



Success begins Here

GUAM COMMUNITY COLLEGE
CONTINUING EDUCATION &
WORKFORCE DEVELOPMENT

ACADEMIC YEAR
2015-2016
C A T A L O G

GCC

GUAM COMMUNITY COLLEGE

Kulehon Kumunidát Guáhan

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GCC MISSION STATEMENT

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

Sinangan Misión (Chamorro translation)

Sinangan Misión: Guiya i Kulehon Kumunidât Guåhan, i mas takhilo' mamanan finache'cho' yan i teknikât na kinahulo' i manfáface'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafanángui yan i fina'na'guen cho'cho' gi iya Maikronesiha.

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

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



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

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



We take great pride in working hand-in-hand with our industry leaders and business professionals to ensure the training we provide is relevant to the current business environment, and of the highest quality in all of Micronesia. Our various courses are specific and short-term, and are designed for the working professional. We also offer extensive testing opportunities for individuals interested in seeking national certificates and licenses. If you are simply seeking to enrich your life through learning, we offer a wide variety of classes for you to explore as well.

The Continuing Education & Workforce Development Office is located in Room 2123 on the 1st floor of the Administration Building (Bld. 2000) on the Guam Community College Campus. For more information about our professional trainings, enrichment courses or room rental rates, please contact Continuing Education & Workforce Development at 671-735-5640/5574 or send us an email at learning4life@guamcc.edu. You can also visit our web site at <http://guamcc.edu/Runtime/facilitiesrental.aspx>

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



Rowena Ellen Perez
Assistant Director

GENERAL INFORMATION

CONTINUING EDUCATION AND LIFELONG LEARNING

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

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

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

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

1. CEU credit is for career enrichment/advancement. At no time will CEU credit by itself be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by GCC.
2. CEU contact hours can be structured within a regular credit course, provided that the standard of ten contact hours to one CEU equivalency is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
3. CEU programs will be governed by the same standards that GCC imposes on regular programs. GCC will have direct quality and fiscal control over all CEU activity within the institution.
4. CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

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

1. One CEU is defined as ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors.
2. Program objectives, content, format; methods of instruction, methods of evaluation and program schedules will be established prior to the determination of the number of contact hours and appropriate CEUs. CEUs do not convert to degree credit. CEUs may be integrated into regular credit course work but must be approved on a course-by-course basis by GCC's Vice President for Academic Affairs.
3. Permanent records for individual participants in CEU programs will be kept.
4. Course fees will be negotiated between the requesting agency, organization or individuals and GCC.
5. Review, evaluation and approval of CEUs for an educational experience are the responsibility of the Office of Continuing Education & Workforce Development. Contact us at (671) 735-5574.

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

requirements. A student taking the course will sign an acknowledgement that the course may not now or ever be used toward a degree or certificate.

Certificate Replacement

A fee of \$15.00 will be charged for the replacement of an original certificate that has been awarded to a student for successfully completing a course or training program offered through the Office of Continuing Education & Workforce Development. A \$35.00 fee will be charged should a student request to have the certificate replaced and mailed. The certificate will be mailed via USPS priority shipping and handling.

Refund Policy

Refunds are automatically processed for ALL COURSES OR EVENTS by the College if a course or event is CANCELLED. All students are obligated to pay for registered courses unless they officially withdraw/drop the course(s) on or before the first day of the class. If students do not officially withdraw from courses or events on or before the first day of the class or event, they will be liable to pay for the full amount of tuition and fees even if they did not attend classes or event. The refund policy will be applied as follows for a continuing education and workforce development course or event offered:

1. If official withdrawal occurs on or before the first day of course or event, 100% of the tuition, special fees and laboratory fees will be refunded.
2. If official withdrawal occurs before a 1 day course or event, 100% of the tuition, special fees, and laboratory fees will be refunded.
3. No refunds will be made on the day of a one (1) day course or event.
4. No refunds will be made after the first day of the course or event.
5. All requests for refunds are initiated at Continuing Education & Workforce Development, Room 2122/23 at the Student Services & Administration Building 2000 by officially dropping or withdrawing from classes or events.

**NON-CREDIT (NC)
CONTINUING EDUCATION
UNITS (CEUs)**

ABE/CABE - ADULT BASIC EDUCATION

CABE 030 BASIC SKILLS READING (NC)

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS pretest scores fall in the 201-210 range. ABE030 Reading is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course offerings: Fall and Spring semesters.

Student Learning Outcomes

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

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

CABE 040 LOW INTERMEDIATE READING (NC)

This course is designed to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 211 - 220 range. ABE040 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course Offerings: Fall and Spring semesters.

Student Learning Outcomes

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

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

CABE 041 LOW INTERMEDIATE MATH (NC)

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 211 - 220 range. ABE0 41 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and enroll in GED051 Math to prepare for GED Math test. Course Offerings: Fall and Spring semesters.

Student Learning Outcomes

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

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

CAEM 020 MATHEMATICS LEVEL B (NC)

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

Student Learning Outcomes

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

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

CEAD 1100 BASIC SKILLS READING (NC)

This course offers adults 16 years of age and older, the opportunity to gain key skills and knowledge essential pre-General Education Development (GED)-level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practice exercises in reading, mathematics computations, communication, writing and employment skills. Basic Skills provides practice exercises in reading skills. The course introduces Basic English conversation and literacy skills; develops in listening, speaking, reading and writing skills necessary to basic survival needs. Concentration is on the following topic areas; general information, social skills, community skills, and employment skills. Grammar points are integrated as appropriate. Focus is on vocabulary acquisition and beginning listening and literacy skills.

Student Learning Outcomes

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

1. Demonstrate understanding of the Basic Skills in reading.
2. Develop inferences and logical conclusions from reading passages.
3. Identify the main idea and supporting details of a reading selection.
4. Demonstrate reading and comprehension of simple texts on familiar topics (e.g. short narratives, basic consumer materials)
5. Interpret basic sentence structure, familiar vocabulary, and grammar (e.g. statements, questions, negatives; adjectives modifying nouns).

CEAD 1101 BASIC SKILLS MATH (NC)

This course focuses on the four basic math operations, with whole numbers, fractions and decimals. This course offers adults 16 years of age and older, the opportunity to gain key skills and knowledge essential for pre-General Education Development (GED)-level work sufficient to enroll in a high school or GED preparation course. Basic Skills provides practice exercises in mathematic computations.

Student Learning Outcomes

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

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

CEAD 1115A ABE HIGH INTERMEDIATE (READING) (NC)

All Adult Basic Education (ABE) courses cover the same basic kinds of material. The focus in all programs is on developing students' spoken, computational, and written communication skills, increasing their level of general knowledge, and assisting them in meeting such life goals as securing better employment, obtaining citizenship, earning a driver's license, acquiring a secondary credential, transitioning to postsecondary education, or participating more in the civic and community activities. To that end, the subjects covered include reading, writing, science, social studies, and math at all levels, with the addition of such subjects as social studies, science, and arts at more advanced levels. Students may also spend time learning test-taking strategies. This course assists adult learners in the mastery of the skills and content necessary to earn a secondary credential, enhance their employability, increase their ability to participate in the life of the communities, and gain greater control over their lives.

Student Learning Outcomes

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

1. Express written ideas and feelings through short stories, journals, and short papers using different techniques to organize their writing.
2. Explore the similarities and differences between fiction and non-fiction.
3. Read poetry and drama identifying patterns and interpreting literature.
4. Understand information surrounding the birth and development of the United States, and its territories.
5. Evaluate geographical information and behaviors in a given population.

CEAD 1115B ABE HIGH INTERMEDIATE MATH/SCIENCE (NC)

This course offers learners who are 16 years of age and older, who are not enrolled in school and have not completed high school, the opportunity to strengthen their reading, writing, math, science, social studies, as well as graphic literacy and critical thinking skills. This course provides practice exercises in mathematic computations; assists adult learners in the mastery of the skills and content necessary to earn a secondary credential, enhance their employability, increase their ability to participate in the life of their communities, and gain greater control over their lives.

Student Learning Outcomes

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

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

CEAD 1120 BASIC SKILLS READING (NC)

This course offers adults 16 years of age and older the opportunity to gain key skills and knowledge essential pre-General Education Development (GED)-level work sufficient to enroll in a high school or GED preparation courses. Basic Skills Reading provides practice exercises in reading skills. The course introduces Basic English conversation and literacy skills; develops in listening, speaking, reading and writing skills necessary to basic survival needs. Concentration is on the following topic areas; general information, social skills, community skills, and employment skills. Grammar points are integrated as appropriate. Focus is on vocabulary acquisition and beginning listening and literacy skills.

Student Learning Outcomes

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

1. Demonstrate Basic Skills in reading.
2. Develop inferences and logical conclusions from reading passages.
3. Identify the main idea and supporting details of a reading selection.
4. Demonstrate comprehension of simple texts on familiar topics (e.g. short narratives, basic consumer materials).
5. Interpret basic sentence structure and grammar (e.g. statements, questions, negatives, adjectives, modifying nouns).

CEAD 1124 ABE LANGUAGE ARTS (NC)

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

Student Learning Outcomes

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

1. Demonstrate mastery of skills needed to earn a secondary credential.

2. Discuss strategies to improve chance of future employability.
3. Identify ways to be civically engaged or participate in community service.

BE - BUSINESS EDUCATION

CEIN 523 ETHICS IN GOVERNMENT PROGRAM PL 28-76 (0.4 CEU)

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

Student Learning Outcome

Upon successful completion of this course, students will be able to fully comprehend the roles and responsibilities of a Government of Guam Board member as espoused in PL 28-76.

CEIN 546 BASIC SKILLS TRAINING FOR BOARD & COMMISSION MEMBERS (1.5 CEUs)

This course is designed to provide a general knowledge base of the roles and responsibilities of board and commission members. The topics discussed include: Ethics in Government, Roberts Rules of Order, Policy Making & Micro-management, Open Government, FOIA Requests, and Procurement.

Student Learning Outcomes

Upon successful completion of this training, students will have a general understanding of:

1. Ethics in Government
2. Roberts Rules of Order
3. Policy Making & Micro-management
4. Open Government
5. FOIA Requests
6. Procurement

C_BE 100 BASIC FINANCIAL MANAGEMENT (NC)

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

Student Learning Outcomes

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

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

C_BE 101 PROCUREMENT BASIC TRAINING: FUNDAMENTALS AND PRINCIPLES (1.8 CEUs)

The purpose of the course is to provide an introduction to, and an understanding of, the public and procurement processes in general and the Guam procurement law in particular.

Student Learning Outcomes

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

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

C_BE 102 PROCUREMENT BASIC TRAINING: THE SOLICITATION PROCESS (1.8 CEUs)

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

Student Learning Outcomes

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

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

C_BE 103 PROCUREMENT BASIC TRAINING: THE PROCUREMENT REVIEW AND REMEDIES (1.8 CEUs)

This course covers the legal aspects of the dispute and review processes of the procurement law, and the remedies available. This course will examine the three types of disputes cognizable under the Procurement Act. The most talked-about dispute is over the solicitation or award of contracts, and this will be taken up in the detail of the law and regulation. The examination of each type of procurement dispute will begin with the agency-level dispute, progress to administrative review, if any, and introduce students to the judicial review process. Discussion of each dispute matter will include a look at the remedies available under the Procurement Act and other laws. Time permitting; the course will take a practical look at reviewing proposed procurement legislation to hone student's understanding of the entire procurement process. Prerequisite: C_BE101 Procurement Basic Training: Fundamentals and Principles

Student Learning Outcomes

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

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

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

This course covers the management and administration of the procurement process, from inception to contract termination and close-out. This course will introduce students to how the government can get the biggest bang for its buck. This course departs from the intense study of Guam procurement law found in other procurement courses, and puts the student's management, accounting and administrative skills to task. The course will examine some of the best practices of the Federal government, based on certain Federal Acquisition Rules, for determining agency needs, conducting market research and assuring quality performance. It will take a second look at allowed contract clauses and the means of contract enforcement and termination. Students will learn the need and benefit to establishing an accountability procurement record and audit trail. Prerequisite: C_BE101 Procurement Basic Training: Fundamentals and Principles

Student Learning Outcomes

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

1. Know how to plan a procurement solicitation, from inception of a notion of need to preparation of specifications.

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

C_BE 201 WORKFORCE DEVELOPMENT (NC)

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

Student Learning Outcomes

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

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

CS - COMPUTER SCIENCE

C_CS150 MICROSOFT APPLICATIONS FOR THE WORKPLACE (NC)

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

Student Learning Outcomes

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

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

C_CS 245 MICROSOFT® WINDOWS 7 (1.5 CEUs)

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

Student Learning Outcomes

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

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

C_CS 281 MICROSOFT® OFFICE WORD 2010 (NC)

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

Student Learning Outcomes

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

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

C_CS 288 MICROSOFT® OFFICE EXCEL 2010 EXPERT (NC)

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

Student Learning Outcomes

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

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

CETE 3034 OUTLOOK 2007 (NC)

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Student Learning Outcomes

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

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

CETE 3053 EXCEL 2007 (NC)

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You know want to migrate that data to an electronic format.

Student Learning Outcomes

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

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

CT - CONSTRUCTION TRADES

CEIN 483 LEVEL I WATER DISTRIBUTION CERTIFICATION (4.5 CEUs)

This course is designed to train operators in the practical aspects of operating and maintaining water distribution systems, emphasizing safe practices and procedures and to prepare for level I Water Distribution Certification. Topics include the role and duties of water distribution system operators, procedures for operating and maintaining clear distribution system operators, procedures for operating and maintaining clear wells and storage tanks, components and characteristics of distribution system facilities, operating and maintaining distribution systems, maintaining distribution systems, maintaining water quality in the system, disinfecting new and repaired facilities as well as water delivered to consumers and techniques for recognizing hazards and developing safe procedures and programs. Operators learn to analyze and solve problems when they occur and perform mathematical calculations commonly associated with operating a distribution system.

Student Learning Outcomes

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

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

C_CT 100 BASIC HOME IMPROVEMENT: PAINTING (NC)

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

Student Learning Outcomes

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

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

C_CT 101 BASIC HOME IMPROVEMENT: CARPENTRY (NC)

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

Student Learning Outcomes

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

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

C_CT 102 BASIC HOME IMPROVEMENT: PLUMBING (NC)

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

Student Learning Outcomes

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

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

C_CT 103 BASIC HOME IMPROVEMENT: TILING (NC)

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

Student Learning Outcomes

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

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

C_CT 104 BASIC SKILLS IMPROVEMENT: ELECTRICAL (NC)

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

Student Learning Outcomes

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

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

C_CT 106 BASIC HOME IMPROVEMENTS (NC)

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

Student Learning Outcomes

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

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

ED - EDUCATION

CEIN 518 HOLIDAY FUN & LEARNING CONFERENCE (1 CEU)

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

CEIN 521 BIRTH & BEGINNING YEARS (1 CEU)

This training uses carefully selected multicultural children's books to initiate discussion and health information sessions for expectant and new parents, including related to substance abuse, adolescent pregnancy and emergent literacy.

CEIN 522 STORY EXPLORING (1 CEU)

This training helps teachers and caregivers build children's reading and critical thinking skills using a variety of books. The training uses discussion questions and activities to foster creative thinking and problem solving skills, nurture a love of books, and aid in the development of comprehension skills. It also includes a variety of language skill-building activities in reading, writing, listening, and speaking.

CEIN 525 LITERACY – PHYSICAL HEALTH (1 CEU)

This training improves literacy related to physical health development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.

CEIN 526 LITERACY – MATH (1 CEU)

This training improves literacy related to math development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.

CEIN 527 LITERACY – SOCIAL & EMOTIONAL (1 CEU)

This training improves literacy related to social and emotional development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.

CEIN 528 LITERACY – COGNITIVE & CREATIVE (1 CEU)

This training improves literacy related to cognitive and creative development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.

CEIN 529 LITERACY– READING & WRITING (1 CEU)

This training improves literacy related to reading and writing development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.

CEIN 530 LITERACY – SCIENCE (1 CEU)

This training improves literacy related to science development in the early childhood years by providing specialized training for those working in daycare centers and in-home providers on Guam.

CEIN 531 BABY SIGNS (1 CEU)

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

CEIN 537 WORKING WITH CHALLENGING BEHAVIORS (1 CEU)

This training assists participants in using appropriate language, interaction, and techniques to manage challenging behaviors of young children. Case studies, role playing, and hands-on activities will be the key strategies used in this training.

Student Learning Outcomes

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

1. Describe appropriate language that can be used to manage challenging behavior.
2. List five positive affirmations that can be used with young children.
3. Demonstrate at least one technique that can be used to manage challenging behavior.

CEIN 538 EFFECTIVELY TEACHING ADULT LEARNERS (2 CEUs)

This training will provide participants with knowledge and skills too effectively teach adult learners (English as a Second Language (ESL), Basic Skills, adult high school, and family literacy). Training includes unique characteristics of learners, reading comprehension, motivating adult learners, teaching math and science, creating syllabus, lesson planning, writing skills, and actual teaching methods. In addition, participants will discuss and explore characteristics of effective teachers and learning classroom, and develop a lesson plan for adult learners.

Student Learning Outcomes

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

1. List characteristics of the adult learner.
2. Relate the implications of these characteristics to classroom teaching and learning.
3. Demonstrate at least one strategy that can be used with the adult learner.

CEIN 539A BREAKING DOWN THE ECERS (1 CEU)

This training will provide participants with an understanding of the evaluation rating systems, the Early Childhood Environment Rating Scale (ECERS), for day care centers.

Student Learning Outcomes

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

1. Articulate the purpose of ECERS means and the population that is used for.
2. List different subscales of the ECERS.
3. Demonstrate how areas of the center may be rated.

CEIN 539B BREAKING DOWN THE ITERS (1 CEU)

This training will provide participants with an understanding of the evaluation rating systems Infant-Toddler Environment Rating Scale (ITERS), for daycare centers.

Student Learning Outcomes

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

1. Articulate the purpose of ITERS means and the population that is used for.
2. List different subscales of the ITERS.
3. Demonstrate how areas of the center may be rated.

CEIN 540 UNDERSTANDING ECERS (1 CEU)

This training will provide participants with an understanding of the evaluation rating systems, the Early Childhood Environment Rating Scale (ECERS), for daycare centers.

Student Learning Outcomes

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

1. Articulate the purpose of ECERS; what it means and the population it is used for.
2. List different subscales of the ECERS.
3. Demonstrate how areas of the center may be rated.

CEIN 543 DRAMATIC PLAY AND PROP BOXES (1 CEU)

This training is to show caregivers how to create prop boxes for effective dramatic play areas, such as literacy and sensory integration. Dramatic play center is one of the most important areas of the center, but it is often neglected.

Student Learning Outcomes

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

1. Demonstrate understanding of the value of dramatic play in building cognitive skills of young children.
2. Create a prop box.
3. Describe advantages of using prop boxes and dramatic play materials in the early childhood classroom.

CEIN 544 NUTRITION AND HEALTH (1 CEU)

This training assists caregivers in the knowledge of providing nutritious snacks that meet USDA guidelines to young children, talking with parents about nutrition, and resources to make informed choices. With the increase in obesity rates and the concomitant health problems, such as diabetes, proper nutrition in the early years plays a significant role in the health and development of young children.

Student Learning Outcomes

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

1. Create a menu following USDA guidelines.
2. Role-play a discussion with parents about one nutritional fact.
3. Articulate local and web resources for information about nutrition.

CEIN 545 CIRCLE TIME AND CENTERS (1 CEU)

This training will provide the important components of circle time activities and how to effectively implement these components using developmentally appropriate practices. In addition, the training will provide strategies for creating and managing learning centers within.

Student Learning Outcomes

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

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

CEIN 547 HOMEMADE LEARNING CREATIONS (1 CEU)

This training will focus on using recyclable materials and supplies and other simple, cheap materials to create homemade devices that are safe, effective, fun, and provide quality learning experiences for young children.

Student Learning Outcomes

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

1. Explain the advantages and learning opportunities of using recyclable materials in the early childhood classroom.
2. Create activities for the young child using recyclable materials.
3. Create activities for the young child using common materials and supplies found around the home and the childcare center.

C_CD 101 BOOKKEEPING AND FILING SYSTEMS FOR CHILDCARE CENTERS (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 250 FUN AND LEARNING (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 251 WEEK OF THE YOUNG CHILD (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 252 START SMART (.8 CEU)

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

Student Learning Outcomes

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

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

C_ED 253 SENSORY BINS AND TACTILE PLAY (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 254 WORKING WITH PARENTS AND FAMILIES (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 257 ACTIVE SHOOTER – CHILD CARE CENTERS (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 258 GUAM EVALUATION AND IMPROVEMENT RATING SYSTEM (1 CEU)

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

Student Learning Outcomes

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

1. Articulate the purpose of the Quality Rating and Improvement System-Guam Evaluation and Improvement Rating System.

2. List two responsibilities of the assessor under QRIS.
3. List the four categories for star rating and at least one item under each category.

C_ED 259 EMERGENCY PREPAREDNESS - CHILD CARE CENTERS (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 260 SIGNING to LEARN (.8 CEU)

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

Student Learning Outcomes

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

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

C_ED 265 INTEGRATING CAREER AND TECHNICAL EDUCATION ACROSS THE CURRICULUM (1.5 CEUs)

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

Student Learning Outcomes

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

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

C_ED 266 CULTURE AND LEARNING (1 CEU)

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

Student Learning Outcomes

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

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

C_ED 267 RAINY DAY ACTIVITIES (1 CEU)

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

Student Learning Outcomes

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

1. Explain the importance and general guidelines for keeping children active daily;

2. Create at least two fine motor physical activities using materials commonly found within an early childhood setting; and
3. Demonstrate at least five gross motor physical activities that can be conducted indoors with limited space.

EE – ELECTRONICS

CEIN 479 CAT5 ETA TESTING (NC)

This course is based on hands-on training and understanding of Category 5 systems applying the Telecommunications Industry Association (TIA) and Electronics Industries Association (EIA) standards, techniques, and testing requirements.

CEIN 498 RE-CERT: PRINCIPLES OF VOICE & DATA CABLING (NC)

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

Student Learning Outcomes

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

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

CEIN 541 ETA DATA CABLING INSTALLATION CERTIFICATION TEST (NC)

This course is required by the Electronics Technicians Association for students who are taking the national certification exam for Data Cabling Installer.

Student Learning Outcome

Upon successful completion of this course, students will be able to take the ETA DCI Exam.

CEIN 541 ETA FOI INSTALLATION CERTIFICATION TEST (NC)

This course is required by the Electronics Technicians Association for students who are taking the national certification exam for Fiber Optic Installer.

Student Learning Outcome

Upon successful completion of this course, students will be able to take the ETA FOI Exam.

C_EE 100 MARINE RADIO CERTIFICATION PREP CLASS (2.4 CEUs)

The exam preparation course will be used to prepare participants to take the FCC Elements I examination, which is used to prove that examinees possess the qualifications to operate licensed radio stations required of a person holding Marine Radio Operator Permit (MP).

Student Learning Outcome

Upon successful completion of this course, students will be able to prepare to take the Element I test for the FCC Commercial Radio License.

C_EE 104 ELECTRICITY II: INTRO TO ALTERNATING CURRENT CIRCUITS (6 CEUs)

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

Student Learning Outcomes

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

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

C_EE 211 IT ESSENTIALS (2 CEUs)

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

Student Learning Outcomes

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

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

C_EE 240 RE-CERT: FIBER OPTIC INSTALLER (NC)

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

Student Learning Outcomes

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

1. Perform terminations with mechanical and epoxy based connectors, fusion splice, mechanical splice, performs and optical loss test and perform and Optical time domain test per the ETA recertification standards.
2. Test and document data cable results as per the ETA recertification standards.
3. Comply with the latest standards and specifications from IEEE and EIA/TIA revisions.

C_EE 242 PRINCIPLES OF VOICE AND DATA CABLING (3 CEUs)

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

Student Learning Outcomes

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

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

C_EE 243 FIBER OPTICS INSTALLATION (4.5 CEUs)

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

Student Learning Outcomes

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

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

C_EE 244 FIBER OPTIC TECHNICIAN (4.5 CEUs)

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

Student Learning Outcomes

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

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

C_EE 250 RE-CERT: PRINCIPLES OF VOICE AND DATA CABLING (2.4 CEUs)

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

Student Learning Outcomes

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

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

C_EE 265 COMPUTER NETWORKING I (7 CEUs)

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

Student Learning Outcomes

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

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

C_EE 266 COMPUTER NETWORKING II (7 CEUs)

Computer (Cisco) Networking II starts with a brief LAN overview covered in Computer (CISCO) Networking I and continues to Wide Area Networks (WAN) Topics of Networking II include: Network layer, Cisco IOS (Internet Work Operating System) software user interface, display router configuration information, router start up and setup configuration, sources for Cisco IOS software, TCP/IP, configuring router interfaces with IP, and routing protocols (RIP and IGRP). Course Offering: Every 8 Weeks, based on industry demand. *Prerequisite:* C_EE265.

Student Learning Outcomes

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

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

C_EE 267 COMPUTER NETWORKING III (6 CEUs)

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

Student Learning Outcomes

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

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

C_EE 268 COMPUTER NETWORKING IV (4.5 CEUs)

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

Student Learning Outcomes

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

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

ESL – ENGLISH AS A SECOND LANGUAGE

CEAD 1112 ESL 18 (ESL LISTENING) (NC)

Listening is designed to help high-intermediate students improve skills needed for effective listening. Pronunciation, note-taking and everyday language are practiced in the Language Media Center through audio and video tapes of real-life conversations, short lectures, TV programs, and movies. This course is recommended for students in ESL14A and/or ESL 14B.

Student Learning Outcomes

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

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

CEAD 1113 ESL 20, LEVEL 4 (ENGLISH CONVERSATION) (NC)

English Conversation is designed to help high-intermediate students improve their speaking skills for daily conversations with native English speakers. Students practice pronunciation, idioms, and everyday language

expressions using audio and video tapes of real-life conversations and interactions, role-playing, and speaking in pairs or small groups. Recommended for Level 4 ESL students.

Student Learning Outcomes

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

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

CEAD 1122 TECHNO BABBLE (.4 CEU)

This course is specifically targeted for students from Hallym College in Korea whom are interested in acquiring culture and culture general knowledge, skills and attitudes for effective communication and interaction with individuals from other cultures. Students will engage in event driven activities and integrate learning into technological projects.

Student Learning Outcomes

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

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

CEAD 1126 BASIC CONVERSATIONAL ESOL (4 CEUs)

This is an English course for Speakers of Other Languages (ESOL) and a Basic Conversational English course for students of Hallym College, Korea who are in the second year of working toward their postsecondary certificate in Information and Technology.

Student Learning Outcomes

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

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

CELA 20 FOUNDATIONAL LITERACY I (NC)

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

Student Learning Outcomes

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

1. Develop strategies to enhance their vocabulary and reading comprehension.
2. Interpret examples of texts in various formats.
3. Develop reading and thinking skills needed to read and make sense of reference materials.
4. Use grammar, sentence and paragraph structure, vocabulary, and appropriate content to write for various purposes.

CESL 001 BEGINNING LITERACY (Formerly CEAD1107) (NC)

This course is designed to give Non-native English speakers their first exposure to the English language. Major emphasis will be placed on practicing oral/aural skills through visual and physical responses. Basic competencies, very simple structures and functions are taught at this level. Students who score 180 and below on the Comprehensive Adult Student Assessment System (CASAS) pretest are placed in this ESL course level.

Student Learning Outcomes

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

1. Recognize vowel and consonant sounds in English.
2. Comprehend simple learned social exchanges and expressed feelings.
3. Differentiate between simple questions and statements.
4. Distinguish between singular and plural nouns.
5. Apply basic grammar and structures with present tense verbs.

CESL 002 LOW BEGINNING ESL (Formerly CEAD1108) (NC)

This course is designed to give Non-native English speakers their first exposure to the English language. Major emphasis will be placed on practicing oral/aural skills through visual and physical responses. Basic Competencies, very simple functions and structures are taught at this level. Students who score 181-190 on the Comprehensive Adult Student Assessment System (CASAS) pretest are placed in the ESL course level.

Student Learning Outcomes

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

1. Read and understand common sight words.
2. Write own name and address.
3. Recognize and write letters and numbers.
4. Ask and respond to basic learned phrases spoken slowly and repeated often.
5. Use English in a very limited way in situations related to immediate needs.

CESL 003 HIGH BEGINNING ESL (Formerly CEAD1109) (NC)

This course is designed to give English as a Second Language speakers further work on oral production, with increased emphasis on reading and writing in English. Students are given opportunities to produce language meaningful to them. Development of reading skills will include vocabulary building, word recognition and comprehension. Simple writing tasks will also be taught to enhance good writing skills.

Student Learning Outcomes

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

1. Read letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs.
2. Write basic personal information on simplified forms.
3. Demonstrate some simple oral communication abilities.
4. Interpret basic learned phrases and sentences.
5. Solve problems with some difficulty in situations related to immediate needs.

CESL 004 LOW INTERMEDIATE ESL (Formerly CEAD1110) (NC)

This course is a low intermediate level ESL. It teaches students the use of more complicated grammatical structures of the English language in speaking, listening, reading and writing in addition to acquiring knowledge of vocabulary. Other focuses of this course are to enable students to speak with a degree of fluency, master basic and more advanced language functions, understand the “culture” of language use based on the principles and trends of particular cultures through daily lessons and/or *civic engagement/service-learning activities. Students are also required to read practical materials and perform assigned writing tasks. *Civic engagement/Service-Learning (CE/SL) activities are suggested component for the course. Therefore, CE/SL activities will be based on instructor’s discretion.

Student Learning Outcomes

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

1. Manage basic survival needs and routine social demands.
2. Speak slowly with frequent repetition.
3. Interpret simple learned and new phrases containing familiar vocabulary.
4. Read and restate simple material on familiar topics.
5. Write short simple notes and messages.

CESL 005 HIGH INTERMEDIATE ESL (Formerly CEAD1111) (NC)

This course integrates functional reading, writing, speaking and listening skills using authentic materials. The lessons are designed to boost achievement gains among higher-level learners. Reading exercises help develop reading strategies while expanding students' vocabulary. Writing tasks provide guided practice for brainstorming, organizing and peer editing.

Student Learning Outcomes

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

1. Manage most survival needs and social demands.
2. Demonstrate some ability to understand and communicate on familiar topics.
3. Express opinion on conversations on a variety of topics.
4. Read and interpret simplified and some non-simplified materials on familiar topics.
5. Write short personal notes and letters and fill out medical information forms and job applications.

CESL 006 ADVANCED ESL (NC)

This course is an advanced ESL course. The lessons provide additional opportunities for expansion of reading, writing, speaking and listening skills development to continuing students. The course helps learners communicate both accurately and fluently in the English language and enables them to develop higher-level thinking skills.

Student Learning Outcomes

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

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

FS – FIRE SCIENCE

C_FS 472C HAZARDOUS MATERIALS TECHNICIAN CERTIFICATION (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 472D HAZARDOUS MATERIALS INCIDENT COMMANDER CERTIFICATION (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1002A APPARATUS OPERATOR: PUMPER (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1002B AIRPORT DRIVER OPERATOR CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1003 AIRPORT FIRE FIGHTER CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1021A FIRE OFFICER I CERTIFICATION COURSE (4 CEUs)

This course is based on NFPA 1021, Standard for Fire Officer Professional Qualifications. The course identifies the performance requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision. (Prerequisite: IFSAC or Pro Board/NPQS Fire Fighter II & Instructor I Certification Level.)

Student Learning Outcomes

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

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

C_FS 1021B FIRE OFFICER II CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1021C FIRE OFFICER III CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1021D FIRE OFFICER IV CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1031A FIRE INSPECTOR I CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1031B FIRE INSPECTOR II CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1031C FIRE INSPECTOR III CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1041A FIRE INSTRUCTOR I CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

1. Demonstrate the management of basic resources and the records and reports essential to the instructional process.

2. Review and adapt prepared instructional materials.
3. Demonstrate the delivery of instructional sessions utilizing prepared course materials.
4. Administer and grade student evaluation instruments.

C_FS 1041B FIRE INSTRUCTOR II CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1041C FIRE INSTRUCTOR III CERTIFICATION COURSE (4 CEUs)

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

Student Learning Outcomes

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

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

C_FS 1521A FIRE DEPARTMENT INCIDENT SAFETY OFFICER (4 CEUs)

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

Student Learning Outcomes

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

1. Perform the general functions of an Incident Safety Officer.
2. Describe or demonstrate specific roles during fire suppression, emergency medical service operations, technical rescue incidents, and hazardous materials operations.
3. Conduct accident investigations and reviews.
4. Conduct post-incident analysis.

GED – GENERAL EDUCATIONAL DEVELOPMENT

CEAD 1102 GED PREP (NC)

This course prepares adults age 16 years and older to pass the 2002 version of the General Educational Development (GED) tests. This course is designed to improve reading, writing, and social skills used in both the workplace and in everyday life. Successful completion of this course will also prepare the students to take the GED test at the end of the course.

Student Learning Outcomes

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

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

CEAD 1104 GED PREP, NON-MATH (NC)

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

Student Learning Outcomes

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

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

CEAD 1105 GED MATH (NC)

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

Student Learning Outcomes

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

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

CEAD 1106 PREPARATION FOR GENERAL EDUCATION DEVELOPMENT (GED) (NC)

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

Student Learning Outcomes

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

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

CEAD 1116 GED PREP MATH/SCIENCE (4.5 CEUs)

This is a math, social studies, and science refresher course designed to assist students to pass the General Education Development (GED). Class will begin with a question and answer discussion, followed by a watching a video on the topic for that day. After watching the video, there will be another question/answer discussion. To finish the lesson, workbook problems and activities will be assigned and should be done in a timely manner.

Student Learning Outcomes

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

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

CEAD 1117 GED OFFICIAL PRACTICE TEST (OPT) (NC)

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

CEAD 1118 GED BATTERY TEST (NC)

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

CEAD 1119 GED ONLINE (NC)

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

CGED 050 HIGH INTERMEDIATE READING (NC)

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS Pretest scores fall in the 221 - 235 range. GED050 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course Offerings: Fall and Spring semesters

Student Learning Outcomes

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

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

CGED 051 HIGH INTERMEDIATE MATH (NC)

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 221 - 235 range. CGED051 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and prepare for GED Math test. Course Offerings: Fall and Spring semesters

Student Learning Outcomes

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

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

HL – ALLIED HEALTH

CEHW 2001 MEDICAL CODE AND BILLING (3 CEUs)

This course focuses on Medical Billing and Procedures as well as Diagnostic Coding. Students will learn skills and techniques of handling medical billing and insurance claims. Work for a hospital, rehabilitation center physician's office or private billing service. Learn how to manage records and file claims, prepare insurance forms, and handle billing. Master the basics of medical terminology and using the Internet for coding and billing.

Student Learning Outcomes

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

1. Demonstrate the skills and techniques of handling medical billing and insurance claims.

2. Demonstrate mastery of the basics in medical terminology.

CEHW 2011 IN HOME SERVICE TRAINING (CERTIFICATION/RECERTIFICATION)

This training is designed to strengthen family functioning and sustainability, based on the requirements as set forth by the North Carolina Division of Mental Health, Developmental Disabilities, and Substance Abuse. The training will present all the components required for participants to deliver intensive in-home services.

Student Learning Outcomes

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

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

C_HL100 TRANSFORMING POWERLESSNESS INTO POWER (1.95 CEUs)

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

Student Learning Outcomes

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

1. Demonstrate knowledge of Power Wounding as a traumatic experience and how it manifests in clinical and community settings.
2. Demonstrate knowledge of the three aspects of power and how to create culturally conscious interventions and supports in the service of healing.
3. Demonstrate their ability to utilize the Seven Healing Questions as a tool for individual, family and community assessment and healing.
4. Develop a personal power philosophy and demonstrate how it will shape their clinical work with individuals, families and communities dealing with power wounds trauma.

C_HL 110 INTRODUCTION TO DIALECTICAL BEHAVIOR THERAPY (3.2 CEUs)

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

Student Learning Outcomes

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

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

C_HL 120 SAFE TALK (.4 CEU)

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

Student Learning Outcomes

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

1. Describe common tendencies to miss, dismiss or avoid suicide.
2. Identify people who may have thoughts of suicide.

3. Explain and apply the TALK steps to connect a person with thoughts of suicide to a suicide first aid intervention caregiver.

C_HL 121 CONNECT (.4 CEU)

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

Student Learning Outcomes

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

1. Recognize risk and impact on survivors of suicide loss.
2. Understand grief in individuals, families and communities.
3. Discipline specific preparedness.
4. Promote Postvention as prevention.

C_HL 123 SUICIDE PREVENTION TOOL KIT (SPTK) (.4 CEU)

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

Student Learning Outcomes

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

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

C_HL 124 MENTAL HEALTH FIRST AID (MHFA) (1.2 CEU)

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

Student Learning Outcomes

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

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

C_HL 200 HEARTSAVER FIRST AID CPR AED (1.5 CEUs)

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

Student Learning Outcomes

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

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

C_HL 201 24 HOUR EMT REFRESHER (2.4 CEUs)

This course is designed to maintain proficiency and certification of Emergency Medical Technician (EMT) personnel. Students will review essential components of the National Standard Curriculum for EMT and will also be presented with additional knowledge and skills pertaining to Guam's EMS system. This course is also intended for EMT's who require 24 hours of Continuing Education Units (CEU) for recertification. This course follows all the necessary requirements from the Department of Transportation. This course will include cognitive and psychomotor skills that are required for EMTs.

Student Learning Outcomes

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

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

C_HL 300 TRAUMA NURSING CORE COURSE (1.6 CEUs)

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

Student Learning Outcomes

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

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

C_HL 301 TNCC/ENCPC INSTRUCTION COURSE (1.6 CEUs)

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

Student Learning Outcomes

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

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

C_HL 302 EMERGENCY NURSING PEDIATRIC COURSE (1.6 CEUs)

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

Student Learning Outcomes

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

1. Describe the characteristics of life-threatening illness or injury in children.

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

C_HL 303 TRAUMA NURSING CORE COURSE/EMERGENCY NURSING PEDIATRICCOURSE RECERTIFICATION COURSE (0.8 CEU)

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

Student Learning Outcomes

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

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

C_HL 304 20 HOUR BREASTFEEDING COURSE (2 CEUs)

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

Student Learning Outcomes

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

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

C_NU 281 NCLEX-PN REVIEW AND TRANSITION (3 CEUs)

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

Student Learning Outcomes

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

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

C_NU 282 NURSING ASSISTANT REVIEW CLASS (2 CEUs)

This course will act as a review of the standard curriculum for Nursing Assistant students who have already completed NU101 or equivalent as approved by the department. Graduates will be able to generate the knowledge and demonstrate skills required to pass the National Nurse Aide Assessment Program (NAAP) Exam which leads to becoming a Certified Nursing Assistant (CNA). This class will focus on licensure exam preparation. Including test taking techniques specific to Nursing Assistant format, mock written and manual skills examinations and questions analysis. Prerequisite(s): Completion of Nursing Assistant program or equivalent course work as approved by the department.

Student Learning Outcomes

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

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

HS - HOSPITALITY

CEHT 1214 HEALTH CERTIFICATE WORKSHOP (NC)

This workshop is intended for personnel who are employed with the food service industries in compliance with the Department of Public Health and Social Services.

Student Learning Outcomes

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

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

CEHT 1215 CUSTOMER SERVICE (NC)

This interactive and exciting course helps participants to expand the definition of service, consider who customers are, offer useful techniques, and develop a customer friendly attitude that will distinguish in customer service excellence.

Student Learning Outcomes

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

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

CEHT 1217 TOUR GUIDE TRAINING I (NC)

This is part one (1) of a thirty hour training for personnel working in the tour guide industries for certification. This course teaches the practical aspects of conducting tours and the career skills necessary for employment. The course focuses on the principles of guiding, cultural sensitivity, types of tours, dealing with supplies and attractions, customer service, places of interest and public speaking.

Student Learning Outcomes

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

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

CEHT 1218 TOUR GUIDE TRAINING II (NC)

This is the second part of a thirty hour training for personnel working in the tour guide industries for "Tour Guide Certification." It focuses on the principles of guiding, cultural sensitivity, types of tours, dealing with customer service, places of interest and public speaking.

Student Learning Outcomes

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

1. Explain the island's history and culture from the pre-contact time to the present.

2. Identify this island's significant historical events, and explain the island's geographical and geological scenic sites.
3. Demonstrate the skill and techniques of tour guiding
4. Describe and explain the island's geography and points of interest.
5. Name flowers and fauna found on Guam.

CEHT 1223 FRONT DESK TRAINING (NC)

This course uses the American Hotel & Lodging Educational Institute's (EI) "Going the Extra Mile" front desk training curriculum to prepare participants to be efficient front desk associates. Additionally, this course also prepares participants for the EI Certified Front Desk Representative exam.

Student Learning Outcomes

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

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

CEIC 1910 FOOD SERVICE TRAINING WORKSHOP (NC)

ServSafe ® leads the way in providing the restaurant and foodservice industry with an up-to-date, comprehensive food safety training and certification program. Manager Certification is nationally recognized and accredited. To date, the NRAEF has awarded more than 2.6 million ServSafe ® Food Protection Manager Certifications. That's food safety at work.

Student Learning Outcomes

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

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

CETE 3048 CROSSROADS COMMUNICATION (NC)

Working as a cooperative team member with instructors from Hallym College, the instructor will introduce elements of the new culture in event driven schedules and interact to obtain reflections of the student and to maintain a non-threatening environment.

Student Learning Outcomes

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

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

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

This course provides students with the knowledge and skills through "hands-on" experience in developing a HACCP plan. This course will help students create an outline of the 5 prerequisites required for a HACCP plan, how to conduct hazard analysis, how to create flow charts and all the needed forms for documentation.

Prerequisite: CEIC 1910 Food Protection Managers' Certification (ServSafe ®)

Student Learning Outcomes

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

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

SM – SUPERVISION & MANAGEMENT

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

The SHRM Learning system is a certification preparation and professional development tool that offer the most up-to-date HR content aligned with the HR Certification Institute Body of Knowledge. This program was designed to meet the demands of customers and instructors and is updated to reflect legislative changes and new HR developments. By attending this course, you'll benefit from an experienced instructor, interactions with peers and dynamic classroom environment that enhances learning and helps you stay on track. You'll also earn continuing education credits, and tuition reimbursement programs may cover your costs.

Student Learning Outcomes

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

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

ONLINE PARTNERSHIPS

CETE 3067 LERN UGOTCLASS ONLINE PARTNER

LERN-Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization's bottom line. <http://www.yougotclass.org/catalog.cfm/Guamcc>

TESTING CENTER – NATIONAL CERTIFICATIONS

CETE 1300 APPLIED MEASUREMENT PROFESSIONALS, Inc. (AMP)

Applied Measurement Professional (AMP) provides certification organizations, government agencies, professional associations and private industry with innovative assessment and management solutions. AMP provides certification to a broad range of professional organizations. <https://www.goamp.com/Pages/About-AMP.aspx>

CETE 1300 HOST KRYTERION

Kryterion is a full-service test development and delivery company that provides world-class online testing technology integrating item banking, test delivery and real time reports; while leveraging a global network of testing centers. Kryterion is the market leader in live Online Proctoring, which utilizes remote video monitoring to observe test takers where they live, learn or work. <http://www.kryteriononline.com/>

CETE 1300 MULTI-STATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)

The Multi-State Professional Responsibility Examination <http://www.ncbex.org/exams/mpre/> is required for the bar, except in three U.S. jurisdictions (Puerto Rico, Maryland and Wisconsin). The MPRE is offered only three times a year and is a two-hour timed test with multiple choice questions. Passing scores are established by each jurisdiction. Students directly register through MPRE and names are provided to Guam Community College's Continuing Education and Workforce Development (CEWD) program.

CETE 1300 PEARSON VUE

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

CETE 1300 PERFORMANCE ASSESSMENT NETWORK (PAN)

A leading provider of talent assessment and technology solutions for corporate and government clients worldwide by helping clients select and grow employees through our extensive [assessments](#), robust [technology solutions](#), and [talent measurement services](#) and [proctored testing services](#). PAN is a leader in online assessment solutions, human resource and pre-employment testing for Transportation Security Administration (TSA) and Custom Border Patrol (CBP). <http://www.panpowered.com/>

CETE 1300 WESTERN GOVERNORS UNIVERSITY

Guam Community College proctors examinations for Western Governors University (WGU) students pursuing either a bachelor's or master's degree. Typically, testing registration is scheduled directly by the student with WGU. WGU contacts GCC's Continuing Education and Workforce Development confirming the testing date and time. Read more: http://www.wgu.edu/about_WGU/overview#ixzz3sHzjB6VV

UNDERGRADUATE COLLEGE CREDIT COURSES

Important Note:

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

AST - AUTOMOTIVE

CEIN 489 DIESEL TECH & PREVENTION MAINTENANCE (4)

This course prepares students for a career in the area of diesel repair, maintenance, and testing of diesel engines, power trains, and components of medium to heavy trucks and heavy construction equipment. Students will gain lots of hands-on experience through this course. The Diesel Technology course will provide students with training in maintaining, troubleshooting and repairing heavy-duty diesel powered equipment. Course work emphasizes diesel engines, hydraulics, electrical, air conditioning and diesel fuel injections systems.

Student Learning Outcomes

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

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

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

This course offers training in the diagnosis and repair of the steering and suspension systems of medium and heavy trucks. Students learn the principles of suspension/steering systems and suspension alignment. The course provides the student with training in wheel alignment and the testing, diagnosis, and repair of steering and suspension systems.

Student Learning Outcomes

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

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

C_ME 193 TRUCK DRIVE TRAINS (3)

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

Student Learning Outcomes

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

1. Describe clutch operation.
2. Discuss diesel transmission functionality.
3. Troubleshoot elemental transmission drivability problems and repair elemental faults.

C_ME 194 TRUCK ELECTRICAL SYSTEMS (3)

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

Student Learning Outcomes

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

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

C_TR 210 TRUCK AND BUS DRIVING (6)

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

Student Learning Outcomes

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

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

CJ – CRIMINAL JUSTICE

CHLS 101 INTRODUCTION TO HOMELAND SECURITY (3)

This course will introduce students to the vocabulary and important components of Homeland Security. We will discuss the importance of the agencies associated with Homeland Security and their interrelated duties and relationships. We will examine historical events that impact Homeland Security. We will explore state, national, and international laws impacting Homeland Security. We will examine the most critical threats confronting Homeland Security.

Student Learning Outcomes

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

1. Outline the essential characteristics of national and international acts of terrorism.
2. Construct a historical timeline reflecting significant transportation related terrorist threats and events in the United States and globally.
3. Demonstrate effective and clear verbal communication skills to convey factual information in order to coordinate law enforcement agencies.
4. Compose a historical timeline reflecting methods and outcomes used by national and international law enforcement and military agencies to counter and combat terrorism.
5. Classify the roles, functions of, and interdependency between local, federal and international law enforcement and military agencies to counter and combat terrorism.
6. Differentiate between ethical and unethical attitudes and actions regarding the execution of Homeland Security practices.
7. Identify the characteristics, ideologies, motives and behaviors of various extremist and terrorist groups that foster and support terrorist, criminal activities.
8. Examine and interpret forensic evidence to reconstruct crime and terrorism.
9. Craft effective strategies to generate useful information for local, national, and international law enforcement agencies.
10. Solve problems as an individual and in a coordinated team setting.
11. Write clear, concise and accurate reports to provide factual information, accurate data analysis, and sound recommendations.

CHLS 103 TRANSPORTATION & BORDER SECURITY (3)

This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers a time period and post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course will include an exploration of technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and

impacts associated with transportation and border security. The course provides students with a knowledge level understanding of the variety of challenges inherent in transportation and border security.

Student Learning Outcomes

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

1. Outline the primary federal and state/local agencies in the US who are affiliated with Border Security and Transportation Security (including DHS and DOT their resources, and the ethical parameters in which they operate).
2. Construct a historical timeline reflecting significant transportation related terrorist threats and events in the United States and globally.
3. General understanding of the modes of transportation and their industries as it may impact security.
4. Identify general vulnerabilities and risks in transportation systems and border security systems.
5. Demonstrate knowledge of the impact of technology on countering threats to transportation systems and border security.
6. Discuss differences in dealing with security threats for passenger versus freight/cargo transportation systems including the impact on supply chain logistics.
7. Classify the roles, functions, and interdependency between local, federal, and international law enforcement and military agencies to foster border security.
8. Solve problems as an individual and in a coordinated team setting.
9. Demonstrate basic verbal and communication skills, and write clear, concise and accurate reports to provide factual information, accurate data analysis, and logical recommendations.
10. Discuss the supply chain logistics and modes of transportation.

CJ 126 OFFICER SURVIVAL (3)

This course provides law enforcement academy recruits with the knowledge and skills necessary to perform a variety of police tasks safely and effectively. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes

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

1. Identify the safety techniques to use when approaching a potentially dangerous or life threatening situation.
2. List street survival skills an officer should acquire while on duty.
3. Demonstrate the ability to apply officer safety and street survival skills at an acceptable level in mock situation.

CJ 126L OFFICER SURVIVAL LABORATORY (1)

This course provides students with the opportunity to practice and demonstrate “hands on” application of survival skills learned on CJ126 Officer Survival. The laboratory may be conducted by interested law enforcement agencies at the conclusion of the Basic Law Enforcement Academy. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed. Prerequisite: CJ126

Student Learning Outcomes

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

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

CJ 132 EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)

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

Student Learning Outcomes

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

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

CJ 140 DEFENSIVE TACTICS (3)

Stressing control through verbal persuasion is strongly preferred to physical force. This course is especially designed to control prisoners and maximize protection of the public, corrections officers, and inmates. Physical fitness is emphasized. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes

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

1. Perform control and self-defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and the continuum of force.

CJ 145 PHYSICAL DEVELOPMENT (3)

This course is designed to develop a positive attitude toward physical fitness and to understand the relationship between physical fitness, productivity, health, and safety. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes

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

1. Develop a positive attitude toward physical fitness.
2. Demonstrate understanding of the relationship between physical fitness, productivity, health, and safety.
3. Participate in physical development exercises.
4. Demonstrate the use of the various physical development exercises.

CJ 155 SELF DEFENSE (3)

This course is a study of the basic principle and control techniques of weapons defense. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes

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

1. Apply the basic self-defense techniques through practical hands on training.
2. Demonstrate evasive measures, personal security, and escape tactics.
3. Demonstrate proper use of defense techniques upon weapon attacks and defend against multiple assailants.

CJ 160 MOTORCYCLE TRAINING (3)

This course is designed to provide police officers and police recruits with the skills and confidence necessary to operate police motorcycles on public streets and highways. Enrollment is limited to persons currently employed by Guam law enforcement agencies. This course is conducted through the Office of Continuing Education & Workforce Development for career public safety officers and recruits. Instructor permission is required. Course offering: As needed

Student Learning Outcomes

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

1. Understand the basic motorcycle operation skills.
2. Demonstrate and differentiate between fundamental riding skills and street riding skills.
3. Determine the proper operation of a motorcycle under normal, special, adverse, hazardous and emergency riding conditions.

ED – EDUCATION

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

The composition of students in classrooms today is becoming more diverse as student populations continue to grow and diversify. Although student diversity is increasing, the national teacher population continues to be predominantly female, white and middle-class. Furthermore, the shortage of qualified teachers, particularly in teaching English language learners, will present additional challenges when addressing the growth in student diversity. In addition, society is becoming increasingly diverse resulting in diverse workplace environments. Therefore, understanding diversity has become a fundamental component and issue for the classroom teacher and for employers. This course provides a mechanism to improve this necessary understanding of working and teaching those from diverse cultural and linguistic backgrounds. Special emphasis will be placed on Pacific island cultures.

Student Learning Outcomes

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

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

C_ED 182 METHODS: INTEGRATING MATH & SCIENCE (3)

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

Student Learning Outcomes

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

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

C_ED 255 INTEGRATING CTE SKILLS (3)

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

Student Learning Outcomes

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

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

C_ED 261 PRAXIS PREP: TRAIN THE TRAINERS (1)

The Praxis Series (TM) assessments provide educational tests and other services that states and territories, including Guam, use as part of their teacher licensure and certification process. This course trains faculty members of teacher preparation courses, and related areas, to integrate Praxis knowledge and skills into their courses in order to better prepare students to successfully pass Praxis I and Praxis II.

C_ED 262 PRAXIS PREP: TOOLS (1)

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

guidance and tools in preparing for the Praxis I® Pre-Professional Skills Test (PPST). This course will also replace myths with facts and “silver bullets” with effective strategies.

Student Learning Outcomes

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

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

C_ED 263 PRAXIS PREP: READING/WRITING (1)

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

Student Learning Outcomes

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

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

C_ED 264 PRAXIS PREP: MATH (1)

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

Student Learning Outcomes

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

1. Use mathematics skills and strategies for taking the Praxis I® PPST: Mathematics.
2. Recognize common mathematics symbols, words, phrases and formulas.

FS – FIRE SCIENCE

FS 100 INTRODUCTION TO FIRE PREVENTION (3)

This course covers the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies; and survey of professional fire protection career opportunities. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required.

Student Learning Outcomes

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

1. Identify career opportunities in the fire science field.
2. Research and examine local, state and federal fire protection agencies.
3. Discuss the philosophy and history of fire protection.

FS 101 INTRO TO FIRE SUPPRESSION (3)

This course is a study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction, inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required.

Student Learning Outcomes

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

1. Explain strategies for effective fire protection.
2. Identify inspection techniques used in fire protection careers.
3. Identify various types of building structures and explain the importance of basic fire resistance requirements.

FS 105 FIRE PREVENTION (3)

A study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction; inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisite: Instructor permission is required.

Student Learning Outcomes

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

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

FS 107 REPORT WRITING FOR THE FIRE SERVICE (3)

Emphasis on principle and techniques of report writing; methods of writing the basic who, what, when, where, why and how; and procedures of gathering information and developing various types of reports. Study is designed to produce proficiency in report writing and to reinforce and expand skills previously acquired. Course Offering: Fire Academy only. Prerequisite: Instructor permission is required.

Student Learning Outcomes

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

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

PD – PROFESSIONAL DEVELOPMENT

PD 181* CAREER & TECHNICAL EDUCATION METHODS I (3)

This course will assist the prospective and practicing teacher in developing and implementing career and technical education (CTE) curriculum and teaching methods in the classroom.

Student Learning Outcomes

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

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

PD 183* TEACHING WITHOUT TEXTBOOKS: SOCIAL SCIENCES (3)

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

Student Learning Outcomes

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

1. Demonstrate knowledge of evidence-based teaching practices in social sciences;
2. Develop digital resources that connect with course content; and
3. Evaluate Internet resources related to the social sciences.

PD 200* BASIC PROJECT MANAGEMENT (3)

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

Student Learning Outcomes

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

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

PD 210* CAREER & TECHNICAL EDUCATION METHODS II (3)

This course is an extension of Career and Technical Education Methods I and provides students an opportunity to strengthen their skills in career and technical education curriculum development and instructional techniques. Students also prepare and utilize materials and techniques that support students with disabilities and those from diverse cultural and linguistic backgrounds.

Student Learning Outcomes

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

1. Plan, develop and implement a microteaching lesson plan focusing on career and technical area.
2. Demonstrate understanding of working with students with disabilities.
3. Demonstrate understanding of working with those from diverse cultures and linguistic backgrounds.

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

PY – PSYCHOLOGY

CEPD 348 APPLICATION PSYCHOLOGICAL TYPE THEORY FOR EDUCATORS (3)

This course provides an understanding of theory of Psychological Type in relation to the application of this theory for educators. The Myers-Briggs Type Indicator (MBTI) will be utilized to help teachers, counselors, and administrators examine the strengths, key motivations, and blind spots of various personality types, as they relate to learning processes, classroom discipline, communication styles, team-building, and problem-solving. Course content includes: (1) the understanding of the Carl G. Jung's theory of Psychological Type (2) examining the strengths, key motivations, and blind spots of the 16 Psychological types as they relate to the learning process, classroom discipline, communication styles, team-building, and problem-solving (3) the understanding of the ethical pitfalls in using type and how to avoid them (4) exercises on adapting teaching styles (5) developing and implementing lesson plans that will work best with various psychological types.

Student Learning Outcomes

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

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

SM – SUPERVISION & MANAGEMENT

CEIC 1930 CERTIFIED MANAGERS PROGRAM (3)

This accelerated course provides a broad overview of American management practices. Students enrolled in this course will study and prepare to pass a series of three exams. These exams are required to become a certified manager by the Institute of Certified Professional Managers (ICPM).

Student Learning Outcomes

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

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

SU – SURVEYING

CEIN 463 PLANE SURVEYING I (3)

This is a beginning Course in surveying techniques designed to give the student an understanding of the fundamentals of chaining, leveling, and proper use of the transit. Care and adjustment of instruments and office procedure are also considered. Provision is made by appropriate fieldwork for practical application of the techniques learned, including laboratory fundamentals of plane surveying, field practice and calculations, equipment and equipment use, horizontal, vertical, angular measurements, errors, traversing, leveling and stadia, surveying mathematics, and recording of field notes.

Student Learning Outcomes

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

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

EVENTS
CONFERENCES
SYMPOSIUMS
ROOM RENTAL

CONTINUING EDUCATION

Affordable Housing Symposium (NC)

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

Employability Workshop (NC)

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

Student Learning Outcomes

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

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

Forensic Science Symposium (NC)

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

Forensic Science Workshop “All Bugged Out” (1 CEU)

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

Open Campus Day (1 CEU)

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

Student Learning Outcomes

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

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

SMARTFUN Summer Camp Program (NC)

Children often spend the first few weeks of school in the fall relearning things they forgot over the summer months. This educational and fun learning program is designed for 1st through 5th grade students to address and prevent that loss of knowledge through engaging, hands-on activities and that enhance literacy, language arts, and math skills. The program also allows children to discover the various trades and programs offered at Guam Community College and encourages an early pathway from elementary school to college and a career.

Student Learning Outcomes

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

1. Apply reading and language arts skills through conversational experiences by utilizing literature and informational text while discovering through exploration the various trades offered by the Guam Community College.

2. Employ mathematical skill such as number operations and problem solving while engaged in career oriented activities.
3. Identify the various careers in the real world of work.

Techniques in Alcohol Management Train the Trainer (NC)

The TAM Train the Trainer course will certify successful participants to teach the Techniques of Alcohol Management (TAM) course.

Student Learning Outcomes

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

1. Exhibit a full understanding of the Techniques of Alcohol Management (TAM) Program
2. Instruct and certify students in the community.
3. Answer any questions regarding the legal, safe and responsible sale of alcohol during and after the class.

ROOM RENTAL

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

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

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

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

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

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



KEY TO BUILDINGS

A	Classrooms, Criminal Justice Office	500	Automotive Technology Office, Automotive Classroom/shop
B	Student Support Services, Student Success Lab	600	Marketing Classroom, Secondary Student Store, Construction Classroom/Workshop
C	Classrooms	900	Autobody/Welding Shop/Classrooms, Construction Trades Office
D	Computer Science Office, Classrooms, Management Information Systems	1000	Technology Center: Electronics Labs, Mac Labs, VisCom Studio, Classrooms, Offices, Test Center
F	Foundation Building: Classrooms, Adult Ed. Office, Bookstore, Café, Veterans Study Room	2000	Student Services & Administration: Admissions & Registration, Financial Aid, Cashier, Counseling, Accommodative Services, Continuing Ed. Business Office, Administrative Offices
100	Currently Under Renovation Education And English Offices,	3000	Anthony A. Leon Guerrero Allied Health Center
E	Classrooms, Autocad Labs, Workout Room Manzana Center	4000	Learning Resource Center
300	Tourism & Hospitality Office, Classroom, Prostart Classroom, Facilities/maintenance	5000	Student Center: Health Services Center, CACGP, Project AIM/TRiO Programs, Training Room, Center for Student Involvement, Computer Lab
400	Culinary Arts Kitchen & Office, Multipurpose Auditorium		

ACADEMIC YEAR 2015-2016

Created by the Community College Act of 1977, Guam Community College offers associate degrees, certificates, and industry certification in more than 50 fields of study. GCC also offers a U.S. Department of Labor approved apprenticeship program in conjunction with over 100 island employers, in addition to Adult Basic Education, an Adult High School diploma program, high school equivalency testing and preparation, and English as a Second Language courses.

Location

Mangilao, Guam

Mailing Address

P.O. Box 23069 GMF
Barrigada, Guam 96921

Admissions & Registration

Tel: (671) 735-5531-3
gcc.registrar@guamcc.edu
gcc.info@guamcc.edu

Scholarships & Financial Aid

(671) 735-5543/4
financialaid@guamcc.edu

Accreditation

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC).

Degrees Offered

Associate of Science
Associate of Arts
Certificate
Diploma



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