damaging them with improper handling procedures.
4. Recognize the schematic symbols that are used to represent a wide variety of semiconductor devices.
5. Analyze schematics and predict voltage readings and signal waveforms.
6. Test various semiconductor devices to determine if they are functioning properly.

EE116 Digital Technology

Instructor:
H. Lee

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

1. Convert between number systems and perform binary arithmetic.
2. Name the major components used in implementing digital circuits and explain how they operate including the operation of digital logic gates.
3. Use Boolean algebra and Karnaugh maps to express logic operations and to minimize logic equations.
4. Explain the operation of flip-flops.
5. Design both combinational and sequential logic circuits for a given application, from definition and concept, to the selection of the integrated circuits.
6. Troubleshoot digital circuits using logic probes.

EE211 IT Essentials I

Instructor:
T. Kuper
M. Ho

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

1. Perform a step by step assembly of a desktop computer tower.
2. Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process.

3. Explain, install, and navigate an operating system; upgrade component base on customer needs and perform preventive maintenance and troubleshooting.
4. Perform advance installation of a desktop computer tower; select components based on customer needs and perform preventive maintenance and troubleshooting.

EE241 Category 5 Wiring/Test-Certification

- Instructor: J. Limtiaco
- Upon successful completion of this course, students will be able to:
1. Define the Telecommunications Industry Association (TIA) and Electronics Industries Association (EIA) standards.
 2. Demonstrate hands on training to install wire cable on cable tray.
 3. Terminate cable onto jack and patch panels.
 4. Test and certify cable installation as per TIA/EIA standards.

EE243 Fiber Optics Installation

- Instructor: J. Limtiaco
- 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 cable.
 3. Use test equipments for troubleshooting (light source & power meter, optical time domain reflectometer, and visible light source.)

EE267 Computer Networking III

- Instructor: T. Kuper
- Upon successful completion of this course, students will be able to:
1. Compare the types of switches used in an enterprise network.
 2. Explain how Spanning Tree Protocol prevents switching loops.
 3. Describe and configure Virtual Local Area Networks (VLANs) on a Cisco switch.
 4. Describe and configure trunking and Inter-VLAN routing.
 5. Maintain VLANs in an enterprise network.

EE268 Computer Networking IV

- Instructor: T. Kuper
- Upon successful completion of this course, students will be able to:
1. Design a simple Internetwork using Cisco technology.
 2. Design an IP addressing scheme to meet LAN requirements.
 3. Install and configure a prototype Internetwork.
 4. Obtain and upgrade Cisco IOS Software in Cisco devices.

EE271 Advanced Network Professional I

- Instructor: T. Kuper
- Upon successful completion of this course, students will be able to:
1. Implement appropriate technologies to build a scalable routed network.
 2. Build campus networks using multilayer switching technologies.
 3. Improve traffic flow, reliability, redundancy, and performance for campus Local Area Network's (LAN), routed and switched Wide Area Network's (WAN) and remote access networks.

4. Create and deploy a global intranet.
5. Troubleshoot an environment that uses Cisco routers and switches for multiprotocol client hosts and services.
6. Perform entry-level tasks in the planning, design, installation, operation and troubleshooting of Ethernet, Transmission Control Protocol (TCP) and Internet Protocol (IP) networks.

EN – ENGLISH

EN066 Reading Workshop

- | | |
|------------------------|---|
| Instructor:
A. Cruz | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Participate in silent reading of self-selected books. 2. Gain an appreciation and value of reading. 3. Become empowered, competent, critical, and reflective in reading. 4. Utilize reading strategies to enhance comprehension of a variety of literature. 5. Improve overall reading skills. |

EN067 Writing Workshop

- | | |
|--|--|
| Instructor:
J. Cruz
J. Tedtaotao | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Gain a more positive attitude toward writing. 2. Demonstrate that writing is a progressive activity. 3. Utilize the components of the writing process to improve individualized skill levels. 4. Use basic skills in organizing an effective message. 5. Gain self-confidence in expressing ideas to others. 6. Apply writing skills in a variety of individual, group, organizational, and related social settings. |

EN081 Literature Survey

- | | |
|------------------------------|--|
| Instructor:
Dr. M. Santos | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Gain an understanding of the short story, play, lyric poem, personal narrative, and essay. 2. Demonstrate an understanding of plot, character, point of view, setting, mood, irony and satire, and theme. 3. Demonstrate dictionary and composition skills. |

EN091 Fundamentals of Communication

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|--------------------------------|---|
| Instructor:
J. S. Tedtaotao | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Demonstrate understanding of the communication process and become aware of how to participate in the process. 2. Improve ability to communicate with others in every-day situations. 3. Gain self-confidence in expressing ideas to others and listen more effectively. 4. Explore how people communicate nonverbally. 5. Demonstrate basic skills in organizing an effective message. |

6. Apply various communication skills in a variety of individual, group, organizational, and related social settings.

EN100B Fundamentals of English-Basic

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|------------------------------------|---|
| Instructor:
P. Huseby
W. Tam | Upon successful completion of this course, students will be able to: |
| | 1. Demonstrate improvement in writing, listening and speaking skills. |
| | 2. Show improvement in reading speed. |
| | 3. Demonstrate improvement in vocabulary and comprehension skill.
(Test out score of 6.0) |
| | 4. Recognize basic organizational relationships in sentences and paragraphs and become aware of different types of writing. |
| | 5. Improve listening and speaking skills through small group and class discussions. |

EN100R Fundamentals of English/Reading

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| Instructor:
B. Aguon
L. Baza-Cruz
J. Cruz Jr.

P. Huseby

B. Jacala | Upon successful completion of this course, students will be able to: |
| | 1. Demonstrate growth in vocabulary level. |
| | 2. Demonstrate improved speed in reading. |
| | 3. Improve reading skills in vocabulary, comprehension, and critical thinking. |
| | 4. Apply reading strategies and practices toward increasing exit reading scores to the required 10.6 or above on the Nelson-Denny Reading Test. |
| | 5. Further experience the benefits of the reading process through self-selection of novels, extended periods of time reserved for independent silent reading, journal reflections, large class discussion, and in-class exercises. |

EN100W Fundamentals of English-Writing

- | | |
|---|---|
| Instructor:
B. Aguon

V. Calvo
Dr. P. Canilao

J. Cruz Jr.
M. Cruz-San Nicolas
P. Egrubay
G. Griffin
A. Nacar
J. Salas
P. Terlaje | Upon successful completion of this course, students will be able to: |
| | 1. Improve writing skills necessary for placement and success in Freshman English (EN110). |
| | 2. Use writing to discover, organize, and communicate ideas. |
| | 3. Demonstrate competence in using the conventions of writing, to include grammar, spelling, and mechanics. (Written Communication) |
| | 4. Use word processing applications to facilitate the writing process. |
| | 5. Gain a more positive attitude towards writing. |

EN110 Freshman English

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

Dr. P. Canilao	1. Employ the writing process (invention, drafting, revising) and writing strategies including the practice of critical thinking.
G. Griffin	2. Demonstrate understanding of the benefits of conferencing and peer-editing workshops.
S. McKinnon	3. Identify the characteristics of effective writing and work with the instructor and peers to review, revise, and edit writing effectively.
T. Tenorio	4. Analyze prose, as well as understand the connection between reading and the writing process.
R. Zimmerman	5. Demonstrate the connection between an author's purpose, audience, and strategies.
	6. Compose essays using prose patterns in narration and description, exposition, cause and effect, and argument and persuasion.

EN111 Freshman Composition

Instructor:	Upon successful completion of this course, students will be able to:
Dr. P. Canilao	1. Engage in primary research by conducting interviews and observations.
T. Tenorio	2. Conduct research in the library and through the internet and electronic databases evaluating sources.
	3. Document and cite sources using the Modern Language Association (MLA) format.
	4. Generate a focused and mature thesis.
	5. Report, analyze, argue, paraphrase, and summarize.
	6. Coherently synthesize information from multiple sources.

EN125 Introduction to Speech

Instructor:	Upon successful completion of this course, students will be able to:
R. Aguon	1. Appreciate the unique function and features of the spoken word.
Dr. C. Camacho	2. Demonstrate listening and information gathering skills.
S. McKinnon	3. Describe aspects of human communication and appreciate the differences in cultural communication patterns.
	4. Practice strategies that improve communication.
	5. Prepare and deliver public speaking activities (speeches).

EN210 Introduction to Literature

Instructor:	Upon successful completion of this course, students will be able to:
T. Tenorio	1. Analyze critically acclaimed poetry, fiction, and drama from diverse cultures.
	2. Recognize and employ terminology for discussing literature.
	3. Demonstrate an understanding of drama through analysis and the performance of plays.
	4. Analyze film as literature.
	5. Identify different approaches to literary criticism.

HI – HISTORY

HI122 World Civilization II

- Instructor: B. San Nicolas
- 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.

HL – ALLIED HEALTH

HL120 Medical Terminology

- Instructor: K. Uchima
- Upon successful completion of this course, students will be able to:
1. Define 350 medical word elements.
 2. Define medical abbreviations and symbols.

HL130 First Aid & Safety

- Instructor: E. Chong
- Upon successful completion of this course, students will be able to:
1. Explain how to care for a victim in an emergency.
 2. Identify symptoms of heart attacks, sudden cardiac arrest, and demonstrate how to provide care.
 3. Describe the prevention for injuries and illnesses.
 4. Evaluate injuries and to provide first aid.

HL131 BLS for Healthcare Providers

- Instructor: E. Chong
- Upon successful completion of this course, students will be able to:
1. Identify how to give assistance in an emergency for adults, children, and infants.
- Dr. M. Santos
2. Demonstrate cardio-pulmonary resuscitation with and without an automated external defibrillator.
 3. Recognize and react to a foreign body airway obstruction.

HL150 Study of Diseases

- Instructor: B. Mafnas
- Upon successful completion of this course, students will be able to:
1. Identify the basic concepts, principles, and characteristics of disease processes.
 2. Recognize and apply terminology pertaining to injuries and the disease process.
 3. Identify the etiology of common diseases.

HL160 Introduction to Pharmacology

- Instructor: B. Mafnas
- Upon successful completion of this course, students will be able to:
1. List drug classifications and give one example of each and describe drug interactions.

2. List official sources of drug standards and legislative acts controlling drug use and abuse.
3. Identify the major classes of antibacterial agents and drugs in each class and describe actions and uses of diagnostic drugs.
4. Verbalize the rationale for supplementation of vitamins and minerals.
5. Explain the concept of immunity and relate the immunization schedule as per the Center for Disease and Control (CDC).
6. State principles related to the medical assistant accountability in the preparation and administration of medications.

HL161 Pharmacological Treatment of Disease

Instructor:
B. Mafnas

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

1. Identify drugs specific to body systems, nervous, cardiovascular, gastrointestinal, respiratory, metabolic, musculoskeletal, integumentary, and reproductive systems.
2. Identify five basic principles of drug actions and explain assessment re-absorption.
3. List three categories of drug administration; state the routes of administration for each category.
4. Differentiate between general and selective types of drug distribution and excretion of drugs.
5. State common safety measures used in the administration of drugs.
6. List the six rights of medication administration.

HL162 Administration of Medications

Instructor:
B. Mafnas

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

1. Demonstrate proficiency in reading and writing numerical values using roman numerals, calculating mathematical problems using addition, subtraction, multiplication and division of fractions, decimal and percentages using conversions, ratios and proportion methods for solving medication problems.
2. Calculate safe dosages of medication for individual patients, given the patients weight and height and recommended dosages.
3. Define the four categories of drug orders and describe the procedure in the clinical setting for taking, recording and transcribing and verifying verbal medication orders.
4. Transcribe medication orders from a doctor's order sheet to medication cards and complete medication profile.
5. Describe and explain procedures for each route of medication administration.
6. Demonstrate giving medications.

HL202 Nutrition

Instructor
D. Crisostomo
Y. Tam

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

1. Identify the major food groups in the food pyramids.
2. Recognize the importance of each basic food group.

3. Recognize factors in formulating good sources of nutrients.
4. Identify the type of nutrients needed over the human life cycle.
5. Explain the correlation among health, nutrition, food preparation and food safety.
6. Discuss the impact of health and exercise in human body and lifestyle

HS – HOSPITALITY

HS140 Menu Planning

- | | |
|-------------------------------|--|
| Instructor:
F. Evangelista | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Demonstrate positive work ethics 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. |

HS150 Welcome to Hospitality

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|----------------------------|--|
| Instructor:
Dr. F. Tung | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Describe all facets of tourism and the hospitality industry. 2. Explain how tourism and hospitality industry segments work together to achieve objectives and goals. 3. Identify career opportunities and describe trends in the tourism and the hospitality industry. 4. Summarize the knowledge, skills, and attitudes required for advancement in the hospitality industry. 5. Critique the descriptive criteria established by American Automobile Association (AAA) and Mobile to evaluate hospitality property rating system. |

HS152 Customer Service

- | | |
|--------------------------|---|
| Instructor:
L. Gamble | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Demonstrate accepted protocol for answering the telephone within 10 seconds: greet the caller, name the location, and identify self. 2. Assess customers' wants and needs through the use of demographics and other database information. 3. Apply appropriate steps to take during a negative customer encounter and turn it into a positive customer service experience. |

HS153 Destination Geography

- | | |
|--------------------------|--|
| Instructor:
L. Gamble | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 1. Demonstrate knowledge in geographical terminology, landforms, weather, countries, and destinations, as it relates to the tourism industry. 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 an emphasis of knowledge based on travel and tour offerings found at that destination site with a power point presentation.

HS155 Basic Hotel and Restaurant Accounting

Instructor:
Dr. F. Tung

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

1. Define and describe bookkeeping and double entry accounting and identify common bookkeeping accounting and tools.
2. Describe the income statement, identify the accounts used to prepare an income statement, define the revenue classification, and explain when a sale is recognized.
3. Describe the income statements and accounting procedures for full-service and fast-food restaurants in accordance with the Uniform System of Accounts for Restaurants.
4. Describe hotel financial statements for external users, and explain the Internal Hotel Income Statement and departmental statement formats recommended by the Uniform System of Accounts for the Lodging Industry.
5. Discuss all budgeting and forecasting related competencies.

HS160 Hospitality Supervision

Instructor:
Dr. F. Tung

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. Describe workplace safety and health programs, including their benefits 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 Sanitation & Safety

Instructor:
Chef K. Dietrichs

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

1. Explain the scientific based research behind the theory of food safety practices.
2. Apply proper food safety principles while working in a foodservice establishment.
3. Prepare, write and institute a Hazard Analysis and Critical Control Point (HACCP) based food safety program in a food service establishment.

HS208 Food & Beverage Service

Instructor:
Dr. F. Tung

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

1. Describe essential attitudes, knowledge and skills needed to become efficient and effective food and beverage employers, supervisors and managers.
2. Identify causes, assess potential solutions, and formulate a plan of action to address all negative moments of truth encountered by guests.
3. Develop an appropriate sequence of service for various food and beverage establishments.
4. Prepare a three day training program and outline training objectives for a fine dining restaurant.
5. Demonstrate knowledge and skills in providing American, English, Russian, and French service in various food and beverage establishments.
6. Evaluate if a food and beverage establishment's service procedure is properly implemented and managed.

HS222 Food & Beverage Cost Control

Instructor:
Dr. F. Tung

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

1. Describe essential attitude, knowledge and skills needed to become efficient and effective food and beverage cost controller.
2. Develop food and beverage standards for various food and beverage establishments.
3. Formulate effective revenue control systems.
4. Design effective labor cost control systems.
5. Calculate and compare actual food and beverage costs to the budgeted food and beverage costs, and suggest plan of actions to address any variances.
6. Evaluate if a food and beverage establishment's food and beverage cost control function, systems and procedures are properly implemented and managed.

HS237 Principles of European Cuisine

Instructor:
Chef P. Kerner

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

1. Demonstrate positive work ethics using practical recipes in a professional kitchen in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations incorporating techniques that utilize tools needed for advanced careers in the culinary arts.
2. Perform skills and tasks associated with the culinary field of Advanced Food Preparation through skill development and application of techniques under pressures associated with the demands in a professional kitchen.
3. Interpret the fundamentals of Advanced Food preparation emphasizing 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.

HS238 Garde Manger

Instructor:

Chef P. Kerner

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

1. Demonstrate positive work ethics using practical recipes in a professional kitchen in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations incorporating techniques that utilize tools needed for advanced careers in the culinary arts.
2. Demonstrate positive work ethics using practical recipes in a professional kitchen in Advanced Food Preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats, for impressive plate presentations that incorporate techniques that utilize the tools needed for advanced careers in the culinary arts.
3. Perform the skills and tasks associated with the culinary field of 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.
4. Interpret the fundamentals of Advanced Food preparation emphasizing 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.

HS244 Baking – Fundamentals of Breads and Baking

Instructor:

Chef K. Dietrichs

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

1. Apply the twelve steps in the baking process from scaling, mixing, bulk fermentation, folding, dividing, pre-shaping, bench resting, shaping, final fermentation, scoring, baking and cooling.
2. Discuss the importance of starters, structure builders, tenderizers, moisteners, and driers used in bread making.
3. Demonstrate the production of flat breads, yeast breads & straight dough's, yeasted preferments, leavening breads, sourdough breads, braiding techniques and decorative breads using various methods.

HS245 Food Production Principles

Instructor:

Chef K. Dietrichs

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

1. Discuss the different types of jobs related to the culinary industry.
2. Demonstrate the proper use of various kitchen equipment, chemicals and cooking techniques in a professional and safe manor.
3. Demonstrate the skills needed to keep a clean kitchen, use proper chemicals, and proper cooking techniques.

HS246 Buffet Service/Catering

- Instructor: Chef K. Dietrichs
- Upon successful completion of this course, students will be able to:
1. Write a theme buffet 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.

HS248 Patisserie – Fundamentals of Patisserie

- Instructor: Chef P. Kerner
- Upon successful completion of this course, students will be able to:
1. Demonstrate positive work ethics using practical recipes in the pastry kitchen patisserie for the production of cakes, puff pastries, creams, and soufflés, for impressive plate presentations and incorporate techniques that utilize tools needed.
 2. Perform skills and tasks associated with the culinary field of patisserie through skill development and application of techniques under pressures associated with the demands in a professional pastry production kitchen.
 3. Interpret the fundamentals of Patisserie food service as emphasis will be placed on the preparation and presentation of the different varieties of pastries.
 4. Demonstrate methods of basic chocolate work, decorating cakes, individual pastries, and plated desserts.
 5. Demonstrate application of mise en place and culinary terms used in Patisserie.

HS249 Advanced Food Preparation

- Instructor: Chef P. Kerner
- Upon successful completion of this course, students will be able to:
1. Demonstrate positive work ethics using practical recipes in a professional kitchen in advanced food preparation for the production of soups, salads, cold foods, fish and sea food, poultry, and meats for impressive plate presentations incorporating techniques that utilize tools needed for advanced careers in the culinary arts.
 2. Perform skills and tasks associated with the culinary field of advanced food preparation through skill development and application of techniques under pressures associated with the demands of a professional kitchen.
 3. Interpret the fundamentals of advanced food preparation as 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

Instructor:
L. Gamble

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

1. Answer questions from clients regarding domestic airline travel: baggage allowance, special in-flight services, medical assistance service, unaccompanied children, and basic information from the American Society of Travel Agents' (ASTA) Air Traveler's Bill of Rights.
2. Apply basic geography skills with an emphasis on major destinations and airports serving North America.
3. Access resources for reservation with an emphasis on how to qualify the client based on their terms which may include: preferences for airline, aircraft, destination, and other pertinent requests.
4. Explain and demonstrate how reservations are made.

HS251B Internet Travel

Instructor:
L. Gamble

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

Instructor:
L. Gamble

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

1. Explain marketing and its evolution in the hospitality and travel industry.
2. Create a package tour with all the required components for that specific marketing tool.
3. Create a marketing plan for a project within the hospitality and tourism industry.

HU – HUMANITIES

HU220 Guam Cultures & Legends

Instructor:
B. San Nicolas

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. Apply basic principles and theories of the Chamorro people and their culture.
3. Develop a deeper understanding/appreciation of the Chamorro people and their culture.

JA – JAPANESE

JA110 Beginning Japanese I

- Instructor: D. Blas
- Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of simple everyday conversations.
 2. Communicate orally in a limited variety of 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

- Instructor: D. Blas
- Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of additional simple everyday 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.

MA – MATHEMATICS

MA085 Fundamentals of Mathematics

- Instructor: T. Hormillosa
M. Mafnas
P. Pangelinan
- 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

- Instructor: T. Blas
T. Hormillosa
G. James
S. Lam
C. Torres II
P. Watson
A. Yao
- 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.

MA108 Introduction to College Algebra

- Instructor: T. Blas
- Upon successful completion of this course, students will be able to:
1. Graph linear equations, linear inequalities and quadratic equations.

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| J. Emmanuel | 2. Solve linear equations, linear inequalities, quadratic equations, linear systems and systems of inequalities. |
| T. Hormillosa | 3. Apply properties of integer and rational exponents to simplify exponential expressions and rational expressions. |
| G. James | 4. Simplify, factor or evaluate monomials, polynomials, radical expressions and rational expressions. |
| J. Jocson | 5. Identify and compute complex numbers. |
| C. Torres II | |

MA110A Finite Mathematics

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| Instructor: | Upon successful completion of this course, students will be able to: |
| F. Blas | 1. Demonstrate understanding of key theories and concepts, applying them to solve questions selected from the following topics: functions and their graphs, linear and quadratic equations, matrices, linear programming, and financial mathematics. |
| M. Chan | 2. Solve problems in Finite Mathematics by completing daily homework assignments in problem solving. |
| S. Lam | 3. Solve problems using appropriate technology, translating problems from one form to another, using various problem solving strategies. |
| | 4. Think critically about Finite Mathematics by applying key theories, concepts, and methods of inquiry in Finite Mathematics to novel problems, to other disciplines, and to situations that require understanding rather than rote memory. |

MA145 Culinary Math

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| Instructor: | Upon successful completion of this course, students will be able to: |
| B. Mead | 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. |

MA161A College Algebra/Technical Mathematics

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| Instructor: | Upon successful completion of this course, students will be able to: |
| M. Chan | 1. Apply essential facts about real numbers, exponents, rules of algebra, coordinate plane, straight lines, and graphs as needed. |
| | 2. Deal effectively with real-world problems by solving equations, inequalities, even equations involving logarithmic or exponential properties by using algebraic, numerical, and graphical methods or through the application of technology when appropriate. |
| | 3. Consider algebraic and graphical methods of solving inequalities. |
| | 4. Approximate polynomial functions or their quotients (rational functions). |
| | 5. Solve systems of linear equations using matrix operations and use linear programming for dealing with optimization problems involving several variables. |

6. Apply basic mathematical concepts and methods involving the concept of sequences, counting processes, probability and mathematical induction

MA161B College Algebra & Trigonometry

- Instructor: F. Blas
- Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of the trig concepts to solve trig exercises and equations.
 2. Determine which definition, concept, and identity should be implemented to find solutions to application problems.

ME – AUTOMOTIVE

ME161B Introduction to Auto Body Painting

- Instructor: E. Tudela
- Upon successful completion of this course, students will be able to:
1. Prepare automobile paint surface for refinishing
 2. Identify single and two-stage finishes
 3. Apply primer or sealer
 4. Determine type and color of paint already on vehicle
 5. Adjust spray gun using fluid, air and pattern control valve

ME171A Auto Body Collision Repair

- Instructor: E. Tudela
- Upon successful completion of this course, students will be able to:
1. Demonstrate effective use of procedures in the repair of automobiles
 2. Analyze damaged panels
 3. Identify the tools and equipment associated with collision repair.

MK – MARKETING

MK123 Principles of Marketing

- Instructor: A. Manzana
- Upon successful completion of this course, students will be able to:
1. Obtain career-sustaining employment in a marketing profession.
 2. Demonstrate preparedness to enter a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.

MK124 Selling

- Instructor: Y. Tam
- Upon successful completion of this course, students will be able to:
1. Demonstrate the principles of selling and demonstrate a professional attitude toward business.
 2. Describe the role of a salesperson as a marketing individual.
 3. Illustrate the responsibilities of a salesperson in performing all managerial functions in the marketplace.
 4. Identify the vital role of professional selling, its relationship to other functions of marketing in the firm and to the success of the business as it operates in the marketplace.

5. Investigate professional opportunities available to those who wish to pursue a career in sales and sales management.
6. Demonstrate the selling process through sales presentations and acquire real sales experience through sales projects.

MK205 Entrepreneurship

Instructor:
R. Skipper

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

1. Demonstrate understanding of 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. Develop a Business Plan and harvesting strategy.
5. Understand the legal organization of a small business and determine the factors necessary to gain a competitive advantage.
6. Determine sources of funding and understand what lenders look for when granting credit and interpret financial reports.

MK206 Retailing

Instructor:
R. Roberson

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. Explain how retailers select and reach their target market through the location decision.
4. Explain a retailer's merchandise buying and handling.
5. Discuss the role of advertising and promotion in the operation of a retail business.

MK207 E-Marketing

Instructor:
R. Roberson

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. Discuss techniques for relationship marketing and customer services on the Internet.
5. Explain why interactivity is a fundamental and vital aspect of an Internet retail strategy.
6. Explain how channels of distribution become factors in determining competitive advantage.

MK224 Advertising

Instructor:
M. Devine

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

1. Develop a comprehensive and effective Advertising Plan.

2. 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 and discuss human behavior.
3. Appreciate the effects 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.

MS – MEDICAL ASSISTING

MS101 Introduction to Medical Assisting

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| Instructor:
K. Uchima | Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Describe the duties and responsibilities of the Medical Assistant. 2. Demonstrate understanding of the importance of law and ethics in health care. |
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MS125 Clinical Office Experience

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| Instructor:
B. Mafnas | Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Practice the application of basic ambulatory care concepts and principles in the performance of actual skills in the back office. 2. Apply routine patient care and assist with patient care, including vision and hearing testing and electrocardiograms (EKGs). 3. Practice preparation and processing of patients and maintenance of equipment and supplies in the clinic. |
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MS140 Administrative Medical Assisting

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| Instructor:
B. Mafnas | Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Demonstrate knowledge of general office procedures as performed by a Medical Assistant (MA) in an office setting 2. Demonstrate basic front office skills in a medical assisting setting. 3. Demonstrate effective communication skills. 4. Pass written tests with 80% or better. |
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MS141 Administrative Medical Assisting II

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| Instructor:
B. Mafnas | Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Demonstrate knowledge of general office procedures as performed by a medical assistant (MA) in an office setting 2. Exhibit professional behavior working in a clinical setting. 3. Demonstrate effective oral communication in scheduling appointments, greeting patients, answering phones, message taking, and communicating with co-workers and peers. |
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4. Handle and properly document incoming and outgoing correspondence for the medical office.
5. Demonstrate proper documentation on patient charts and invoices and explain legal ramifications of improper documentation.
6. Pass all program required competencies with a 90% or better.

MS145 Administrative Medical Assisting Experience

Instructor:
B. Mafnas

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

1. Exhibit professional behavior in working in a clinical setting including effective oral communication in scheduling appointments, greeting patients, answering phones, message taking, and communicating with co-workers and peers.
2. Handle and properly document incoming and outgoing correspondence for the medical office.
3. Explain the difference between the local insurance companies and demonstrate knowledge of varying plans, co-payments and the importance of collection.
4. Explain proper patient documentation and legal repercussions of improper documentation.
5. Demonstrate proper filing of patient charts, invoices, and other documents.
6. Demonstrate the skills needed to properly handle front office procedures.

MS201 Medical Law and Ethics

Instructor:
B. Mafnas

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

1. Demonstrate knowledge and understanding of patient rights.
2. Demonstrate a basic understanding of law and how it applies to the medical field.

MS220 Medical Assisting Specialties

Instructor:
B. Mafnas

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.
3. Adequately prepare room for appropriate procedures.
4. Discuss procedures and expected outcomes.
5. Plan ahead anticipating the physician needs and observe aseptic and sterile techniques.
6. Successfully pass practical skills tests related to medical assistants.

MS221 Medical Assisting Specialties Laboratory

Instructor:
B. Mafnas

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.
3. Adequately prepare room for appropriate procedures.
4. Plan ahead anticipating the physician need and observe aseptic and sterile techniques.

MS225 Medical Assisting Specialties Clinical

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| Instructor:
B. Mafnas | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 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. 3. Plan ahead anticipating the physician needs and observe aseptic and sterile techniques. 4. Discuss the diversity of clinical settings. |

NU – NURSING

NU110 Nursing Foundations

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| Instructor:
R. Loveridge | Upon successful completion of this course, students will be able to: |
| D. Manglona | <ol style="list-style-type: none"> 1. Utilize the nursing process in the assessment, planning, implementation, and evaluation. 2. Practices 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

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| Instructor:
J. Avery | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 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 applying a variety of interpersonal and communication skills as it relates to mental health. 3. Demonstrate knowledge of the history of psychiatric nursing. 4. Explain the Five Axis System of diagnosis and identify the most common Axis I and Axis II disorders. 5. Demonstrate knowledge of generic and brand names of the commonly prescribed drugs for psychiatric/mental health disorders. |

NU160 Pharmacology for Practical Nurses

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| Instructor:
D. Manglona | Upon successful completion of this course, students will be able to: |
| | <ol style="list-style-type: none"> 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. |

NU220 Adult Medical-Surgical Nursing

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| Instructor: | Upon successful completion of this course, students will be able to: |
| D. Cruz | 1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of medical-surgical conditions. |
| R. Loveridge | 2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to medical-surgical procedures. |
| C. Reilly | 3. Apply problem-solving and critical thinking skills. |
| | 4. Apply a variety of interpersonal and communication skills. |

NU230 Maternal/Newborn Concepts & Skills

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| Instructor: | Upon successful completion of this course, students will be able to: |
| R. Loveridge | 1. Perform comprehensive physical assessments and relate assessment data to the disease process. |
| G. Almonte | 2. Identify and prioritize patient problems from assessment data. |
| D. Manglona | 3. Formulate appropriate nursing diagnosis(s) related to patient's assessment data and develop a plan of care identifying specific nursing interventions appropriate for identified problems. |
| | 4. Assess effectiveness of interventions in resolving problems and meeting patient needs. |
| | 5. Utilize comprehensive discharge assessment to identify educational support needs of patient prior to discharge. |
| | 6. Identify age and cultural variations within assessment data collection and within a specific plan of care. |

NU240 Pediatric Nursing Concepts & Skills

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| Instructor: | Upon successful completion of this course, students will be able to: |
| C. Reilly | 1. Demonstrate skills in the preparation of children at different developmental stages for procedures within the scope of a licensed practical nurse (LPN). |
| G. Almonte | 2. Demonstrate proper assessment of vital signs from infancy through adolescence and analyze the effectiveness of selected nursing interventions. |
| D. Manglona | 3. Perform supportive pediatric procedures in the lab and clinical setting including the measuring and recording of input and output. |
| | 4. Demonstrate proper positioning of an infant for lumbar puncture, venipuncture, and Intravenous (IV) therapy. |
| | 5. Collect urine and stool from client who range in age from infancy to adolescence |
| | 6. Calculate and administer recommended doses of medication safely. |

NU280 Nursing Trends

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| Instructor: | Upon successful completion of this course, students will be able to: |
| G. Almonte | 1. Prepare a resume and discuss how to prepare for a job interview. |
| | 2. Identify current trends and issues in the healthcare industry. |
| | 3. Review and discuss ethical codes developed by the National Federation of Licensed Practical Nurses. |

NU281 NCLEX-PN Review and Transition

Instructor: R. Loveridge	Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Correctly apply to take the NCLEX-PN exam.2. Demonstrate a commitment in reviewing the content of an LPN program.3. Apply test-taking strategies.4. Utilize the nursing process in the assessment, planning, implementation, and evaluation of given case studies.5. Apply problem-solving and critical thinking skills as it relates to the preparedness to take the NCLEX-PN exam.
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NU292 Practical Nursing Clinical

Instructor: D. Manglona	Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Meet the eligibility requirements to take the National Council Licensure Examination – Practical Nurse (NCLEX-PN) exam in order to become licensed practical nurses (LPNs) or to enter more advance degree nursing programs.
R. Loveridge C. Reilly	<ol style="list-style-type: none">2. Display professionalism in performing LPN duties.3. Utilize the nursing process for all patient-encounter time for the assessment, planning, implementation, and evaluation of medical-surgical conditions within the LPN scope of practice.4. Employ therapeutic nursing interventions while in clinical setting as it relates to medical-surgical procedures within the LPN scope of practice.5. Apply problem-solving, interpersonal, communication, and critical thinking skills in patient care settings within the LPN scope of practice.6. Pass the National League of Nursing (NLN) NCLEX Diagnostic Readiness test at 85% accuracy.

OA – OFFICE TECHNOLOGY

OA101 Keyboarding Applications

Instructor: J. Arceo S. Balbin R. Bamba	Upon successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Demonstrate knowledge of computer terms.2. Demonstrate how to start and exit a word processing program.3. Develop key stroke techniques locating the alphabetic keys, number, symbol, function, and computer-specific keys.
B. Bouchard-Miller	<ol style="list-style-type: none">4. Navigate in both a Windows and non-Windows environment with speed and accuracy.
J. Cruz-Jones	<ol style="list-style-type: none">5. Create and format personal/business letters in block and modified block style, reports, posters, and tables.
M. Mariano	<ol style="list-style-type: none">6. Develop desirable interpersonal skills, work habits, and attitudes for the workplace.
P. Johns L. Torres Santos	

OA103 Filing Systems

- Instructor: S. Balbin
- Upon successful completion of this course, students will be able to:
1. Index code, and arrange personal names, business names, and organization names in correct filing order.
 2. Index using numeric filing methods, geographic location filing methods, subject filing methods, and computer databases.

OA109 Business Math Using Excel

- Instructor: J. Cruz-Jones
- Upon successful completion of this course, students will be able to:
1. Perform computations involving whole numbers, decimals, fractions, and percents.
 2. Prepare bank statement reconciliations.
 3. Calculate the components of payroll.
 4. Solve simple interest and compound interest problems.
 5. Use Excel to solve business problems.

OA211 Business Communication

- Instructor: C. Sison
- Upon successful completion of this course, students will be able to:
1. Write effective business memos, letters and reports.
 2. Develop a practical job search strategy, including writing successful resumes and cover letters.
 3. Demonstrate effective interpersonal communication skills.

OA220 Spreadsheet Systems

- Instructor: S. Balbin
- Upon successful completion of this course, students will be able to:
1. Create, save, retrieve, edit, format, and print and electronic worksheet using formulas, built in functions, and charts.
 2. Create and manipulate electronic spreadsheet databases, templates, and macros.
 3. Integrate with other office applications, collaborate and secure data.

OA240 Machine Transcription

- Instructor: J. Cruz-Jones
- Upon successful completion of this course, students will be able to:
1. Develop the ability to think and use judgment while keying correspondence.
 2. Demonstrate proper techniques of transcription to produce mailable business documents.
 3. Apply correct spelling, grammar usage, and style to documents.
 4. Examine and use appropriate reference materials.

OA250 Office Procedures

- Instructor: J. Cruz-Jones
- Upon successful completion of this course, students will be able to:
1. Develop an understanding of the responsibilities, professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.

2. Develop skills in completing tasks commonly performed in an office setting; including, answering the telephone, faxing, using e-mail, and reprographics.
3. Enhance communication and interpersonal skills.
4. Work independently and as a member of an internal team.
5. Be resourceful in obtaining, organizing, evaluating, and managing information.

PS – POLITICAL SCIENCE

PS140 American Government

Instructor:
B. Sison

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

1. Demonstrate 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 structures 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 understanding of Guam's system of government.

PY – PSYCHOLOGY

PY100 Personal Adjustment

Instructor:
K. Sukola

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. Understand the impact societal expectations have on human behavior.
5. Recognize and evaluate the factors affecting individual choices and their effects on one's self and adjustment within society.

PY120 General Psychology

Instructor:
J. Armstrong

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

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| <p>A. Leon Guerrero
B. San Nicolas</p> | <ol style="list-style-type: none"> 1. Demonstrate familiarity with the major concepts, theoretical perspectives and historical trends in psychology. 2. Demonstrate the ability to apply psychology principles and theories. 3. Demonstrate an appreciation for the uniqueness of the individual. 4. Discuss and explain the major developmental theories of psychology. |
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5. Demonstrate proficiency in written communication, critical thinking, and oral communication as it relates to the field of psychology.

PY125 Interpersonal Relations

Instructor: P. Leon Guerrero	Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 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.
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SI – SCIENCE

SI103 Marine Biology

Instructor: J. Kerr	Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Describe key chemical, biological, geological, and ecological processes that affect the marine environment and organisms therein. 2. Identify and classify common marine organisms. 3. Explain the effects of factors such as climate change, pollution, and over-fishing in marine ecosystems, as well as reflect on their roles in these issues. 4. Employ basic methods and observations to collect data, present results graphically, and interpret results to form conclusions. 5. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams. 6. Demonstrate their ability to complete a research paper including correct citation of sources and presentation of their research. OR Plan and execute a service learning project that will include incorporating course information with service experience in a written reflection and presentation.
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SI110 Environmental Biology

Instructor: T. Hormillosa	Upon successful completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Describe key chemical, biological, ecological, and atmospheric processes that affect organisms, with an emphasis on tropical island environments.
J. Jocson	<ol style="list-style-type: none"> 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.
J. Kerr	<ol style="list-style-type: none"> 3. Appreciate and explain the interconnectedness of species and the importance of maintaining biodiversity. 4. Demonstrate their ability to gather and analyze data, present results graphically, interpret results and form conclusions. 5. Demonstrate and integrate knowledge and observations obtained from lectures, labs and field trips in written reports, quizzes and exams.

6. Demonstrate their ability to conduct a literature search on a chosen topic, correctly cite appropriate sources (avoid plagiarism), and develop a conclusion by completing a research paper and oral presentation. OR (in Kerr's class only) Plan and execute a service learning project, incorporate course information with service experience in a written reflection, and give a presentation of their service learning project.

SI141 Applied Physics I

Instructor:
M. Chan

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. Explain 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 employ proper procedure to solve the problem applying all physical rules and formulas correctly.

SM – SUPERVISION & MANAGEMENT

SM108 Introduction to Business

Instructor:
B. Sgambelluri

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

1. Jump start their business careers by learning how to prepare scanner friendly, one page resumes in chronological, functional, and results-oriented formats.
2. Integrate a web-based learning environment with the limitless resources of the Internet and the convenience of anytime learning via CD ROM and Internet assignments.
3. Explain the private enterprise system and describe the roles of business, competitors, and entrepreneurs within the system.
4. Explain how ethics and social responsibility affect the learner's business decision process.
5. List the stages in the development of ethical standards, and relate the ways government regulation affects business ethics and social responsibility.

SM208 Personnel Supervision

Instructor:
P. Pangelinan

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

B. Sgambelluri

1. Describe, evaluate, and compare the schools of management thought: scientific, functional, human/behavioral, and quantitative/systems approaches.
2. Summarize and interpret the functions of supervision/management: planning, organizing, staffing, leading, and controlling as they relate to first-line supervision.

3. Apply contemporary communication techniques—vital links in supervisory management.
4. Interpret and apply motivational principles as used in the work place.
5. Apply knowledge and skills of solving problems in decision making.

SM215 International Management

Instructor:

B. Sgambelluri

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

1. Develop and apply cross-cultural ethics, social responsibility, communications, business practices, negotiations, decision making, leadership, and motivation techniques.
2. List various international structures and explain how other country factors such as legal, political/governmental, economic, and technological systems affect the managerial process.
3. Develop strategies for internationalizing business operations.
4. Analyze options for developing global managers for international operations.
5. Develop ways to control management results against cultural global performance standards.

SM220 Management Skill Development

Instructor:

B. Sgambelluri

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

1. Explain and apply the traditional four functions of management: planning, organizing, leading, and controlling.
2. Develop strategies to manage change, stress, and innovation.
3. Explain the foundations of individual and group behavior.
4. Apply motivation techniques and employee rewards.
5. Appraise and apply communication and interpersonal skills.

SM225 Leadership

Instructor:

B. Sgambelluri

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

1. Describe and discuss leadership theories and concepts and how to apply this to skill development exercises.
2. Evaluate leadership development skills applicable in today's business environment.
3. Evaluate self-assessment exercises as it applies to leadership principles.
4. Apply behavior models: how-to steps for handling day-to-day leadership functions.
5. Measure and compare the four models to determine the appropriate leadership styles for team development.
6. Assess manager personality profile and examine the application of manager profile to leadership potential.

SM230 Business Law Applications

Instructor:

B. Sgambelluri

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

1. Discuss business ethics and social responsibilities.

2. Apply intellectual property and Internet law in cyberspace transactions and explain new legal concepts of cyber law.
3. Distinguish between crimes and torts.
4. Distinguish among the nature and classes of real and personal property.
5. Explain the nature and classification of contracts, draft basic contracts and distinguish among the nature and classes of negotiable instruments.
6. Summarize debtor-creditor relationships.

SM240 Employment & Labor Law

Instructor:
B. Sgambelluri

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

1. Discuss the Development of American Labor Unions, the National Labor Relations Board, and the National Labor Relations Act (NLRA).
2. Demonstrate how unfair labor practices by employers and unions in collective bargaining may subject them to federal liabilities.
3. Illustrate the enforcement and administration of the collective agreement specifying the rights of union members.
4. Evaluate common-law employment issues addressing the doctrine of employment-at-will.
5. Interpret the most common exception to wrongful discharge—the public policy exception.
6. Discuss and summarize how the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Title VII of the Civil Rights Act prohibit discrimination.

SM245 Ethics & Stakeholders Management

Instructor:
A. Erguiza

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

1. Discuss the concept of stakeholder management and describe ethical standards in management identifying its role in contemporary business practices.
2. Evaluate social and ethical issues and explain how they drive the strategic management decision.
3. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.
4. Outline the characteristics of the new social contract between employers and employees.
5. Discuss the principal ways in which shareholder activism exerts pressure on corporate management to improve governance.

SO – SOCIOLOGY

SO130 Introduction to Sociology

Instructor:
J. Armstrong

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

1. Identify how societies instill values in individuals, families and groups.

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| J. Munoz | 2. Describe how other societies objectively utilize sociological imagination. |
| M. Reidy | 3. Use language, techniques, and strategies appropriate for effective public speaking presentations. |
| B. San Nicolas | |

SS – SOCIAL SCIENCES

SS081 US History I

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| Instructor: | Upon successful completion of this course, students will be able to: |
| J. Armstrong | <ol style="list-style-type: none"> 1. Trace the settlement of the New World by Native Americans and describe their societies, life styles, and achievements prior to the coming of the Europeans. 2. Describe the European voyages of discovery and the resultant development of colonies, including the effect on Native American societies. 3. Explain the circumstances and forces which compelled the colonies to seek independence. 4. Describe the importance of the Louisiana Purchase, the War of 1812, and the Mexican War. 5. Discuss the economic, political and social origins of slavery as well as the related issues that led to the Civil War. 6. Explain the military strategies, key battles and leaders during the Civil War and describe the process of Reconstruction and its legacy. |

SS091 Multicultural Workplaces

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| Instructor: | Upon successful completion of this course, students will be able to: |
| J. Armstrong | <ol style="list-style-type: none"> 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 cultural groups on Guam Community College and their values 4. Practice enhanced human relation skills related to the workplace 5. Demonstrate effective communication and conflict resolution skills. |

SS099 Student Success Seminar

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|-------------|--|
| Instructor: | Upon successful completion of this course, students will be able to: |
| S. Baza | <ol style="list-style-type: none"> 1. Acquire skills necessary to become a successful student. 2. Demonstrate skills needed to prepare for, seek, and obtain employment. 3. Demonstrate skills necessary for locating, evaluating, and interpreting information about career opportunities. |

VC – VISUAL COMMUNICATIONS

VC101 Introduction to Visual Communications

Instructor:
R. Maiquez

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 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 perceptual theories.
5. Develop understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.
6. Demonstrate knowledge of the ethical and legal standards regarding the uses of graphic design and images and computer applications.

VC102 Design Principles and Elements

Instructor:
P. Healy

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

1. Demonstrate understanding of the principles and elements of design applying them to a variety of graphic design and advertising work assignments.
2. Apply procedures to solve design problems while considering the factors of materials, tools (computer, camera), style, choice and creative license.
3. Recognize and apply the elements of graphic design including space, line, shape, value, texture, color, balance, contrast and variation.
4. Use basic analog (drawing) and digital (computer) methods to create graphic design projects.
5. Select effective typography and text composition in graphic design.
6. Conceptually describe the meaning of text and image in combination and demonstrate an understanding of three-dimensional design.

VC125 Digital Graphics: PhotoShop

Instructor:
N. Cepeda

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

1. Apply the principles of good graphic design to computer graphic projects.
2. Navigate with the tools of PhotoShop to create and edit graphics for print and for the web.
3. Employ basic photo and scan editing and corrections including cloning, healing and patching.
4. Use layers, masks paths and channels to produce graphic images.
5. Differentiate between vector and raster (bit-map) graphics.
6. Prepare images for two-color printing and produce and print consistent color including optimizing web images and image maps.

VC126 Digital Graphics: Illustrator

Instructor:
N. Cepeda

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

1. Apply the principles of good graphic design to computer graphic projects.
2. Demonstrate use of the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.
3. Work with type including creation of type, type mask, formatting and wrapping text.
4. Combine Illustrator graphics and PhotoShop images.
5. Draw cylinders and boxes using gradients and brushes to draw shapes and objects.
6. Create images for web publication including exporting in Graphics Interchange Format (GIF) and the Joint Photographic Experts Group (JPEG) format.

VC131 Desktop Publishing

Instructor:
P. Parvin

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

1. Demonstrate critical thinking skills related to resolving both visual and non-visual communications problems in using various technologies and techniques.
2. Demonstrate solutions for communication issues with analyses of both visual and non-visual in storage and retrieval of the data.
3. Demonstrate operational levels of skills in all areas of explored technologies in the Visual Communication Media Studies Program.
4. Research, produce, and organize written justification and rationale regarding specific projects.
5. Demonstrate applied knowledge of various industries and industrial applications of visual communications in a student program portfolio.

VC141 Web Design

Instructor:
M. Devine

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

1. Produce a simple multi-page website.
2. Create a personal portfolio website.
3. Re-design an existing business website employing current practices of web site graphics and using effective web site typography.
4. Write simple HTML/XHTML code.
5. Create Cascading Style Sheets [CSS] and rollover buttons.
6. Upload websites and modifications to web servers.

VC145 Macromedia Suite

Instructor:
M. Devine

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

1. Employ current practices of web site graphics.
2. Use effective web site typography.
3. Use HTML/XHTML code and CSS.
4. Demonstrate advanced design techniques with Fireworks.
5. Design and create animations including animated maps with Flash.

6. Include movies and filmstrips in web pages and create web site photo viewers.

VC161 Video I

Instructor:
J. Terbio

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

1. Plan and create storyboards for video productions and shoot video according to plans.
2. Operate a variety of video cameras and use a variety of camera moves with hand-held and studio cameras.
3. Demonstrate use of a variety of industry standard shots.
4. Employ a variety of microphones and audio mixers used in audio recording.
5. Employ simple computer digital editing including titling and audio dubbing.
6. Produce simple video productions from planning through editing.

VC165 Digital Editing: Final Cut Pro

Instructor:
D. Macaluso

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

1. Use common vocabulary of digital video editing.
2. Use the tools, commands and procedures of Final Cut Pro.
3. Capture video and import audio into the computer to establish the content for the editing process.
4. Cut up shots and build video sequences of shots, apply animation to incorporate motion to still images, add and edit voice and music tracks, and create titles and credits in a variety of styles.
5. Convert video to various final export formats including Digital Video Disc (DVD) and the Web.
6. Create a story, shoot it using various camera skills obtained in VC161 and edit it using Final Cut Pro.

VC172 Imaging Concepts and Elements

Instructor:
R. Golding

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

1. Use common vocabulary and terms as it relates to cameras, scanners, and digital imaging.
2. Recognize and apply the elements of effective aesthetic composition to produce effective 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 PhotoShop, Aperture and the software included with scanners and other basic computer editing applications.

VC201 Project Management and Marketing Solutions

Instructor:
R. Skipper

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.

WE – WELDING

WE228 Basic Metallurgy

Instructor:
R. Balajadia

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

1. Demonstrate understanding of basic terminology involved with metallurgy.
2. Demonstrate basic methods and processes involved in metallurgy.
3. Demonstrate knowledge of the elements that contribute to characteristics of alloy steel.