

K U L E H O N   K U M U N I D A T   G U A Ñ H A N



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September 23, 2009

# 2008 - 2010 Catalog

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G U A M   C O M M U N I T Y   C O L L E G E

# **Guam Community College 2008-2010 Catalog**

The GCC electronic version of this catalog is available online at [www.guamcc.edu](http://www.guamcc.edu), located via the Main Menu in either the Student or Program sections. You may also refer to Becoming a Student or Current Students in our Student section, the Degrees & Certificates area of our Programs section, or use the 2008-2010 Catalog link from the College's home page. The online publication will be officially updated two weeks prior to the start of each Fall and Spring semester. The online catalog is the most up to date authority and is the official catalog of Guam Community College. Compact Discs (CDs) are available upon request from the Admissions & Registration Office.

In case of any differences between the online catalog and the CD/printed copy, the online catalog, its addenda, course and program offerings, and applicable academic policies and regulations will serve as the authoritative version.

## 2009-2010 Academic Year Calendar

### Fall 2009

#### August

- 12 New student orientation
- 14 Faculty start date
- 18 Fall registration ends
- 19 Add-Drop begins
- 19 First day of Monday/Wednesday classes
- 20 First day of Tuesday/Thursday classes
- 22 First day of Saturday classes
- 27 Add-Drop ends
- Last day to withdraw for 100% refund of tuition & fees

#### September

- 07 Holiday: Labor Day

#### October

- 12 Professional Development Day
- 16 Last day to apply for graduation

#### November

- 02 Holiday: All Soul's Day
- 11 Holiday: Veteran's Day
- 13 Last day to withdraw without refund of tuition & fees
- 20 Potential make-up day
- 26 Thanksgiving break begins
- 27 Potential make-up day
- 28 Thanksgiving break ends (no Saturday classes)

#### December

- 03 Last day of Tuesday/Thursday classes
- 04 Potential make-up day
- 05 Last day of Saturday classes
- 08 Holiday: Our Lady of Camarin
- 14 Last day of Monday/Wednesday classes
- 17 Fall term ends/Grades due

### Spring 2010

#### January

- 06 New student orientation
- 08 Faculty start date
- 12 Spring registration ends
- 13 Add-Drop begins
- 13 First day of Monday/Wednesday Classes
- 14 First day of Tuesday/Thursday Classes
- 16 First day of Saturday Classes

#### January (continued)

- 18 Holiday: Martin Luther King Day
- 22 Add-Drop Ends
- Last day to withdraw for 100% refund of tuition & fees

#### February

- 15 Professional Development Day
- (President's Day – not observed)

#### March

- 12 Last day to apply for graduation
- 29 Easter break begins

#### April

- 04 Easter break ends
- 05 All classes resume
- 21 Last day to withdraw (No refund)
- 23 Potential make-up day
- 30 Potential make-up day

#### May

- 01 Last day of Saturday classes
- 04 Last day of Tuesday/Thursday classes
- 07 Potential make-up day
- 10 Last day of Monday/Wednesday classes
- 13 Academic year ends
- 13 Grades due from faculty
- 20 Commencement rehearsal
- 21 Commencement
- 31 Holiday: Memorial Day

### Summer 2010

#### June

- 03 Summer registration ends
- 04 Add-Drop begins
- 04 Faculty start date
- 04 First day of classes
- 10 Add-Drop ends
- Last day to drop classes (with a refund)
- 23 Last day to withdraw (without refund)

#### July

- 04 Holiday: Independence Day
- 15 Last day of classes/Semester ends
- 16 Potential make-up day
- 19 Potential make-up day
- 20 Potential make-up day
- 20 Grades due (except Saturday classes)
- 21 Holiday: Liberation Day

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## Foreword from the PRESIDENT



Hafa Adai!

The faculty and staff of Guam Community College (GCC) are proud to provide you with a wide array of courses and programs that will enable you to achieve your academic and career goals. Our academic programs will prepare you for transfer to a four-year college or university and our career technical programs will train you to enter high-skill, high-wage careers.

While at GCC, you may participate in personal enrichment and student leadership activities that will add to your educational experience. The services and co-curricular activities available to you are included in the catalog so that you can learn more and take advantage of all that we can offer you. We encourage you to read the catalog and learn more about the student activities, financial aid services, counseling, tutoring, and career assistance offered at GCC that will help you succeed in accomplishing your educational goals.

The College is committed to the economic development and workforce training success of our students. We have become a premier training center for business professionals and the growing technology sector.

The central focus of Guam Community College is to create a stimulating learning environment, an environment in which you can prepare for tomorrow and all that the future can bring. The faculty and staff constantly engage in activities designed to enhance the learning environment and provide for the ever-changing needs of our community. We strive to provide the best instructional technology and experiences in Guam. Together, we are Building for Your Success, actively seeking recommendations by industry to ensure that we are providing you with the training and education you need to succeed in the global workforce.

We are committed to assisting employers by offering short-term customized training for business and industry. And for the non-traditional student, we offer adult and continuing education courses that focus on the needs and interests of working or retired adults.

Whether you are still in high school, are considering taking your first college class, are employed and looking to add to your credentials, or you're interested in a personal enrichment class, Guam Community College is the place to be.

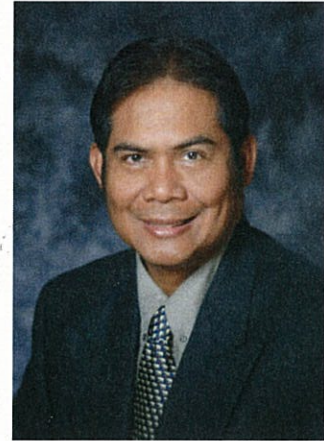
Guam Community College faculty and staff are here to serve you by attending to your life-long educational needs. Your success is our success!

Best wishes,

A handwritten signature in dark ink that reads "Mary A.Y. Okada". The signature is written in a cursive, flowing style.

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

## ACADEMIC VICE PRESIDENT'S MESSAGE



My greetings to all GCC students!

I commend you for choosing Guam Community College to prepare you for the career and technical education skills, attitudes, and values critical to the robust development of Guam's workforce. As you pursue your educational goals at GCC, I encourage you to avail of the myriad opportunities for academic enrichment, community engagement, and personal fulfillment that will bring you closer to the successful achievement of your career objectives. By being actively engaged in your own learning, you will undoubtedly develop a toolbox of skills that will address pressing community and industry needs in high-demand and high-growth occupations, made more significant in light of the impending military buildup on our island.

As a concrete roadmap of your educational program at GCC, this student catalog highlights the college's commitment to student-centered quality learning through its emphasis of student learning outcomes (SLOs) in various programs and courses. Through the intentional articulation of SLOs in our student catalog, the College is drawn closer to what we say we can do and what we promise our programs and services can deliver in terms of results.

How do we know that we are successful in what we do as an institution? We gauge this through the formalized process of systematic and rigorous assessment that allows us to identify, analyze, and deliberate on the strengths and challenges of our programs and courses on a regular basis. We do this for purposes of accountability and improvement. The resulting assessment evidence provides grounding to our decisions, fuels institutional dialogue, and impacts student learning in more ways than one. Because your participation in the college's assessment initiative is critical in this respect, I urge you to participate mindfully, with the guidance of faculty, in assessing your own learning in the classroom.

As students, you are the lifeblood of our college, and we will do everything we can to make your stay at this institution a most rewarding experience. We hope that student success --as evidenced by program completion, enrichment, or job promotion-- is the ultimate outcome of your college stay.

On behalf of the faculty, staff, administrators, and members of the Board of Trustees, welcome to GCC!

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Somera', written over the printed name.

R. Ray D. Somera, Ph. D.  
Vice President

# **General Information**

## **GENERAL INFORMATION**

### ***History of the College***

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

### ***Mission Statement - Board of Trustees Policy 100***

*The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.* (New Adoption: March 11, 2009 Board of Trustees Policy 100; Amended & Adopted September 5, 2008; Reexamined & Adopted: January 25, 2007; First Adopted: September 19, 1990)

### ***Philosophy of the College***

Our philosophy is to provide each and every individual seeking an education at the College the opportunity to develop to his or her greatest potential by offering the following:

1. Responsiveness to the educational and cultural needs of the community;
2. Open door admissions and equal educational opportunity for all students regardless of sex, sexual orientation, race, religion, past academic record, age, national origin, disability, or financial resources;
3. Affirmative action for nontraditional students;
4. Quality teaching;
5. Adult Basic Education; and
6. Comprehensive vocational-technical and liberal arts programs.

### ***Accreditation***

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

The Guam Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Programs upon the recommendation of the



Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE), Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756.

### ***Facilities and Faculty***

The College is located in Mangilao on a 22-acre site. Standard classroom facilities are housed in permanent concrete buildings. Metal buildings are used primarily for vocational shop facilities.

The GCC Foundation Building houses the library on its second floor. Instructional classrooms occupy the first floor.

Shop spaces are provided for Auto Mechanics, Auto Body, Construction Trades, Welding, and Air Conditioning and Refrigeration. Special laboratories are used for instruction in the Allied Health, Computer Science, Office Technology, Networking Systems Technology, Visual Communications, and the Hospitality/Tourism programs.

The College faculty are well qualified by their education and experience to offer courses, which achieve the objectives of the College. During the Spring 2008 semester, the faculty numbered 97 full-time instructors and 75 true adjunct instructors. Faculty credentials are found at the back of this student catalog.

Refer to the [GCC Fact Book](#) for more detailed information on the College's instructional facilities and faculty profile. Contact the Office of Assessment and Institutional Effectiveness (AIE) for a copy. AIE is located at the 2<sup>nd</sup> floor of the Student Services and Administration Building, Suite 2226 and 2227, with telephone numbers 735-5520 and 735-5523.

### ***Catalog Contents Disclaimer***

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

### ***Copyright Policy***

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

### ***Non-discrimination Statement***

Guam Community College complies with all federal and territorial rules and regulations and prohibits discrimination on the basis of age, race, color, national origin, gender, sexual orientation or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the EEO/AA coordinator, located in the Financial Aid Office of the Student Services & Administration Building, 1st Floor, Suite 2117. Additional information may also be obtained in the GCC Student Handbook.

## ***Sexual Harassment Prevention Policy***

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

## ***Student Code of Conduct***

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

## ***Workplace Violence Prevention Policy***

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

## ***Tobacco and Betel Nut (Pugu'a) Free Policy***

As a way to preserve the health and welfare of the College campus community, the Board of Trustees established BOT Policy No. 175 that requires the Guam Community College premises to be Tobacco and Betel Nut (Pugu'a) Free effective June 1, 2007.

To comply with the BOT Policy No 175 (Resolution No. 3-2006) and Administrative Directive No. 2006-05, all employees and students are expected to adhere to the following:

- Do not use tobacco products while on Guam Community College property.
- Do not chew or spit pugu'a while on Guam Community College premises.
- Assist with the enforcement of BOT Policy No. 175.

Violation of the BOT Policy and Administrative Directive will be addressed in accordance with the disciplinary actions outlined in the Personnel Rules & Regulations, the GCC Student Handbook, and the Faculty Union Agreement, 2005-2010.

## STUDENT SUPPORT SERVICES

### ***Career Guidance And Counseling Services***

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

- **Pre-Enrollment Counseling**

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

- **College's English and Mathematics Placement Test**

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

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

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

Students with disabilities may request accommodations for test taking through the Accommodative Services Coordinator, located in the Student Services & Administration Building.

- **Career Information and Guidance**

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



- **Personal/Social Counseling Services**

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

- **Student Rights Advocacy**

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

- **Advisement**

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

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

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

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

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

- **Tutorial Services**

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

## ***Health Services***

The Health Services Center is located behind A-10. The Center is staffed by two full time Registered Nurses. It is open from Monday through Friday. All students, staff, faculty, and administrators of the College may utilize its services. The hours of operation for the Health Services Center are:

When post-secondary classes are not in session:

Monday through Friday, 8:00 a.m. to 5:00 p.m.

When post-secondary classes are in session:

Monday through Thursday, 8:00 a.m. to 8:00 p.m.

Friday, 8:00 a.m. to 5:00 p.m.

### **The services available at the Health Services Center are:**

- basic first aid for injuries and medical conditions that occur during school time;
- assessment and nursing management of chronic health problems based on the client's physician-prescribed therapeutic regimen;\*
- annual screening of employees for tuberculosis as required by law;
- screening of students for tuberculosis and immunization in compliance with public laws and school policies;
- screening for height & weight, blood pressure, vision, and pediculosis;\*
- pregnancy testing and prenatal follow-up;\*
- advocacy for persons with disabilities;
- individual counseling on health-related issues;
- referral services on health-related issues; and
- health-related workshops and/or continuing education programs;

\*Services will be rendered upon availability of staff and resources.

### **The health requirements for students include:**

- Tuberculosis (TB) clearance within six (6) months to one (1) year prior to school registration. Those individuals with positive test results must obtain clearances from the Department of Public Health & Social Services or their private physician;
- Measles, Mumps, Rubella (MMR) - Students must have at least one dose on or after their first birthday. A second dose is highly recommended. Those born prior to 1957 are exempted from the MMR requirement;
- Tetanus & Diphtheria (Td) received within the last ten (10) years;
- Oral Polio Vaccine (OPV) for students below eighteen (18) years of age; and
- Properly completed Health Information Form.

Note to students: If your choice of study will place you at risk for the exposure to blood borne pathogens, you are advised to follow further instructions by your respective program advisor regarding other health requirements such as hepatitis B vaccine and physical examination.

## **Other Services**

### ***Student Parking***

The College reserves the right to control parking and the flow of traffic on its campus. Student vehicles with a GCC parking decal may be parked on campus in designated

student parking areas. Students must display a GCC decal on their vehicles while parking on campus. Accessible parking for students with disabilities is clearly marked and available in front of the Student Support Services, Building B, the North Parking Lot, by Building 500, and in front of the Student Services & Administration Building. Improperly parked vehicles may be towed away at the owner's expense. The College will not be responsible for any damage done to any vehicle parked on campus. The College does provide security service throughout the campus.

### **Food Service**

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

### **Bookstore**

The Bookstore is located between Building 100 and 200 and is open Monday through Thursday from 1:00 p.m. to 4:00 p.m. Special bookstore hours are set during the registration period and posted online at MyGCC.

### **Student I.D. Cards**

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

### **Center for Student Involvement**

The Center for Student Involvement (CSI) oversees an array of student activities, such as Student Governance, Leadership Development, and the New Student Orientation. Each of these initiatives is guided by the belief that students must become intentionally involved in campus programs and activities in order to become fully prepared for the workplace and for other life commitments as well. Student Development initiatives are also designed to foster in students a sense of voice, empowerment and responsibility to the campus community. For more information on CSI and its initiatives, please visit Suites 2136 and 2137 of the Student Services & Administration Building, 1st Floor or call 735-5518/9.

CSI also assists students and student organizations in planning and implementing programs, activities and events, and plans and implements campus-wide programs to address the needs and interests of GCC's students. It also ensures that student organizations and the *Council On Postsecondary Student Affairs* (COPSA) achieve success in all their extra-curricular activities.

- **Leadership Development**

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

- **Student Governance**

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

## • Student Organizations

1. *The Computer And Technology Organization (CATO)* empowers, informs, and educates fellow students and the community of the significance of computer and technical literacy.
2. *The Criminal Justice Student Association (CJSA)* promotes unity, fellowship, scholarship and leadership activities among its members. It also promotes Criminal Justice programs through community involvement.
3. *Delta Epsilon Chi (DEX)* furthers the understanding of the principles of marketing within the business community and generates revenue for scholarships for GCC's postsecondary Marketing students.
4. *The Digital Arts Society (DAS)* brings together students interested in the digital arts to assist in their growth and development, building their leadership skills through experiences in social, economic, educational and community activities relative to the field of visual communications.
5. *The Education Student Organization (ESO)* serves to support students seeking a degree under the Education Department, including students studying Early Childhood Education, Education and Sign Language Interpreting.
6. *Habitat for Humanity (Campus Chapter) (HfH)* educates the campus and the community about the Habitat for Humanity mission, and raises funds to assist the local and international work of Habitat for Humanity.
7. *The Health Occupations Students of America (HOSA)* promotes career opportunities in the health care industry, and enhances the delivery of quality healthcare to all people.
8. *The Japan Club* promotes the language and culture of Japan through a variety of activities to educate and entertain the campus community.
9. *The Micronesian Student Association (MSA)* provides support for newly enrolled students in their efforts to assimilate into the College and community environments.
10. *The Phi Theta Kappa International Honor Society (Beta Beta Xi Chapter)* promotes scholarship, the development of leadership and service, and the cultivation of fellowship.
11. *The Post secondary Tourism Association (PSTA)* promotes better relationships among students majoring in Tourism. It also develops and fosters principles of learning in tourism services and management.
12. *The Practical Nursing Student Association (PNSA)* provides support and leadership opportunities to undergraduate nursing students throughout the nursing program.
13. *The Society of Management Industry Leaders for Excellence (SMILE)* supports all students seeking a business degree, teaches members how to be socially aware, and provides service to the community.

## Educational Resources

### ***Learning Resources Center/Library Services***

The GCC Library is located on the second floor of the Foundation Building. It is responsible for meeting the information needs of the College community and provides electronic and print resources for instruction, research and recreational activities. Reference and instructional services are available for classes and individual library users.

The Library presently maintains a permanent collection of about 21,000 items comprised of books, periodical titles and videos. Reference books, multimedia materials, magazines and newspapers are available for in-library use. Circulating books may be borrowed for a

two-week period; videos may be borrowed for two days. Overdue fines are charged. A coin and bill operated photocopier is also available in the Library.

Internet access is provided as well as accessibility to the Dynix Public Access Catalog (DPAC) and Ebscohost full-text periodical database. The Library web page with current information can be found on the Guam Community College website.

### ***Educational Services – Accommodative Services for Students with Disabilities***

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

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

### ***Federal TRIO Programs***

- **Project Aim**

Project AIM is a Student Support Services, Federal TRIO Program funded by the U.S. Department of Education. This program provides tutoring in all subjects, counseling (personal and academic), peer counseling and tutoring, cultural enrichment activities, mentorship programs, transfer center services, workshops (on study skills, career decisions, time management, test anxiety) and book assistance awards. These services are available to students meeting federal guidelines, such as low-income level, first generation students (neither parent received a bachelor's degree) and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students; 2) increase the transfer rates of eligible students from 2- to 4-year institutions; and 3) foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. For further information, please contact 735-5594/5 or visit the Project Aim Office in Building 100, Room 107.

### ***Center for Civic Engagement***

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

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

## **Assessment and Institutional Effectiveness**

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

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

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

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

AIE is located at the 2nd floor of the Student Services & Administration Building, Suites 2226 and 2227, with telephone numbers 735-5520. As a valuable resource for all GCC constituents and others interested in assessment, AIE also maintains a web site at <http://www.guamcc.edu/assessment>.

## **Financial Aid Services**

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

### ***Financial Aid***

The Financial Aid Office provides information and advice on how students can gain financial assistance from various sources. Such assistance is available to students with

financial need through the Federal Student Aid Programs that include Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. The College is approved for Veteran's benefits. In addition, various independent scholarship programs are available based on a combination of factors such as merit, interest in certain degree programs, and in some cases, need. The College does not administer student loan programs. A Government of Guam student loan program is available through the University of Guam Financial Aid Office and can be applied to the College. Check with the GCC Financial Aid Office for information on these loan funds. Students may receive complete financial aid counseling services at the College's Financial Aid Office located on the 1st floor of the Student Services & Administration Building.

- **Application Deadlines**

The College processes financial aid applications throughout the year. However, most scholarship programs have application deadlines established by the grantor. In the case of Federal Student Aid Programs, students must have completed both the government forms, and the entire admissions process at the College in order to qualify. This process should be started at least six to eight weeks in advance of the semester to be attended in order to prevent delays in payment. Students should complete their applications early to insure maximum awards. For further information, contact the Financial Aid Office at 735-5544.

- **Types of Financial Aid**

**Pell Grant** - This is a grant, which does not need to be prepaid. It is based on financial need, and upon maintaining satisfactory progress at the College. To apply, fill out the Free Application for Federal Student Aid (FAFSA) form available at high school counseling offices, and the College's Financial Aid Office. Supporting documents such as tax forms may be required. Students may apply electronically using the Internet address: [www.ed.gov/student\\_aid](http://www.ed.gov/student_aid). It usually takes about six weeks to receive a Student Aid Report (SAR). This document is then brought to the Financial Aid Office.

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

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - Students who qualify for the Pell Grant and who fall into the greatest need category may also receive FSEOG awards. Typical awards are around \$200 per year.

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

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

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



- **Eligibility**

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

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

**Application Procedures**—Students must complete the Free Application for Federal Student Aid in order to be considered for any Federal assistance. These applications are available from high school counselors or any college or university financial aid office. Students must apply and qualify annually on the basis of demonstrated financial need. Students may also complete an application on the Internet. To do this, students should first obtain a personal identification number or PIN at [www.pin.ed.gov](http://www.pin.ed.gov) and then go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to fill out the form.

**Awards**—Students who are eligible for financial aid will be notified of the type and amount of award upon completion and review of their application. Normally, checks for awards are given to students at mid-semester and at times specified in the award disbursement sheet.

- **Student Responsibilities**

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

- ♦ Complete all necessary application forms and pertinent documents on or before the established deadlines of each school year.
- ♦ Be admitted as a "Declared Student."
- ♦ Enroll in a program of study leading towards a postsecondary degree or certificate program. (Adult High School Diploma may be eligible for some recipients, e.g., VA Benefits).
- ♦ Enroll in courses required for declared program of study.
- ♦ Satisfactorily meet progress standards for financial aid. (For further explanation, please read the Financial Aid Guide).
- ♦ Inform the Financial Aid Office of any changes that may affect their financial assistance.
- ♦ Pick up award checks on the scheduled disbursement dates.
- ♦ Comply with all other policies established by the Financial Aid Office as described in the Student Handbook and Financial Aid Guide.

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

For more information regarding Financial Aid, contact:

Financial Aid Coordinator  
Guam Community College  
P.O. Box 23069  
Barrigada, Guam 96921  
(671) 735-5544  
[www.pin.ed.gov](http://www.pin.ed.gov)  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## **Housing Information**

Guam Community College has no housing facilities. The College does not supervise, recommend or assume responsibility for any housing facility. Private housing is available in the community.

# **Admissions Information**

## Admissions Information

### *Student Classifications*

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

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

- Be a graduate of an accredited or recognized United States high school or foreign high school with equivalent programs of instruction and comparable standards; or
- Have the equivalent of a high school diploma (e.g., G.E.D);
- Have an AA/AS, BA/BS degree, or successful completion of at least 60 semester hours of college credit with a cumulative GPA of 2.0 or higher from an accredited or recognized United States college/university or a foreign college/university with equivalent programs of instruction and comparable standards; or
- Be at least sixteen (16) years of age or older and have the ability to benefit from the education or training offered at the College. Students admitted on the basis of ability to benefit from the education or training offered must pass a U.S. Department of Education approved test such as ASSET prior to enrollment at the College.

An **Undeclared Student** is a student taking courses who has not formally identified a particular degree, certificate or diploma program at the College.

Any person below 16 years of age may only enroll as a secondary student in classes held on the College campus, subject to proof of parental consent, home school consent, and College approval. The College will determine if such students are able to benefit from an educational experience delivered in an adult setting.

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

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

A **Diploma Student** is a student pursuing an Adult High School Diploma.

To be eligible, a student must be at least 16 years old, not a high school graduate and not attending a regular high school program, which will meet their needs.

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

**Note:** The Apprenticeship Program has additional admission requirements. These requirements are stated in the Apprenticeship Program description in this catalog.

## ***Acceptance Information***

When all information, forms and documents are received, students applying for admission as a Declared Student or as a Diploma Student will be notified by mail of their admission to the College and may be assigned a specific date and time for orientation, placement testing, advisement and registration. Students who are transferring course credits into the College will be provided a written evaluation.

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

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

Students applying for admission as an Undeclared Student are not formally notified of their acceptance. If an Undeclared Student is permitted to complete the registration process, that student is considered to have been admitted to the College as an Undeclared Student.

### **• Admission Procedure for Declared Students/Diploma Students**

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

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

Note: Consideration for admission is based on a complete submission of all legal documents.

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

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

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

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

### **• Admission Procedure for Undeclared Students**

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

## • Admission of Foreign Students

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

- Submit, with their Application for Admission, an official transcript from the last school, college or university they have attended with a notarized or certified translation of the transcript if that document is recorded in a language other than English.
- Have their scores on the Test of English as a Foreign Language (TOEFL) submitted directly to the College. Scores must be from a test taken within the previous two years. Acceptable scores for admission are:
  - Associate Degree Programs, 400 or above
  - Certificate Programs, 400 or above
  - Diploma Programs, 400 or above

Students scoring below 400 on the TOEFL may be required to enroll for additional language study prior to or concurrently with beginning courses for the program of their choice.

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

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

Applicants in the following categories may be exempted from taking the Test of English as a Foreign Language:

- Applicants whose native language is English.
- Applicants who have completed either two years of high school or 24 semester hours of college-level work at an accredited or recognized school, college or university in the United States.
- Applicants who are graduates of high schools situated in Micronesia.
- Applicants who can demonstrate proficiency in English at a level commensurate to college level work in the English language.

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

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

Foreign students will be admitted only to a specific certificate or degree program. Foreign students, except in extraordinary circumstances, will not be permitted to change their

program of study and must enroll for a minimum of 12 semester hours per semester in courses which are required for their specific program of study.

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

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

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

## **Registration, Withdrawals, and Other Changes**

### ***Registration and MyGCC***

On June 1, 2007, Guam Community College launched MyGCC, its web-accessible information system that brings all major functional areas such as Student, Financial Aid, Finance, and Human Resources together into a single database information system. The college purchased Sungard Higher Education's **Banner** © enterprise database system and Luminis © Internet portal system in September 2005, and in approximately 18 months, online registration was live and in full operation. With MyGCC, students can apply for admissions, register and pay for classes, check grades, and communicate with peers or faculty via student email. The launching of MyGCC is another example of GCC's commitment to preparing students for success in the classroom and at the workplace using proven and cutting-edge technology. Although students may now register online, the Admissions & Registration Office is also always available to assist students and applicants.

A Schedule of Classes is published each semester and is available to students before registration. A Schedule of Classes can be obtained at the Student Services & Administration Building or in GCC's website: [www.guamcc.edu](http://www.guamcc.edu). Students should plan their program of studies using the Catalog and Program Planning Guides.

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

### ***On-Line Registration***

Registration can be performed either at the Admissions & Registration Office or online by logging into MyGCC via the college's website, <http://guamcc.edu>. Nevertheless, all students are encouraged to seek academic advisement prior to registration in order to discuss course prerequisites, program requirements, or educational goals. Moreover, students in certain programs are required to meet with their academic advisors to obtain approval for their schedule before they register. These students include those declared in the Adult High School Diploma Program, Associate of Arts in Culinary Arts, Certificate in Practical Nursing, and the Criminal Justice Academy. All international students must clear with Admissions & Registration and obtain schedule approval from their academic advisor prior to registering. In addition, all students must clear outstanding financial obligations with the college at the Cashier's Office, and have immunization updated pursuant to Guam public law, P.L. 22-130.



Updated health records must be submitted to the GCC Health Services Center at least once each year.

### ***Continuous Registration***

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

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

### ***Change of Registration (ADDS & DROPS)***

Classes officially dropped before the end of the Add/Drop period of a term will not appear on a student's academic record. Classes withdrawn from after the end of the Add/Drop period of a term will be assigned a "W" on the academic record. Students are obligated to pay the tuition and fees for classes from which they withdraw after the Add/Drop period.

The deadline for withdrawing from a class is about six weeks prior to the end of the term, and is published in the Schedule of Classes for each term. Any student who fails to officially withdraw from a class by this deadline will be assigned any grade except "W" for the class.

### ***Complete Withdrawal***

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

### ***Change of Program/Major***

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

### ***Change of Personal Data***

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

### ***Auditing Courses***

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

the class. Students wishing to audit a class must indicate this status at the time of registration.

### ***Class Attendance***

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

### ***Transfer of Credits from Postsecondary Institutions***

Credits earned with course grades of "C" or better in other accredited or recognized colleges and universities may be accepted for credit at Guam Community College. Credits earned with course grades of "D" may be accepted on a conditional basis until successful completion of subsequent course work at the College in the same area of study. Only credits applicable toward a diploma, a certificate, or degree at the College will be accepted. Grades, grade point or grade point average will not be transferred. The Registrar, in careful consultation with program faculty (as necessary and appropriate) will determine which credits will be accepted. It is the student's responsibility to have transcripts of all previous work sent to the College and to request an Evaluation of Records by the Registrar.

### ***Advanced Placement***

Students may be placed in advance courses of a sequence of courses on the basis of their high school achievement, training or test results. Credit may be granted for the courses bypassed but both placement and the granting of credit are at the discretion of the Department Chairperson, the Dean and the Registrar.

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

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

## **Recognition of Non-Traditional Learning**

### ***Credit-By-Examination College Sponsored Examinations***

Credit-by-examination is available for some courses at Guam Community College. Interested students should contact the appropriate Dean to determine whether or not this option is available for any particular course. To be eligible to earn Credit-by-Examination, students must be registered in the College and must meet all prerequisite requirements for the course they propose to challenge. Courses passed by examination do not carry grade or grade points. If credit is earned, the grade "CR" is recorded. An "NC" (unsatisfactory completion) will be recorded if a student fails to earn credit-by-examination. Credit-by-Examination (CBE) is recorded on a student's academic record for each course challenged through Credit-by-Examination. After an unsuccessful attempt at Credit-by-Examination, students must wait six months before making another attempt. Students are allowed no more than three attempts to receive Credit-by-Examination for any one course. For each attempt, all applicable tuition and fees must be paid. For further information, contact the Admissions & Registration Office located in the Student Services & Administration Building.

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

## ***External Examinations Credit***

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

### **CLEP General Examinations**

CLEP GENERAL EXAM	SEMESTER HOURS
Maximum Credit English Compositions (with Essay)	6
Humanities	6
Mathematics	6
Natural Sciences	6
Social Sciences & History	6

**A minimum score of 421 is required on all CLEP General Examinations**

### **EXAM**

CLEP Subject Examinations  
DANTES Subject Standardized Tests (DSSTs)  
ACT Proficiency Examination Program (PEP)

**Minimum scores for credit are determined using the American Council of Education (ACE) recommendations.**

Credit may be awarded at the College on the basis of the following examinations:

- College Board Advanced Placement Exams
- USAFI Subject Standardized Tests (USSTs)
- USAFI End-Of-Course Examinations

## ***Prior Learning***

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

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

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

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

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

## Recognition of Sponsored Learning

### ***Military Education***

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

### ***Educational Credit for Training Programs***

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

### ***Special Courses***

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

- **\_\_190, \_\_290: Special Projects** - Courses for individual students, including special studies, individual research and special projects.
- **\_\_192, \_\_292: Practicum Courses** - Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study.
- **\_\_191, \_\_291: Internship** - A trainee, residency or intern program in which the student works in a specific technical or professional area under the direction of an expert in the field.
- **\_\_198, \_\_298: Cooperative Education/Work-Learn** - Vocational instruction combined with employment related to that instruction, providing an opportunity to earn college credit and wages "paid or unpaid work experience" in an on-the-job setting arranged by the College.

### ***Work Experience***

The Work Experience Program provides an opportunity to qualified students to receive relevant paid or unpaid work experience related to their vocational/technical fields of study and individual interest within that field. Work Experience, listed as CO-OP/Work-Learn, is an option under Technical Requirements for some certificate/degree programs. Work Experience is also an option under Related Technical and General Education Requirements for most certificate/degree programs. Students may earn between 1 to 6 Work Experience credits upon successful completion of their training program. Students who wish to participate in this program must complete the Application to Take Form, which is available at the Student Services & Administration Building. Students should complete this form with the assistance of the program department chairperson and a Work Experience Coordinator. Work Experience is an open-entry/open-exit program. Students may register for Work Experience credits during any registration period and throughout any semester. For further

information regarding the Work Experience Program, contact a Work Experience Coordinator through the TPS's Dean's Office.

## Credits, Grades and Examinations

### ***Credit Load***

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

### ***Credits***

Credit is granted in recognition of work successfully completed in specific courses. For courses numbered 050-299, credit is granted in SEMESTER HOURS.

### **Course Numbering**

Courses offered by the College are numbered as follows:

- **000-049** These courses are noncredit courses. These courses may satisfy prerequisite requirements and/or provide appropriate remediation for courses numbered 050-099 in the same subject areas.
- **050-099** These courses except for MA085 and MA095 are accepted toward meeting the requirements of the Adult High School and some Certificate/Degree programs.
- **100-299** These courses are accepted toward meeting requirements of the Associate of Arts and Associate of Science degrees conferred by the College. These courses are also accepted toward meeting the requirements of the Certificate conferred by the College. Exceptions are MA108, EN100R and EN100W. These are prerequisite/remedial courses.

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

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

### **Prerequisites**

Course prerequisites are courses to be completed or conditions to be met before a student is eligible to enroll in a specific course. A student who has enrolled in a course without first completing all course prerequisites may be disenrolled from that course by the College. Prerequisites are identified in program listings with a "+" sign.

### **Course Waivers and Substitutions**

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

Submit a Course Substitution Form, which indicates the waiver, to a counselor/advisor who forwards the request to the department chairperson.

The department chairperson will confer with department members, and if they concur with the request, will forward the recommendation to the appropriate Dean for approval.

If the Dean concurs with the request, it will be forwarded to the Registrar for verification and recording. If the Dean does not concur with the request, it will be returned to the student with justification.

## **Repeating a Class**

A student may repeat a course in the following cases:

- a course in which a grade lower than a "C" was received. Credit is allowed only once for the course, but the student will receive the higher grade and grade points for any course repeated.
- certain courses can be repeated for additional credit. The course description indicates if a course can be repeated for additional credit.

**Note:** The class being repeated will be assigned a repeat grade of "R" before the original grade. Beginning Fall 2008, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column; however, the class being repeated will not affect grade point average.

## **Grade Reports**

Grade reports are mailed to students at the end of each semester. It is the student's responsibility to update their address and mailing information in their student records. Such information may be submitted to the Admissions & Registration Office. Grade reports will not be faxed or emailed. Additionally, grade reports will not be released to a third party without the student's written authorization.

## **Grading**

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

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

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

## Grading System

The following grades may be issued at the College:

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

**Note:** Prior to Fall 2007, if a student repeats class (see section on Repeating a Class for more information), the class being repeated will be assigned a repeat grade designation with an "R" before the original grade. Beginning Fall 2008, all repeated courses will appear as a letter grade with the repeat indicator appearing in a separate column; however, the class being repeated will not affect grade point average.

### Credit/No Credit Option

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

### Incomplete or "I" Grade

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

### Technical Failure or "TF" Grade

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

### Technical Withdrawal or "TW" Grade

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



## **Grade Point Average**

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

## **Standards for Satisfactory Progress**

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

## **Satisfactory Progress**

Satisfactory progress standards apply to all Declared Students including all students who receive financial aid at the College. Financial Aid Students should also consult the Financial Aid Handbook.

## **Academic Probation**

At the end of each term, the academic record of each Declared Student enrolled for that term will be compared to the Standards for Satisfactory Progress. Any Declared Student who is not making Satisfactory Progress toward a degree or certificate will be placed on Academic Probation at the end of that term. Any student on Academic Probation may lose financial aid eligibility. See the Financial Aid Handbook for more information.

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

## **Dismissal**

If the student does not meet at least the minimum standards applicable to that student and fails to demonstrate progress toward meeting the cumulative minimum standards required for Satisfactory Progress during the probationary period, then that student may be dismissed from the College as a Declared Student.

## **Reinstatement as a Declared Student**

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

## Appeals

Any student has the right to appeal placement on Academic Probation and dismissal from the College as a Declared Student. Any appeal must be in writing and include supporting documentation.

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

## Scholastic Honors

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

## Determining Applicable Catalog

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

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

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

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

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

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

## Time Limit For Course Work

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

The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students

to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally unsound.

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

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

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

## **General Requirements for Degree and Certificate Programs**

A student is eligible for a degree or certificate if:

- The student has been admitted as a Declared Student prior to or during the semester in which the requirements of the degree or certificate are completed;
- The student has completed all of the requirements of the degree or certificate program;
- The student has a cumulative grade point average of 2.00 or higher; and
- The student has successfully completed at least 12 semester hours of course work required for the degree or certificate program at the College. A student should apply for a degree or certificate before the sixth (6th) week of the semester during which the student expects to complete all requirements for the degree or certificate.

### ***Second Certificate or Degree and Multiple Emphasis in Degree Programs***

A second certificate and/or degree may be granted provided that a student completes all additional technical, related technical and general education requirements.

Some programs of study offer more than one area of emphasis; a student may earn a degree, which includes more than one emphasis so long as the student completes the requirements before the degree is conferred.

## **Tuition and Fees\***

### **Resident Student** - \$110.00 per semester hour\*

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

### **Nonresident Student** - \$135.00 per semester hour\*

A "Nonresident" is a student whose permanent home is away from Guam and does not pay Guam income taxes.

### **Foreign Student** - \$160.00 per semester hour\*

A "Foreign Student" is a non-citizen that holds a non-immigrant visa, e.g., B, C, D, F, H, J, L or M visa.

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

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

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

## **Fees\***

### **The following fees are charged each semester:**

Registration Fee .....	\$20.00*
Student Identification Card .....	7.00*
All students are required to have a Student Identification Card except for students enrolled exclusively in short-term courses and special offerings.	
Library Fee .....	13.00*
The Library fee is considered to be a special fee for tuition and fee refund purposes.	
Technology Fee .....	67.00*
Of this amount, \$33.50 will cover costs of current operations and the remaining \$33.50 will be set aside in a special fund to systematically upgrade computer labs, software and other technology-related student services.	
Student Activity Fee .....	13.00*
Funds are used to support student activities organized under the purview of the Center for Student Involvement (CSI) Office.	
Student Health Fee .....	13.00*
Students may receive PPD, MMR vaccinations, and emergency care services at the Student Health Center free of charge. Students failing to appear to have test results read and who are required to repeat a test will have to pay a second student health fee.	
Parking fee .....	13.00*
<b>Total Fees *</b> .....	<b>146.00*</b>

\* Tuition & Fees will increase in Fall 2010 and Fall 2011, as outlined in Board Policy 236, Resolution 5-2006, March 2006. Contact the Registrar if you have any questions about the fee increases.

## **Laboratory Fees\***

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

**Educational Records\***

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

**Audit Fees\***

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

**Late Registration Fee\***

The College will charge a \$33.00 Late Registration Fee to students who register during late registration.

**Application for Degree, Certificate or Diploma Fee\***

The College will charge a \$13.00 application fee. Diplomas and one official set of transcripts will be mailed to students approximately three weeks after the end of the semester in which all requirements have been met. The Commencement Ceremony is held each year at the end of Spring Semester.

**Diploma Re-Order Fee\***

The College will charge \$13.00 to reorder a degree, certificate or diploma to be picked up by a student. A \$33.00 fee will be charged for a degree, certificate or diploma to be mailed to a student.

**Placement Test Fee\***

The College will charge \$20.00 for the College English and Math placement tests.

**Transcript Requests\***

Students may request copies of their academic record (transcript) at the Admissions & Registration Office in the Student Services & Administration Building. Transcripts can usually be prepared within five working days. The first copy of a student's transcript costs \$13.00. Other copies requested at the same time will cost \$1.00. A same day service request of transcripts costs \$27.00. No transcript will be issued by the College if the student has an outstanding financial obligation with the College. Transcripts will not be faxed or emailed.

\* Subject to increase based on approved fee increase schedule.

***Fee Exemption***

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

***Tuition and Fee Refund***

Once students have registered for classes, they are responsible for paying for those classes unless they officially withdraw during the Refund Period. If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes.

## Students Called to Active Military Service

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

## Returned Check Policy\*

If a student makes a payment for tuition and fees using a check, and the check is returned, the student will be contacted by the GCC Business Office regarding the returned check. Once contacted, the student must pay the amount of the check in full by cash or cashier's check within 48 hours of notice. Additionally, a \$33 returned check fee is assessed. A \$33 late fee may also be assessed. If a student fails to make payment, he or she will be disenrolled from courses and will be referred to a collection agency. Moreover, neither grades nor transcripts will be released until the full amount of the returned check plus the service charge is paid in full.

## Outstanding Balances

Normally, students who have an outstanding balance at the end of a semester will not be allowed to re-register until the amount is paid in full. In addition, neither grades nor transcripts will be released until the past due balance is paid in full. Special conditions may apply for students who are eligible for Pell Grant financial aid.

\* Subject to increase based on approved fee increase schedule.

## Cost of Attendance

### AY 2009-2010

The College estimates the cost of attendance as a full-time student at the College during the 2009-2010 academic year (ten months, including Fall, Spring and Summer semesters) to be as follows:

Tuition and Fees.....	\$3,592.00
Room and Board .....	10,500.00
Transportation * .....	1,200.00

\*Plus round-trip airfare for off-island students.

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

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

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

These estimates of the cost of attendance as a full-time student are based on the following assumptions:

- An independent student is sharing housing costs with one other student.

- AY 2009-2010 is a ten (10) month period of class attendance.

## **Instructional Programs**

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

## **Community and Continuing Education**

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

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

The Office of Continuing Education, located on the first floor of the Student Services & Administration Building, welcomes requests or suggestions for course or event offerings. For more information call 735-5640.

### ***Continuing Education Units (CEUs)***

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

- CEU credit is for career enrichment/advancement. 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.
- CEU contact hours can be structured within a regular credit course, provided that the 10 contact hours to 1 CEU equivalency recommended by IACET is maintained. CEUs are awarded on a pass/fail basis. Letter grades are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
- CEU programs will be governed by the same standards that GCC imposes on regular programs. GCC will have direct quality and fiscal control over all CEU activity within the institution.
- CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

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

- One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instructors. (This ratio of ten hours to 1 CEU is recommended by IACET).
- 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 Academic Affairs Committee.

- Permanent records for individual participants in CEU programs will be kept.
- Course fees will be negotiated between the requesting agency, organization or individuals and GCC.
- Continuing education programs will be conducted in accordance with the criteria and guidelines of the IACET.
- Review, evaluation and approval of CEUs for an educational experience is the responsibility of the Office of Continuing Education.

### ***English-as-a-Second Language***

This is recommended for those adults who are learning English as a non-primary language. Coursework integrates listening, speaking, reading and writing skills in English. Courses are offered through the Office of Continuing Education as CEUs only.

## **Post Secondary Policy**

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

**All Undeclared or newly Declared Students** enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed their EN100R Fundamentals of English-Reading, EN100W Fundamentals of English-Writing (or higher) general education requirement by the time they have enrolled in 12 credits of classes, and must enroll in or have completed their MA108 Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting their general education requirements.

**All Certificate Programs** will require the following General Education Courses (except as noted below):

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading or higher	(3)
EN100W	Fundamentals of English-Writing or higher	(3)
MA108	Introduction to College Algebra I or higher	3
<b>Total Credits</b>		<b>3</b>

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

**All Associate Degree Programs** will require the following General Education Courses (except as noted below.):

COURSE#	COURSE	CREDITS
EN110*	Freshman English	3
MA110A*	Finite Mathematics	3
CS151*	Windows Applications OR	3
CS152	Macintosh Applications	3
SI103*	Introduction to Marine Biology OR	4
SI110*	Environmental Biology	4
PY120*	General Psychology	3



SO130*	Introduction to Sociology	3
<b>Total Credits</b>		<b>19</b>

\* Courses articulate to the University of Guam

### **Withdrawal from Math and English General Education Required Courses**

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

**NOTE:** Some programs require different levels of course work to meet general education requirements. Medical Assisting Students must take SI130 to fulfill their science requirement and Computer Networking students must take SI141 as their science requirement.

## **General Education**

Recognizing the necessity for students to succeed in the complex and rapidly changing workplace, Guam Community College offers a general education curriculum that introduces students to major areas of knowledge and methods of inquiry. All degree programs require an interdisciplinary general education component that promotes the development of intellectual skills that enable students to become effective learners and informed citizens. Critical thinking, the use of language and computation, appropriate social skills, global awareness and respect for diverse opinions are among the learning outcomes provided in the general education requirements of each program.

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

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

### ***Vision Statement***

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

### ***Student Learning Outcomes (SLOs) in General Education***

The following student learning outcomes are central to the general education philosophy of the College. The College's expectation is that as a result of students' completion of the General Education curriculum, they will be expected to demonstrate competence in these student learning outcome areas, as presented below by category:

Upon successful completion of the General Education curriculum, students will be able to:

1. Use writing to discover, organize and communicate ideas.
2. Identify the audience and purpose for any intended communication.
3. Demonstrate competence in using the conventions of writing, to include grammar, spelling, and mechanics. **(Written Communication)**
4. Apply numeric, symbolic, and graphic skills of quantitative reasoning accurately and appropriately.
5. Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.
6. Define quantitative issues and problems, gather relevant information, analyze that information, and present results. **(Quantitative Reasoning)**
7. Locate, evaluate and use information effectively.
8. Properly use and cite a variety of sources.
9. Use digital text, images, and data, as needed, transferring them from their original locations and formats to a new context, using a variety of software applications.
10. Use and access information ethically and legally, with an understanding of what constitutes plagiarism. **(Information Literacy)**
11. Properly identify and state issues, problems, or questions contained in a body of information.
12. Identify and analyze assumptions and underlying points of view relating to an issue or problem.
13. Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, and biases.
14. Apply problem-solving techniques and skills, including the rules of logic and logical sequence.
15. Synthesize information from various sources, drawing appropriate conclusions.
16. Reflect upon and evaluate their thought processes, value systems, and world views in comparison to those of others. **(Critical Thinking)**
17. Have completed a civic engagement experience where a service is provided to the community as related to the academic curriculum.
18. Demonstrate an understanding of the need for and value of life long civic engagement with their local communities.
19. Exhibit a sense of accomplishment and pride in providing a needed service to their local communities. **(Civic Engagement)**
20. Demonstrate an awareness of the relationship between the environment and their own physiological and psychological processes.
21. Examine critically and appreciate the values and beliefs of their own culture and those of other cultures.
22. Acknowledge opposing viewpoints.
23. Demonstrate an understanding of ethical, civic, and social issues relevant to Guam, Micronesia, and the world. **(Individual and Society)**
24. Properly identify the audience and purpose of any intended communication.
25. Use appropriate language, techniques, and strategies.
26. Speak clearly and confidently, using voice, volume, tone and articulation .
27. Use effective communication strategies to initiate and sustain discussion.
28. Summarize, analyze, and evaluate oral communications and ask coherent questions as needed. **(Oral Communication)**

## ***GCC Industry Testing Services***

Guam Community College also serves as a testing center for licensure recognized by the following:

- ❖ Electronic Technician's Association International
- ❖ Microsoft
- ❖ Automotive Service Excellence (ASE)
- ❖ A+ Service Technician
- ❖ Association of Chartered Financial Analysts
- ❖ Federal Communications Commission
- ❖ Cisco Systems and General Education Development

GCC provides professional examination services for the following:

- ❖ Association for Financial Counseling and Planning Education (Institute for Personal Finance)
- ❖ National Association of Securities Dealers, Inc. (NASD)
- ❖ Society for Human Resources Management (PHR-Professional Human Resource and SPHR-Senior Professional Human Resource)
- ❖ Chartered Financial Analyst (CFA/AIMR) examination sponsored by the Association of Investment Management & Research (AIMR)

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

## **Adult High School/GED**

### ***Adult High School Diploma Program Guidelines***

The Adult High School (AHS) Diploma Program offers adults, ages 16 and older the opportunity to earn credits toward their diploma while receiving education and training, to prepare them for the workplace. Students will be required to apply for admission to the College as a Diploma Student once they are determined to be eligible to participate in the AHS Diploma Program. Eligible students must also request for official transcripts from all high schools they attended. All official transcripts must be provided to Admissions and Registration. In order to obtain an official evaluation of transfer credits, along with all official transcripts, students must also complete the Evaluation Request Form and submit it to Admissions and Registration. Earned credits will be evaluated and, if accepted, may be applied toward the requirements of the AHS Diploma Program. Students who have attended/completed military schools should provide copies of their Form DD214.

Although determination of student eligibility to participate in the AHS Diploma Program is ongoing, student participation and enrollment into the AHS Diploma Program will be on a first-come, first-served basis. There will be no cost for eligible students to participate in the AHS Diploma Program.

### ***Eligibility***

Any adult, 16 and older, who has not graduated from high school and who is no longer eligible to enroll in the Guam Public School System (GPSS) to obtain a high school diploma or who has not completed the General Education Testing Program (GED) is eligible for

admission into the AHS Diploma Program. Students must take a CASAS appraisal test before entering the AHS Diploma Program to determine their current abilities in the areas of reading, mathematics, and language. The Adult Education Office located in Building A, Room 9, administers the CASAS appraisal test.

Students scoring below 220 on the CASAS reading scale and/or below 210 on the CASAS math scale shall be referred to Adult Education for assistance in learning basic skills. Students may go into the AHS Diploma Program after participation in the Adult Basic Education (ABE) program and exit with scores at or above 221 for reading and 211 for mathematics. The time students spent in the ABE program will be evaluated for 3 credits into the AHS Diploma Program.

Students scoring between 221 and 230 on the reading portion of CASAS and between 211 and 220 on the math portion will begin the AHS program by taking courses to refresh basic skills until scores of 231-235 and 221-225 in reading and math respectively, are met. Students who score above 235 in reading and 225 in math may go directly into the AHS Diploma Program.

The student's advisor or a counselor must approve student enrollment into courses for the semester. Enrollment will be based on the student's CASAS scores for both reading and mathematics as described in the above paragraph. Students will be limited to register in no more than 9 credit hours of adult high school courses (English, Mathematics, Science, Social Studies, and Student Success Workshop) and no more than 12 credit hours of a combination of adult high school courses and postsecondary technical/elective courses during the Fall 2007 semester, unless otherwise approved by the Adult Education Office.

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

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

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

After the official add/drop dates posted in the Schedule of Classes, any student who withdraws (W), who has been technically withdrawn (TW), and/or who abandons any course he/she has registered in resulting in a failure grade (F) or a technical failure grade (TF) will not be eligible to continue to participate in the AHS Diploma Program. Admissions and Registration will automatically disapprove the student's application for admission as a Diploma Student and the student will be referred by the advisor/counselor to the Adult Education Office for other program options.

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

## Adult High School Diploma Requirements

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

Successful completion, either at the College or through transfer credit accepted, the following subject area requirements:

COURSE	SEMESTER HOURS
English	12
Mathematics	6
Social Studies	9
Science	3
Computer Skills	3
Vocational Electives	12
Student Success Workshop	3
Nine (9) credits of vocational electives should be from the same career area as part of the student's approved plan of study.	
<b>Total Credits</b>	<b>48</b>

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

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

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

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

### Recommended Courses

A student completing the requirements for an Adult High School Diploma must plan his or her program of study with the assistance of a counselor or an advisor. Faculty from enrollment services determine assigned advisors. This procedure is initiated once a student is identified as an adult high school student. The following courses are usually offered to provide students with the opportunity to meet the specific subject area credit requirements for the Adult High School Diploma:

COURSE#	COURSE	CREDITS
EN066	Reading Workshop*	3
EN067	Writing Workshop*	3
EN076	Applied Communication	3
EN081	Literature Survey	3
EN091	Funds. of Communication*	3
MA052	General Mathematics	3
MA057	Applied Mathematics	3
MA065	Adult Mathematics*	3
SI051	Earth Science	3
SI073	Applied Science	3
SS063	American Government*	3
SS078	World Geography	3

SS080	U.S. History	3
OA101	Keyboarding Applications	3
CS151	Windows Applications	3
CS152	Macintosh Applications	3
SP098	Student Success Workshop*	3
	* Required Course	

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

## ***General Educational Development Testing Program (GED)***

### **Title of Credential**

High School Equivalency Diploma

### **Eligibility for Testing**

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

Placement Testing: All applicants must meet the score requirements on the Placement Test to be eligible for the GED Test.

Fees: The Placement Test is \$33.00 payable upon scheduling. The GED Test is \$33.00 payable at the time of application. There is also a cost for retests.

### **How to Apply**

To apply for the GED Test, the applicant must present a driver's license or a photo identification and birth certificate or passport to the GED Test Examiner.

### **Testing Schedule**

**Placement Test:** The Placement Test is administered as often as needed. Testing is conducted on the Guam Community College campus from 8:30 a.m. to 2:00 p.m. on the published test dates. **GED Test:** The GED Test is a two-day test administered once a month from 8:30 a.m. to 2:00 p.m., as scheduled. It must be completed within a sixty-day period. Otherwise, the candidate must retake all components of the test and pay the full fee.

**Retesting:** The waiting period for retesting is two months if evidence of recent preparation is furnished, but six months if no additional preparation is claimed. Highest scores achieved by the candidate will be reported and may not necessarily be the most recent scores. If retest scores are lower than scores previously achieved, the retest scores are not reported. Test scores more than five years old are subject to review. A new test series was implemented in January 2002. The old test scores taken prior to January 2002 will no longer be honored. Candidates who do not pass the GED Test cannot be tested more than three times a year.

## To Receive a Diploma

Individuals may apply for a diploma at Guam Community College, official GED Testing Centers, or the GED Testing Service, Washington, DC after satisfactory GED test scores have been received from the GED Testing Office.

**Minimum Test Scores:** The minimum standard test score is 410 on each of the five tests and an average of 450 on all five tests.

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

**Residency:** Must be a resident of Guam. Non-residents who meet the minimum test score requirements may qualify under the following circumstances:

- The applicant is currently serving as a member of the Armed Forces of the United States on active duty assignment on Guam;
- The applicant's last civilian school attended was on Guam or the Commonwealth of the Northern Marianas, Republic of Palau, the Republic of the Marshall Islands, the Federated States of Micronesia; or
- The applicant needs the diploma for admission to college, university or training program.

For more information, contact:  
GED Testing Program Administrator  
Guam Community College  
P.O. Box 23069  
Barrigada, Guam 96921

## Adult Basic Education (ABE)

The ABE programs are instructional programs designed to help adult learners master the skills and content necessary to improve their English language proficiency, 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.

# **Apprenticeship, Industry Certification, Certificate and Degree Programs**



## Apprenticeship Programs

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

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

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

<b>APPRENTICESHIP INSTRUCTION</b>	<b>APPROXIMATE</b>	<b>RELATED</b>
TRADES	OJT HOURS	(CONTACT HOURS)
Air-Conditioning and Refrigeration Mechanic	8000	585
Auto Body Repairer	8000	585
Auto Mechanic	8000	585
Carpenter	8000	585
Construction Equipment Mechanic	8000	585
Cook	6000	375
Diesel Mechanic	8000	585
Early Childhood Associate	3500	360
Electrician	8000	585
Electrician Meter Repairer	6000	585
Electrician, Substation	6000	600
Electronic Technician	8000	735
Inspector Building	6000	450
Instrument Technician	8000	660
Lineman	8000	660
Machinist	8000	600
Maintenance Building Repairer	6000	465
Maintenance Mechanic	8000	585
Marine Machinery Mechanic	8000	480
Office Manager/Administrative Services	4000	360
Operating Engineer	6000	450
Pipefitter	8000	630
Plumber	8000	600
Power Plant Operator	6000	585
Pump Servicer	6000	540
Relay Technician	6000	600
Rigger	6000	480
Sheet metal Worker	8000	585
Ship fitter	8000	480
Truck Driver, Heavy	3000	280
Wastewater Treatment Plant Operator	4000	375
Welder	6000	465

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

For more information on the Apprenticeship Training Program, contact the Apprenticeship Training Office in Building 300, Room 303, or call 735-5571

## Industry Certification of Course Series Completion

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

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

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

### Certification for The American Hotel & Lodging Educational Institute

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

### Certificate of Specialization in Food & Beverage Management

#### Technical Requirements

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS203	Sanitation & Safety	3
HS208	Food & Beverage Service	3
HS222	Food & Beverage Control	3
HS225	Hospitality Purchasing Management OR	
HS245	Food Production Principles	4
<b>Total Technical Requirements</b>		<b>15-16</b>

## Certificate of Specialization in Human Resources Management

### Technical Requirements

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS216	Human Resources Management	3
HS219	Training & Development in Hosp. Industry	3
HS230	Managing for Quality in the Hosp. Industry	3
HS_____	Any 200 level HS hospitality course	3
<b>Total Technical Requirements</b>		<b>15</b>

## Certificate of Specialization in Rooms Division Management

### Technical Requirements

COURSE#	COURSE	CREDITS
HS160	Hospitality Supervision	3
HS211	Front Office Management	3
HS215	Housekeeping Management	3
HS217	Hotel Security Management OR	
HS228	Hotel Law	3
HS268	Hospitality Industry Computer Systems	3
<b>Total Technical Requirements</b>		<b>15</b>

## Certification for Nursing Assistant

Nurse Assistants work in hospitals, nursing homes and private medical clinics. The Nurse Assistant program prepares the student to function in the role of a nurse's aide under the supervision of the LPN, RN or MD while performing basic nursing care safely and effectively.

Admission to the Nursing Assisting program is required before enrollment in any Nursing Assisting technical requirement course. Admission to the Nursing Assisting program includes: • Advisement from Allied Health Department personnel; and • Health clearance, which includes physical, immunizations (PPD, Hep B 1,2,3)

NOTE: Only courses, which have a grade of "C" or better, will be counted towards the certificate. Course requirements may identify prerequisites, which must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless it is a certificate core course requirement. Prerequisites are identified in the course description section of this catalog, and below with a + sign next to each course with a prerequisite.

### Technical Requirements

COURSE#	COURSE	CREDITS
NU101	Nursing Assisting +	8
NU101C	Nursing Assistant Clinical +	1
HL120	Medical Terminology	2
HL131	BLS for Healthcare Providers	1
<b>Total Technical Requirements</b>		<b>12</b>

## Cisco Certified Network Associate (CCNA)

The courses listed below will prepare the student to take Cisco's CCNA exam. These courses prepare the student for configuration of networks using routers, switches and hubs (LAN). Continuing coursework prepares the student to understand Wide Area Networks (WAN). Next, a student focuses on Network Layers, Cisco Internetwork Operating System software user interface, router configuration, startup and setup configuration sources for Cisco IOS

software TCP/IP, configuration router interfaces with IP and routing protocols. Further studies involve LAN design and implementation. Final preparatory coursework includes fundamentals of Wide Area Networks. Coursework must be taken in sequence. After successful completion of the four networking courses, a student will be ready to take the Cisco CCNA exam.

#### Technical Requirements

COURSE#	COURSE	CREDITS
EE265	Computer Networking I	4
EE266	Computer Networking II	4
EE267	Computer Networking III	4
EE268	Computer Networking IV	4
<b>Total Technical Requirements</b>		<b>16</b>

#### Cisco Certified Network Professional (CCNP)

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

#### Technical Requirements

COURSE#	COURSE	CREDITS
EE271	Advanced Network Professional I	4
EE274	Advanced Network Professional II	4
EE275	Advanced Network Professional III	4
EE276	Advanced Network Professional IV	4
<b>Total Technical Requirements</b>		<b>16</b>

#### Certification for Esthetician

Upon completion of the Certification for Esthetician, graduates will be able to demonstrate and employ the skills needed to work as an esthetician. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. Graduates will be able to apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

#### Technical Requirements

COURSE#	COURSE	CREDITS
CM117	Esthetics	16
<b>Total Technical Requirements</b>		<b>16</b>

**WITH A MINIMUM  
TOTAL CONTACT HOURS  
REQUIRED**

**600**

### **Certification for Nail Technician**

Upon completion of the Certification for Nail Technology, graduates will be able to demonstrate and employ the skills needed to work as licensed manicurist. Graduates will be able to generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination. Graduates will be able to apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

### **Technical Requirements**

COURSE#	COURSE	CREDITS
CM119	Nail Technology	8
<b>Total Technical Requirements</b>		<b>8</b>

**WITH A MINIMUM  
TOTAL CONTACT HOURS  
REQUIRED**

**350**

# Certificate Programs

- ◆ Automotive Service Technology
- ◆ Computer Science
- ◆ Construction Technology
- ◆ Cosmetology
- ◆ Criminal Justice
- ◆ Early Childhood Education
- ◆ Education
- ◆ Emergency Management
- ◆ Fire Science Technology
- ◆ Medical Assisting
- ◆ Office Technology
- ◆ Practical Nursing
- ◆ Pre-Nursing
- ◆ Supervision and Management
- ◆ Surveying Technology

## General Requirements for **Certificates**

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

Effective Fall Semester 2003, several academic policy changes were implemented to ensure our students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or must have completed EN100R, EN100W and MA108. Students must fulfill the English general education requirement by the time they have enrolled in 12 credits of classes. Students must enroll in or have completed MA108, Introduction to College Algebra (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Certificate programs will be required to complete successfully minimum standardized general education course requirements. For more information, refer to the Admissions Information, General Education Policy section of this catalog.

### A. General Education Requirements

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

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	(3)
EN100W	Fundamentals of English-Writing	(3)
MA108	Introduction to College Algebra I +	3
<b>Total General Education Requirements</b>		<b>3</b>

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

### B. Technical Requirements

COURSE#	COURSE	CREDITS
<b>Total Technical Requirements</b>		<b>Variable by program</b>

### C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
<b>Total Related General Ed/Technical Requirements</b>		<b>Variable by program</b>

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

\*\* Placement testing is not mandatory for admission to the College. However, completion of placement testing is required for enrollment into English and Mathematics courses. Therefore, students who plan to enroll full-time in a program should take the placement test

to be eligible for a full load of courses.

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### A Statement on **STUDENT LEARNING OUTCOMES (SLOs)**

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

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

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They therefore require students to synthesize many discrete skills or areas of content. SLOs also ask students to produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program.

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

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### Certificate in **AUTOMOTIVE SERVICE TECHNOLOGY**

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#### **Program Mission**

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

#### **Program Description**

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

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

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



drive trains / axles). These graduates are prepared to pass the National Automotive Technicians Education Foundation (NATEF) Certification Examination in all eight examination areas offered, and upon passage may pursue recognition from ASE as a Master Service Technician.

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

### **Program Student Learning Outcomes (SLOs):**

Upon successful completion of the Certificate in Automotive Service Technology program, students will be able to:

1. Identify the purposes and proper functioning of the core components of an automotive engine.
2. Perform a cylinder compression cranking test.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Diagnose, adjust, repair, or replace automotive components.

### **A. General Education Requirements**

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

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>3</b>

### **B. Technical Requirements**

#### *1. General Service Technician*

COURSE#	COURSE	CREDITS
AST100	Introduction to Automotive Service	3
AST150	Brakes +	3
AST140	Suspension and Steering +	3
AST160	Electrical/Electronic Systems +	3
AST180A	Engine Performance I + (Tune-Up, No Fuel/Emission)	3
AST180B	Engine Performance II + (Fuel and Emissions Systems)	3
AST240	Theory/Practicum: Suspension and Steering +	2
AST250	Theory/Practicum: Brakes +	2
AST260	Theory/Practicum: Electrical/Electronic Systems +	8
AST280	Theory/Practicum: Engine Performance +	5
<b>Total Technical Requirements</b>		<b>35</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>38</b>

## 2. Master Service Technician

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

COURSE#	COURSE	CREDITS
AST110	Engine Repair +	3
AST120	Automatic Transmission and Transaxle +	3
AST130	Manual Drive Train and Axles +	3
AST170	Heating and Air Conditioning +	3
AST210	Theory/Practicum Engine Repair +	3
AST220	Theory/Practicum Automatic Trans +	3
AST230	Theory/Practicum Manual Drive Train +	2
AST270	Theory/Practicum Heating and Air Conditioning +	2
	General Service Technician Track Requirements	35
<b>Total Technical Requirements</b>		<b>57</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>60</b>

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## Certificate in **COMPUTER SCIENCE**

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### **Program Mission**

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

### **Program Description**

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

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

### **Program Student Learning Outcomes (SLOs):**

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

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

### **A. General Education Requirements**

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

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and

- ◆ Satisfactory completion of MA108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>3</b>

#### B. Technical Requirements

COURSE#	COURSE	CREDITS
CS101	Intro to Computer Systems & Information Tech.	3
CS102	Computer Operations +	3
CS110	Introduction to the Internet +	3
CS151	Windows Applications +	3
	Complete at least three credits from the following courses:	3
CS292	Practicum OR	
CS290	Special Project AND/OR	
CS298	Co-Op/Work Learn	
<b>Total Technical Requirements</b>		<b>15</b>

#### C. Technical Electives

COURSE#	COURSE	CREDITS
Complete at least six credits from the following courses:		
CS103	RPG II +	3
CS104	Visual Basic Programming +	3
CS202	COBOL +	3
CS204	"C" Programming +	3
CS205	Network Communications +	4
<b>Total Technical Electives</b>		<b>6</b>

#### D. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
EN125	Introduction to Speech + OR	
OA211	Business Communication +	3
SM108	Introduction to Business	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>30</b>

### Certificate in **CONSTRUCTION TECHNOLOGY**

#### Program Description

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

#### Program Student Learning Outcomes (SLOs):

*Upon successful completion of the Certificate in Construction Technology program, students will be able to:*

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

**A. General Education Requirements**

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

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>3</b>

**B. Area of Concentration Requirements***1. Carpentry*

COURSE#	COURSE	CREDITS
CT153	Introduction to Carpentry	3
CT173	Rough Framing & Exterior Finishing	3
CT183	Finishing	3
CT193	Cabinet Making and Millwork	3
<b>Total Carpentry Technical Requirements</b>		<b>12</b>

*2. Electricity*

COURSE#	COURSE	CREDITS
CT165A	Electricity I	5
CT165B	Electricity II	5
CT165C	Electricity III	5
CT165D	Electricity IV	5
<b>Total Electricity Technical Requirements</b>		<b>20</b>

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

COURSE#	COURSE	CREDITS
CT185A	Refrigeration and AC Level I	5
CT185B	Refrigeration and AC Level II	5
CT185C	Refrigeration and AC Level III	5
<b>Total Heating, Ventilation, and Air-Conditioning (HVAC) Technical Requirements</b>		<b>15</b>

*4. Masonry*

COURSE#	COURSE	CREDITS
CT153	Introduction to Carpentry	3

CT154A	Masonry Level I	4
CT154B	Masonry Level II	4

<b>Total Masonry Technical Requirements</b>	<b>11</b>
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**5. Plumbing**

COURSE#	COURSE	CREDITS
CT152	Fundamentals of Plumbing	4
CT152A	Plumbing Level I	4
CT182	Uniform Plumbing Code	3

<b>Total Plumbing Technical Requirements</b>	<b>11</b>
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**6. Reinforcing Metal Worker**

COURSE#	COURSE	CREDITS
CT153	Introduction to Carpentry	3
CT154A	Masonry Level I	4
CT196A	Fundamentals of Oxyacetylene Welding I	5

<b>Total Reinforcing Metal Worker Technical Requirements</b>	<b>12</b>
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**7. Welding**

COURSE#	COURSE	CREDITS
CT196A	Fundamentals of Oxyacetylene Welding I	5
CT196B	Fundamentals of Oxyacetylene Welding II	5
CT197A	Shielded Metal Arc Welding I	5
CT197B	Shielded Metal Arc Welding II	5

<b>Total Welding Technical Requirements</b>	<b>20</b>
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**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
AE103	Basic Blueprint Reading	3
CT100	Introduction to Construction Technology	5
CT140	Industrial Safety	3
HL130	First Aid & Safety	1

<b>Total Related General Education &amp; Technical Requirements</b>	<b>12</b>
<b>TOTAL CREDITS REQUIRED</b>	<b>26-35</b>

**Certificate in COSMETOLOGY****Program Mission**

*The mission of the Cosmetology Certificate program is to prepare students with the theoretical knowledge and psychomotor skills necessary to pass the two-part Guam Board of Cosmetology exam.*

**Program Description**

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

*The Certificate in Cosmetology program offers students opportunities to develop the skills, knowledge, attitudes and leadership qualities required to meet licensure standards of the Guam Board of Cosmetology. Through lectures, demonstrations and lab practice, students*

*complete a minimum of 1600 hours in this three-semester program. A grade of "C" or higher is required in all theory and laboratory courses for the Certificate in Cosmetology. Students entering the program must have a High School Diploma or equivalent; e.g., G.E.D. Students must also be declared into the program.*

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

### **Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Cosmetology program, students will be able to:*

1. Demonstrate and employ the skills needed to work in a variety of cosmetology related occupations, such as an esthetician, salon owner, nail specialist, hair color specialist, and makeup artist.
2. Generate the knowledge and illustrate the skills required to pass the National-Interstate Council of State Boards of Cosmetology Practical Examination.
3. Apply affective interpersonal skills and practice professional ethics needed to succeed in this profession.

#### **A. General Education Requirements**

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

- ◆ Test out of EN100R/W as determined by the GCC English/Math placement test, or
- ◆ Satisfactory completion of EN100R/W courses

*Students must demonstrate basic mathematical skills as indicated by one of the following:*

- ◆ Test out of MA095 as determined by the GCC/English/Math Placement test, or
- ◆ Satisfactory completion of MA095.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA095	College Mathematics	-
<b>Total General Education Requirements</b>		<b>0</b>

#### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
CM101	Concepts I (lecture)	10
CM201	Concepts II + (lecture)	10
CM102L	Salon I (lab/clinic)	6
CM202L	Salon II + (lab/clinic)	6
CM103L	Salon I Advanced + (lab/clinic) OR	
CM203L	Salon II Advanced (lab/clinic)	2
CM198	Co-Op for Cosmetology OR	
CM204L	Salon III	4
<b>Total Technical Requirements</b>		<b>38</b>

**TOTAL CREDITS REQUIRED 38**

**WITH A MINIMUM TOTAL  
CONTACT HOURS REQUIRED 1600**

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Certificate in **CRIMINAL JUSTICE**

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**Program Mission**

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

**Program Description**

*This certificate program addresses the training requirements imposed by Guam law for those seeking jobs as police officers, marshals, conservation officers, Guam customs officers, investigators and certain other public safety employees. New students will enroll in a Criminal Justice Academy cycle to complete this certificate. The academy program is conducted during each academic year (two semesters) and requires full-time attendance. Those already holding criminal justice degrees are eligible to attend a supplemental academy cycle to obtain the additional credits required for this certificate. In most cases, prior graduates will need a total of ten (10) credits that were not available in their degree program. To apply for admission or to obtain further details about the program, contact a criminal justice advisor at the Social Science & Criminal Justice Department.*

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

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Criminal Justice program, students will be able to:*

1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.
2. Describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA095	College Mathematics	-
<b>Total General Education Requirements</b>		<b>0</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CJ100	Introduction to Criminal Justice	3
CJ102	First Responder	3
CJ126	Officer Survival +	3

CJ126L	Officer Survival Lab +	1
CJ132	Emergency Vehicle Operator Course (EVOC) +	3
CJ135	Firearms +	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ205	Police Report Writing +	3
<b>Total Technical Requirements</b>		<b>25</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>25</b>

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**Certificate in EARLY CHILDHOOD EDUCATION**


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**Program Mission**

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

**Program Description**

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

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

*Note: Only technical required courses which have a grade of "C" or better will be counted towards the Certificate degree.*

**Program Student Learning Outcomes (SLOs):**

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

1. Demonstrate the knowledge and skills needed to design an environment that is conducive to learning for infants, toddlers, and young children.
2. Demonstrate developmentally and age-appropriate teaching strategies needed to work effectively with young children (ages birth through eight years).
3. Demonstrate appropriate disposition and skills needed to effectively work with young children and families who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA108	Introduction to College Algebra I or higher +	3



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**Total General Education Requirements** **3**


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**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CD110	ECE Orientation	3
CD140	Environments for Young Children	3
CD180	Language Arts in Early Childhood	3
CD221	Child Growth & Development OR	
ED220	Human Growth & Development	3
ED231	Introduction to Exceptional Children +	3
CD240	Cognitive & Creative Development +	3
CD260	Social & Emotional Development +	3
CD280	Program Development & the Family Partnership +	3
ED281	Bilingual/Bicultural Education	3
CD292	ECE Practicum +	3
<b>Total Technical Requirements</b>		<b>30</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>33</b>

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**Certificate in EDUCATION**


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**Program Mission**

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

**Program Description**

*The Certificate in Education program is designed to provide entry-level training for persons interested in working in educational settings. Emphasis is placed on competency-based skill development in a broad range of educational areas. All courses taken for the Certificate in Education also fulfill the technical requirements for the Associate of Arts in Education degree. Only technical requirement courses which have a grade of "C" or better will be counted towards the Certificate degree.*

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

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Education program, students will be able to:*

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and students with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

**A. General Education Requirements**

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

- ◆ Test out of the English Placement Test, or

- ◆ Satisfactory completion of EN100 courses, and
- ◆ Satisfactory completion of MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-
MA108	Introduction to College Algebra I OR higher +	3
<b>Total General Education Requirements</b>		<b>3</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
ED100	Behavior Management	3
ED150	Introduction to Teaching	3
ED180	Educational Methods	3
ED220	Human Growth & Development OR	
CD221	Child Growth & Development	3
ED231	Introduction to Exceptional Children +	3
ED281	Bilingual/Bicultural Education	3
ED292	Education Practicum +	3
ASL100	American Sign Language I	4
<b>Total Technical Requirements</b>		<b>25</b>

**C. Related General Education & Technical Electives**

COURSE#	COURSE	CREDITS
	Complete at least 3 credits from the following list of courses or other courses approved by the Education Department.	
OA101	Keyboarding Applications	3
EN125	Introduction to Speech +	3
	Any CD or ED course	3
ASL 110	American Sign Language II	4
<b>Total Related General Education &amp; Technical Electives</b>		<b>3</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>31</b>

**Certificate in EMERGENCY MANAGEMENT****Program Mission**

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

**Program Description**

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

*Guam Community College is mirroring Frederick Community College's model whereby*

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

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

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Emergency Management program, students will be able to:*

1. State the government's role in Emergency Management.
2. Describe the function of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks in emergency situations.
4. Make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA108	Introduction to College Algebra +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

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

COURSE#	COURSE	CREDITS
EMI100	Emergency Manager	1
EMI102	Hazardous Materials	1
EMI104	A Citizen's Guide to Disaster Assistance	1
EMI106	Building for the Earthquakes of tomorrow	1
EMI108	Orientation to Disaster Exercise	1
EMI110	Exercise Design	1
EMI112	State Disaster Management	1
EMI114	Principles of Emergency Management	1
EMI116	Emergency Planning	1
EMI118	Leadership & Influence	1
EMI120	Decision Making & Problem Solving	1
EMI122	Effective Communication	1
EMI124	Developing & Managing Volunteers	1
EMI126	Anticipating Hazardous Weather	1
EMI128	Emergency Operations Center Role	1
EMI130	Volunteer Agencies in Emergency Management	1
EMI132	Disaster Basics	1
EMI134	Community Hurricane Preparedness	1
EMI136	Hazardous Material Prevention	1
EMI138	Multi-hazard Emergency Planning for Schools	1

EMI140	Introduction to Mitigation	1
EMI142	Protecting your Home and Small Business from Disaster	1
EMI144	Introduction to Public Assistance	1
EMI146	Debris Operation	1
EMI148	Incident Command System	1
EMI150	National Incident Management System	1
EMI152	National Response Plan & Disaster Medical System	1

<b>Total Technical Requirements</b>	<b>19</b>
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### C. Related Technical Requirements

COURSE#	COURSE	CREDITS
PS140	American Government	3
HL130	First Aid and Safety	1
EMI154	Community Emergency Response Team	1

<b>Total Related Technical Requirements</b>	<b>5</b>
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<b>TOTAL CREDITS REQUIRED</b>	<b>30</b>
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## Certificate in FIRE SCIENCE TECHNOLOGY

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### Program Mission

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

### Program Description

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

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

### Program Student Learning Outcomes (SLOs):

*Upon successful completion of the Certificate in Fire Science Technology, students will be able to:*

1. Understand the current tactics used by fire personnel for suppression and prevention of fires, the operations and role of fire personnel, and the functions of fire service within the community.
2. Analyze and apply the theories, techniques, and methods of basic fire and rescue.
3. Demonstrate the techniques required for fire safety and prevention, to work as a team, and to respond to a variety of emergency situations.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN100R	Fundamentals of English-Reading	-
EN100W	Fundamentals of English-Writing	-

MA095	College Mathematics	-
<b>Total General Education Requirements</b>		<b>0</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
FS100	Introduction to Fire Protection +	3
FS101	Introduction to Fire Suppression +	3
FS103	Fire Operations I +	3
FS104	Fire Operations II +	3
FS105	Fire Prevention +	3
FS107	Report Writing for the Fire Service	3
<b>Total Technical Required Courses</b>		<b>18</b>

**C. Related Technical Electives**

COURSE#	COURSE	CREDITS
EMS103	EMT-Basic +	7
<b>Total Related Technical Electives</b>		<b>7</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>25</b>

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**Certificate in MEDICAL ASSISTING**


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**Program Mission**

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

**Program Description**

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

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

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

*With the exception of enrollment in MS101 Introduction to Medical Assisting, admission to the Medical Assisting program is required before enrollment in any Medical Assisting technical requirement course. Admission to the Medical Assisting program includes:*

- Advisement from Allied Health faculty.

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

*Prerequisites are listed for certain related technical requirement courses.*

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

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

### **Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Medical Assisting program, students will be able to:*

1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet national Standards for Medical Assistants in carrying out administrative duties in the clinic or physician's office.
3. Enter the health service field as certified medical assistants.

### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA108	Introduction to College Algebra I or higher +	3
SI130	Anatomy & Physiology +	4
<b>Total General Education Requirements</b>		<b>10</b>

### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting I +	2
MS121	Clinical Medical Assisting II +	2
MS125	Clinical Office Experience +	1
MS140	Administrative Medical Assisting I +	2
MS141	Administrative Medical Assisting II +	2
MS145	Administrative Medical Assisting Experience +	1
MS201	Medical Law & Ethics +	2
MS292	Practicum-Medical Assisting +	5
MS210	Medical Assisting Critique +	1
<b>Total Technical Requirements</b>		<b>21</b>

### **C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
HL120	Medical Terminology	2

HL131	BLS for Healthcare Providers	1
HL140	Introduction to Clinical Laboratory +	2
HL150	Study of Diseases +	3
HL160	Introduction to Pharmacology +	1
HL161	Pharmacological Treatment of Disease +	1
HL162	Administration of Medications +	1
<b>Total Related General Education &amp; Technical Requirements</b>		<b>11</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>42</b>

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## Certificate in OFFICE TECHNOLOGY

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### Program Mission

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

### Program Description

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

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

### Program Student Learning Outcomes (SLOs):

*Upon successful completion of the Certificate in Office Technology program, students will be able to:*

1. Obtain knowledge and skills in various computer applications so that they will be able to adapt to the technological needs of their respective organizations.
2. Use previously learned skills and information to format and produce various office documents.
3. Express confidence in their ability to use and integrate several office applications.

### A. General Education Requirements

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

- ◆ Test out of the English Placement Test, or
- ◆ Satisfactory completion of EN100 courses, and
- ◆ Students must complete MA108 or test out of the math placement test.

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>6</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
CS151	Windows Application +	3

OA101	Keyboarding Applications	3
OA103	Filing Systems	3
OA130	Information Processing +	3
OA210	Database Management +	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing +	3
OA250	Office Procedures +	3
PY125	Interpersonal Relations	3
<b>Total Technical Requirements</b>		<b>27</b>

**C. Technical Electives**

COURSE#	COURSE	CREDITS
Complete six credits from the following courses:		
AC100	Fundamentals of Bookkeeping/Accounting +	3
OA109	Business Math Using Excel	3
SM108	Introduction to Business	3
<b>Total Technical Elective Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>39</b>

**Certificate in PRACTICAL NURSING****Program Mission**

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

**Program Description**

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

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



- advisement from Allied Health Department personnel
- completion of English and Mathematics Placement Tests with acceptable scores, or
- completion of English developmental courses or completion of MA095 and
- health clearance including required immunizations.

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Practical Nursing program, students will be able to:*

1. Meet local and national standards for practical nurses in performing nursing care.
2. Be eligible for and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
3. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.
4. Be proficient in a variety of interpersonal and communication skills used in the health care setting.
5. Demonstrate therapeutic nursing interventions to include:
  - Take and record temperature, blood pressure, pulse, weight and height.
  - Dress wounds, prepare injections, and collect urine/blood samples.
  - Feed, bathe, dress, clean, and move patients.
  - Administer medication when authorized.
  - Observe patients, report changes in their condition, and keep patients' records.
  - Teach patients good health and safety habits.
  - Sterilize equipment.
  - Give enemas and catheterizations.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
Completed in Pre-Nursing Certificate Program or corresponding courses from another school of higher education.		
<b>Total General Education Requirements</b>		<b>0</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
NU110	Nursing Foundations & Basic Skills	8
NU140	Mental Health Nursing	2
NU160	Pharmacology for Practical Nurses	3
NU220	Adult Medical-Surgical Nursing +	6
NU230	Maternal/Newborn Concepts & Skills +	3
NU240	Pediatrics Concepts & Skills +	3
NU280	Nursing Trends	1
NU281	NCLEX-PN Review and Transition	3
NU292	Practical Nursing Clinical +	4
<b>Total Technical Requirements</b>		<b>30</b>

**C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
Completed in Pre-Nursing Certificate Program		
<b>Total Related Technical Requirements</b>		<b>0</b>

**TOTAL CREDITS REQUIRED      30**

**Certificate in PRE-NURSING**
**Program Description**

*The Certificate in Pre-Nursing prepares students to be academically prepared to enter the Certificate in Practical Nursing Program.*

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Practical Nursing program, students will be able to:*

1. Acquire knowledge of general education and related technical requirements necessary to be successful in the more advanced nursing courses.
2. Demonstrate more understanding of the upcoming Nursing (NU) classes that they will take in the Certificate for Practical Nursing program by being able to extrapolate and apply knowledge received during these classes.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA108	Intro to College Algebra I +	3
SI130	Anatomy & Physiology +	4
PY120	General Psychology +	3
<b>Total General Education Requirements</b>		<b>13</b>

**B. Related Technical Requirements**

COURSE#	COURSE	CREDITS
ED220	Human Growth & Development	3
HL120	Medical Terminology	2
HL131	Basic Life Support	1
HL150	Study of Diseases +	3
HL202	Nutrition	3
<b>Total Related Technical Requirements</b>		<b>11-12*</b>

**TOTAL CREDITS REQUIRED      24-25**

*\*If student has a current BLS card, the academic credit will be waived. If the card expires during program time, the student will have to renew it with an academic course.*

**Certificate in SUPERVISION & MANAGEMENT**
**Program Mission**

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

**Program Description**

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

*Course requirements may identify prerequisites that must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are certificate core course requirements. Prerequisites are identified in the*

course description section of this catalog, and below with a + sign next to each course with a prerequisite.

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Supervision and Management program, students will be able to:*

1. Recall theory and principles related to supervisory principles and procedures.
2. Demonstrate entry-level supervisory and management skill techniques in business operations.
3. Demonstrate practical leadership decision-making based on sound business practice, experience, and judgment.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA108	Introduction to College Algebra I or higher +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
AC101	Accounting Principles I +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
EC110	Principles of Economics	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
SM211	E-Commerce Management	3
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Application	3
SM245	Ethics & Stakeholder Management	3
<b>Total Technical Requirements</b>		<b>30</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>36</b>

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Certificate in **SURVEYING TECHNOLOGY**

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**Program Description**

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

**Program Student Learning Outcomes (SLOs):**

*Upon successful completion of the Certificate in Surveying Technology program, students will be able to:*

1. Demonstrate preparedness to enter productive technical positions in the geospatial fields of surveying, mapping, and Geographic Information Systems.
2. Successfully pass the American Society on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS) Level 1 Certified Survey Technician examination.
3. Develop a professional work ethic needed in the surveying industry.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
<b>Total General Education Requirements</b>		<b>6</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
SU100	Surveying Drafting	3
SU101	Surveying Problems I	3
CE211	Plane Surveying II	3
CE222	Plane Surveying II	3
CE230	Advanced Surveying	3
CE250	Introduction to Geographic Information Systems	3
CE292	Surveying Practicum	3
<b>Total Technical Requirements</b>		<b>19</b>

**D. Related General Education Requirements & Technical Requirements**

COURSE#	COURSE	CREDITS
AE121	Technical Engineering Drawing I	3
AE150	Computer Aided Design & Drafting (CADD) I	3
CS101	Introduction to Computer Systems & Information Technology	3
HL130	First Aid & Safety	1
MA161A	College Algebra/Tech Math I	4
MA161B	College Algebra & Trigonometry	4
<b>Total Related General Education Requirements</b>		<b>18</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>43</b>

# Associate Degree Programs

## **Associate of Science**

- ◆ Accounting
- ◆ Automotive Service Technology
- ◆ Computer Networking
- ◆ Computer Science
- ◆ Criminal Justice
- ◆ Early Childhood Education
- ◆ Emergency Management
- ◆ Hospitality Industry Management
- ◆ Marketing
- ◆ Medical Assisting
- ◆ Office Technology
- ◆ Supervision and Management
- ◆ Surveying Technology
- ◆ Visual Communications

## **Associate of Arts**

- ◆ Culinary
- ◆ Education
- ◆ Liberal Arts

## General Requirements for Associate Degrees

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

Effective Fall Semester 2003, several academic policy changes were implemented to ensure that students are adequately prepared to meet business and industry standards. All Undeclared or newly Declared Students enrolled in regularly scheduled postsecondary courses must be enrolled in or have completed EN110 Freshman English general education requirement by the time they have enrolled in 12 credits of classes. They must also enroll in or have completed MA110A Finite Mathematics (or higher) general education requirement by the time they have enrolled in 15 credits. This means that students may take only nine (9) credits before they must begin meeting the general education requirements. All declared students in Associate Degree programs are required to complete successfully minimum standardized general education course requirements. For more information, refer to the Admissions Information and General Education Policy section of this catalog.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Minimum Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
<b>Minimum Total Technical Requirements</b>		<b>Variable by program</b>

### C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
<b>Minimum Total Related Gen Ed/Technical Requirements</b>		<b>Variable by program</b>
<b>MINIMUM</b>		
<b>TOTAL CREDITS REQUIRED</b>		
<b>FOR AN ASSOCIATE DEGREE</b>		<b>60</b>

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

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

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## A Statement on **STUDENT LEARNING OUTCOMES (SLOs)**

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

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

In this catalog, program SLOs describe the broadest goals for the program, particularly those that require higher-level thinking. They therefore require students to synthesize many discrete skills or areas of content. SLOs also ask students to produce artifacts such as term papers, projects, portfolios, demonstrations, exams or other student work. Most importantly, SLOs also need to be evaluated or assessed in some way so that accountability and improvement remain the hallmarks of a good program.

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

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## **SLO MAPPING - Program, Gen Ed, and Course Levels**

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SLOs also align with collective program and institution level expectations for student learning translated into the curriculum and co-curriculum. Most importantly, these SLOs map to the curriculum, co-curriculum and other educational practices that provide students multiple opportunities for meaningful learning. The examples of selected SLO maps developed for three (3) different levels -- program, Gen Ed, and course -- reflect the desired goals of learning experiences that the College continues to intentionally develop, structure, deliver, and evaluate on an ongoing basis. These selected SLO maps for the degrees in Marketing, Early Childhood, and Accounting are found in the Appendix section of this catalog.

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## **Associate of Science in ACCOUNTING**

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### **Program Mission**

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

### **Program Description**

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

Course requirements may identify prerequisites, which must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they are Associate Degree core course requirements. Prerequisites are identified in the course

description section of this catalog and below with a + sign next to each course with a prerequisite.

### **Program Student Learning Outcomes (SLOs):**

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

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

### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
AC101	Accounting Principles I +	3
AC102	Accounting Principles II +	3
AC103	Accounting Principles III +	3
AC110	Payroll Accounting & Related Taxes +	3
AC150	Federal Income Tax I +	3
AC210	Introduction to Financial Management +	3
AC232	Accounting on the Computer Using Peach Tree + OR	
AC233	Accounting on the Computer Using QuickBooks	3
	Six credits from any AC200 level course +	6
<b>Total Technical Requirements</b>		<b>27</b>

### **C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
EC110	Principles of Economics	3
OA211	Business Communication +	3
OA220	Spreadsheet Systems	3
SM108	Introduction to Business	3
SM230	Business Law Application	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>15</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>



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## Associate of Science in **AUTOMOTIVE SERVICE TECHNOLOGY**

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### Program Mission

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

### Program Description

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

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

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

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Automotive Service Technology program, students will be able to:

1. Identify the purposes and proper functioning of the core components of an automotive engine.
2. Perform a cylinder compression cranking test.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.
4. Diagnose, adjust, repair, or replace automotive components.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
M A110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3

SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>
<b>B. Area of Concentration Requirements</b>		
<i>1. General Service Technician</i>		
COURSE#	COURSE	CREDITS
AST100	Introduction to Automotive Service	3
AST140	Suspension and Steering +	3
AST150	Brakes +	3
AST160	Electrical / Electronic Systems +	3
AST180A	Engine Performance I +(Tune-Up, No Fuel / Emission)	3
AST180B	Engine Performance II +(Fuel and Emissions Systems)	3
AST240	Theory/Practicum: Suspension and Steering +	2
AST250	Theory/Practicum: Brakes +	2
AST260	Theory/Practicum: Electrical/Electronic Systems +	8
AST280	Theory/Practicum: Engine Performance +	5
<b>Total General Service Technician Technical Requirements</b>		<b>35</b>
<i>2. Master Service Technician</i>		
COURSE#	COURSE	CREDITS
AST110	Engine Repair +	3
AST120	Automatic Transmission and Transaxle +	3
AST130	Manual Drive Train and Axles +	3
AST170	Heating and Air Conditioning +	3
AST210	Theory/Practicum Engine Repair +	3
AST220	Theory/Practicum Automatic Trans +	3
AST230	Theory/Practicum Manual Drive Train +	2
AST270	Theory/Practicum Heating and Air Conditioning +	2
<b>All General Service Technician Track Requirements</b>		<b>35</b>
<b>Total Master Service Technician Technical Requirements</b>		<b>57</b>
<b>C. Related General Education &amp; Technical Requirements</b>		
COURSE#	COURSE	CREDITS
EN194	Technical Report Writing +	3
PY125	Interpersonal Relations	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		
<b>GENERAL SERVICE TECHNICIAN</b>		<b>60</b>
<b>MASTER SERVICE TECHNICIAN</b>		<b>82</b>

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## Associate of Science in **COMPUTER NETWORKING**

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### Program Mission

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

### Program Description

The Associate of Science Degree in Computer Networking is a course of study that prepares students for entry-level employment in the field of Information Technology. Technical requirement classes are designed to give the student a firm foundation in the basics of computers, networking and information systems. This course of study will provide students with a practical overview of Information Technology, including hands-on experience configuring

various networking devices, network management and will enable the student to prepare for and attain industry certification through Microsoft and Cisco Systems.

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

### **Program Student Learning Outcomes (SLOs):**

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

1. Install configure, and repair Computer network systems.
2. Pass local and national certification tests in computer repair, telecommunication, & network administration.
3. Communicate the values of an effective and productive technician in the telecommunications and computer networking industry.

### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA161A	College Algebra/Technical Mathematics +	4
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI141	Applied Physics +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>20</b>

### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
EE103	Electricity I +	4
EE104	Electricity II +	4
EE112	Electronic Devices +	4
EE115	IT Essentials II	4
EE116	Digital Technology +	4
EE211	Introduction to PC Systems +	4
<b>Total Technical Requirements</b>		<b>24</b>

### **C. Advanced Technical Requirements**

COURSE#	COURSE	CREDITS
EE241	Category 5 Wiring/Test Certification +	2
EE243	Fiber Optics Installation +	3
EE265	Computer Networking I	4
EE266	Computer Networking II +	4
EE267	Computer Networking III +	4
EE268	Computer Networking IV +	4
<b>Total Advanced Technical Requirements</b>		<b>21</b>

**D. Professional Electives**

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

COURSE#	COURSE	CREDITS
EE269	Advanced Computer Networking I +	4
EE271	Advanced Networking Professionals I +	4
EE274	Advanced Networking Professionals II	4
EE275	Advanced Networking Professionals III	4
EE280	Network Security I	4
EE281	Network Security II	4
<b>Total Professional Elective Requirements</b>		<b>8</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>73</b>

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**Associate of Science in COMPUTER SCIENCE**


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**Program Mission**

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

**Program Description**

The computer industry provides opportunities for workers such as systems analysts who design computer systems for processing information, programmers who write instructions and translate them into machine readable language, computer operators who monitor and control computer systems and retrieve results and data entry personnel who enter information and instructions into the computer. The Computer Science (CS) Program trains individuals in these careers and offers courses for the computer user in many applications. If you are a high school student considering a career in the computer field, you can prepare yourself by taking high school courses in mathematics (algebra and trigonometry) and science as well as developing reading, writing and communication skills.

A lab fee is required for each CS course.

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

**Program Student Learning Outcomes (SLOs):**

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

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

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3

CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements***1. General Technical Requirements*

COURSE#	COURSE	CREDITS
CS101	Intro to Computer Systems & Information Tech.	3
CS102	Computer Operations +	3
CS110	Introduction to the Internet +	3
CS203	Systems Analysis & Design +	3
CS205	Network Communications +	4
	Complete at least six credits in the following courses:	
CS292	Practicum OR	
CS290	Special Project AND/OR	
CS298	Co-Op/Work-Learn	6
<b>Subtotal General Technical Requirements</b>		<b>22</b>

*2. Programming Language Requirements*

COURSE#	COURSE	CREDITS
CS252	Advanced RPG II +	3
	Complete at least nine credits in the following courses:	
CS103	RPG II +	3
CS104	Visual Basic Programming +	3
CS202	COBOL +	3
CS204	"C" Programming +	3
<b>Subtotal Programming Language Requirements</b>		<b>12</b>
<b>Total Technical Requirements</b>		<b>34</b>

**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
EE111	Introduction to PC Systems Installation & Maintenance	4
EN125	Introduction to Speech + OR	
OA211	Business Communication +	3
SM108	Introduction to Business	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>10</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>63</b>

**Associate of Science in CRIMINAL JUSTICE****Program Mission**

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

### Program Description

This program is designed to address training requirements for those seeking jobs as police officers, marshals, conservation officers, Guam customs officers, investigators, corrections officers and other public safety employees. Students may choose an emphasis in either of two career options:

- Administration of Criminal Justice
- Law Enforcement Administration

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

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

### Program Student Learning Outcomes (SLOs):

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

1. Identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.
2. Describe the process of the criminal justice system and the duties and responsibilities of the criminal justice professional.
3. Demonstrate the ability to understand the interrelations, ethics, and role expectations of the criminal justice professional in society.

#### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI110	Environmental Biology + OR	
SI103	Introduction to Marine Biology +	4
PS140	American Government	3
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>22</b>

#### B. Technical Requirements

COURSE#	COURSE	CREDITS
CJ100	Introduction to Criminal Justice	3
CJ150	Criminal Procedure	3
CJ200	Criminal Law	3
CJ206	Social Values & the Criminal Justice Process +	3
<b>Total Technical Requirements</b>		<b>12</b>

**C. Related General Education & Technical Requirements**

COURSE#	COURSE	CREDITS
	Related Technical Electives*	9
	General Education Electives*	6
	*See a Criminal Justice Department advisor before choosing elective courses.	
<b>Total Related General Education &amp; Technical Requirements</b>		<b>15</b>

**D. Area of Concentration Requirements***1. Administration of Criminal Justice (CJ)*

Twelve credit hours must be completed in one of the following areas of concentration:

COURSE#	COURSE	CREDITS
CJ101	Juvenile Justice Process +	3
CJ107	Introduction to Corrections	3
CJ204	Introduction to Criminology	3
CJ209	Concepts of Police Operations +	3
<b>Total Administration of CJ Requirements</b>		<b>12</b>

*2. Law Enforcement Administration (LEA)*

COURSE#	COURSE	CREDITS
CJ205	Police Report Writing +	3
CJ209	Concept of Police Operations +	3
CJ225	Criminal Investigation +	3
CJ250	Police Organizational Theory +	3

**Total LEA Requirements** **12**

**Total Area of Concentration Requirements** **12**

**TOTAL CREDITS REQUIRED** **61**

**Associate of Arts in CULINARY ARTS****Program Mission**

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

**Program Description**

The Hospitality industry is one of the fastest growing segments of our economy and employs over ten million food service workers in the United States. The expansion and growth of hotels, restaurants, tour companies, airlines, tourist attraction facilities, and related services have created vast career opportunities in the tourism and hospitality industry and more so in the culinary arts field.

Food and Beverage workers make up one of the largest and fastest growing occupational groups in our labor force. The expansion of businesses such as hotels, restaurants, bars, and catering firms have widened the career opportunities for those with the proper motivation and training. The entry-level position available in this industry is as a cook's assistant. With further education, as provided for through this program and experience, possible positions range from Comis-Chef, Demi-Chef, Chef de Partie, Sous Chef, Executive Sous Chef and eventually Executive Chef.

The program offers an Associate of Arts degree that meets industry standards. The competencies will fulfill the requirements of the American Culinary Federation.

Enrollment in any Culinary Arts technical requirement course requires the student to be:

- an approved apprentice OR
- declared in Culinary Arts as approved by the Department Chairperson.

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

### **Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AA in Culinary Arts program, students will be able to:

1. Demonstrate knowledge in culinary terms, methods and applications.
2. Interpret the fundamentals of food service as they apply to the work of a culinary practitioner.
3. Demonstrate positive work ethic as required of them in the culinary arts field.

#### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA145	Culinary Mathematics +	3
CS151	Windows Applications +	3
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

#### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
HS237	Principles of European Cuisine +	3
HS238	Garde Manger/Cold Pantry	4
HS244	Breads and Baking +	4
HS245	Food Production Principles +	4
HS246	Buffet Service/Catering	3
HS247	International Cuisine +	4
HS248	Patisserie +	3
HS249	Advanced Food Preparation	4
HS293	Culinary Practicum	6
<b>Total Technical Requirements</b>		<b>35</b>

#### **C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
HS140	Menu Planning	3
HS160	Hospitality Supervision +	3
HL202	Nutrition	3
HS203	Sanitation & Safety	3
HS208	Food & Beverage Service +	3



HS222	Food & Beverage Cost Control +	3
<b>Total Related Technical Requirements</b>		<b>18</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>71</b>

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## Associate of Science in **EARLY CHILDHOOD EDUCATION**

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### Program Mission

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

### Program Description

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

The Associate of Science in Early Childhood Education meets Head Start requirements for classroom personnel. The National Association for the Education of Young Children (NAEYC) encourages a minimal educational level of an associate degree in early childhood education for early childhood program teachers.

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

*Note:* Only the technical required courses that have a grade of "C" or better will be counted towards the Associate degree.

### Program Student Learning Outcomes (SLOs):

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

1. Demonstrate the knowledge and skills needed to design an environment that is conducive to learning for infants, toddlers, and young children.
2. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with young children (ages birth through eight years).
3. Demonstrate appropriate disposition and skills needed to effectively work with young children and families who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	

SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
CD110	ECE Orientation	3
CD140	Environments for Young Children	3
CD180	Language Arts in Early Childhood	3
CD221	Child Growth & Development + OR	
ED220	Human Growth & Development	3
ED231	Introduction to Exceptional Children +	3
CD240	Cognitive & Creative Development +	3
CD260	Social & Emotional Development +	3
CD280	Program Development & the Family Partnership +	3
ED281	Bilingual/Bicultural Education	3
CD292	ECE Practicum +	3
<b>Total Technical Requirements</b>		<b>30</b>

**C. Related General Education & Technical Requirements**

Complete at least 12 credits from the following list of courses or other courses approved by the Education Department chairperson.

COURSE#	COURSE	CREDITS
Any CD or ED courses		
ASL100	American Sign Language I	4
ASL110	American Sign Language II +	4
CJ102	First Responder	3
HU220	Guam Cultures & Legends	3
HU120	Pacific Cultures	3
OA101	Keyboarding Applications	3
PY125	Interpersonal Relations	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>12</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

**Associate of Arts in EDUCATION****Program Mission**

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

**Program Description**

The Associate of Arts in Education program is designed to provide entry-level training for persons interested in working in educational settings. Emphasis is placed on competency-based skill development in a broad range of educational areas. All courses taken for the Certificate in Education also fulfill the requirements for the Associate of Arts in Education degree. Only technical requirement courses which have a grade of "C" or better will be counted towards the Associate degree.

Course requirements may identify prerequisites which must be completed with a passing grade. Prerequisite course credits are not counted as credits earned towards the program unless they

are Associate Degree core course requirements. Prerequisites are identified in the course description section of this catalog and below with a + sign next to each course with a prerequisite.

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AA in Education program, students will be able to:

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate knowledge, disposition and skills needed to effectively work with students, including those from culturally and linguistically diverse backgrounds, and student with special needs.
3. Plan and demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
SI110	Environmental Biology + OR	
SI103	Introduction to Marine Biology +	4
CS151	Windows Applications +	
<b>Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
ED100	Behavior Management	3
ED150	Introduction to Teaching	3
ED180	Educational Methods	3
ED220	Human Growth & Development OR	
CD221	Child Growth & Development	3
ED231	Introduction to Exceptional Children +	3
ED292	Education Practicum +	3
ED281	Bilingual/Bicultural Education	3
ASL100	American Sign Language I	4
<b>Total Technical Requirements</b>		<b>25</b>

### C. Related General Education & Technical Electives Requirements

Complete at least 18 credits from the following list of courses or other courses approved by the Education Department:

COURSE#	COURSE	CREDITS
	Any CD or ED courses	3-18
OA101	Keyboarding Applications	3
EN125	Introduction to Speech +	3
ASL110	American Sign Language II +	4
<b>Total Related General Education &amp; Technical Electives Requirements</b>		<b>18</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>62</b>

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## Associate of Science in EMERGENCY MANAGEMENT

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### Program Mission

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

### Program Description

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

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

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

### Program Student Learning Outcomes (SLOs):

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

1. State the government's role in Emergency Management.
2. Describe the function of the Emergency Operations Center and National Incident Management System.
3. Evaluate hazards and risks of emergency situations.
4. Make decisions, solve problems, and use critical thinking skills vis-a-vis the emergency planning process.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3

SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
EMI100	Emergency Manager	1
EMI102	Hazardous Materials	1
EMI104	A Citizen's Guide to Disaster Assistance	1
EMI106	Building for the Earthquakes of tomorrow	1
EMI108	Orientation to Disaster Exercise	1
EMI110	Exercise Design	1
EMI112	State Disaster Management	1
EMI114	Principles of Emergency Management	1
EMI116	Emergency Planning	1
EMI118	Leadership & Influence	1
EMI120	Decision Making & Problem Solving	1
EMI122	Effective Communication	1
EMI124	Developing & Managing Volunteers	1
EMI126	Anticipating Hazardous Weather	1
EMI128	Emergency Operations Center Role	1
EMI130	Volunteer Agencies in Emergency Management	1
EMI132	Disaster Basics	1
EMI134	Community Hurricane Preparedness	1
EMI136	Hazardous Material Prevention	1
EMI138	Multi-hazard Emergency Planning for Schools	1
EMI140	Introduction to Mitigation	1
EMI142	Protecting your Home and Small Business from Disaster	1
EMI144	Introduction to Public Assistance	1
EMI146	Debris Operation	1
EMI148	Incident Command System	1
EMI150	National Incident Management System	1
EMI152	National Response Plan & Disaster Medical System	1
<b>Total Technical Requirements</b>		<b>27</b>

**C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
PS140	American Government	3
PY125	Interpersonal Relations	3
HL130	First Aid and Safety	1
CJ102	First Responder	3
SM225	Leadership	3
EMI154	Community Emergency Response Team	1
<b>Total Related Technical Requirements</b>		<b>14</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>60</b>

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**Associate of Science in HOSPITALITY INDUSTRY MANAGEMENT**


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**Program Mission**

The mission of the Hospitality Industry Management program is to provide training, education, and support services in the area of Hospitality & Travel that meet the career and employment goals of the region's workforce, and to work in partnership with the industry and its many components to advance workforce development in Guam and Micronesia.

### Program Description

The hospitality industry is one of the fastest growing segments of our economy and employs over ten million service personnel in the United States alone. The expansion and growth of hotels, restaurants, tour and travel companies, airlines, tourist attraction facilities, and related services have created vast career opportunities in tourism and hospitality industry.

This program offers three concentrations: Hotel Management, Food & Beverage Management, and Travel & Tour Management. As an academic partner with the American Hotel & Lodging Educational Institute (EI), students who successfully pass any EI final exams with 69% or above will receive EI course certificates. Graduates of the Hotel and Food & Beverage Management concentrations may earn EI Certificate of Specialization in Rooms Division Management or Food & Beverage Operations or Human Resources Management or EI Hospitality Operations Certificate or EI Hospitality Management Diploma. Travel graduates may earn Travel Agency Proficiency (TAP) certification from The Travel Institute.

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

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AS in Hospitality Industry Management program, students will be able to:

1. Perform skills and tasks associated with the Hotel management program requirements competently.
2. Perform skills and complete tasks in Front Office, Housekeeping, Human Resource, Facilities and Security.
3. Perform skills and complete tasks at hospitality industry job sites to add real work experience to the required academic areas of concentration.

#### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
OA101	Keyboarding Application	3
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>22</b>

#### B. Technical Requirements

COURSE#	COURSE	CREDITS
HS150	Welcome to Hospitality	3
HS152	Customer Service	3
HS155	Basic Hotel and Restaurant Accounting	3
HS160	Hospitality Supervision +	3
JA110	Beginning Japanese	4
HS254	Hospitality & Travel Marketing	3
<b>Total Technical Requirements</b>		<b>19</b>

**C. Areas of Concentration Requirements****1. Hotel Management**

COURSE#	COURSE	CREDITS
HS211	Front Office Management +	3
HS215	Housekeeping Management +	3
HS216	Human Resources Management +	3
HS217	Hotel Security Management +	3
HL130	First Aid and Safety	1
HS218	Facilities Management +	3
HS268	Hospitality Industry Computer System +	3
HS292	Practicum +	3
<b>Total Hotel Management Requirement</b>		<b>22</b>

**2. Food & Beverage Management**

COURSE#	COURSE	CREDITS
HS203	Sanitation & Safety	3
HS206	Beverage Management	3
HS208	Food & Beverage Service +	3
HS218	Facilities Management +	3
HS222	Food & Beverage Cost Control +	3
HS245	Food Production Principles +	4
HS292	Practicum +	3
<b>Total Food &amp; Beverage Management Requirement</b>		<b>22</b>

**3. Travel & Tour Management**

COURSE#	COURSE	CREDITS
HS153	Selling Destinations & Itinerary Planning	4
HS158	Introduction to Meetings, Incentives, Conventions & Exhibitions (MICE)	3
HS251A	Ticketing & Travel Documents +	3
HS251B	Internet Travel	1
HS257	Principles of Tour Guiding	3
HS260	Travel Professional	3
HS265	Eco-Tourism	3
HS292	Practicum	3
<b>Total Travel &amp; Tour Management Requirement</b>		<b>23</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>63-64</b>

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**Associate of Arts in LIBERAL ARTS**

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**Program Mission**

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

**Program Description**

The Associate of Arts in Liberal Arts is designed to provide students with a strong general academic foundation. Courses include languages, history, philosophy, math and sciences. Liberal Arts develops general intellectual ability and judgment and provides information of general concern. A strong academic foundation will allow graduates to further pursue their higher education.

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

### Program Student Learning Outcomes (SLOs):

Upon successful completion of the AA in Liberal Arts program, students will be able to:

1. Draw relationships between continuity and change in explaining human behavior and society.
2. Analyze the progress of one's self in life and study the impact it has had in relation to living in a democratic and global society.
3. Examine the relationships between past, present and future events in society.
4. Transfer to a four-year institution.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

### B. Technical Requirements

COURSE#	COURSE	CREDITS
EN111	English Composition	3
EN125	Introduction to Speech +	3
EN210	Introduction to Literature +	3
HI121	History of World Civilization I OR	
HI122	History of World Civilization II	3
HL202	Nutrition	3
HU120	Pacific Cultures	3
PI101	Introduction to Philosophy	3
PS140	American Government	3
PY100	Personal Adjustment	3
SI103	Introduction to Marine Biology +	4
VC101	Introduction to Visual Communications	3
	Any Modern Language	8
<b>Total Technical Requirements</b>		<b>42</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

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## Associate of Science in **MARKETING**

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### Program Mission

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



### Program Description

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

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

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

### Program Student Learning Outcomes (SLOs):

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

1. Obtain career-sustaining employment in a marketing profession.
2. Be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.
3. Broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.

#### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

#### B. Technical Requirements

COURSE#	COURSE	CREDITS
MK123	Principles of Marketing	3
MK124	Selling +	3
MK205	Entrepreneurship +	3
MK206	Retailing +	3
MK207	E-Marketing +	3
MK208	International Marketing +	3
MK224	Advertising +	3
<b>Total Technical Requirements</b>		<b>21</b>

#### C. Related General Education & Technical Requirements

COURSE#	COURSE	CREDITS
VC101	Introduction to Visual Communications	3

VC102	Elements of Design +	3
VC125	Digital Graphics +	3
VC126	Imaging Concepts & Elements +	3
VC131	Desktop Publishing +	3
MK298	Co-Op/Work-Learn	3
SM205	Purchasing	3

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

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<b>Total Related General Education &amp; Technical Requirements</b>	<b>21</b>
<b>TOTAL CREDITS REQUIRED</b>	<b>61</b>

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## **Associate of Science in MEDICAL ASSISTING**

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### **Program Mission**

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

### **Program Description**

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

GCC's Medical Assisting curriculum is designed to provide training in administrative and clinical settings. Instruction is given in basic medical office procedures (including appointment scheduling, billing, and insurance), assisting with examinations, surgical and laboratory procedures, including venipuncture and pharmacology. With the exception of enrollment in MS101 Intro to Medical Assisting, enrollment in any Medical Assisting technical requirement course requires:

- ( placement into EN110 or successful passing of EN100R/W, and
- ( health clearance (physical immunization - PPD, Hep B, 1, 2, 3).

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

### **Program Student Learning Outcomes (SLOs):**

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

1. Display professionalism, including adherence to ethical and legal responsibilities, in performing administrative and clinical duties.
2. Meet National Standards for Medical Assistants in carrying out administrative duties in the clinic or physician's office.
3. Enter the health service field as certified medical assistants.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI130	Anatomy & Physiology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
MS101	Introduction to Medical Assisting	3
MS120	Clinical Medical Assisting I +	2
MS121	Clinical Medical Assisting II +	2
MS125	Clinical Office Experience +	1
MS140	Administrative Medical Assisting I +	2
MS141	Administrative Medical Assisting II +	2
MS145	Administrative Medical Assisting Experience +	1
MS201	Medical Law & Ethics +	2
MS210	Medical Assisting Critique +	1
MS220	Clinical Medical Assisting Specialties I +	2
MS221	Clinical Medical Assisting Specialties II +	1
MS225	Clinical Medical Assisting Specialties +	1
MS292	Practicum-Medical Assisting +	5
<b>Total Technical Requirements</b>		<b>25</b>

**C. Related Technical Requirements**

COURSE#	COURSE	CREDITS
ED220	Human Growth & Development	3
HL120	Medical Terminology	2
HL131	BLS for Healthcare Providers	1
HL140	Introduction to Clinical Laboratory +	2
HL150	Study of Diseases +	3
HL160	Introduction to Pharmacology +	1
HL161	Pharmacological Treatment of Disease +	1
HL162	Administration of Medications +	1
HL202	Nutrition	3
HL252	Pathophysiology +	3
<b>Total Related Technical Requirements</b>		<b>20</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>64</b>

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**Associate of Science in OFFICE TECHNOLOGY**


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**Program Mission**

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

**Program Description**

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

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

**Program Student Learning Outcomes (SLOs):**

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

1. Acquire necessary administrative skills to work in a legal or medical office.
2. Gain employment in a legal, medical or other office-related occupation with the necessary attitudes and values reflective of their training.
3. Demonstrate efficiency in legal and medical transcription through the use of industry- computer application software.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology + *	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
	*Medical Secretary Degree students must substitute SI130 Anatomy & Physiology for SI103 or SI110	
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
OA101	Keyboarding Applications	3
OA103	Filing Systems	3
OA109	Business Math Using Excel	3
OA130	Information Processing +	3
OA211	Business Communication +	3
OA240	Machine Transcription +	3
<b>Total Technical Requirements</b>		<b>18</b>

**C. Area of Concentration Requirements**

*1. Executive Secretary*

COURSE#	COURSE	CREDITS
OA210	Database Management Systems +	3
OA220	Spreadsheet Systems	3
OA230	Advanced Information Processing +	3
OA250	Office Procedures +	3
SM108	Introduction to Business	3
<b>Total Executive Secretary Area of Concentration Requirements</b>		<b>15</b>

**D. Elective Requirements***1. Executive Secretary*

Complete nine credits from the following courses:

COURSE#	COURSE	CREDITS
AC100	Fundamentals of Bookkeeping/Accounting +	3
CS110	Introduction to Internet +	3
OA298	Co-Op/Work-Learn	3
SM230	Business Law Applications	3
<b>Total Executive Secretary Elective Requirements</b>		<b>9</b>
<b>TOTAL CREDITS REQUIRED</b>		
<b>EXECUTIVE SECRETARY</b>		<b>61</b>

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**Associate of Science in SUPERVISION & MANAGEMENT**


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**Program Mission**

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

**Program Description**

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

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

**Program Student Learning Outcomes (SLOs):**

Upon successful completion of the AS in Supervision & Management program, students will be able to:

1. Apply supervisory and management skill techniques managing people and projects with respect to employee duties and responsibilities for either the private or the public sector.
2. Demonstrate mastery in the practice of the Planning, Organizing, Staffing, and Controlling function meeting the firm's goals and objectives.
3. Implement and execute firm's policy statements into practical planning and operational mission completions.

**A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics or higher +	3
CS151	Windows Applications + OR	
CS152	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
AC101	Accounting Principles I +	3
EC110	Principles of Economics	3
SM108	Introduction to Business	3
SM208	Personnel Supervision	3
SM210	E-Commerce Management	3
SM215	International Management	3
SM220	Management Skill Development	3
SM225	Leadership	3
SM230	Business Law Applications	3
SM240	Employment & Labor Law	3
SM245	Ethics & Stakeholder Management	3
<b>Total Technical Requirements</b>		<b>33</b>

**C. Related General Education & Technical Requirements**

Complete nine credit hours from the following courses:

COURSE#	COURSE	CREDITS
MK123	Principles of Marketing	3
MK205	Entrepreneurship	3
OA211	Business Communication +	3
OA250	Office Procedures +	3
PY125	Interpersonal Relations	3
SM205	Purchasing	3
SM298	Co-Op/Work-Learn	3
<b>Total Related General Education &amp; Technical Requirements</b>		<b>9</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

**Associate of Science in SURVEYING TECHNOLOGY****Program Description**

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

examination prepared by the American on Surveying and Mapping National Society of Professional Surveyors (ACSM-NSPS).

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

### **Program Student Learning Outcomes (SLOs):**

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

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

### **A. General Education Requirements**

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA161A	College Algebra/Technical Mathematics +	4
CS151	Windows Applications +	3
SI141	Applied Physics +	4
PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>20</b>

### **B. Technical Requirements**

COURSE#	COURSE	CREDITS
SU100	Surveying Drafting	3
SU101	Surveying Problems I	3
CE211	Plane Surveying I	3
CE222	Plane Surveying II +	3
SU230	Advances Surveying +	3
SU240	Boundary Law I	3
SU241	Boundary Law II +	3
SU250	Introduction to Geographic Information Systems	3
SU251	Advanced Geographic Information Systems +	3
SU280	Special Topics in GIS +	3
SU292	Surveying Practicum +	1
<b>Total Technical Requirements</b>		<b>31</b>

### **C. Related General & Technical Requirements**

COURSE#	COURSE	CREDITS
AE121	Technical Engineering Drawing I	3
AE150	Computer Aided Design & Drafting (CADD) I +	3
CS101	Introduction to Computer Systems & Information Technology	3

HL130	First Aid & Safety	1
MA161B	College Algebra & Trigonometry	4
OA101	Keyboarding Applications	3
<b>Total Related General &amp; Technical Requirements</b>		<b>17</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>68</b>

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## Associate of Science in VISUAL COMMUNICATIONS

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### Program Mission

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

### Program Description

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

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

### Program Student Learning Outcomes (SLOs):

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

1. Enter digital publishing, Internet web media design and video production industries.
2. Apply the visual elements of line, shape, value, color, texture, typography and space in the creation of visual products.
3. Create materials using desktop publishing applications for print.
4. Plan, record and edit video productions.
5. Produce and edit photographic and scanned images.
6. Work effectively as a team member to achieve creative decisions.
7. Work with customers and clients of visual production companies to develop visual advertising and public information products and programs.

### A. General Education Requirements

COURSE#	COURSE	CREDITS
EN110	Freshman English +	3
MA110A	Finite Mathematics +	3
CS152 *	Macintosh Applications +	3
SI103	Introduction to Marine Biology + OR	
SI110	Environmental Biology +	4



PY120	General Psychology +	3
SO130	Introduction to Sociology +	3
<b>Total General Education Requirements</b>		<b>19</b>

**B. Technical Requirements**

COURSE#	COURSE	CREDITS
VC101	Introduction to Visual Communications	3
VC102	Design Principles & Elements +	3
VC125	Digital Graphics: Photoshop® +	3
VC126	Digital Graphics: Illustrator® +	3
VC131	Desktop Publishing +	3
VC141	Web Design +	3
VC161	Video I +	3
VC172	Imaging Concepts & Elements +	3
VC201	Project Management & Marketing Solutions +	3
VC298	Co-Op Work Learn +	3
<b>Total Technical Requirements</b>		<b>30</b>

**C. Electives**

Complete 6 credit hours from below.

COURSE#	COURSE	CREDITS
VC135	DTP: QuarkXpress +	3
VC145	Macromedia Suite +	3
VC165	Digital Editing: Final Cut Pro +	3
<b>Total Electives Requirements</b>		<b>6</b>

**D. Related General & Technical Requirements**

COURSE#	COURSE	CREDITS
MK123	Principles of Marketing	3
MK224	Advertising +	3
<b>Total Related General &amp; Technical Requirements</b>		<b>6</b>
<b>TOTAL CREDITS REQUIRED</b>		<b>61</b>

# **Course Descriptions & Student Learning Outcomes (SLOs)**

Note: The course descriptions that follow are alphabetized by course alpha and number (i.e., from AC100 to WT100). They are also grouped by fields of study. **Student Learning Outcomes (SLOs)** at the course level, whenever available, follow these course descriptions. SLOs at the course level describe what students should be able to perform, apply, or produce in relation to how and what they have learned. In the course SLOs that follow, clear and intentional expectations are laid out, particularly as they define the goals of student learning experiences. In a nutshell, they specify what students should be able to know, do, or value after participating in planned learning activities.

New ongoing efforts are underway to revisit all curriculum documents so that SLOs become integral components of each and every course at the College. Please access the online version of this catalog at [www.guamcc.edu](http://www.guamcc.edu) for more recent updates of course descriptions and SLOs.

The following numbering system denotes courses that are conducted under special or unique arrangements:

**-190,-290 SPECIAL PROJECTS (1-6)** Courses for individual students including special studies, individual research, and special projects.

**-192,-292 PRACTICUM COURSES (1-6)** Guided work experience supervised by a qualified faculty member or project director to whom the student reports at regular intervals dealing with various applied aspects of a program of study.

**-198,-298 COOPERATIVE EDUCATION/WORK-LEARN (1-6)** The Cooperative Education program provides an opportunity to qualified certificate seeking students (-198) or associate degree-seeking students (-298) to receive credit and paid work experience related to their vocational/technical fields of study and individual interest within that field. The training plan (learning experience) for -198 will be at the entry level training position and for -298, the training plan (learning experience) for this course will be at a more complex level compared to -198. Prerequisite for -198 and -298: Completion of program requirements and permission by the department chairperson and Work Experience coordinator.

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

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## AC - ACCOUNTING

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### AC100

#### **FUNDAMENTALS OF BOOKKEEPING AND ACCOUNTING (3)**

This course covers accounting principles to include interpreting source documents, analyzing business transactions; recording entries in a general journal; posting to the ledger, preparing the work sheet with adjustments; journalizing, adjusting and closing entries; preparing financial statements, and the post-closing trial balance. Formerly AC115. Course offering: As needed. Prerequisite: OA109

#### **Student Learning Outcomes (SLOs):**

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

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

4. Perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.

**AC101****ACCOUNTING PRINCIPLES I (3)**

This course prepares the student for entry-level accounting jobs, such as accounting clerk and bank teller. Students will interpret and apply accounting principles and concepts to record and report accounting data for sole proprietorship and merchandise business; apply internal control procedures, such as special journals and subsidiary ledgers; apply inventory costing methods; processing account issues for receivables, bank reconciliation and petty cash; calculate depreciation schedules for assets; and record data for intangible assets. Course offering: As needed. Prerequisites: AC100, MA108, OA101, OA109

**Student Learning Outcomes (SLOs):**

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

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

**AC102****ACCOUNTING PRINCIPLES II (3)**

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

**Student Learning Outcomes (SLOs):**

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

1. Analyze and record journal entries for corporations dealing with stockholder's equity of a corporation.
2. Apply financial statement analysis to assess the solvency and profitability of a business.
3. Analyze accounting issues related to bonds and perform the calculations to compute the present value of bonds payable.
4. Process payroll transactions and registers with related employee and employer taxes.
5. Demonstrate proficiency to prepare corporation financial statements including the statement of cash flow.

**AC103****ACCOUNTING PRINCIPLES III (3)**

Accounting theory and principles are discussed relating to manufacturing, budgeting, and cost analysis. Specific topics include job order and process costing systems, cost behavior and cost-volume-profit analysis, budgeting, evaluation techniques for standard costs, evaluation techniques for decentralized operations, and product pricing. This course requires students to participate in 20 hours of civic engagement activities with a local community-based organization. For example, Habitat for Humanity Guam, is a key service-learning partner with this course educating, empowering, and enabling students to be civically engaged—gaining

skills that lead to participatory leadership, effective citizenship, and increased volunteerism. Course offering: As needed. Prerequisites: CS151, AC102, AC100

**Student Learning Outcomes (SLOs):**

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

1. Perform accounting tasks essential for financial management of a manufacturing business using both job order and process costing accounting systems.
2. Analyze the cost behavior of all expenses of a manufacturing business for internal decision making by management.
3. Explore the process of preparing budgets for a manufacturing business.
4. Calculate various standard deviations performed from the standard budget of a manufacturing business.
5. Determine the selling price of manufacturing products using the total cost, product cost, and variable cost concepts.

**AC110****PAYROLL ACCOUNTING (3)**

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

**Student Learning Outcomes (SLOs):**

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

1. Develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting the operations of a payroll system.
2. Calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current.
3. Perform all aspects of payroll operations, including payroll tax returns.
4. Process a four-month payroll period for a business using two methods: manual and computerized.

**AC150****FEDERAL INCOME TAX I (3)**

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

**Student Learning Outcomes (SLOs):**

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

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

**AC210****INTRODUCTION TO FINANCIAL MANAGEMENT (3)**

This course covers the basic fundamentals of financial management. Major topics include financial statement analysis, forecasting, markets, risk and rate of return, time value of money,

valuation of stock and bonds, cost of capital, capital structure, dividend policy and financial planning and working capital management. Course offering: Spring only. Prerequisite: AC101

**Student Learning Outcomes (SLOs):**

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

1. Interpret and apply financial ratios to financial statements to evaluate future prospects of the business.
2. Define markets and determine the market interest rate using various universal tools.
3. Compare risk with the rate of return in a single investment and a portfolio investment.
4. Perform valuations of stocks and bonds.
5. Calculate present value and future value of a cash flow problem.
6. Explain the concept of working capital and its components in order to manage cash conversion cycles.

**AC225****HOSPITALITY INDUSTRY ACCOUNTING (3)**

This course presents the fundamentals of financial accounting through hospitality industry simulation-problems and experiences. Accounting topics include procedures for merchandise and supplies inventories, fixed assets and depreciation methods, current liabilities and payroll, internal controls of cash, receivables and payables. Major elements of financial statements for the hospitality industry are emphasized. Formerly HS244. Course offering: Fall only. Prerequisite: AC100

**Student Learning Outcomes (SLOs):**

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

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

**AC232****ACCOUNTING ON THE COMPUTER USING PEACHTREE (3)**

A computerized accounting course that teaches students how to use the basic features of Peachtree Accounting software (current version) for service merchandising, and nonprofit businesses. This is the capstone course for the Accounting Associate Degree and students should schedule this course during Spring of their last semester. Three simulation projects enable students to incorporate accounting knowledge and computer skills to create three different types of businesses. Course offering: Spring only. Prerequisites: AC103, AC110, AC150

**Student Learning Outcomes (SLOs):**

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

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

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

**AC233****ACCOUNTING ON THE COMPUTER USING QUICKBOOKS (3)**

Students will apply accumulated accounting knowledge and skills from accounting fields such as payroll, federal tax, inventory, merchandising, accounts receivable, accounts payable, and cash management using an accounting software called QuickBooks. Students will develop extensive skills about the features of QuickBooks. Course offering: Fall only. Prerequisites: AC103, AC110, AC150

**Student Learning Outcomes (SLOs):**

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

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

**AC240****CERTIFIED BOOKKEEPER REVIEW (3)**

A detailed study and review structured to prepare students to pass the national test for Certified Bookkeeper (CB) given by the American Institute of Professional Bookkeepers (AIPB). This course covers specific topics such as adjusting entries, reconciliation and errors, payroll, depreciation, and inventory. A certificate is awarded upon the successful completion of the examination and 3,000 hours of accounting-related work experience. Course offering: As needed. Prerequisites: AC101, AC110, AC150

**Student Learning Outcomes (SLOs):**

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

1. Develop mastery-level skills in selected areas of accounting such as Payroll, Depreciation, Adjusting Entries, Error Corrections, Inventory, Internal Control and Fraud Prevention, to prepare for passing the AIPB national certification exam.
2. Obtain their CB certificate upon full completion of all AIPB requirements.
3. Discuss the universal Code of Ethics for bookkeepers and sign a code of ethics declaration.

**AC250****FEDERAL INCOME TAX II (3)**

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

**Student Learning Outcomes (SLOs):**

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

1. Discuss the formation and operation of corporations related to corporate taxation.

2. Discuss corporate taxation regulations related to corporate distributions to shareholders.
3. Discuss taxation issues for stock redemptions treated as a sale or exchange or as a dividend.
4. Determine the tax treatment of the liquidating corporation including the recognition of gain or loss.
5. Identify the characteristics of the seven types of reorganization of a corporation.
6. Explore the nature of the accumulated earnings tax penalty imposed on a corporation that fails to distribute its earnings.

**AC298****Cooperative Education for Accounting (1-6)**

The cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and paid work experience related to Accounting.

**Student Learning Outcomes (SLOs):**

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

1. Reinforce and develop the knowledge of accounting theory and accounting principals applied to the tasks of an accounting job.
2. Train with accounting professionals that provided work experience in the accounting process for financial recordkeeping.
3. Apply the practice of professional accounting ethics related to the responsibilities of an accounting job.
4. Demonstrate effective interpersonal skills with co-workers according to the expectations of an accounting supervisor during the duration of a job assignment.
5. Demonstrate organizational skills needed to work within an accounting department.

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**AE - ARCHITECTURAL ENGINEERING**

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**AE103****BASIC BLUEPRINT READING (3)**

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

**Student Learning Outcomes (SLOs):**

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

1. Identify basic specifications and codes of various trades related industries.
2. Recognize and sketch basic lines.
3. Apply symbols, notes, and conventions to the creation of drawings and sketches.

**AE121****TECHNICAL ENGINEERING DRAWING I (3)**

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

**AE122****TECHNICAL ENGINEERING DRAWING II (3)**

A study of how to prepare partial working drawings of simple building structures, floor plan, front and rear elevations, left and right elevations, transverse and longitudinal sections,



cabinet, closet and bar details, plumbing, electrical, site and plot plans including how to prepare topographic maps. Course offering: As needed. Prerequisite: AE121

**AE138****BUILDING CODES, SPECIFICATIONS & CONSTRUCTION MANAGEMENT (3)**

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

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

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

**Student Learning Outcomes (SLOs):**

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

1. Produce line drawings using computer technology.
2. Demonstrate and explain basic equipment components and terminology used in the Computer Aided Design & Drafting (CADD) career.
3. Demonstrate basic proficiency using design software.

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**ASL - AMERICAN SIGN LANGUAGE**

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**ASL100****AMERICAN SIGN LANGUAGE I (4)**

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

**Student Learning Outcomes (SLOs):**

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

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

**ASL110****AMERICAN SIGN LANGUAGE II (4)**

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

**Student Learning Outcomes (SLOs):**

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

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

**ASL120****AMERICAN SIGN LANGUAGE III (4)**

This is the third of four courses in the American Sign Language sequence. This course continues to develop advanced conversational skills in American Sign Language, vocabulary, and finger spelling. Cultural features of the language are also incorporated. Formerly IN130. Course offering: As needed. Prerequisite: ASL110

**ASL130****AMERICAN SIGN LANGUAGE IV (4)**

This is the fourth of four courses in the American Sign Language sequence. This course continues to develop advanced competency and fluency in American Sign Language, grammar, and syntax. Cultural features and variations in ASL are also addressed. Course offering: As needed. Prerequisite: ASL120

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**AST - AUTOMOTIVE SERVICE TECHNOLOGY**

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**AST100****INTRODUCTION TO AUTOMOTIVE SERVICE (3)**

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

**AST110****ENGINE REPAIR (3)**

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

**AST120****AUTOMATIC TRANSMISSION AND TRANSAXLE (3)**

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

**AST130****MANUAL DRIVE TRAIN AND AXLES (3)**

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

**AST140****SUSPENSION AND STEERING (3)**

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

**AST150****BRAKES (3)**

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

**AST160****ELECTRICAL/ELECTRONIC SYSTEMS (3)**

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

**AST170****HEATING AND AIR CONDITIONING (3)**

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

**AST180A****ENGINE PERFORMANCE I (TUNE-UP, NO FUEL/EMISSION) (3)**

This course involves but is not limited to diagnoses, adjustments, repair and replacement of components in the ignition, charging, starting, engine cooling and the valve train. Formerly ME177A. Course offering: Spring only. Prerequisite: AST100

**AST180B****ENGINE PERFORMANCE II (FUELS & EMISSIONS SYSTEMS) (3)**

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

**AST210****THEORY/PRACTICUM: ENGINE REPAIR (3)**

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

**AST220****THEORY/PRACTICUM: AUTOMOTIVE TRANSMISSION AND TRANSAXLE (3)**

This theory/practicum course builds on AST120, offering students a more in-depth conceptual understanding of automatic transmissions and transaxles, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Fall only. Prerequisites: AST100, AST120

**AST230****THEORY/PRACTICUM: MANUAL DRIVE TRAIN AND AXLES (2)**

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

**AST240****THEORY/PRACTICUM: SUSPENSION AND STEERING (2)**

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

**AST250****THEORY/PRACTICUM: BRAKES (2)**

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

**AST260****THEORY/PRACTICUM: ELECTRICAL/ELECTRONIC SYSTEMS (8)**

This theory/practicum course builds on AST160, offering students a more in-depth conceptual understanding of electrical / electronic systems, and providing them with the opportunity to apply this knowledge in continually developing their automotive skills. Course offering: Spring only. Prerequisites: AST100, AST160

**AST270****THEORY/PRACTICUM: HEATING AND AIR CONDITIONING (2)**

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

**AST280****THEORY/PRACTICUM: ENGINE PERFORMANCE (5)**

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

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**CD - EARLY CHILDHOOD DEVELOPMENT**

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**CD110****EARLY CHILDHOOD EDUCATION ORIENTATION (3)**

The course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate basic knowledge of all developmental domains related to childhood.

2. List entry-level requirements and employment skills for various careers within the early childhood education field.
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

**CD140****ENVIRONMENTS FOR YOUNG CHILDREN (3)**

This course provides students with knowledge and strategies in promoting the health, safety and health assessments, taking care of ill children, meal planning, detecting child abuse and neglect, working with families, and planning activities for young children that teach health, safety and nutrition. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate skills needed to design a safe environment for young children.
2. Demonstrate strategies for the promotion of good health practices in the early childhood environment.

**CD180****LANGUAGE ARTS IN EARLY CHILDHOOD (3)**

Students will develop knowledge and skills of language development in young children, including oral and written language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate understanding in the language development domains as it relates to young children.
2. Plan and implement activities for young children which develop and enhance language skills, and promote literacy.

**CD221****CHILD GROWTH & DEVELOPMENT (3)**

This course provides an overview of the interrelationship between physical, emotional, intellectual, language and social growth in young children from conception through the primary school years, including the effects of heredity and environment on the development of young children. The role of the family, culture, community and society and how they impact on development is also explored. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Describe the social, physical and cognitive development of infants and toddlers.
2. Describe the social, physical and cognitive development preschoolers.

**CD240****COGNITIVE & CREATIVE DEVELOPMENT (3)**

By the end of the course, students will be able to: plan, write and implement lessons and activities for young children that incorporate the areas of math, language arts, science, art, writing, and creative expression; demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment; and demonstrate the ability to plan and execute activities while providing an environment that will stimulate

cognitive development in the early childhood education setting. Course offering: Every Semester. Prerequisite: CD221 or permission.

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment.
2. Demonstrate the ability to plan and execute activities that stimulate cognitive development in young children.

**CD260****SOCIAL & EMOTIONAL DEVELOPMENT (3)**

This course teaches skills needed to promote social and emotional development in young children and use positive guidance strategies to handle inappropriate behavior. Temperament and child rearing issues such as feeding, potty training, and discipline are a few of the topics covered. This course also provides students with skills needed to plan appropriate activities that promote children's social and emotional development. Course offering: Fall & Spring only. Prerequisite: CD110

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge in the domains of social and emotional development in young children.
2. Demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors.
3. Apply skills in using positive guidance in an early childhood setting.

**CD280****PROGRAM DEVELOPMENT & THE FAMILY PARTNERSHIP (3)**

This course provides an overview of early childhood programs such as Reggio Emilia, early intervention, Head Start, Waldorf, Montessori, High Scope, and extended school-age programs. Topics include family involvement and designing developmentally appropriate curriculum for infants and young children. Course offering: Every Semester. Prerequisite: CD110 or concurrently

**Student Learning Outcomes (SLOs):**

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

1. Discuss developmentally appropriate practices that meet the needs of young children, and their families.
2. Demonstrate appropriate attitude and skills in working with parents and families.
3. Demonstrate knowledge of different early childhood programs.

**CD285****CHILD CARE MANAGEMENT (3)**

This course provides students with an overview of local requirements and national standards for starting and managing a profitable day care business on Guam. Topics covered include financing, marketing, staff supervision, staff training, writing policies, licensing requirements, and other operating procedures. Course offering: Spring only

**CD292****ECE PRACTICUM (3)**

This course provides students with the opportunity to implement their knowledge and skills while working with young children. A minimum of 120 clock hours of work with young children

is required. Prerequisite: Permission from an advisor or Education department chairperson.  
Course offering: Every Semester

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate appropriate worksite behavior.
2. Develop and implement an integrated lesson and/or learning centers that incorporate all developmental areas of early childhood.
3. Apply appropriate teaching methods for the social, emotion, physical, cognitive and communication needs of young children.

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**CE - CIVIL ENGINEERING TECHNOLOGY**

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**CE121****PROPERTIES OF MATERIALS (3)**

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

**CE211****PLANE SURVEYING I (3)**

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

**Student Learning Outcomes (SLOs):**

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

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

**CE215****CONSTRUCTION PROCEDURES (3)**

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

**CE221****STRENGTH OF MATERIALS (3)**

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

**CE222****PLANE SURVEYING II (3)**

This course is a continuation of Plane Surveying I and it deals with general construction surveys and construction surveys dealing with slopes and curves. Reconnaissance procedures are discussed and the students are acquainted with the prospects of employment as surveyors.

Students will be divided into survey teams and given area assignments to survey and make contour maps. Course offering: As needed. Prerequisite: CE211

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate a variety of surveying techniques.
2. Apply appropriate skills using proper surveying instruments given various tasks.
3. Discuss reconnaissance, preliminary, and construction surveys.

**CE225****CONSTRUCTION PLANNING & ESTIMATING (3)**

This course covers methods of estimating construction costs including excavation, highway, structures, piling and foundations; methods to determine qualities of materials, equipment, labor, and money required for construction projects; characteristics and capabilities of work equipment; methods of obtaining unit cost of in place construction; and field reporting practices and responsibilities of field inspection. Formerly CE252. Course offering: As needed. Prerequisites: AE121, CE215, MA161A

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**CH - CHAMORRO LANGUAGE**

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**CH110****CHAMORRO I (3)**

This course offers students the opportunity to learn basic skills and knowledge of and about Guam's indigenous Chamorro language. Students will learn conversation, and gain first-hand ability in the reading, writing, and speaking of Chamorro. Course offering: As needed

**CH111****CHAMORRO II (3)**

This course offers students a continuation of the basic skills and knowledge of and about Guam's indigenous Chamorro language. Students will apply conversational Chamorro with emphasis on orthographic rules in spelling, writing, grammar and reading. Course offering: As needed. Prerequisite: CH110

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**CI - CHINESE LANGUAGE**

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**CI110****BEGINNING MANDARIN CHINESE I (4)**

Students will learn basic Mandarin Chinese and will be able to use correct pronunciation, basic grammar, and sufficient vocabulary to engage in simple Chinese conversation. Course offering: As needed

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**CJ - CRIMINAL JUSTICE**

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**CJ100****INTRODUCTION TO CRIMINAL JUSTICE (3)**

This course offers an overview of the criminal justice system from its early historical development to its evolution within the United States. It also identifies the various agencies of justice-law enforcement, courts, corrections, and the juvenile justice system, their functions, expectations and interrelationships. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Describe the history and development of the Criminal Justice System.



2. Identify the role of the Criminal Justice System in contemporary society.
3. Describe the functions of law enforcement, courts and corrections.
4. Describe the functions of probation, parole and the Juvenile Justice System.

**CJ101****JUVENILE JUSTICE PROCESS (3)**

This course is designed to introduce students to the history, philosophy, and application of the American Juvenile Justice System. Students will examine the juvenile justice responsibilities of police, the courts, and corrections with special emphasis on current practices of Juvenile Justice agencies in Guam. Course offering: As needed.. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Describe the history and development of the Juvenile Justice System.
2. Identify the role of the Juvenile Justice System in contemporary society.
3. Define the concept of "parens patriae" and how the courts interpret its meaning.
4. Apply Title 19 Guam Code Annotated, Chapter 5, The Family Court Act to hypothetical situations.

**CJ102****FIRST RESPONDER (3)**

The First Responder course shall be at least 48 hours of classroom training. The course was developed to provide training in emergency medical care for those who are apt to be the first person responding to an accident. Upon successful completion of the course, the student will possess the same knowledge of patient care as the EMT, but not the same equipment skills. Can be repeated for credit. Course offering: As needed.

**CJ104****DYNAMICS OF SUBSTANCE ABUSE (3)**

This course is designed to introduce students to the problems of substance abuse in our society. Students will examine the history of dangerous drug use, basic pharmacology and classification, the social impact of drug abuse, physical and psychological consequences of drug use and dependence, various treatment modalities, legal implications of illicit drug use, and current law enforcement efforts. Course offering: As needed

**CJ107****INTRODUCTION TO CORRECTIONS (3)**

An introduction and overview of fundamental processes, trends, and practices of juvenile and adult probation, institutional treatment, parole, and contemporary community-based correctional programs, both public and private will be covered in this course. Included is a review of the history and philosophy of corrections, with emphasis on the constitutional rights of offenders. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Explain and analyze the correctional process, the correctional system, and the role of corrections in contemporary society.
2. Evaluate the history and evolution of the correctional process.
3. Identify the various correctional systems.
4. Examine the administration and trends in corrections.

**CJ126****OFFICER SURVIVAL (3)**

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

**CJ126L****OFFICER SURVIVAL LABORATORY (1)**

This course provides students with the opportunity to practice and demonstrate "hands on" application of survival skills learned in CJ126 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 for career public safety officers and recruits. Instructor permission is required. Course offering: CJ Academy only. Prerequisite: CJ126

**CJ132****EMERGENCY VEHICLE OPERATOR COURSE (EVOC) (3)**

This course prepares police and fire recruits to safely operate the emergency vehicles used by their agency. Enrollment is limited to students currently employed by the public law enforcement and fire service agencies. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Instructor permission is required. Course offering: CJ Academy only

**CJ135****FIREARMS USE/SAFETY/CARE (3)**

This course is designed to teach law enforcement and corrections students' proper use and care of firearms and chemical weapons. Emphasis is placed on safety, use of deadly force, marksmanship, judgmental shooting, and the care and cleaning of weapons. Prerequisite: Permission of advisor. Firearms Identification Card required to take this course. Course offering: As needed

**CJ140****DEFENSIVE TACTICS (3)**

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

**CJ145****PHYSICAL DEVELOPMENT (3)**

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

**CJ148****TRAFFIC LAW ENFORCEMENT (3)**

This course provides students with the knowledge and skills necessary to effectively deal with common vehicle violations and other traffic law enforcement duties. Students will be acquainted with the terminology, facts and concepts of vehicle violations to include an understanding of Title 16 Guam Code Annotated, The Vehicle Code of Guam. Additionally, students will be able to recognize what immediate steps are required at a traffic related scene necessary to protect life

and property, how to give traffic citations, how to conduct traffic direction and accident investigation. Course offering: As needed. Prerequisites: CJ100, CJ150

**CJ150****CRIMINAL PROCEDURE (3)**

This course is an overview of the criminal justice process, the court system, and the U.S. Constitution with an emphasis on the method of case interpretation of the U.S. Supreme Court and the Criminal Procedure Code of Guam. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Describe how the Guam Criminal Law Code is interpreted and applied in various hypothetical situations.
2. Critique the procedural aspects of Guam's criminal justice system.
3. Describe how the Guam Criminal Procedure Code is interpreted and applied in various hypothetical situations.

**CJ155****SELF DEFENSE (3)**

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

**CJ160****MOTORCYCLE TRAINING (3)**

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

**CJ200****CRIMINAL LAW (3)**

This course is designed to introduce students to the history, philosophy, and application of criminal law. It provides students with an understanding of crime classifications, matters affecting criminal responsibility, criminal statutes including those of the Territory of Guam, and the role of criminal law in contemporary society. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Describe the history and development of Criminal Law and the U.S. Court System.
2. Identify the substantive Criminal Law process.
3. Define the elements of a crime and probable cause.
4. Apply Title 9, the Criminal Code and 16, Vehicle Code3, Guam Code Annotated, to hypothetical situations.

**CJ204****INTRODUCTION TO CRIMINOLOGY (3)**

This course provides a fundamental understanding of criminal behavior, crime topologies, and the various theories of crime causation. Students will also explore the efforts of society to remedy, correct, and prevent crime and delinquency. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W, PY120, SO130

**Student Learning Outcomes (SLOs):**

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

1. Explain and analyze crime, criminology, and the criminal justice system.
2. Evaluate the history and evolution of criminology.
3. Identify the various theories of crime causation.
4. Identify the various crime typologies.

**CJ205****POLICE REPORT WRITING (3)**

Emphasis on principles and techniques of police report writing; methods of writing the basic who, what, when, where, why and how; and procedures of gathering information and developing various types of reports. With its focus on organization, sentence development and content, the course is designed to produce proficiency in police report writing and to reinforce and expand skills previously acquired. Permission from advisor and/or instructor is required. Course offering: As needed. Prerequisites: EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Identify the substantive Criminal Law process.
2. Define the elements of a crime and determine if probable cause exists to charge a defendant with a criminal act.
3. Demonstrate understanding of the various law enforcement forms and how to apply it to hypothetical situations.
4. Apply Title 9, the Criminal Code and 16, Vehicle Code, Guam Code Annotated, to hypothetical situations.

**CJ206****SOCIAL VALUES & THE CRIMINAL JUSTICE PROCESS (3)**

This course is designed to provide an in-depth exploration consistent with the philosophy that social value and ethics are basic principles of a sound criminal justice process, and the roles of the administration of justice practitioners in relation to the public they serve. Through interaction and study, the student will become aware of the interrelations and role expectations of the human dimension required by practitioners in developing empathy, sensitivity and acceptable behavior. Instruction on the importance of open communication and accountability to those within and without the justice process is explored. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: SO130

**Student Learning Outcomes (SLOs):**

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

1. Explain and analyze community-based philosophy of policing.
2. Demonstrate understanding of the role of police and professionalism
3. Identify the various ethical issues of policing.
4. Identify how political, social, and economic issues relate to law enforcement.

**CJ209****CONCEPT OF POLICE OPERATIONS (3)**

This course provides students with operational knowledge needed to function successfully in a modern police agency. Concepts are particularly useful for first-line supervisors and managers. Topics include effective supervision, communication skills, problem solving, time management, motivation and morale, effective discipline, interpersonal conflict, stress management, productivity issues, and performance appraisals. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Explain and evaluate the structure, organization, and management of police or other law enforcement agency.
2. Explain and analyze the various types of police operations and the methods and strategies used to implement policies and other executive decisions.
3. Demonstrate understanding of the interrelations, role, conflict and trends of police and law enforcement in modern society.

**CJ225****CRIMINAL INVESTIGATION (3)**

This course provides students with the knowledge and technical skills necessary to successfully investigate crime scenes, identify suspects, and successfully present evidence in court. Skills learned and practiced include processing crime scenes, preserving and evaluating evidence collected, interviewing witnesses and suspects, case preparation, and presenting evidence in court. Course offering: As needed. Prerequisites: CJ100, CJ205, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Apply the various methods used in investigating criminal cases to hypothetical situations.
2. Explain and evaluate the investigation, processing, and preservation of a crime scene.
3. Identify and analyze the various methods used to obtain information.

**CJ250****POLICE ORGANIZATIONAL THEORY (3)**

An examination and analysis of the traditional concepts, techniques, policies and operating systems in the police component of the criminal justice system. Basic knowledge of organizational function, structure, processes, and behavior, theory related to practice applied to the administration of justice process; comprehension of administrative phenomena. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisites: CJ100, EN100R, EN100W

**Student Learning Outcomes (SLOs):**

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

1. Apply the various management theories and styles.
2. Explain and evaluate the structure and organization of police and other law enforcement agencies.
3. Identify and analyze the concepts of leadership, decision making, accountability, responsibility, and liability.

**CJ290****CRIMINAL JUSTICE INTERNSHIP (3)**

This course provides students a supervised work experience to develop skills necessary to succeed in the Criminal Justice field. The experience will acquaint students with terminology, facts and conceptions relating to a specific agency within the Criminal Justice field. Also, students will evaluate the importance of that agency's role in the Criminal Justice process and their role as a Criminal Justice professional. Course offering: As needed

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**CM - COSMETOLOGY**

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**CM101****CONCEPTS I (10)**

This course offers an orientation with the rules and regulations of the Guam Board of Cosmetology along with the standard procedures for the clinic/lab operations. Safety rules and regulations of the school and cosmetology lab operations will be included. This lecture will include instruction in infection control; nail care; histology of the skin; properties of the hair and scalp; draping; shampooing; rinsing, conditioning and haircutting. Formerly CM105 and CM110. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional cosmetology salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide basic nail, skin and haircare services.

**CM102L****SALON I (6)**

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM115. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

**CM103L****SALON I ADVANCED (2)**

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM115. Course offering: As needed. Prerequisites: CM101, CM102L, CM117

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

**CM117****ESTHETICS (16)**

This course teaches students the basic fundamentals. They perform as skincare consultants and specialist. They perform facials and facial massage, manually and with the aid of a machine. Students will gain knowledge and practical experience so that they can begin at entry levels, performing many of the duties of a licensed Esthetician. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional esthetician salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide, skin, makeup and removal of unwanted hair services.

**CM118****NAIL TECHNOLOGY (8)**

This course incorporates the basic fundamentals needed for students to perform the duties of a nail specialist. Student will gain knowledge in salon business, infection control, anatomy and physiology, chemistry, electricity and nail care. Students will gain practical experience performing many of the duties of a licensed manicurist. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Plan and design a layout of a fully functional nail salon.
3. Provide records and documents that are in compliance with all laws.
4. Identify all types of bacterial infections and disinfection control.
5. Experience customer service relations for a fully operational salon.
6. Apply the theoretical knowledge needed to provide nail care services.

**CM198****CLINICAL CO-OP/WORK-LEARN (4)**

This course provides students a supervised work experience to develop skills necessary to succeed in the cosmetology profession. It prepares students to enter the workforce by combining academic studies with practical, on-the-job training and work experience. Course offering: As needed. Prerequisites: CM101, CM102L

**Student Learning Outcomes (SLOs):**

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

1. Complete supervised work experience to develop skills necessary.
2. Enter the workforce by combining academic studies with practical, on-the-job training with work experience.

**CM201****CONCEPTS II (10)**

This lecture will include instruction in chemical texture services; hair design and styling; hair coloring and chemistry. Also, the necessary preparation for the Guam Board of Cosmetology licensing examination will be covered. Formerly CM106, CM111 and CM210. Course offering: As needed. Prerequisite: CM101

**Student Learning Outcomes (SLOs):**

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

1. Comply with the Guam Board of Cosmetology rules and regulations
2. Provide records and documents that are in compliance with all laws.
3. Identify properties of hair and scalp.
4. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level
5. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.
6. Apply the theoretical knowledge needed to demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

**CM202L****SALON II (6)**

This laboratory course focuses on practice in the art of cosmetology at an intermediate level. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM116. Course offering: As needed. Prerequisite: CM102L

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the psychomotor skills needed for haircutting and haircoloring skills rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for hair, chemical texture services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

**CM203L****SALON II ADVANCED (2)**

This laboratory course focuses on practice in the art of cosmetology. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. Formerly CM116. Course offering: As needed. Prerequisites: CM101, CM117, CM201

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the psychomotor skills needed for nail care services rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for skin care services rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair and cutting skills rendered at a mastery level.

**CM204L****SALON III (4)**

This laboratory course focuses on practice in the art of cosmetology at an advanced level. The student performs beauty culture practices in both class situations and under salon conditions in the laboratory. This course is taken in the third semester if CM198 Co-Op is not taken. (300 contact hrs.). Formerly CM116. Course offering: As needed. Prerequisite: CM202L



**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the psychomotor skills needed for haircutting and hair coloring skills rendered at a mastery level.
2. Demonstrate the psychomotor skills needed for hair, chemical texture services skills rendered at a mastery level.
3. Demonstrate the psychomotor skills needed for hair design and styling rendered at a mastery level.

**CM215****ADVANCED COSMETOLOGY LABORATORY (1)**

The course provides (1-7 credits/75-525 contact hours) actual performance of the art of Cosmetology under salon conditions in the GCC Cosmetology clinic. Special instruction in advanced hair styling, hair shaping, permanent waving, hair coloring, makeup, facials, and air waving. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CM210

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**CS - COMPUTER SCIENCE**

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**CS101****INTRODUCTION TO COMPUTER SYSTEMS & INFORMATION TECHNOLOGY (3)**

This course provides students with an overview of computer technology, computer hardware and software, data communications, the Internet, social and ethical impacts on society, and an exploration of career opportunities. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of computer hardware and software concepts.
2. Apply computer skills to navigate around a computer, choose the proper application software to produce a desired result and access information on the World Wide Web.
3. State the social and ethical implications of computers in business and society.

**CS102****COMPUTER OPERATIONS (3)**

This course features hands-on experience on multiprogramming computer systems with various I/O devices. Operation procedures are given on the data entry stations, workstations, diskette drives, and system printers. Students learn control commands of display and console stations. CL statements, supplied procedures, utility programs, and program products. They are also introduced to the organization of a data processing center and its operations procedures. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CS101

**Student Learning Outcomes (SLOs):**

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

1. Contract single user and multi-user operating systems.
2. Use system utilities at the basic level on AS/400.
3. Create a simple menu system using Command Language (CL) program and Screen Design Aid (SDA).

**CS103****RPG II (3)**

This course provides the student with the programming concepts and techniques necessary to solve business type problems. Students learn program logic. They are also taught how to code, compile, test, debug, and execute programs. RPG (Report Program Generator) is the programming language used in this course. Permission from instructor and/or advisor is required. Course offering: As needed. Prerequisite: CS103

**Student Learning Outcomes (SLOs):**

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

1. Comprehend basic syntax and command structure of RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS104****VISUAL BASIC PROGRAMMING (3)**

This course covers the introductory fundamentals of the Visual Basic programming language. Students will learn object oriented and event-driven programming concepts and develop applications using Visual Basic. Permission from instructor and/or from a computer science advisor is required. Course offering: Fall & Spring only. Prerequisites: CS101, MA108

**Student Learning Outcomes (SLOs):**

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

1. Comprehend basic syntax and command structure
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS110****INTRODUCTION TO INTERNET (3)**

This course equips students with knowledge and skills to use different Web browsers to obtain information, to take advantage of the World Wide Web resources to enrich their knowledge base, to effectively use popular search engines and to do research using the World Wide Web and to use chat, instant messaging, and wireless technologies to conduct real-time communication on the Internet. HTML will also be covered. Students will be required to create Web sites using HTML, as well as publish their Web pages. Course offering: Fall only. Prerequisite: OA101

**Student Learning Outcomes (SLOs):**

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

1. Use the Internet to communicate, collaborate and retrieve information.
2. Identify positive social and ethical behaviors when using technology and the consequences of misuse.
3. Plan, design and publish a Web site.

**CS151****WINDOWS APPLICATIONS (3)**

The purpose of the course is to teach students the fundamental nature of microcomputers: the hardware devices that make up the physical machine, the operating systems, and the major types of application software. Students are exposed to the concepts and applications of the word processing, graphics, desktop publishing, spreadsheet, database, and communications software. They are shown the far reaching effects of computers and technology, and the applications that computers have to their own lives. Finally, the course provides students hands on experience with "real world" applications using the Windows environment and the application

software for Windows: Word Processing, Spreadsheet, Database and Presentation. Formerly CS150. Course offering: As needed. Prerequisites: OA101, OA120

**Student Learning Outcomes (SLOs):**

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

1. Create, edit, format and print documents using Microsoft Word.
2. Create spreadsheets and charts to solve problems that involve numeric data using Microsoft Excel.
3. Create databases to store, retrieve, analyze and print information using Microsoft Access.
4. Create, edit, and format professional presentations using Microsoft PowerPoint.

**CS152****MACINTOSH APPLICATIONS (3)**

This course provides students with a basic understanding of the first computer operating system with a Graphic User Interface. The goals of this course include hands-on familiarization with the basic Mac OS and common everyday applications such as word processing, spreadsheet, database and Internet access; and an introduction to areas in which the Mac pioneered and remains the leader in: Desktop Publishing and Graphics. Most of all, this course is designed to show students how to enjoy and have fun with their computers. This course is a prerequisite for courses in Visual Communications. Permission from instructor and/or a computer science advisor is required. Course offering: Fall & Spring only. Prerequisite: OA101

**CS202****COBOL (3)**

The purpose of the course is to teach computer programming in COBOL (Common Business Oriented Language). A number of practical programs are written. Program problems deal with processing small volume of data using workstation keyboard and large volume of data using the printer and disk/diskette drives. Printer output includes titles, headings, vertical and horizontal spacing, etc. Statements of input/output, data manipulation, arithmetic, conditional, and procedure branching are covered. Arrays and subscripts, tables, subroutines, files, and other COBOL features are also discussed. Permission from instructor and/or a computer science advisor is required. Course offering: As needed. Prerequisite: CS101

**Student Learning Outcomes (SLOs):**

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

1. Comprehend basic syntax and command structure of COBOL.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS203****SYSTEMS ANALYSIS & DESIGN (3)**

Course will emphasize systems analysis and stress information flow as the best approaches to understanding business data processing requirements. Computer hardware/software, systems design, and systems management will be described. Organizational aspects will be explained and examples of various systems will be presented. CS101 and two languages (such as CS103, CS104, CS202, or CS204) or permission from computer science advisor is required. Course offering: As needed. Prerequisites: CS101, CS103, CS104, CS202, CS204

**Student Learning Outcomes (SLOs):**

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

1. Investigate the initial system request.

2. Analyze various aspects of the system request, and produce system requirement documents
3. Design the solution to meet the system requirement documents (virtual solution).
4. Develop program code to meet the system requirement (actual solution).
5. Implement the actual solution into the system and fine tune it to best meet the needs of the users.

**CS204****C PROGRAMMING (3)**

The purpose of the course is to teach students how to use the C language. The C language concepts and methods to be covered include program development, algorithms, data types, operators, expressions, input/output and files, program control, pointers, functions and macros, variable storage and memory models, arrays, data structures, unions, graphics, and BIOS services. Structured program design will be emphasized. Formerly CS105. Course offering: As needed. Prerequisites: CS101, CS103, CS104, CS202, MA110

**Student Learning Outcomes (SLOs):**

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

1. Comprehend basic syntax and command structure of C Language.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.

**CS205****NETWORK COMMUNICATIONS (4)**

This course provides the latest technology in network communications. Students will learn to add and delete user groups, back in the file server, create and debug login scripts, load application software, maintain network security, configure printer and printer servers and troubleshoot. Course offering: Spring only. Prerequisite: EE111

**Student Learning Outcomes (SLOs):**

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

1. Identify the hardware and software components of a local area network.
2. Describe various LAN topologies and communication standards.
3. Identify and perform LAN backup procedures.

**CS210****WINDOWS PROFESSIONAL (3)**

This course focuses on teaching the knowledge and skills required to install, configure, administer, and troubleshoot the Microsoft Professional operating system. It is presented in a task-oriented format that covers all the important features Windows Professional provides for end users and network Administrators. This course also provides students with interactive activities, and hands-on projects that reinforce key concepts and let the students experience first-hand the processes involved in Windows Professional configuration and management. This course contains material that is intended to help prepare students for Microsoft certification test 70-210. Course offering: As needed. Prerequisite: OA101 or permission from a Computer Science Advisor.

**CS215****WINDOWS SERVER (3)**

This course will prepare students to handle the real-world challenges of managing a network. Students will learn planning protocols and dealing with compatibility issues, disk storage and operating system requirements. Other features covered will include: server installation, server configuration, managing clients through accounts and groups, managing security and folders, and fine-tuning the network. This course will help students prepare for Microsoft certification

test 70-215. Course offering: As needed. Prerequisite: CS210 or permission from a Computer Science Advisor

**CS216****WINDOWS NETWORK INFRASTRUCTURE (3)**

This course is the introduction to Windows networking. Installation and configuration of Domain Name Service and Dynamic Host Configuration Protocol, Virtual Private Network, and remote access will be covered. Transmission Control Protocol/Internet Protocol, Windows Internet Name Service, IP routing, gateway services, Remote Installation Service security, network protocol security, configuring IP Security, Network Address Translation, monitoring events, and installing certificates are some of the other topics students will work with in this course. This course will help students prepare for Microsoft certification test 70-216. Course offering: As needed. Prerequisites: CS205, CS210, CS215

**CS217****WINDOWS DIRECTORY SERVICES (3)**

Students in this course will learn how to plan, deploy and manage the Windows Active Directory. Implementing the Active Directory domain structure, a multi-domain structure, Activity Directory sites and replication will be part of this course. Students will work with groups, policies and certificates. Active Directory Maintenance and Recovery, Active Directory connector and upgrading, Active Directory Replication and Active Directory security will also be covered. This course will help students prepare for Microsoft certification test 70- 217. Course offering: As needed. Prerequisites: CS205, CS210, CS215

**CS252****ADVANCED RPG II (3)**

This course provides the students with advanced application techniques in computer programming in the RPG language. The concepts of structured programming and top down design, RPG advanced statements, and utility programs are taught. The students learn how to apply the above concepts to program design and coding and to prepare various types of flowcharts for program planning, presentation, and documentation. A number of application programs and case studies such as program data conversion are given to individual students or work groups. In order to complete these assignments, the students are required to have hands-on experience in the use of a minicomputer and/or a microcomputer and to participate in all phases of programming development from program planning to program documentation. Also, the students learn how to use CL statements and analyze program map and dump in program compiling, testing, debugging and executing. Permission from instructor and/or a computer science advisor is required. Course offering: Spring only. Prerequisites: CS101, CS103

**Student Learning Outcomes (SLOs):**

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

1. Comprehend basic syntax and command structure of advanced RPG.
2. Properly use commands to create programs to solve problems.
3. Debug programs to find syntax and logical errors.'
4. Integrate the previously covered material into a larger complex system (using RPG, CL, SEU, SDA, IDDU, etc).

**CS290****SPECIAL PROJECT (3)**

This course is open to first year and second year students enrolled in Computer Science. The type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved (if required). Practical/specialized working experience in the area of data entry, data control, computer operations, computer programming and or systems analysis may be arranged. The student will be expected to meet

at least once a week in conferences with the instructor. A term report summarizing his or her experience will be written by the student. Course offering: As needed

**CS298****CO-OP/WORK-LEARN (3)**

This course is open to first year and second year students enrolled in Computer Science. The type, place, and amount of work will be carefully planned by the instructor, student, and a representative of the agency or activity involved (if desired). Practical work experience in the area of data entry, data control, computer operation, computer programming and/or systems analysis may be arranged. The student will be expected to meet at least once a week in conferences with the instructor. A term report summarizing his or her experience will be written by the student. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

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

1. Obtain supervised work experience to develop skills necessary to succeed in information technology positions.
2. Demonstrate effective human relation skills with co-workers and subordinates according to the expectations of a supervisor.
3. Apply principles of personal responsibility and ethical behavior to the community and in the workplace.

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**CT - CONSTRUCTION TRADES**

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**CT100****INTRODUCTION TO CONSTRUCTION TRADES (5)**

This course introduces students to core principles in the construction trades, providing them with the foundational knowledge necessary for study and experiential development of skills in each of GCC's construction trades areas. This course focuses on basic construction safety, construction mathematics, hand tools, power tools, reading of blueprints, basic rigging, communication skills and employability skills. It also focuses on the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the construction trades. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Describe basic knowledge and skills needed in various construction trades areas.
2. Identify the proper names of tools and equipment used in the construction technology field.
3. Develop an appropriate work ethic and attitude necessary to succeed in the construction field.

**CT140****INDUSTRIAL SAFETY (3)**

This course develops safe working concepts and habits for the prevention of accidents resulting in personnel injury and damage to building facilities and equipment. Requirements of federal and local legislation for personnel and equipment safety. Formerly SP153. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Identify accident prevention practices within the construction trades industry.

2. Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site.
3. List national (international) and local agencies that provide safety standards and be familiar with available resources.

**CT152****FUNDAMENTALS OF PLUMBING (4)**

This course introduces the student to the use, safety, care and maintenance of special tools and equipment for basic cold water supply (pipes, fittings, valves, safety devices, appliances), and drainage systems (sewers, drains, vents, traps, test, and maintenance). Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate understanding of the basic science concepts and core principles related to plumbing and piping.
2. Explain the correct use of tools, supplies, and equipment needed in the plumbing industry.
3. Discuss the various local and global career opportunities for professional plumber/pipe-fitters.
4. Demonstrate basic knowledge of cold water supply and drainage system concepts.
5. Identify and explain the correct use of tools, supplies, and equipment needed in the plumbing field.
6. Discuss industry related safety standards.

**CT152A****PLUMBING LEVEL I (4)**

This course builds on content from CT152, and introduces the student to core principles in plumbing, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in this trade area. This course focuses on the use, care, safe operations and maintenance of hand and power tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional plumbing work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in plumbing. Specific emphasis is placed on cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the correct use of tools, supplies, and equipment needed in the plumbing field adhering to all industry safety standards.
2. Develop and exhibit professionalism and work ethic as related to the plumbing and pipefitting career.
3. Demonstrate understanding of cast-iron pipe and fittings, carbon steel pipe and fittings, corrugated stainless steel tubing, fixtures and faucets, drain, waste and vent systems, and water distribution systems.

**CT153****INTRODUCTION TO CARPENTRY (3)**

This introductory course is designed to familiarize students with the use, care, safe operations and maintenance of hand and power tools; to develop their skills in the use, care, and safe handling of supplies and materials; and to provide them with occupational information about carpentry. Formerly CT053. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Identify commonly used tools, supplies, and equipment in the carpentry profession.
2. Explain the safe use and care of various carpentry tools, supplies and equipment.
3. Identify common terminology in the carpentry field.
4. Discuss the various local and global career opportunities for professional carpenters.

**CT154A****MASONRY LEVEL I (4)**

This course focuses on the skills and academic competencies necessary for safe, professional, as well as effective practice of basic masonry in entry-level masonry-related occupations. Safety, proper use, care and maintenance of masonry tools and equipment will be emphasized. Mastery of selected construction-related competencies will be demonstrated through the completion of projects. Students will be oriented to the process of securing entry-level masonry positions. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the knowledge and skills needed to properly construct a concrete structure.
2. Properly complete the laying of blocks for walls and columns.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project.

**CT154B****MASONRY LEVEL II (4)**

This course builds on content addressed in CT154A, and introduces students to core principles in masonry, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on masonry design, layout and project planning, on laying blocks, walls and columns, and on construction procedures. It also reviews students' knowledge of, and ability to safely use supplies, equipment, hand tools, and power tools. Course offering: As needed. Prerequisites: CT100, CT154A

**Student Learning Outcomes (SLOs):**

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

1. Design the layout of a masonry project.
2. Demonstrate understanding of core principles in masonry.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the construction of a masonry project adhering to all industry safety standards.

**CT158****HEAVY EQUIPMENT OPERATION (3)**

This course offers training in the maintenance and operations of selected power construction equipment ranging from air compressors to dozers. Can be repeated for credit. Course offering: As needed



**CT165A****ELECTRICITY LEVEL I (5)**

This course introduces the student to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to introductory electrical concepts, safety procedures, hand bending, hand and power tools, fasteners and anchors, electrical mathematics, electrical concepts and theories and electrical test equipment. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

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

1. Explain skills needed by a licensed electrician.
2. Demonstrate understanding of safe operation and maintenance of electrical tools.
3. Develop an appropriate attitude related to professional electrical work.
4. Discuss the variety of electrical career paths.

**CT165B****ELECTRICITY LEVEL II (5)**

This course introduces the student to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, electrical blueprints, and commercial, industrial and residential electrical wiring. Course offering: As needed. Prerequisites: CT100, CT165A

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate appropriate use and care of various hand and power tools used by professional electricians.
2. Develop the knowledge and skills related to National Electric Code (NEC), raceways, boxes and fittings, conductors, and electrical blueprints.
3. Demonstrate knowledge and skills needed in the electrical wiring of commercial, industrial, and residential areas.

**CT165C****ELECTRICITY LEVEL III (5)**

This course introduces the student to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to alternating current, motors, grounding, conduit bending, boxes and fittings. Course offering: As needed. Prerequisites: CT100, CT165A, CT165B

**Student Learning Outcomes (SLOs):**

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

1. Acquire entry-level skills that are essential for success in the initial pursuit of a career as an electrician.
2. Demonstrate knowledge and skills related to alternating current, motors, grounding, conduit bendign, boxes and fittings.
3. Demonstrate knowledge of basic physics concepts related to electricity and identify common terminology.

**CT165D****ELECTRICITY LEVEL IV (5)**

This course introduces the student to core principles in electricity, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the use, care, safe operations and maintenance of electrical tools and equipment, supplies and materials; the development of an appropriate attitude as related to professional electrical work, and the acquisition of knowledge and information essential for success in initial pursuit of a career as an electrician. Specific emphasis will be placed on students' development of knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contactors and relays, and electric lighting. Course offering: As needed. Prerequisites: CT100, CT165A, CT165B, CT165C

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate use and care of various hand and power tools used by professional electricians adhering to all industry safety standards.
2. Demonstrate the knowledge and skills related to conductor installations, cable trays, conductor terminations and splices, installation of electrical services, circuit breakers and fuses, contractors and relays, and electric lighting.
3. Demonstrate professionalism and an appropriate work ethic needed to succeed as an entry-level electrician.

**CT172****PLUMBING INSTALLATION AND DESIGN (3)**

This course provides the student with the application of methods and theory in installation and design of residential and commercial plumbing systems of cold water supply, hot water supply and drainage systems. Course offering: As needed. Prerequisite: AE103

**CT173****ROUGH FRAMING AND EXTERIOR FINISHING (3)**

This course concentrates on basic structure construction. Included are footing and foundation, sill, floor, wall partition, roof framing, and door and window framing. Course offering: As needed. Prerequisites: AE103, CT153

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the knowledge and skills needed to properly construct a structure.
2. Demonstrate basic skills needed to complete the framing of a given project.
3. Demonstrate the correct use of tools, supplies, and equipment needed in the framing and finishing of a project.

**CT182****UNIFORM PLUMBING CODE (3)**

This course concentrates on achieving familiarity with and understanding of the Uniform Plumbing Code. Student will be expected to use the Uniform Plumbing Code manual as a resource to determine specifications during design, construction and installation of plumbing systems. This course does not require any previous knowledge or skill in plumbing.

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of laws and ordinances governing plumbing systems.
2. Explain the dynamics of the installation of residential and commercial plumbing systems.
3. Efficiently use the Uniform Plumbing Code manual.

**CT174****COLUMNS, BEAMS, WALLS AND PARTITIONS (3)**

This course prepares the student in the construction techniques and practices of concrete beam, column, wall and partition construction, types, kinds, planning, design, and purpose. Course offering: As needed. Prerequisite: CT153

**CT183****FINISHING (3)**

This course is designed to help students know and understand the use, methods, and materials needed in finishing a residential house. The course covers the installation of wall and ceiling panels, hanging windows and doors, construction of cabinets and closets, application of molds and trims, bathroom materials and finishing hardware. Course offering: As needed. Prerequisite: CT153

**CT185A****REFRIGERATION AND AIR CONDITIONING LEVEL I (5)**

This course introduces the student to core principles in air conditioning and refrigeration, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on refrigeration and air conditioning safety, blueprint reading, copper and plastic piping, soldering and brazing, ferrous metal piping, basic electricity, and introduction to cooling. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate understanding of the core principles and terminology related to air conditioning and refrigeration.
2. Identify the safe use of equipment, supplies, and materials used in heating, ventilation, and air-conditioning (HVAC).
3. Explain the various careers associated with the HVAC industry both locally and globally.

**CT185B****REFRIGERATION AND AIR CONDITIONING LEVEL II (5)**

This course introduces the student to core principles in air conditioning and refrigeration, providing them with basic knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on introductory HVAC, trade mathematics, tools, air distribution systems, chimneys, vents and flues, and maintenance skills for the service technician. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Explain the basic knowledge and skills necessary for more advanced study in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Demonstrate basic mathematical skills needed in the HVAC industry.
3. Acquire skills needed for the HVAC service technician.

**CT185C****REFRIGERATION AND AIR CONDITIONING LEVEL II (5)**

This course introduces the student to core principles in air conditioning and refrigeration, providing them with basic knowledge necessary for more advanced study and experiential development of skills in Construction Trades. Specific instructional emphasis is placed on alternating current, introduction to control circuit troubleshooting, metering devices, and leak detection, evacuation, recovery and charging. This course focuses on the use, care, safe operations and maintenance of equipment; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional refrigeration and air conditioning work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the air conditioning and refrigeration trade. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the proper use, care, and safe operation and maintenance of equipment, supplies and materials used in the heating, ventilation, and air-conditioning (HVAC) industry.
2. Exhibit professionalism and work ethic deemed necessary to succeed as an entry-level refrigeration and air-conditioning technician.

**CT193****CABINET MAKING AND MILLWORK (3)**

This course covers the fabrication and installation of custom and factory built cabinets and millwork. Course offering: As needed. Prerequisite: CT153

**CT196A****FUNDAMENTALS OF OXYACETYLENE WELDING I (5)**

This course introduces the student to core principles in oxyacetylene welding, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course focuses on the identification, use, care, safe operations, maintenance, assembling and disassembling of welding equipment and tools; the use, care and safe handling of supplies and materials; the development of an

appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the foundational knowledge necessary for a professional welding career.
2. Discuss the various local and global career opportunities for professional welders.
3. Identify commonly used tools, supplies, and equipment in the welding profession.
4. Explain the safe use and care of various welding tools, supplies and equipment.
5. Identify and explain codes governing welding.

**CT196B****FUNDAMENTALS OF OXYACETYLENE WELDING II (5)**

This course builds upon content of CT196A, introducing the student to core principles in oxyacetylene welding, providing them with the foundational knowledge necessary for more advanced study and experiential development of skills in Construction Trades. This course reviews students' knowledge and skills as related to careers and occupations using oxyacetylene welding, safety procedures, identification of supplies, equipment and tools, setting up and disassembling equipment and working with the torch flame. The course then focuses in-depth on performing cutting procedures and on portable oxyfuel cutting machine operation. Course offering: As needed. Prerequisites: CT100, CT196A

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the knowledge and skills required for basic oxyacetylene welding.
2. Demonstrate the correct use of supplies, tools, and equipment adhering to all industry safety standards.
3. Correctly set up, assemble, and disassemble equipment such as a torch flame and oxyfuel cutting machine.

**CT197****NON-FERROUS WELDING LEVEL I (5)**

This course focuses on the skills and academic competencies necessary for safe, professional, and effective practice in non-ferrous welding. This course also introduces and emphasizes basic non-ferrous welding skills, including gas metal arc welding, gas tungsten arc welding, flux cored arc welding, submerged arc welding, and plasma arc cutting. Mastery of competencies is demonstrated through completion of projects. Course offering: As needed

**CT197A****SHIELDED METAL ARC WELDING I (5)**

This course focuses on the skills and academic competencies necessary for safe, professional and effective practice in basic shielded metal arc welding. This course also introduces and emphasizes basic shielded metal arc welding skills, including selection of metals and electrodes, and making beads, fillet welds and groove welds. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the knowledge and skills required for basic shielded metal arc welding including selection of metals and electrodes, the making of beads, fillet welds, and groove welds.
2. Demonstrate the professionalism and an appropriate attitude necessary in the welding field.
3. Acquire skills needed to pursue an entry-level career in the welding field.

**CT197B****SHIELDED METAL ARC WELDING II (5)**

This course builds on the content addressed in CT197A, focusing on the skills and academic competencies necessary for safe, professional and effective practice in intermediate shielded metal arc welding. This course concentrates on knowledge and skills necessary for completion of SMAW open V-butt welds in all positions. Emphasis will be placed on core principles in shielded metal arc welding, including use, care, safe operations and maintenance of welding tools; the use, care and safe handling of supplies and materials; the development of an appropriate attitude as related to professional work, and the acquisition of knowledge and information essential for success in initial pursuit of a career in the field of welding. Course offering: As needed. Prerequisite: CT100

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate skills needed in intermediate level shielded metal arc welding.
2. Perform shielded metal arc welding (SMAW) open V-butt welds in all positions.
3. Demonstrate the use, care, and proper maintenance of welding tools, equipment, and supplies following industry safety standards.

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**EC - ECONOMICS**

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**EC110****PRINCIPLES OF ECONOMICS (3)**

This course is designed to help students understand the economic challenges and opportunities found in the United States mainland and Guam. This introductory course focuses on describing economic events, explaining why they occur, predicting similar future events, and recommending solutions. Financial responsibilities are always with us and impact our lives and those of our dependents. Understanding the relationship between financial decisions and outcomes is extremely important for all citizens. Prerequisites: EN100R, EN100W

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**ED - EDUCATION**

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**ED100****BEHAVIOR MANAGEMENT (3)**

This course provides students with basic knowledge and skills in the area of behavior management including specific techniques which promote and encourage positive behavior while working with children in a variety of settings and situations. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge and skills in the area of behavior management.
2. Demonstrate teaching strategies to promote and encourage positive classroom behaviors.
3. Develop various modification plans given different scenarios.

**ED150****INTRODUCTION TO TEACHING (3)**

This course presents a unique and realistic approach to the fundamentals of teaching as a career. Not only are the rewards of teaching established and explored, but also the challenges educators face in the classroom. The course also introduces students to the larger topics of education, including discipline, history, philosophy, learning theories, teaching techniques, assessment, classroom management and diversity. Course offering: Every Semester

**Student Learning Outcomes (SLOs):**

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

1. Explain the basic foundations of education, including philosophical views and key philosophers.
2. Develop a philosophy of education that includes personal choices and plans for a future as an educator.

**ED180****EDUCATIONAL METHODS (3)**

This course provides the knowledge and skills necessary to plan, prepare, and implement educational activities and teaching strategies in the school system. It is designed for individuals working as paraprofessionals under the supervision of a credentialed teacher. Course content includes communication skills, instructional delivery, planning and preparing activities, record keeping, tracking student progress, and basic health and safety practices. Formerly ED190. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Plan and implement lesson plans (including the preparation of instructional materials) that incorporate different methodologies and strategies.
2. Plan and implement games and educational activities.

**ED181****CAREER & TECHNICAL EDUCATION METHODS I (3)**

This course will assist the prospective and practicing teacher in developing and implementing vocational curriculum and teaching methods in the classroom. Formerly: Vocational Methods I. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Utilize vocational teaching methods.
2. Demonstrate understanding of the different aspects of learning.
3. Demonstrate understanding of teaching as a profession.

**ED202****CREATING ONLINE LEARNING COMMUNITIES (3)**

Students and teachers must acquire both the knowledge and the technical aspects of how to integrate the Internet into their learning environment. This course will stress the use of the computer and the Internet to establish online learning communities. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Review, modify and manipulate Internet resources to help meet curricular needs;
2. Use major software tools, such as word processing, Internet browsing applications, Internet search engines, and presentation tools;

3. Evaluate software for the classroom; and
4. Create an educational website using free template based software.

**ED210****CAREER AND TECHNICAL EDUCATION METHODS II (3)**

This course is an extension of Vocational Methods I and provides students an opportunity to strengthen their skills in vocational/technical curriculum development and instructional techniques. Students also prepare and utilize materials and techniques that support students with disabilities and those from diverse cultural and linguistic backgrounds. Formerly: Vocational Methods II. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

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

**ED220****HUMAN GROWTH & DEVELOPMENT (3)**

This course includes the study of human growth and development from birth to death with special emphasis on the formative and school years of the child. An overview of the interrelationship between physical, emotional, intellectual, and social growth will be presented. Formerly ED170. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Describe the social, physical, and cognitive developmental of adolescent and adult learners.
2. Demonstrate an understanding of how society, culture, and family impact an individual at each stage of their development.
3. Describe the social, physical, and cognitive development of school-age learners.

**ED231****INTRO TO EXCEPTIONAL CHILDREN (3)**

This course provides students with an introduction to exceptionalities, including gifted children and children with disabilities. An overview of all aspects of exceptionality including etiology, legal aspects, observations, and service delivery will be provided. Formerly CD231. Course offering: Spring only. Prerequisites: CD221, ED220

**Student Learning Outcomes (SLOs):**

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

1. Describe ways to modify curriculum and provide accommodations for students with disabilities.
2. Demonstrate an understanding and respect for the special needs family as well as develop strategies to empower families.
3. Demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan and Individual Education Plan development including the major team members.

**ED240****REGGIO-INSPIRED APPROACH (3)**

The Reggio-Inspired approach is based on students' interest; the teacher takes the role of a facilitator, assisting the students as they develop their projects. Course offering: As needed



**Student Learning Outcomes (SLOs):**

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

1. Plan, develop and implement a long-term project in the classroom applying the philosophy of the Reggio-Inspired approach to learning.
2. Evaluate the Reggio-Inspired Approach process.

**ED241****READING STRATEGIES FOR THE CLASSROOM TEACHER (3)**

This course incorporates strategies from the Motherhead® curriculum, and presents methods and activities that strengthen reading and writing skills which will assist the practicing teacher in promoting literacy in the school environment. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate strategies that build literacy skills through storysharing activities.
2. Demonstrate strategies that provide appropriate reading role models through storysharing activities.
3. Share stories with a small group of students implementing Motherhead's® five-step storytelling process.

**ED251****CAREER AND TECHNICAL EDUCATION PHILOSOPHY (3)**

This course examines the history and philosophy of vocational technical education. Students will engage in current debates about vocational education in particular, and the purpose of public education more generally. In addition, this course is designed to help students examine the diverse philosophical views that have affected, and are affecting, educational philosophy in the United States. Students will explore questions about the purposes, ends, and means of education, and assess their own philosophy through readings, discussion, and lectures. Formerly: Vocational Philosophy. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Develop and articulate an educational philosophy related to vocational education.
2. Explain the basic theories of the foundations of education.

**ED252****CAREER AND TECHNICAL EDUCATION ASSESSMENT (3)**

This course will provide the practicing teacher with the knowledge of basic principles and methods of assessment, including measurement, test construction and evaluation that can be applied in the vocational (career and technical) classroom. Formerly: Vocational Assessment Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Construct and use an instrument to evaluate manipulative performance.
2. Analyze and interpret test results.

**ED253****ORGANIZATION AND MANAGEMENT OF  
CAREER AND TECHNICAL EDUCATIONAL LABORATORIES (3)**

This course assists students in the development of knowledge and skills necessary to organize and manage vocational and technical education laboratories. This includes utilizing knowledge of curriculum planning as a basis for development of a model laboratory plan suitable for actual

use in the teaching field. This course also offers the student selected classroom and laboratory teaching and management techniques commonly used by vocational-technical educators  
Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Develop a plan, including a realistic budget, to configure a vocational-technical classroom and training laboratory, and
2. Develop related student resources and programs.

**ED254****CAREER AND TECHNICAL EDUCATION CURRICULUM (3)**

This course examines the development of vocational curriculum at the secondary and postsecondary levels. The use of resources and the integration of student organizations and service learning activities are also discussed in relation to developing vocational curriculum. Formerly: Vocational Curriculum. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Develop course and program vocational curriculum using appropriate resources.
2. Evaluate and modify curriculum.

**ED281****BILINGUAL/BICULTURAL EDUCATION (3)**

This course deals with all aspects of bilingualism and biculturalism. It also prepares students to work with children and families who speak languages other than English and/or who come from different cultural backgrounds. Students will gain knowledge on existing program models for multicultural education and develop awareness and skills in working with young children and their families. Emphasis will be placed in serving children and families from cultural groups found on Guam. Formerly CD281. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate ways of creating a multicultural environment.
2. Demonstrate an understanding of involving parents and families in creating and maintaining a multicultural classroom;
3. Demonstrate the ability to use multicultural learning materials and techniques with students in the classroom.

**ED283****REACHING DIVERSE LEARNERS (1)**

Teachers face many challenges in the classrooms, including meeting the needs of diverse learners. This course targets practicing teachers and provides them with tools to assist them in meeting the needs of diverse learners and their families. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Increase knowledge of practices and skills in meeting the needs of culturally and linguistically diverse learners.
2. Understanding nontraditional careers and the use of career assessment tools.
3. Use technology as a resource in meeting the needs of diverse learners.
4. Increase knowledge of practices and skills in meeting the needs of special populations and/or their families, such as those with disabilities, homemakers, single parents, and displaced workers.

**ED292****EDUCATION PRACTICUM (3)**

This practicum experience provides students with the opportunity to demonstrate professional behaviors and document competence while working with students in a variety of school settings under the supervision of a credentialed education. This course requires 120 hours of on-site work experience. Prerequisite: Permission from advisor or Education Department Chairperson. Course offering: Every Semester

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate professionalism and ethical conduct within the educational field.
2. Demonstrate appropriate disposition and skills needed to effectively work with diverse students, including those from different cultural and linguistic backgrounds, and those with special needs.
3. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting.

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**EE - ELECTRONICS**

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**EE103****ELECTRICITY I: DIRECT CURRENT CIRCUITS (4)**

This is an introductory course covering the fundamentals of electricity. Students are introduced to the basics of Direct Current circuits: atomic structure, charges, electron current, Ohm's Law, DC components, simple series and parallel circuits, Watt's Law, Kerchief's Law and Thevin and Norton equivalent circuits. The course will also cover the use of VOM, soldering and reading simple circuit diagrams. Formerly EE103A & EE103B. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Describe how to measure voltage, current and resistance on electrical circuits.
2. Identify different types of conducting materials and its electrical properties.
3. Describe and apply ohm's law formulas in solving electronic and electrical problems.
4. Use electronic and electrical handtools properly.
5. Perform laboratory experiments in direct current circuits.

**EE104****ELECTRICITY II - ALTERNATING CURRENT CIRCUITS (4)**

This is a continuation of course content introduced in Electricity I. Students learn the fundamentals of Alternating Current circuits: sine waves, coils, capacitors, transformers, motors, AC residential applications, series and parallel AC circuits, tuned circuits and resonance. Students will demonstrate the use of VOM and DVM for making AC measurements, use of an oscilloscope and other AC test instruments. Formerly EE104A and EE104B. Course offering: As needed. Prerequisites: EE103, MA110A

**Student Learning Outcomes (SLOs):**

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

1. Identify and describe safety rules as applied to electricity and electronics.
2. Describe how to use laboratory oscilloscope to measure voltage, frequency, and period (time).
3. Illustrate and explain different transformers turn's ratio, voltage ratio, and current ratio.
4. Describe resonance and its effects in electronic communications circuits.
5. Perform laboratory experiments in alternating current circuits.

**EE107****INTRODUCTION TO INSTRUMENTATION (3)**

This is an introductory course in instrumentation that covers typical, metered electronic measuring devices used in a wide range of technical and scientific fields. The student will receive a thorough grounding in meter theory, design and application. Course offering: As needed. Prerequisite: EE112, which can be taken concurrently with this course

**EE110****INSTRUMENTATION (3)**

This is an intermediate course on theory and applications of typical electronic test instruments used in a wide range of scientific and technological disciplines. Extensive classroom and laboratory time is devoted to such devices as balanced bridge circuits, signal generators, testers, frequency counters and spectrum analyzers. Course offering: As needed. Prerequisite: EE107

**EE112****ELECTRONIC DEVICES (4)**

This is a preparatory course covering the fundamentals of semiconductor devices as applied to electronic circuits. Through lecture and lab work, students will become familiar with basic and advanced semiconductor devices and electronic circuits with an emphasis on electronic troubleshooting. Formerly EE105 & EE106. Course offering: As needed. Prerequisite: EE104

**Student Learning Outcomes (SLOs):**

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

1. Design a power supply circuit.
2. Identify each part of a power supply system.
3. Calculate the voltage gain for a transistor amplifier circuit.

**EE116****DIGITAL TECHNOLOGY (4)**

This course provides an introduction to digital techniques, semiconductor devices for digital integrated circuits, Boolean Algebra, flip-flop registers, sequential logic circuits, counters, clocks, shift registers, combination logic circuits, digital design and applications. Course offering: As needed. Prerequisites: EE104, EE112

**Student Learning Outcomes (SLOs):**

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

1. Design a simple counter circuit.
2. Simplify logic circuits using k-map.
3. Identify different types of logic circuits.

**EE211****IT ESSENTIALS I (4)**

IT Essentials I presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hand-on activities and labs, students learn how to assemble and configure a computer, as well as install the motherboard, floppy and hard drives, CD-ROM, and video cards. Students will install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for CompTIA's A+ certification. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Perform a step by step assembly of a desktop computer tower.

2. Explain, install, and navigate an operating system; upgrade component base on customer needs and perform preventive maintenance and troubleshooting.
3. Upgrade security components based on customer needs and perform preventive maintenance and troubleshooting.

**EE215****IT ESSENTIALS II (4)**

IT Essentials II: Network Operating Systems, sponsored by Hewlett-Packard Company, is an intensive introduction to networking fundamentals and multi-user/multitasking network operating systems. Characteristics of the Linux and Windows network operating systems will be discussed. Students will explore a variety of topics including installation and configuration procedures. More advanced administrative tasks such as troubleshooting issues, security issues, and remote access will also be covered. Course offering: As needed. Prerequisite: EE290

**Student Learning Outcomes (SLOs):**

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

1. Install the Linux network operating systems
2. Identify various Network application protocol.
3. Differentiate between the Linux and Windows 2000 network operating systems.

**EE242****PRINCIPLES OF VOICE AND DATA CABLING (2)**

The Principles of Voice and Data Cabling course is designed for students interested in the physical aspects of voice and data network cabling and installation. This course stresses documentation, design, installation, laboratory safety, as well as working effectively in group environments. Students will become familiar with cabling issues related to data and voice connectivity, media and transmission practices, and cabling customer support. This course provides an overview of cabling and networking industry standards as well as emerging cabling technologies. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

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

1. Design basic network infrastructure systems.
2. Install, terminate, and test network cabling systems.
3. Define standards and codes pertaining to the IT field.
4. Pass National Certification Exam (Data Cabling Installer Certification), sponsored by Electronics Technicians Association (ETA).

**EE243****FIBER OPTICS INSTALLATION (3)**

This course is designed for personnel who work with fiber optic cables or individuals who want a working knowledge of fiber optics. Students in this course will learn how to splice, terminate, and test fiber optics cables/systems. Course offering: As needed. Prerequisites: EE103, EE104, EM103, EM104

**Student Learning Outcomes (SLOs):**

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

1. Install, terminate, and splice fiber optic cables.
2. Troubleshoot and repair fiber optic cables.
3. Use test equipments for troubleshooting (light source & power meter, optical time domain, reflectometer, & visible light source).

**EE265**

**COMPUTER NETWORKING ACADEMY I (4)**

This basic networking course begins to prepare students for configuration of networks using routers, switches, and hubs. Students will learn network topologies, OSI model, IP addressing, subnetting, routing protocols, Local Area Network (LAN) design, and network management. Students will also perform extensive 30 hours lab work that simulates real-world networking. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Recognize the devices and services that are used to support communications across an Internetwork.
2. Design, calculate, and apply subnet masks and addresses to fulfill given requirements.

**EE266****COMPUTER NETWORKING II (4)**

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: EE265

**Student Learning Outcomes (SLOs):**

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

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

**EE267****COMPUTER NETWORKING III (4)**

Computer Networking III provides a foundation in LAN design and implementation. This course will prepare you for the next step in Internetworking which is Wide Area Networks. Topics include Spanning Tree Protocol, Virtual LANs, an in depth look at Ethernet technology, configuring Cisco routers to support Novell networks, and designing access lists for security and traffic control. Course offering: As needed. Prerequisite: EE266

**Student Learning Outcomes (SLOs):**

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

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

**EE268****COMPUTER NETWORKING IV (4)**

This covers the fundamentals of Wide Area Networking (WAN). Topics include common Wide Area Network technologies, WAN frame encapsulating formats, WAN link options, WAN design including core, distribution, and access layers, traffic patterns, server placement, and router configuration: PPP, ISDN, and frame relay. Course offering: As needed. Prerequisite: EE267

**Student Learning Outcomes (SLOs):**

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

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

**EE271****ADVANCED NETWORK PROFESSIONAL I (4)**

This course is the first course in the Cisco Certified Networking Professional (CCNP) curriculum. This course will cover the configuration of Cisco routers for operation in large or growing multi-protocol Internet works. This course includes lectures and labs that focus primarily on scalable technologies and the Cisco IOS software features that are most useful in building large or growing Internet works. These features include scalable routing protocols such as Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Intermediate System to Intermediate System (IS-IS), Border Gateway Protocol (BGP), Variable Length Subnet Mask (VLSM), Classless Inter Domain Routing (CIDR), route redistribution, and route summarization. This course is designed to help prepare students for the CCNP "Building Scalable Cisco Internet works" (BSCI) exam 642-801. Course offering: As needed. Prerequisites: EE268 or CCNA Certification

**EE274****ADVANCED NETWORK PROFESSIONAL II (4)**

This course is the second course in the Cisco Certified Networking Professional (CCNP) curriculum. CCNP 2 introduces students to the implementation of Cisco routers in WAN applications. The course focuses on the selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links. Students will develop skills with the specific WAN technologies of analog dialup, ISDN BRI and PRI, Frame Relay, broadband, and VPN. This hands-on, lab-oriented course stresses the design, implementation, operation, and level 1 troubleshooting of common WAN connectivity options. This course is designed to help prepare students for the CCNP "Building Scalable Cisco Internet works" exam 642- 801 Cisco Remote Access Networks (BCRAN). Course offering: As needed. Prerequisite: EE268 or CCNA Certification. CCNP 1 desired but not required. Work Experience beneficial

**EE275****ADVANCED NETWORK PROFESSIONAL III (4)**

CCNP 3: Multilayer Switching is the third of four courses leading to the Cisco Certified Network Professional (CCNP) designation. CCNP 3 introduces students about the deployment of the state-of-the-art campus LANs. The course focuses on the selection and implementation of the appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, multiplayer switching, redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services. This hands-on, lab oriented course stresses the design, implementation, operation, and troubleshooting of switched and routed environments. Course offering: As needed

**EE280****NETWORK SECURITY I (4)**

The Network Security 1 course focuses on the overall security processes in a network with particular emphasis on hands on skills in the following areas: • Security policy design and management • Security technologies, products and solutions • Firewall and secure router design, installation, configuration, and maintenance • AAA implementation using routers and firewalls • Securing the network at both layer 2 and 3 of the OSI model. Prerequisite: Students should have completed Semester 4 CNAP or hold current CCNA certification. It is also recommended that students have a basic understanding of common network and IT security issues and terminology. Course offering: As needed

**EE281****NETWORK SECURITY II (4)**

The Network Security 2 course focuses on the overall security process in a network with particular emphasis on hands on skills in the following areas: • Security policy design and management • Security technologies, products and solutions • Firewall and secure router design, installation, configuration, and maintenance • Intrusion Prevention (IPS) implementation using routers and firewalls • VPN implementation using routers and firewalls Prerequisite: Students must have completed the Network Security 1 course before being permitted to attempt Network Security 2. Course offering: As needed

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**EM - ELECTRO MECHANICAL**

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**EM112****NATIONAL ELECTRICAL CODE (3)**

This course provides knowledge and understanding of the National Electrical Code governing the installation of residential and commercial electrical systems. Formerly EM092. Course offering: As needed. Prerequisite: EM111

**EM182****INDUSTRIAL CONTROLS (3)**

This course is designed to help students understand control systems, including manual and automatic controls, speed and direction controls, acceleration and deceleration controls, timers, releases, relays, protective devices, starters, and enclosures for motors, generators, and other AC, DC electrical and mechanical devices. Course offering: As needed

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**EMS - EMERGENCY MEDICAL SERVICE**

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**EMS103****EMERGENCY MEDICAL TECHNICIAN (EMT) - BASIC (7)**

This course is designed for ambulance service members and others who need to be trained to the level of EMT Basic. Students will learn how to provide quality emergency care to victims of accidents and illness, recognize the nature and seriousness of the patient's condition, assess the patient's requirements for emergency care, and administer appropriate emergency care to stabilize the patient's condition. Permission of instructor or advisor is required. Formerly CJ103. Course offering: Fall only

**EMS109****EMERGENCY MEDICAL TECHNICIAN - REFRESHER (3)**

This course is a refresher for qualified EMT's who must update their training and must re-certify every two (2) years. The course involves review and updating of the materials presented in EMS 103. Formerly CJ109. Course offering: Spring only. Prerequisite: EMS103



**EMS170****EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE I (7)**

This course is the first of two modules of EMT-Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Can be repeated for credit. Formerly CJ170. Course offering: CJ Academy only. Prerequisite: Valid EMT-Basic Certification from Guam or the NREMT

**EMS175****EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE II (7)**

This course is the second of two modules of EMT Intermediate for EMT's who wish to increase their knowledge and deliver a more sophisticated level of emergency medical care in the advanced life support (ALS) area. The course is designed for ambulance service members and others who wish to be trained to this advance level of EMT. Formerly CJ175. Course offering: CJ Academy only

**EMS176****EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE REVIEW (3)**

This course is designed to maintain EMT-Intermediate's proficiency and certification. Students will review essential components of the National Standard Curriculum for EMT Intermediates and will also be presented with additional EMT-Intermediate knowledge and skills pertaining specifically to Guam's EMS system. Course offering: CJ Academy only. Prerequisite: Valid EMT-Intermediate certification from either Guam or the NREMT, EMS175

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**EN - ENGLISH**

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**EN066****READING WORKSHOP (3)**

This course provides adult students with an opportunity to improve their reading skills. Relevant individualized instruction provides reading activities to enable students to become empowered, competent, critical, and reflective in their reading. Course offering: As needed

**EN067****WRITING WORKSHOP (3)**

This course provides adult students with the opportunity to improve their writing skills. Relevant individualized instruction provides writing activities to enable students to become empowered, competent writers. Course offering: As needed

**EN076****APPLIED COMMUNICATION (3)**

This course teaches Adult High School (AHS) students Communication, Language Arts, and English skills in an applied setting. Course offering: As needed. Prerequisites: Students must pass the Adult High School Placement test and have at least an eighth grade reading level. They must be in the Adult High School program

**EN081****LITERATURE SURVEY (3)**

This course is designed to familiarize the student with a selection of writings by noted authors of the shorter genre of Literature: the short story, poetry, the essay, and short dramatic selections. Areas of instruction include the structure of and literary elements contained in these genre, reading comprehension, vocabulary development, and Literature-based composition. Course offering: As needed. Prerequisites: The student must have successfully completed

Junior English (second semester), or be recommended to the class by a counselor or a Language Arts teacher

**EN091****FUNDAMENTALS OF COMMUNICATION (3)**

A study of listening awareness and techniques for improvement, nonverbal communication; oral communication skills for professional and social situations; public speaking. Course offering: As needed

**EN100B****FUNDAMENTALS OF ENGLISH-BASIC (3)**

This course is designed to meet the needs of those students scoring below 30 on the reading section of the placement test who need developmental work in reading, writing, listening and speaking skills prior to entry into Fundamentals of English-Reading and Writing (EN100R and EN100W). Students will work on a self-paced basis with the assistance of a tutor or instructor to increase and improve reading and writing skills. Course offering: As needed. Prerequisites: Score below a 30 on the currently utilized placement test and a 1 holistic composition score

**EN100R****FUNDAMENTALS OF ENGLISH/READING (3)**

This course is designed to meet the needs of those students requiring additional reading skill development. Students scoring 38 thru 67 on the COMPASS placement test are required to enroll in this course, EN100R. If student scores between 38-47, student is required to enroll in this course only. If student scores between 48-67 on the COMPASS placement test, student may choose to enroll in both this course (EN100R) and EN100W. It is the recommendation of the English Department that student first completes the reading requirement. Course offering: As needed. Prerequisite: EN100B

**EN100W****FUNDAMENTALS OF ENGLISH-WRITING (3)**

Students work toward improving their writing skills. Instruction is individualized to meet each student's level of ability. EN100W incorporates the writing process approach, providing time and opportunities for writers in student instructor/student-student conferencing process. Students with a composition score below PASS are placed in EN100W. Course offering: As needed. Prerequisites: Students scoring above 35 on the reading section of the currently utilized placement test and 4, 3, or 2, on the composition sample or UOG placement test, EN100R

**EN110****FRESHMAN ENGLISH (3)**

Emphasizing critical reading, writing, and thinking, this course focuses on communicating clearly and effectively, using standard written English in an academic setting, as well as in other communities. Students will practice exploring ideas, conveying information, and adopting a persuasive stance in writing. They will demonstrate logical reasoning, adequate factual support, clarity, organization, and appropriate language choices in their writing. Course offering: As needed. Prerequisite: Placement into EN110 or successful passing of EN100R, EN100W

**EN111****FRESHMAN COMPOSITION (3)**

This course is a continuation of EN110. Emphasis is placed on accuracy of information, meticulous observance of format, and clarity and effectiveness in written English. Students will develop critical reading skills and learn the techniques of both primary and secondary research. Prerequisite: Students must complete EN110 with a "C" or better before enrolling in this course

**EN125****INTRODUCTION TO SPEECH (3)**

This course surveys speech communication theories, concepts and skills existing in interpersonal, intercultural, small group, and organizational interactions, as well as oral public presentations. This course offers a combination of humanistic and pragmatic approaches to understanding and evaluating communication. A significant portion of the course covers the preparation and presentation of oral assignments (speeches). Course offering: Fall & Spring only. Prerequisite: Placement into EN110 or successful passing of EN100R, EN100W

**EN194****TECHNICAL REPORT WRITING (3)**

This course prepares students to write for business, industry, and professions. Students will engage in the writing and speaking process and will develop examples of technical "products" including letters, memos, formal reports, interviews, and oral presentations. Course offering: As needed. Prerequisite: EN110

**EN210****INTRODUCTION TO LITERATURE (3)**

This course is designed to familiarize students with the major division of literature: poetry, prose, and drama. Students will develop an understanding of and appreciation for literary elements. Special attention will be given to literary criticism. Course offering: Fall & Spring only. Prerequisite: Students must complete EN110 with a "C" or better before enrolling in this course

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**FS - FIRE SCIENCE**

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**FS100****INTRODUCTION TO FIRE PROTECTION (3)**

This course covers the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies, survey of professional fire protection career opportunities. This course is 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 (SLOs):**

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

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

**FS101****INTRODUCTION TO FIRE SUPPRESSION (3)**

This course is a study of techniques of effective fire prevention to include fire hazards and causes; judging fire load, building construction, inspection techniques; storage of flammable and combustible liquids and hazardous materials security. This course is 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 (SLOs):**

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

1. Explain strategies for effective fire protection.
2. Identify inspection techniques used in fire protection careers.

3. Identify various types of building structures and explain the importance of basic fire resistance requirements.

**FS102****FIRE SERVICE ON GUAM (3)**

A study of the topographical layout of Guam and the techniques and methods used grassland fire fighting will be explored. 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

**FS103****FIRE OPERATIONS I (3)**

Emphasis on understanding the principles and application/operation/procedures of fire behavior, fire extinguishers, fire extinguishments, tools and equipment that a fire fighter must use. 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

**FS104****FIRE OPERATIONS II (3)**

The practical application of the theories, techniques and methods of basic fire fighting learned in FS103. This course is conducted through the Office of Continuing Education for career public safety officers and recruits. Course offering: Fire Academy only. Prerequisites: FS103 and permission from the instructor

**FS105****FIRE PREVENTION (3)**

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

**FS107****REPORT WRITING FOR THE FIRE SERVICE (3)**

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

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**HI - HISTORY**

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**HI121****HISTORY OF WORLD CIVILIZATION I (3)**

Students will explore the most important aspects of world civilizations from pre-historic time to 1500 A.D. from the Fertile Crescent to the medieval feudal states. Students will study the birth of ancient peoples and societies. Course offering: Fall only

**HI122****HISTORY OF WORLD CIVILIZATION II (3)**

The course plots civilizations from the 1500's to the modern era. Students will examine a variety of historic experiences, discoveries, and inventions as well as the cultural, political, and economic forces that have shaped modern society. Course offering: Spring only

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**HL - ALLIED HEALTH**

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**HL120****MEDICAL TERMINOLOGY (2)**

This course provides students with the elements of medical terminology. The study includes origins of medical terminology, word building system, specific terminology for all systems of the human body, and terminology related or applicable to specialty areas in medical and selected paramedical fields. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of medical terms.
2. Define 350 medical words and elements.
3. Define medical abbreviations and symbols.

**HL130****FIRST AID & SAFETY (1)**

This course provides students with the basic knowledge and skills necessary in an emergency to call for assistance and provide standard first aid care, including CPR. This course also includes information on the prevention of injury and illness with a focus on personal safety. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge and skills of first aid and safety including cardiopulmonary resuscitation (CPR).
2. Explain the Chain of Survival according to the American Red Cross.

**HL131****BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS (1)**

This course is designed for healthcare professionals, including medical assistants, nursing assistants, practical nurses, and a wide variety of persons working in the healthcare industry. BLS for Healthcare Providers provides students with knowledge and skills necessary in an emergency such as rescue breathing and CPR. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge and skills of cardiopulmonary resuscitation (CPR).
2. Demonstrate appropriate use of an automated external defibrillator (AED)
3. Explain the Chain of Survival according to the American Heart Association.
4. Identify the warning signs for life threatening conditions such as stroke and heart attack.

**HL140****INTRODUCTION TO CLINICAL LABORATORY (2)**

This course provides an introduction to the field of laboratory science, including the development of basic and moderate complexity laboratory skills and phlebotomy technique. Course offering: Spring only. Prerequisites: HL120, HL130, MS101, SI130

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate use of basic to moderate lab equipment.
2. Demonstrate competence in obtaining specimens of blood and other body fluids.

3. Demonstrate ability to interact with patients, hospital, and physicians and lab personnel.
4. Describe quality control in the clinical lab.

**HL150****STUDY OF DISEASES (3)**

This course provides the basic concepts and characteristics of disease processes, which include disease description, etiology, signs and symptoms, diagnosis, treatment, prognosis, and prevention and terminology pertaining to injuries and disease process. Formerly HL152. Course offering: As needed. Prerequisites: EN110, HL120, SI130

**Student Learning Outcomes (SLOs):**

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

1. Identify the etiology of the more commonly encountered diseases and identify their methods of prevention, control and treatment.
2. Identify signs and symptoms of common diseases.
3. Demonstrate proficiency in defining medical terminology as related to diseases.

**HL160****INTRODUCTION TO PHARMACOLOGY (1)**

This course provides students with the scope of pharmacology including definitions, classifications, common drugs within each classification, drugs, commonly used in prevention, diagnosis, and treatment of disease (action, side effects, related responsibilities), major factors which affect drug action, abbreviations, and symbols related to drug administration, drug standards and legislation, and references for drug information. Course offering: Summer only. Prerequisite: SI130

**Student Learning Outcomes (SLOs):**

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

1. Identify major drug classifications and common drugs within the group.
2. Identify drug commonly used in the prevention, diagnosis and treatment and treatment of diseases.
3. Recognize major factors affecting drug actions.
4. Identify standards of legislations as they apply to drugs and their administration.

**HL161****PHARMACOLOGICAL TREATMENT OF DISEASE (1)**

This course is a survey of medications commonly used in the prevention, diagnosis, and treatment of diseases, with discussion of pharmacological action, side effects and related responsibilities. Course offering: Summer only. Prerequisites: HL150, SI130

**Student Learning Outcomes (SLOs):**

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

1. Identify specification, side effects, and responsibilities related to use of all pharmaceuticals discussed in class.
2. Demonstrate proficiency in using the Physician's Desk Reference (PDR).

**HL162****ADMINISTRATION OF MEDICATIONS (1)**

This course is an application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care, satisfactory performance of intramuscular, subcutaneous, and intradermal injections, preparation and administration of oral medication, immunizations. Course offering: Summer only. Prerequisites: HL150, SI130

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate ability to solve conversion problems within the household, apothecary and metric system.
2. Demonstrate ability to interpret abbreviations and symbols accurately as they relate to drug administration.
3. Apply the "Rights of Medication Administration".
4. Demonstrate correct administration enteral, parenteral and cutaneous drugs in simulated lab situations.

**HL202****NUTRITION (3)**

This course provides students with the basics of nutrition, with emphasis on food preparation, food safety, and recipe modification to meet specific body needs. The course also covers the relationship between nutrition and health and the importance of combining good diet with regular exercise in order to promote healthy lifestyles. Formerly HS202. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Identify and recognize the major food groups and importance of each group.
2. Recognize factors in formulating good sources of nutrients.
3. Demonstrate the correlation among health, nutrition, and food safety.
4. Identify and recognize the Food and Drug Administration (FDA) guidelines for food and nutrition.
5. Illustrate the impact of health and exercise in human body and lifestyle.
6. Design and tailor different diets to suit needs, requirements and diagnosis.

**HL252****PATHOPHYSIOLOGY (3)**

This course is a clinical case study approach to the study of underlying principles, manifestations and clinical implications of disease processes and alterations of function in body systems in all groups. Course offering: Spring only. Prerequisites: HL120, SI130

**Student Learning Outcomes (SLOs):**

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

1. Identify the basic concepts of pathophysiology.
2. Discuss clinical implications of the disease process and alterations in body function and systems across the lifespan.

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**HS - HOSPITALITY**

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**HS140****MENU PLANNING (3)**

This course is designed to give students an understanding of menu planning, its qualities and importance in a food operation. Students will learn how to write, plan, and adjust menus for a variety of food service operations as well as different meals. Course offering: Spring only

**HS150****WELCOME TO HOSPITALITY (3)**

This course explores the fascinating worlds of lodging, foodservice, meeting planning, travel and tourism, and the related businesses that make up the hospitality industry. This course identifies the latest trends found throughout the industry, and addresses what the industry is doing to adapt to modern technology. Course offering: As needed

**HS152****CUSTOMER SERVICE (3)**

This course is designed to examine, challenge and refine the principles of guest service management in various service organizations. Students will gain an understanding of "service products" and apply the tools to deliver these services and use these concepts in their own work experiences. Course offering: As needed

**HS153****DESTINATION GEOGRAPHY (3)**

This course is intended to introduce World Geography to students to help develop research skills and understand the reason why travel destinations are selected. The course will highlight regions and/or countries. Formerly HS143. Course offering: As needed

**HS155****BASIC HOTEL & RESTAURANT ACCOUNTING (3)**

This course is designed to prepare students to understand the financial reporting procedures of Hotel and Restaurant Accounting. Students who successfully complete this course will be better prepared to prepare financial reports and participate in the bookkeeping practices of the Hospitality Industry. Course offering: Spring only

**HS158****INTRO TO MEETINGS, INCENTIVES, CONFERENCES, AND EXHIBITIONS (MICE) (3)**

This course provides a broad overview of the Meetings, Incentives, Conferences, and Exhibitions (MICE) segment of the travel, tourism and hospitality industry. The course will cover a wide range of topics that include the basics in meeting planning, event organizing, and conference and exhibition set up. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of how to plan a meeting, incentive, convention, or exhibition.
2. Demonstrate basic skills and knowledge in the successful planning of a MICE.
3. Explain career opportunities within the MICE industry.

**HS159****ITINERARY PLANNING (3)**

This course teaches trip itinerary planning and career skills necessary for employment in a travel agency. The course focuses on how to read and use reference materials to prepare



itineraries, which include hotels, airlines, cruise ships, local tour operations and wholesale tour packages. Course offering: As needed

**HS160****HOSPITALITY SUPERVISION (3)**

This course provides hospitality students with proven ways to get maximum results by directing and leading. They will be prepared to juggle the expectations of management, guests, employees, and governmental agencies. In addition, students will be able to develop creative strategies for effectively managing change and resolve conflicts. Course offering: As needed. Prerequisite: HS150

**HS203****SANITATION & SAFETY (3)**

This course provides students with the knowledge and skills, through "hands-on" experience to develop and implement a Sanitation Risk Management Program using the HACCP method. Students will also obtain the National Restaurant Association Education Foundation ServSafe Certification upon successful completion of a National Certification exam. Prerequisite: Declared major in one of the degrees the course is designed for. Course offering: As needed

**HS206****PRINCIPLES OF MIXOLOGY AND BEVERAGE MANAGEMENT (3)**

Students will acquire knowledge of the history of alcoholic and non-alcoholic beverages, beer, wines, and spirits that have made the beverage industry a popular field within Food and Beverage operations. Applied hands-on tasks will allow the student to learn effective and efficient mixology techniques and management procedures. Course offering: Fall only

**HS208****FOOD & BEVERAGE SERVICE (3)**

The purpose of this course is to prepare the students with the practical attitude, knowledge, and skills to become effective and successful supervisors and managers in food and beverage operations. The emphasis will be on service management, leadership skills development, menu development and management of different restaurant styles and procedures. Course offering: Fall only. Prerequisite: HS150

**HS211****FRONT OFFICE MANAGEMENT (3)**

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to checkout and settlement. This course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. Course offering: Fall only. Prerequisite: HS150

**HS215****HOUSEKEEPING MANAGEMENT (3)**

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Course offering: As needed. Prerequisite: HS150, HS160 or instructor's permission

**HS216****HUMAN RESOURCES MANAGEMENT (3)**

This course provides hospitality students with techniques to effectively recruit workers from a shrinking labor pool and retain qualified employees in an employment market with high turnover. Students will also learn about improving job satisfaction and handling labor relations and union issues. Course offering: As needed. Prerequisite: HS150

**HS217****HOTEL SECURITY MANAGEMENT (3)**

Because security is such a vital issue in today's hospitality industry, students must be prepared to tackle challenges of safety and security. This course will present proven strategies that protect employees and guests and help prevent potential lawsuits and deal with post-9/11 concerns. Co-requisite: HL130 Course offering: Spring, Even Years. Prerequisite: HS150

**HS218****FACILITIES MANAGEMENT (3)**

This course is designed for future hospitality operations managers who will need to know how to work effectively with engineering and maintenance department and vendors. Students will learn about major facility systems and ways to streamline operations and address environmental concerns. Course offering: As needed. Prerequisite: HS150

**HS219****TRAINING & DEVELOPMENT IN THE HOSPITALITY INDUSTRY (3)**

This course provides a comprehensive overview of hospitality training and development by addressing how to assess and analyze training needs, design, implement, and evaluate training programs. Course offering: As needed

**HS222****FOOD & BEVERAGE COST CONTROL (3)**

This course presents the procedures and techniques to help practicing hospitality managers and students understand the complexities of controlling the primary resources, products, labor, and revenue in food and beverage operations. Course offering: As needed. Prerequisite: MA110A

**HS225****HOSPITALITY PURCHASING MANAGEMENT (3)**

This course describes how to develop and implement an effective purchasing program, focusing on issues pertaining to supplier relations and selection, negotiation, and evaluation. The course includes in-depth material regarding major categories of purchases. Course offering: As needed. Prerequisites: HS150, HS160

**HS228****HOTEL LAW (3)**

This course provides an awareness of the rights and responsibilities that the law grants or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations. This course can be substituted for HS217 Hotel Security Management. Course offering: As needed. Prerequisite: HS150

**HS229****MARKETING OF HOSPITALITY SERVICES (3)**

This course explores the "why" behind the "how-to" of successful marketing. Students will learn how marketing applies to all departments of a hospitality organization. Topics such as advertising, public relations, understanding guest behaviors, marketing plans, personal selling, promotion, hospitality product/service mix, and pricing will be covered. Course offering: As needed. Prerequisite: HS150

**HS237****PRINCIPLES OF EUROPEAN CUISINE (3)**

Students are introduced to the preparation of European Cuisine in the traditional ways. The emphasis is on French or Classical Cuisine, terminology and sauces; Mediterranean cuisines are also introduced. Course offering: As needed. Prerequisite: HS203

**HS238****GARDE MANGER - THE ART & CRAFT OF THE COLD KITCHEN (4)**

An introduction into the preparation of cold entrees, salads, pates, aspics, and terrines. Carving of fruits and vegetables and the techniques of platter design and presentations prepare the student for buffet presentations and culinary competitions. Course offering: As needed

**HS244****BAKING - FUNDAMENTALS OF BREADS AND BAKING (4)**

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS245, HS248

**HS245****FOOD PRODUCTION PRINCIPLES (4)**

Students will master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. This course describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed. Formerly HS117 & HS118. Course offering: Spring only.. Prerequisite: HS203

**HS246****BUFFET SERVICE / CATERING (3)**

Students work in groups to plan and create various types of buffets for a number of functions, including weddings. Table and serving layouts, menu planning and production are all aspects of this course. Course offering: As needed. Prerequisites: HS245, HS248

**HS247****INTERNATIONAL CUISINE (4)**

This course is a study of Japanese, Italian, Spanish, French, Chinese, Indian, Mexican, Thai, Vietnamese, Pacific Rim, and Moroccan cuisines and overview of the history, culture and foods of these countries and how they have influenced the culture and cuisine of the Continental United States and the International Community. Emphasis will be placed on culinary traditions, artistry and special uses of unusual fruits, vegetables, spices, herbs and other cooking ingredients commonly used in Asian, Pacific-Rim Cuisine. Course offering: As needed. Prerequisites: HS203, HS237, HS238, HS245, HS246, HS248

**HS248****PATISSIER - FUNDAMENTALS OF PATISSERIE (4)**

The production of cakes, puff pastries, creams, and soufflés are the results of the application of techniques and skills gained through the study of this course. Emphasis will be placed on the preparation and presentation of petit fours and cakes. Course offering: As needed. Prerequisites: HS237, HS245

**HS249****ADVANCED FOOD PREPARATION (4)**

This course is a continuation of the Food Production Principles class HS245 – further skill development, techniques and presentations. Based on contemporary North American Cuisine, this course will help students to prepare for their careers and to help professional cooks advance in their careers – in the culinary arts as practiced to day in the top-quality food service operations. Course offering: As needed

**HS250A****AIRLINE COMPUTER RESERVATION I (3)**

This course presents the Airline Computer Reservation System (CRS). Students will master the basics of building reservation records in the computer. The emphasis is access, application and modification of the Amadeus Global Distribution System (GDS). Topics will include the following areas: sine entries, conversion functions, coding, general information, and help screens, retrieving flight availability, selling airline seats, remark options, forms of payment and creation of the passenger name record (PNR). Formerly HS250. Course offering: As needed. Prerequisites: HS153, HS159, HS251A, Permission from the Instructor or Advisor is required.

**HS250B****AIRLINE COMPUTER RESERVATION II (3)**

This course combines the basic access and application and modification of the AMADEUS Global Distribution System (GDS). Topics will include the following areas: Selling options, split PNR options, multiple faring entries, multiple car and hotel entries, visa and customs worldwide access through TIMATIC, Ticketing, Invoicing and specialty remarks. Traveler Profile and Queue options will be presented. Reservations will be created to develop the students' ability to be accurate, timely, and efficient. Formerly HS250. Course offering: Fall & Spring only. Prerequisites: HS153, HS159, HS250A, HS251A

**HS251A****TICKETING AND TRAVEL DOCUMENTS (3)**

This course will present terminology, methods and case studies to issue various types of "standard" travel and tour industry related documents as they relate to current common practices. Special ticketing guidelines and electronic ticketing will be examined. Formerly HS251. Course offering: Fall only. Prerequisite: HS153

**HS251B****INTERNET TRAVEL (1)**

This course will provide a broad overview of the Internet and its integration into the travel and tourism industry. The Internet can be used as a valuable tool for industry professionals and consumers alike to facilitate travel. The diversity of the travelers today and their needs will determine the travel and tourism provider(s) they will use. Formerly HS251. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of how the Internet can be used as a tool for the travel and tourism industry.
2. Demonstrate the convergence of the Internet as an alternate and additional distribution channel for travel services for travel professionals and travelers alike.
3. Demonstrate knowledge by accessing and researching travel destinations and making a pseudo-reservation using the Internet.

**HS254****HOSPITALITY & TRAVEL MARKETING (4)**

This Course examines the hospitality and travel marketing system. Students will learn the different types and roles of hospitality and travel industry organizations, how marketing applies to different travel components and various departments of a hospitality organization. Topics such as core principles of marketing, marketing approaches, strategic and tactical marketing, marketing research and analysis, marketing strategy, and marketing plan development, and methods to effectively implement and control as well as evaluate the marketing plan will be covered. Course offering: Fall only

**HS257****PRINCIPLES OF TOUR GUIDING (3)**

This course is designed to prepare students to become professional tour guides. Emphasis is placed on tour conducting, tour preparation and reporting, tour routines and itineraries, public speaking, guiding principles, managing group behavior, customer service, cultural diversity and knowledge of Guam History. Homeland security issues as well as the cultural diversity of Oceania, Guam and Micronesia are included. This course also includes a tour of the island of Guam, First Aid and CPR certification. Course offering: Fall, Even Years

**HS260****TRAVEL PROFESSIONALS (3)**

This course will be a guide to becoming a "Travel Professional." The training will include career opportunities, domestic & international travel, marketing and selling of other travel products, niche markets, types of travelers, and the role of the travel professional in the world of the new century. Course offering: Spring only. Prerequisites: HS251A

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of the similarities and differences of domestic and international travel and its impact on the traveler.
2. Plan and execute an itinerary to include necessary documentation to fit the needs of the Traveler and their destination.
3. Demonstrate the proper attitude and commitment to excellence in marketing, selling and customer service through the use of variety of technologies.

**HS265****ECO TOURISM (3)**

This course will describe Eco-tourism, as a form of tourism that fosters learning experiences and appreciation of the natural environment within a region or a culture. It will offer the student an insight to Eco-Tourism and how it supports a socio-cultural industry that is sustainable, enhances a destination and promotes businesses of an ecotourism nature. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate Eco-Tourism as an environmentally focused, responsible and sustainable type of tourism.
2. Match the type of Eco-tourism: nature based, cultural, adventure and/or alternative to the Eco- Traveler.
3. Explain career opportunities in the ecotourism field and how best to use this training to become a travel professional of the new century.

**HS268****HOSPITALITY INDUSTRY COMPUTER SYSTEMS (3)**

This course provides an overview of the information needs of lodging properties and food service establishments. It addresses essential aspects of computer systems and computer based property management systems for both front and back office functions. It also examines computer systems for sales, revenue management strategies, accounting applications, and the impact of Internet and intranets on the hospitality industry. Course offering: Spring only.. Prerequisite: HS150

**HS292****HOSPITALITY INDUSTRY MANAGEMENT PRACTICUM (3)**

This course provides students with the opportunity to apply their knowledge and skills while working in the Hospitality Industry. Course offering: As needed. Prerequisites: Completion of all technical requirements and area of concentration requirements or by permission

**HS293****CULINARY PRACTICUM (6)**

This course provides students with the opportunity to implement their knowledge and skills through "hands-on" experiences. Allowing for experimentation and creative expression, the students will be placed for a minimum of 600 clock hours of work in a variety of culinary environments. Course offering: As needed. Prerequisite: Completion of all technical requirements and area of concentration requirements

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**HU - HUMANITIES**

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**HU120****PACIFIC CULTURES (3)**

A look at the emerging nations and territories of the Pacific, comparing and contrasting their cultures, economic problems, and political statuses with emphasis on the cross-cultural problems of Micronesians living on Guam. Course offering: Fall only

**HU220****GUAM CULTURES & LEGENDS (3)**

This course covers Guam's cultural development and conflicts. Cultural environments both past and present are explored. Emphasis is made on the study of Chamorro culture through folklore. Students will learn the effect, cultural interchange that will enable them to answer specific questions from visitors with a more accurate and deeper explanation. Formerly HU125. Course offering: Spring only

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**JA - JAPANESE LANGUAGE**

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**JA108****SPEAK JAPANESE FOR TOURISM (3)**

This course provides basic Japanese conversational skills for those who are interested in working in the tourism industry where direct contact is with Japanese tourists. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Japanese conversation. JA108 is taught using Romanization and does not include the Japanese writing systems of *Hiragana* and *Katakana*. Formerly JA112 and JA111. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

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

1. Comprehend simple spoken conversations related to shops, hotels and restaurants;
2. Communicate orally in simple Japanese information necessary for retail sales, hotel and restaurant environments.

**JA110****BEGINNING JAPANESE I (4)**

This course gives students basic Japanese language needed in real life situations for different communicative purposes. Based on various topics, language activities provide practice in listening, speaking reading and writing, and reinforce vocabulary, grammar and language

functions. Students also learn to read and write the two Japanese writing systems of hiragana and katakana, and to identify selected kanji (Chinese) characters. Cultural aspects of Japan are also discussed to better understand the target language. Course offering: Fall & Spring only

**Student Learning Outcomes (SLOs):**

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

1. Comprehend simple spoken conversations;
2. Communicate orally in a limited variety of everyday situations using basic Japanese;
3. Comprehend short, simple sentences written in Japanese;
4. Identify and write Hiragana, and identify Katakana and 24 Kanji characters.

**JA111****BEGINNING JAPANESE II (4)**

A continuation of Beginning Japanese I, this course provides learners with language necessary for meaningful communicative interaction. Language functions and structures are practiced and applied to real-life situations through role-play and pair/group tasks, and with a variety of audio/visual and computer activities. Listening and speaking skills are emphasized, with further practice in the reading and writing of hiragana, katakana and kanji. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Comprehend additional simple spoken conversations;
2. Communicate orally in a variety of everyday situations using basic Japanese;
3. Comprehend additional short, simple sentences written in Japanese;
4. Identify an additional 50 Kanji characters.

**JA210****INTERMEDIATE JAPANESE I (3)**

This second year Japanese language course teaches students intermediate language skills needed for real life situations, through meaningful, communicative, interactive activities. It expands on the language base created in Beginning Japanese I and II with complex language structures and additional functions. Learners experience the language and culture in a variety of activities as role-play and games, video-viewing and discussions, and through computer and Internet projects. Course offering: Fall only. Prerequisites: JA111, JA112

**Student Learning Outcomes (SLOs):**

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

1. Comprehend oral and written narrations and conversations in low-intermediate Japanese;
2. Communicate orally in everyday situations using low- intermediate Japanese;
3. Write short narrations and conversations using limited complex structures;
4. Identify approximately 150 Kanji characters.

**JA211****INTERMEDIATE JAPANESE II (3)**

A continuation of JA210, Intermediate Japanese II expands on the language base created in JA110, JA111, JA112 and JA210 through the addition of complex grammar patterns and different levels of politeness and formality. In concert with building oral/aural capability, limited focus is concentrated on the reading and writing of selected kanji. Course offering: Spring only.. Prerequisite: JA210

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**KE - KOREAN LANGUAGE**

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**KE110****BEGINNING KOREAN I (3)**

This is a beginning course in conversational Korean. Students will learn correct pronunciation, basic grammar, and sufficient vocabulary to be able to engage in basic Korean conversation. Emphasis is on listening and speaking skills with language necessary for retail sales, hotel and restaurant environments. Although geared for the tourism industry, this course is ideal for anyone interested in basic Korean conversation. Course offering: As needed

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**MA - MATHEMATICS**

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**MA052****GENERAL MATHEMATICS (3)**

This course is designed for practice in basic operations while introducing applications and abstractions required for the study of algebra. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Identify common mathematical terminology.
2. Apply the Metric and English System.
3. Demonstrate problem solving of basic applications and abstractions required for the study of algebra.

**MA057****APPLIED MATHEMATICS (3)**

Applied Mathematics is a set of modular learning materials prepared to help the Adult High School student develop and refine job-related math skills. The course includes material that focuses on arithmetic operations, problem solving techniques, estimation of answers, measurement skills, geometry, data handling, simple statistics, and the use of algebraic formulas to solve problems. The emphasis is on the ability to understand and apply functional mathematics to solve problems, with the help of technology, in the world of work. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Use technology to find solutions to given mathematical problems.
2. Apply ratios and proportions in problem solving.
3. Solve problems involving measurement.
4. Solve basic perimeter, area, and volume problems.

**MA065****ADULT MATHEMATICS (3)**

The course is designed to be an overview of several basic mathematical areas including real numbers, Geometry, Algebra, Data Analysis, Statistics, Financial Information, etc. Students will deal with diagramming, decision-making, math models and patterns, technology, researching and other approaches to problem solving. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate skills in computing basic mathematical problems that involve real numbers, integers, equations, geometry, and algebra.
2. Use research and technology for the solving of basic mathematical problems.



3. Diagram and graph data.

**MA085****FUNDAMENTALS OF MATHEMATICS (3)**

Students enrolled in this course will work on an individualized, self-paced basis. Instructors provide class, small groups, and individualized instruction. Students will review the basic mathematical operation involving whole numbers, fractions, decimals, and percents. Formerly MA100. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Compute whole numbers, fractions, decimals, and percentages.
2. Identify and set up a ratio or proportion.
3. Solve proportions, equations, and word-problems.
4. Evaluate and simplify expressions.
5. Develop the prerequisite skills for post-secondary math courses.

**MA095****PRE-COLLEGE MATHEMATICS (4)**

This course is a continuation of MA085 and is designed to provide students with basic mathematical skills needed in the trade and technical fields. Topics include operations with fractions, percentage, units of measurement, basic geometry, basic statistics, real numbers, order of operations, simple algebraic expressions, solving equations, and inequalities in one variable, plotting points on the Cartesian coordinate system, and problem solving. Course offering: As needed. Prerequisite: Placement test or satisfactory completion of MA085

**Student Learning Outcomes (SLOs):**

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

1. Work with operations involving real numbers both rational and irrational, even with units of measurement.
2. Simplify or solve elementary algebraic expressions, proportions, equations, and word-problems.
3. Identify and apply basic geometric properties and concepts.
4. Summarize a set of data by finding the mean, median, mode, and range.
5. Graph points and lines.

**MA108****INTRODUCTION TO COLLEGE ALGEBRA (3)**

Mediated Learning using computer based mathematics includes the Real Number system and operations, fundamental operations with polynomials, an introduction to equations and inequalities, rational expressions including exponents, radicals, quadratic equations, and applications, in this beginning algebra course. This course articulates with UOG's MA085 level 2. Formerly MA110. Course offering: As needed. Prerequisite: Placement test or MA095

**Student Learning Outcomes (SLOs):**

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

1. Graph linear equations, linear inequalities and quadratic equations.
2. Solve linear equations, linear inequalities and quadratic equations, linear systems and systems of inequalities.
3. Apply properties of integer and rational exponents to simplify exponential expressions and rational expressions.
4. Simplify, factor or evaluate monomials, polynomials, radical expressions and rational expressions.
5. Identify and compute complex numbers.

**MA110A****FINITE MATHEMATICS (3)**

This is a continuation of the MA108 (old MA110) Mediated Learning, computer based course. Topics include: elementary functions, linear equations, roots of polynomial functions, quadratic functions, exponential and logarithmic functions, systems of linear equations and inequalities, matrices and determinants, and math of finance. Formerly MA112. Course offering: As needed. Prerequisites: Placement test, MA108 or satisfactory completion of high school algebra

**Student Learning Outcomes (SLOs):**

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

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

**MA145****CULINARY MATH (3)**

This course provides the student with the understanding of the basic math concepts required of being a successful professional in the food-service industry. This course is reserved exclusively for declared Associate of Arts in Culinary Arts students and Apprentices and meets the General Education Math requirement for the degree. Course offering: As needed. Prerequisite: MA095

**Student Learning Outcomes (SLOs):**

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

1. Convert units of measure of volume or weight.
2. Calculate yield percentages for food recipes.
3. Calculate kitchen ratios.
4. Calculate various costs including, As Purchased Cost Vs Edible Portion Cost.

**MA161A****COLLEGE ALGEBRA/TECHNICAL MATHEMATICS (4)**

Topics included in this course are graphs and technology, equations, and inequalities, functions and graphs, exponential and logarithmic functions, systems of equations and inequalities, and matrix applications. Formerly MA121. Course offering: As needed. Prerequisite: Placement test, successful completion of MA110A, MA108 with a "B" or better average, or permission from a math instructor and/or advisor

**Student Learning Outcomes (SLOs):**

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

1. Apply essential facts about real numbers, exponents, rules of algebra, coordinate plane, straight lines, and graphs as needed.
2. Deal effectively with real-world problems by solving equations, inequalities, even equations involving logarithmic or exponential properties by using algebraic, numerical, and graphical methods or through the application of technology when appropriate.
3. Consider algebraic and graphical methods of solving inequalities.
4. Approximate polynomial functions or their quotients (rational functions).

5. Solve systems of linear equations using matrix operations and use linear programming for dealing with optimization problems involving several variables.
6. Apply basic mathematical concepts and methods involving the concept of sequences, counting processes, probability and mathematical induction.

**MA161B****COLLEGE ALGEBRA & TRIGONOMETRY (4)**

This course is a continuation of MA161A and upon successful completion; a student will be calculus ready. Topics included in this course are polynomial and rational functions, analytic geometry, trigonometric functions, trigonometric identities and equations, and applications of trigonometry. Formerly MA122. Course offering: As needed. Prerequisite: Successful completion of MA161A

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate understanding of the trig concepts to solve trig exercises and equations.
2. Determine which definition, concept, and identity should be implemented to find solutions to application problems.

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**ME - AUTOMOTIVE**

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**ME161A****INTRODUCTION TO AUTOBODY REPAIR (3)**

This is an introductory course covering the basic concepts and practices in repairing damage to automobile bodies. Hand tools, power tools, materials, welding and their applications are stressed. Emphasis is on small dent repair and rust patching. Course offering: Fall only

**ME161B****INTRODUCTION TO AUTOBODY PAINTING (3)**

This course is an introductory course covering the basic concepts and practices in partial and complete refinishing of auto body paint surfaces. Application and trouble shooting are stressed. Emphasis is placed on preparing the automobile for proper refinishing. Course offering: Spring only

**ME171A****AUTOBODY COLLISION REPAIR (3)**

This is an advanced auto body course that deals with repairing damages due to collision. Frame straightening and auto body repairs will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learned in prior courses will be stressed. Emphasis is on collision damage repair. Course offering: Spring only

**ME171B****AUTOBODY REFINISHING (3)**

This is an advanced auto body course that deals with overall auto body painting. Refinement of skills learned in the prior course such as surface preparations and spot work will be stressed. Emphasis will be placed on complete paint jobs. Course offering: Fall only

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**MK - MARKETING**

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**MK123****PRINCIPLES OF MARKETING (3)**

This course is an overview of marketing concepts and applications in a competitive, global, and Internet-reliant world. Marketing opportunities are analyzed; product, pricing and distribution decisions are weighed; ethics are discussed; and an integrated marketing communications plan is constructed. Formerly SM210. Course offering: Fall & Spring only. Prerequisite: Students who have received a "Certificate of Completion" from Guam Community College's secondary marketing program may receive credit for this course within a five-year period from the date of their graduation from high school, upon paying tuition and fees for the Principles of Marketing course, and upon becoming a declared student in the Marketing Associate of Science program

**Student Learning Outcomes (SLOs):**

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

1. Research a marketing environment in order to identify a marketing opportunity and formulate strategies to deliver promotional messages to the target markets.
2. Apply elements of the Promotional Mix in a marketing campaign.
3. Describe how cost, profitability, pricing strategies, and promotional strategies change over the entire Product Life Cycle of a product.
4. Justify their selection of the most efficient means of distribution for a product.

**MK124****SELLING (3)**

In today's highly competitive business environment when dealing with sophisticated buyers who demand correct answers to complex problems, it is the consultative or relationship-building style that spells success for a salesperson. In this course students learn techniques of professional selling and reap financial rewards and gain self-esteem. Formerly MK220 & HS220. Course offering: Spring only.. Prerequisite: MK123 or permission from the Marketing Advisor

**Student Learning Outcomes (SLOs):**

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

1. Prepare and execute both a consumer oriented and a business-to-business oriented sales presentation.
2. Demonstrate understanding of the importance and techniques of relationship marketing.
3. Exhibit ethical behavior in selling
4. Describe sales management structures.

**MK205****ENTREPRENEURSHIP (3)**

Entrepreneurship is a practical "how to" approach to small business management from creation and finance to records systems and financial management. This course is ideal for those persons considering starting a business as well as those that are already in business. Formerly MK221 & HS230. Course offering: Spring only.. Prerequisite: MK123

**Student Learning Outcomes (SLOs):**

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

1. Understand the characteristics and skills of a successful entrepreneur.
2. Calculate the risks and rewards of an entrepreneurial venture.
3. Understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement.

4. Determine the factors necessary to gain a competitive advantage.
5. Develop a Business Plan.
6. Understand the legal organization of a small business.

**MK206****RETAILING (3)**

This career preparation course deals with the study of the processes of retailing and the dynamic role it plays within today's changing economy. We will examine retail planning, the retail environment, market selection and analysis, retail operation management, and retail administration among other vital elements of this constantly changing field. Formerly MK223 & HS242. Course offering: Spring only. Prerequisite: MK123

**Student Learning Outcomes (SLOs):**

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

1. List the major aspects of a retail career and the prerequisites for success in retailing.
2. Explain the importance of retail customers to the retail manager.
3. Discuss how the legal and ethical environment affects the retailer in making decisions.
4. Explain how retailers select and reach their target market through the location decision.
5. Explain a retailer's merchandise buying and handling.
6. Discuss the role of advertising and promotion in the operation of a retail business.

**MK207****E-MARKETING (3)**

E-Marketing introduces ways in which information technology can create a competitive advantage. Basic business models for making money on the Internet, insight to how companies manage global relationships with suppliers and customers, the growing importance of the Internet in business-to-business marketing, and how both large multinational firms and local companies can use data obtained from the Internet for market segmentation, targeting, and positioning are introduced. Course offering: Fall only. Prerequisite: MK123

**Student Learning Outcomes (SLOs):**

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

1. Explain the basic models for engaging in commerce on the Internet.
2. Explain how information technology can create a competitive advantage.
3. Develop product strategies for global competition.
4. Learn techniques for relationship marketing and customer services on the Internet.
5. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.
6. Explain how international channels of distribution have become key factors in determining competitive advantage.

**MK208****INTERNATIONAL MARKETING (3)**

International Marketing is ideal for students wishing to work for multi-national corporations, particularly those operating in Asia, or students interested in taking advantage of import/export opportunities in the Pacific Region. Students will be able to analyze the global marketing environment, formulate multinational marketing strategies, and understand how goods and services move between countries. Course offering: Fall only. Prerequisite: MK123

**Student Learning Outcomes (SLOs):**

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

1. Gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions.
2. Describe export and import operations.
3. Explain how businesses work with governments and what role governmental considerations can play for the international marketer.
4. Develop marketing and management strategies for international companies.
5. Understand there are different political and legal environments in which international companies must operate.

**MK224****ADVERTISING (3)**

Advertising is exciting and challenging. Using your imagination and skills to convince people to purchase your product or service can be very satisfying and profitable. In this course, students learn how to entice people to buy through the application of time-proven advertising strategies and your own creativity. Great advertising campaigns are born from one "big idea" but are executed with an understanding of consumer behavior, techniques of communication, media planning, and teamwork. There are many job opportunities for people skilled in advertising. Formerly HS243. Course offering: Fall only. Prerequisite: MK123

**Student Learning Outcomes (SLOs):**

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

1. Develop a comprehensive and effective Advertising Plan.
2. Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people be
3. Appreciate the effect of marketing and advertising on business, industry, and national economics.
4. Comprehend the strategic function of advertising within the broader context of business and marketing.
5. Discover what people in advertising do, how they do it, and the career opportunities these fields offer.

**MK298****CO-OP/WORK-LEARN (3)**

This course provides students a supervised work experience where they develop skills necessary to be successful in a marketing career. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Develop marketing skills in a dynamic environment.
2. Demonstrate appropriate work behavior with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively, follow directions, and handle business conflict.
5. Exhibit professionalism in the conduct of marketing as stated in rubric/rating scale.

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**MS - MEDICAL ASSISTING**

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**MS101****INTRODUCTION TO MEDICAL ASSISTING (3)**

This course provides an introduction to the Medical Assisting program. The roles of the Medical Assistant in the patient care facilities are defined as well as fundamental administrative and

clinical concepts and skills. Introduction to ethical and legal considerations is also provided.  
Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate basic knowledge of administration and clinical skills.
2. Discuss ethical legal considerations and theoretical concepts regarding patient care

**MS120****CLINICAL MEDICAL ASSISTING I (2)**

Students will acquire knowledge of basic ambulatory care concepts and principles necessary for the performance of back office duties. Students are provided with the knowledge of routine patient care and diagnostic procedures used to assess the health status of patients including vision testing, hearing testing, electrocardiography, and the knowledge to prepare the back office, equipment and supplies necessary to facilitate patient flow through the clinic and/or physician's office. Admission into Medical Assisting Program is required. Co requisites: MS121, MS125 Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge of basic medical assistant procedures in a lab and clinical setting.
2. Demonstrate ability to assist with facilitating patient flow through the clinic and/or physicians office.

**MS121****CLINICAL MEDICAL ASSISTING II (2)**

This course provides students with the opportunity to practice the application of basic ambulatory care concepts and principles in the performance of back office duties. Students will practice applying routine patient care/ diagnostic procedures in assessing patient health care, including vision and hearing testing and electrocardiograph. Students will practice preparation of back office, equipment and supplies in a physician's office. Admission into the Medical Assisting program is required. Course offering: Fall only. Prerequisites: Admission into Medical Assisting Program, MS101 or concurrently, HL120 or concurrently. Corequisites: MS121, MS125

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the ability to function effectively as allied health team members in the delivery of quality patient care at entry level proficiency.
2. Demonstrate the ability to apply routine patient care/diagnostic procedures in assessing health care.
3. Demonstrate the ability to practice applying routine patient care/diagnostic procedures.

**MS125****CLINICAL OFFICE EXPERIENCE (1)**

This course provides students with the opportunity to apply in a physician's office or medical clinic the knowledge and skills gained in co requisite courses, MS120 and MS121. Admission into the Medical Assisting Program or instructor's consent is required. Co requisites: MS120, MS121. Course offering: As needed. Prerequisites: Admission into the Medical Assisting Program, MS101 or concurrently, HL120 or concurrently

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate in an office or clinical setting knowledge of basic medical assistant procedures.
2. Demonstrate use of interpersonal and communication skills in the clinical setting.

**MS140****ADMINISTRATIVE MEDICAL ASSISTING (2)**

This course provides the student with the theoretical concepts and principles of administrative medical office practices and procedures in the clinic and/or physician's office. The students are taught the basic skills necessary for "entry-level" proficiency in the performance of duties in the administrative or front office. Admission to the Medical Assisting Program or instructor's consent is required. Course offering: Spring only. Prerequisites: MS101 or concurrently. Corequisites: MS141 or MS145

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate office procedures as performed by a Medical Assistant in an office setting.
2. Demonstrate knowledge of theoretical concepts and principles of medical office practice.

**MS141****ADMINISTRATIVE MEDICAL ASSISTING LABORATORY (2)**

This course provides students with the laboratory setting to practice performing administrative office procedures which includes administrative planning functions for an ambulatory care facility, demonstration of various routine office reception and oral communication techniques, role playing common administrative medical assistant/client situations, exercises in written communication, dictation and transcription, and completion of various forms related to patient records and office management of medical clinic or physician's office. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently Corequisites: MS140, MS145

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate administrative office procedures in a lab setting.
2. Demonstrate use of professional oral communication techniques.
3. Demonstrate use of professional written communication techniques.

**MS145****ADMINISTRATIVE MEDICAL ASSISTING CLINICAL (1)**

This course is an application of the knowledge and skills gained in MS140 Administrative Medical Assisting I and MS141 Administrative Medical Assisting II. It requires the student to integrate knowledge and skills gained in MS140 and MS141 Administrative Medical Assisting and apply them in the medical office or clinic setting. Course offering: Spring only. Prerequisites: Admission to the Medical Assisting Program or instructor's consent is required. MS101 or concurrently. Corequisites: MS140, MS141

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate administrative office procedures in a clinical setting.
2. Discuss with supervisor/instructor procedures used in clinical settings.



**MS192****PRACTICUM-MEDICAL ASSISTING (5)**

This course (191/292) provides setting for the application of all knowledge and skills gained in co requisite major courses in the Medical Assisting Program. The student will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of his/her duties in the administrative and clinical areas. Course offering: As needed. Prerequisite: Completion of all required courses in the Medical Assisting Program with a grade of "C" or better from each course. Corequisite: MS210

**MS201****MEDICAL LAW AND ETHICS (2)**

This course provides students with the basic knowledge of legal and ethical responsibilities in patient care and management, which includes laws that affect medical practice and the practice of Medical Assisting and the application of medical ethics in performance of duties. Course offering: Summer only

**Student Learning Outcomes (SLOs):**

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

1. Identify legal and ethical responsibilities in patient care and management.
2. Display knowledge of the medical ethics in performance of duties.

**MS210****MEDICAL ASSISTING CRITIQUE (1)**

This course is an analytical approach to correlate the basic patient care concepts and principles with the practical experience in the delivery of quality patient care. With the basic ambulatory patient care concepts and principles, students will analyze, synthesize and evaluate patient care management. Students will also review and prepare for examination as certified medical assistants. Course offering: Spring only. Prerequisites: MS120, MS121, MS125, MS140, MS141, MS145. Corequisite: MS210

**Student Learning Outcomes (SLOs):**

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

1. Analyze, synthesize, and evaluate patient care management.
2. Review and prepare for examination as certified Medical Assistants.

**MS220****MEDICAL ASSISTING SPECIALTIES (2)**

This course provides students with the principles of advanced medical assisting techniques and procedures in an ambulatory care facility. Students will learn the principles of assisting the physician in the appraisal of the health status of patients with prescribed medical office diagnostic tests and follow-up care. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, SI130

**Student Learning Outcomes (SLOs):**

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

1. Assist the physician in the appraisal of the patient's health status.
2. Demonstrate the ability to use advanced Medical Assisting techniques and procedures.

**MS221****MEDICAL ASSISTING SPECIALTIES LABORATORY (1)**

This course provides students with a laboratory setting to practice advanced skills in clinical care procedures to assist the physician in an ambulatory care facility. Course Offering: Fall only. Prerequisite: MS120, MS121, MS125, SI130. Corequisites: MS220, MS225

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the ability to practice advanced medical techniques in a lab setting.
2. Demonstrate the ability to act as liaison between the patient and physician.

**MS225****MEDICAL ASSISTING SPECIALTIES CLINICAL (1)**

This course is an application in an ambulatory care setting of knowledge and specialty procedures gained in MS220 and MS221, which includes demonstrating professional characteristics expected of a beginning practicing medical assistant. Formerly MS292. Course offering: Fall only. Prerequisites: MS120, MS121, MS125, SI130. Corequisites: MS220, MS221

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate the ability to use advanced Medical Assistant knowledge and techniques in an ambulatory setting.
2. Demonstrate professional characteristics expected of a beginning practicing Medical Assistant.

**MS292****MEDICAL ASSISTING PRACTICUM (5)**

This course provides settings for the application of knowledge and skills gained in the major courses of the Medical Assisting program. Students will apply basic ambulatory patient care concepts and principles with entry-level proficiency in the performance of their duties in the administrative and clinical areas. Course offering: Spring only. Prerequisite: Completion of all technical and related technical requirements in the Medical Assisting Program with a grade of "C" or better and advisor consent. Corequisites: MS210

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate professional characteristic expectant of a beginning practicing Medical Assistant.
2. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the administrative area.
3. Demonstrate ambulatory patient care concepts and principles with entry level proficiency in the clinical area.

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**NU - NURSING**

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**NU101****NURSING ASSISTANT (8)**

This course prepares students to function professionally and competently as Nursing Assistants under the supervision of the LPN, RN, or MD in such clinical areas as hospitals, nursing homes and in private medical offices. Course offering: As needed. Prerequisites: Admission to the Certificate in Nursing Assistant program, completed health clearance as required by the Allied Health Department, HL120, HL130, NU101C

**NU101C****NURSING ASSISTANT CLINICAL (1)**

The objective of this course is to provide students the opportunity to practice safely and effectively the basic nursing skills being taught in NU 101 Nursing Assistant course in the clinical settings of various health care facilities (hospital, nursing home, private medical office or clinics, and school health center). Course offering: As needed. Prerequisites: HL120, HL130, NU101

**Student Learning Outcomes (SLOs):**

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

1. Recognize the principles of prevention, therapy and rehabilitation for patients of all ages.
2. Distinguish the roles of a Nursing Assistant in a health care team
3. Demonstrate the ability to utilize correct medical terminology when communicating to members of the health care team and patients
4. Apply the Nursing Assistant principles learned in class to the clinical setting

**NU110****NURSING FOUNDATIONS & BASIC SKILLS (6)**

This course covers introductory concepts related to the nursing field. Topics covered are the nursing process, assessment, critical thinking, communication, ethical issues, and practical nursing standards. Students will have the opportunity to practice basic therapeutic nursing interventions that are required of practical nurses in laboratory and clinical settings. Students learn the role of the practical nurse as provider of care, and basic skills necessary to attain and maintain health. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills.
4. Apply a variety of interpersonal and communication skills.

**NU140****MENTAL HEALTH NURSING (2)**

The focus of this course is the nursing care of patients with mental health problems throughout the life cycle. The student is provided the opportunity to utilize critical thinking, the nursing process, nursing skills, and theoretical knowledge in a variety of health care settings. Course offering: As needed. Corequisite: PY120.

**Student Learning Outcomes (SLOs):**

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation, as it relates to mental illness.
2. Practice therapeutic nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills.
4. Apply a variety of interpersonal and communication skills as it relates to mental health.

**NU160****PHARMACOLOGY FOR PRACTICAL NURSES (3)**

This pharmacology course outlines the concepts used in the administration of medications and monitoring clients for the effects of medication administration. It includes the study of drug classifications, actions, contraindications and precautions, side effects, dosages, and nursing implications. This course also includes dosage calculations and measurement systems. Course offering: As needed. Prerequisites: HL150, SI130

**Student Learning Outcomes (SLOs):**

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

1. Apply the nursing process in relation to administration and evaluation of the therapeutic use of drugs through case studies.
2. Apply problem-solving and critical thinking skills.

**NU220****ADULT MEDICAL-SURGICAL NURSING (6)**

The emphasis of this course is on the application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Concepts covered include endocrine, gastrointestinal, sensory-neuron, cardiovascular, genitourinary, reproductive, musculoskeletal, and integumentary disorders. Special consideration will be given to the geriatric client. Skills include professional roles, critical thinking and guided application of research. Course offering: As needed. Prerequisite: NU110

**Student Learning Outcomes (SLOs):**

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of medical-surgical conditions.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to medical-surgical procedures.
3. Apply problem-solving and critical thinking skills in nursing practice.
4. Apply a variety of interpersonal and communication skills in a nursing context.

**NU230****MATERNAL/NEWBORN CONCEPTS & SKILLS (3)**

This course provides students with the scope of obstetrics including care and assessment of newborns. This course covers theories of maternal health, the birthing process, physiology of pregnancy, maternal-infant bonding, and family dynamics including cultural considerations, ethics, and stress adaptation of children and their families. The focus is on basic health promotion, disease intervention and detection of high risk factors with childbearing families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

**Student Learning Outcomes (SLOs):**

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation of maternal and newborn care.
2. Practice basic therapeutic nursing interventions in a laboratory and clinical setting as it relates to maternal and newborn needs.

3. Apply problem-solving and critical thinking skills.

**NU240****PEDIATRIC NURSING CONCEPTS & SKILLS (3)**

This course builds on child growth and development from infancy to adolescence. Health problems of each age group are explored in more detail. The role of the practical nurse in meeting the health needs of children in a variety of settings is included. This course focuses on promoting, maintaining, and restoring the health of children and their families. Course offering: As needed. Prerequisites: ED220, HL120, NU110

**Student Learning Outcomes (SLOs):**

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

1. Utilize the nursing process in the assessment, planning, implementation, and evaluation as it relates to pediatric care.
2. Practice therapeutic pediatric nursing interventions in a laboratory and clinical setting.
3. Apply problem-solving and critical thinking skills in pediatric nursing.
4. Demonstrate a variety of interpersonal and communication skills used in pediatric care.

**NU280****NURSING TRENDS (1)**

This course focuses on issues and trends within the healthcare industry to include management and leadership styles. This course also covers professional development, employability skills, ethical problems, legal aspects, community resources, local and federal policies, and licensure. Course offering: As needed. Prerequisite: EN110

**Student Learning Outcomes (SLOs):**

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

1. Apply problem-solving and critical thinking skills to current trends and issues in nursing.
2. Enhance communication and interpersonal skills in the context of the health care industry.

**NU281****NCLEX-PN REVIEW AND TRANSITION (3)**

This course will act as a review of the standard curriculum for LPN programs focusing on licensure exam preparation. Includes test taking techniques specific to NCLEX format, mock licensure examination and question analysis. It will include information on role development and successful transition from LPN to RN or the nursing field. Course offering: Summer only.

**NU292****PRACTICAL NURSING CLINICAL (4)**

This course provides students with a clinical setting to practice basic and advanced therapeutic nursing interventions within the scope of an LPN. Selected clinical skills will involve clients/patients/residents of all ages with simple, well-defined problems. Communication, critical thinking, interpersonal, management, and leadership skills and the nursing process will be practiced as students assess and meet the duties of a practical nurse. Students will also lead educational activities that involve adult clients/patients/residents of all ages. Course offering: As needed. Prerequisite: NU220

**Student Learning Outcomes (SLOs):**

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

1. Meet local and national standards for practical nurses in performing nursing care.

2. Display professionalism in performing duties of the LPN.
3. Be eligible and prepared to take the NCLEX-PN exam in order to become LPNs or to enter more advanced degree nursing programs.
4. Apply the clinical problem-solving process (Nursing Process) and critical thinking skills within the scope of an LPN.
5. Apply a variety of interpersonal and communication skills used in the health care setting.
6. Pass the NCLEX-PN Diagnostic Readiness test at 85% accuracy.

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## OA - OFFICE TECHNOLOGY

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### OA101

#### **KEYBOARDING APPLICATIONS (3)**

This is an introductory course in keyboarding that focuses on the mastery of keyboarding and using correct typing techniques. Correct procedures in formatting simple centering, business letters and short reports will be emphasized. Course offering: As needed

#### **Student Learning Outcomes (SLOs):**

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

1. Demonstrate an increase in speed and accuracy using the touch system.
2. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner.
3. Use word processing software to create, save, print, open, edit and close documents.
4. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer.
5. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 30 words per minute with no more than 5 errors.

### OA103

#### **FILING SYSTEMS (3)**

This course offers basic principles and thorough study of business records control, filing procedures, records maintenance procedures, and records storage and control procedures. Four basic filing methods (alphabetic, numeric, subject, and geographic) will be emphasized. Course offering: Fall only

#### **Student Learning Outcomes (SLOs):**

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

1. Index, code, cross-reference, and arrange personnel names, business names, and organization names in correct filing order.
2. Store and retrieve records using alphabetic, subject, numeric, and/or geographic methods of filing.
3. Create, maintain, and access a computerized records management database.
4. Demonstrate the procedures for records control and retention, including charge-out systems, electronic files control, and transfer methods.

### OA109

#### **BUSINESS MATH USING EXCEL (3)**

This course provides students with basic business math skills and the use of Excel software needed in today's jobs. Topics to be discussed are basic math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup and markdown, interest, credit and mortgages, and depreciation. Formerly OA104. Course Offering: As needed

#### **Student Learning Outcomes (SLOs):**

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

1. Perform computations involving whole numbers, decimals, fractions, and percents.
2. Prepare bank statement reconciliations.
3. Calculate the components of payroll.
4. Solve simple interest and compound interest problems.
5. Use Excel to solve business problems.

**OA130****INFORMATION PROCESSING (3)**

This course provides students with basic skills and advanced concepts using word processing software for preparing of business letters, memos, tables, reports, and forms, (including meeting minutes, agendas, itineraries, articles). Speed and accuracy in the preparation of a mailable copy is emphasized. Course offering: Fall only. Prerequisite: OA101

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate correct keyboarding techniques.
2. Demonstrate proper technique for keying correspondence; including letters, memorandums, reports, tables, and forms.
3. Demonstrate keyboarding speed of 35 to 45 gross words a minute with 5 or fewer errors.
4. Demonstrate proper work attitudes for business.

**OA210****DATABASE MANAGEMENT SYSTEMS (3)**

This course provides students with an opportunity to become familiar with database management software to create, develop, utilize, and apply initial programming skills and concepts. Upon successful completion of the course, students will have a greater understanding of database management and gain marketable skills that will improve their employment prospects. Course offering: Fall only. Prerequisites: CS150, CS151

**Student Learning Outcomes (SLOs):**

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

1. Design, create, and modify a database.
2. Design, generate, and modify queries, forms, and/or reports for the input and/or extraction of data.
3. Integrate with other office applications and collaborate and secure data.

**OA211****BUSINESS COMMUNICATION (3)**

Students learn all the basics of business communication and are provided practice in applying them using many real-world writing forms of communication, to include composing letters, memorandums, emails, reports, proposals, employment communications, and oral presentations. This course teaches students how and when to be concise, in addition to communicating effectively. It prepares students for the job-interview process, writing resumes, and application letters. Formerly OA206. Course offering: As needed. Prerequisites: CS151, EN110

**Student Learning Outcomes (SLOs):**

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

1. Write effective business memos, letters, and reports.
2. Prepare and deliver effective oral presentations.
3. Demonstrate effective interpersonal communications skills.
4. Communicate orally in one-to-one, small group and large group situations.
5. Develop a practical job search strategy, including writing successful resumes.

**OA220****SPREADSHEET SYSTEMS (3)**

Spreadsheets, their roles, advantages, and limitations will be covered in this course. Microcomputer usage and standard spreadsheet software will be utilized to provide hands-on applications experience with creating, designing, and setting up, utilizing, and integrating spreadsheets. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

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

1. Create, save, retrieve, edit, format, and print an electronic worksheet using formulas, built-in functions, and charts.
2. Create and manipulate electronic spreadsheets databases, templates, and macros.
3. Integrate with other office applications and collaborate and secure data.

**OA230****ADVANCED INFORMATION PROCESSING (3)**

This course provides the student with a review of basic word processing skills and introduces advanced word processing skills, such as macros, merging techniques, graphic capabilities, sorting, fonts, page numbering, headers and footers, tables, footnotes, newspaper and column formats. Course offering: Spring only. Prerequisite: OA130

**Student Learning Outcomes (SLOs):**

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

1. Select the appropriate technology tool to create word processing, spreadsheet, database, and/or presentation documents.
2. Create compound documents by integrating word processing, spreadsheet, database, and/or presentation applications.
3. Apply proper document formats when keying business correspondence- memorandums, letters, reports, tables, and forms.
4. Create and manage documents using teamwork.
5. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

**OA240****MACHINE TRANSCRIPTION (3)**

This course provides students with basic legal transcription techniques, the formatting of legal documents written communications, listening, and decision making skills, which are necessary to work in a legal environment., Course offering: As needed. Prerequisites: EN110, OA130

**Student Learning Outcomes (SLOs):**

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

1. Develop the ability to think and use sound judgment while keying correspondence.
2. Demonstrate proper techniques of transcription to produce mailable legal/business documents.
3. Apply correct spelling, grammar usage, and style to documents.
4. Examine and use appropriate reference materials.

**OA250****OFFICE PROCEDURES (3)**

This is a finishing course for students enrolling in the Office Technology Program. It prepares students for work in today's modern office. Topics include: The Work Environment, Workplace Technologies, Written Communication, Records, and Presentations, Customer and Employee Satisfaction, Mail, Travel, Meetings and Conferences, and Your Career. Course offering: Spring only. Prerequisites: EN110, OA101



**Student Learning Outcomes (SLOs):**

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

1. Develop and understanding of the responsibilities, professional image, appropriate job attitudes, and interpersonal relationships of the administrative assistant.
2. Develop skills in completing tasks commonly performed in an office setting; including answering the telephone, faxing, using e-mail, and reprographics.
3. Enhance communications and interpersonal skills.
4. Develop skills in obtaining, organizing, evaluating, and managing information.

**OA292****OFFICE TECHNOLOGY PRACTICUM (3)**

This course provides students with the opportunity to apply their knowledge and skills while working at a real-life workplace environment. Course offering: As needed. Prerequisite: 9 credits must be completed in any OA200 level courses.

**Student Learning Outcomes (SLOs):**

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

1. Develop and apply administrative skills in a workplace environment.
2. Demonstrate competence using business office technology, electronic communication skills, software application, time management and organizational skills.
3. Demonstrate professionalism and ethical conduct in the work environment.
4. Demonstrate effective human relation skills with co-workers and respect others' differences in culture, race, and ethnicity.

**OA298****CO-OP/WORK LEARN (3)**

Co-Op Work/Learn emphasizes individual skills, knowledge, and attitudes in the stenographic and clerical area through a cooperative arrangement between the school and the employer. Co-Op Work/Learn is an arrangement of bringing relevancy to formal training by providing on-the-job training which is planned and supervised by the school and the employer. The student is paid by the employer while in training. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Develop administrative skills in a workplace environment.
2. Demonstrate competence using business office technology, electronic communication skills, software applications, time management and organizational skills.
3. Demonstrate professionalism and ethical conduct in the work environment.
4. Demonstrate effective human relations skills with co-workers and respect others' differences in culture, race, and ethnicity.

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**PI - PHILOSOPHY**

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**PI101****INTRODUCTION TO PHILOSOPHY (3)**

This course engages students in developing answers to the most fundamental questions about human existence: Why am I here? Is there a purpose to life? What is the right thing to do? Students are asked to recognize philosophical issues concerning their lives, analyze those issues, and then construct alternative answers and positions on these topics. This course develops ethical reasoning and critical thinking skills. Course offering: Fall only

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**PS - POLITICAL SCIENCE**

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**PS140****AMERICAN GOVERNMENT (3)**

This course provides students with fundamental knowledge about the history and principles of American government. Topics of study include citizenship, political parties, the creation of law and policy, and the functions of the three branches of government. This course also provides essential working knowledge for those seeking a career in government service. It is also appropriate for anyone seeking broader understanding of the relationships among the local, state, and federal governments. Course offering: Spring only. Prerequisites: EN100R, EN100W

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**PY - PSYCHOLOGY**

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**PY100****PERSONAL ADJUSTMENT (3)**

Personal Adjustment invites students to engage in self-discovery and self-improvement in a supportive environment. Students should be willing to examine various personal and interpersonal issues such as self-concept, anger and violence, depression, happiness, love and intimacy, sexuality, moral and ethical development, gender roles, diversity, stress and other problems encountered throughout life. This course encourages students to think about their lives in a deeper and more meaningful way and to choose to live a deliberate life. "The unexamined life is not worth living."--Socrates Course offering: Spring only

**PY120****GENERAL PSYCHOLOGY (3)**

This course provides critical information about who we are and why we behave as we do. It promotes personal growth by providing insight and theoretical understanding of human thoughts and behaviors. Because those with a theoretical understanding of human behavior are more likely to successfully manage their own personal and professional relationships. This course is a required general education core course for all associate degree programs. Formerly SS120. Course offering: As needed. Prerequisites: EN100R, EN100W

**PY125****INTERPERSONAL RELATIONS (3)**

Success in our lives depends on the interpersonal skills with which we manage our personal and professional relationships. Employers require that we cooperate as a team, work with diverse cultures, embrace change and communicate effectively to get the job done. Course offering: As needed.

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**SI - SCIENCE**

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**SI051****EARTH SCIENCE (3)**

This course is an overall view of the dynamics of our earth relating the cause and effect of the ongoing changes on and in the earth system. An examination of water properties and ocean currents, the earth's atmosphere and weather, the different periods of history of the earth and solar system, and a brief look at the other heavenly bodies in our sky constitute the major items of study. Course offering: As needed

**SI061****BIOLOGY (3)**

This course covers an introduction to cells, reproduction, Mendelian genetics, anatomy and physiology, protista, plant and animal kingdoms, laboratory skills and ecology. Course offering: As needed

**SI064****ADVANCED PHYSICAL SCIENCE (3)**

Advanced Physical Science is the study of matter and energy and the interaction they have. This is accomplished through units on the nature of matter, forces and energy, energy artwork, and energy sources. Introductory Physical Science concepts in physics, chemistry, geology, astronomy and general science are used throughout. Course offering: As needed

**SI066****HUMAN BIOLOGY (3)**

This course examines each system of the human body in terms of anatomy and physiology. The structure and function of these systems will be investigated through the use of vertebrate animal dissections and computer simulations. This course is designed to provide hands-on experience to students interested in the health care industry or related occupations. Course offering: As needed

**SI069****PRINCIPLES OF TECHNOLOGY (3)**

This is the first in a series of four broad-based one-semester course dealing with physics concepts relevant to the technology work place. The concepts of mechanical, fluid, electrical and thermal systems are explored in units of Force, Work, Rate, 101 Resistance, and Energy. PT blends an understanding of basics and principles with practice and builds a firm foundation for understanding technology. Mathematical manipulations and the use of calculators are used extensively throughout the course. Course offering: As needed

**SI073****APPLIED BIOLOGY & CHEMISTRY I (3)**

Students learn applied biology and chemistry by working in groups and independently. The subjects that are focused on in the course are animal life processes, plant growth and reproduction, water, air and other gases, nutrition, and disease and wellness. Career opportunities in these areas are explored. Course offering: Fall only

**SI075****APPLIED SCIENCE (3)**

Students learn biology and chemistry skills through themes, such as water, animals, and/or plants. Laboratory techniques, such as water testing, dissection, and taxonomic classification are performed in small groups. Video and computer aided instruction will supplement course materials. Career opportunities in these areas are explored. Course offering: Spring only

**SI103****INTRODUCTION TO MARINE BIOLOGY (4)**

This course provides students with an understanding of the general principles of marine ecology. Basic skills for the gathering of ecological data and identification of marine species will be acquired. Students are required to schedule additional field study with instructor. Course offering: Fall & Spring only. Prerequisites: EN100R, EN100W

**SI110****ENVIRONMENTAL BIOLOGY (4)**

This is a comprehensive survey course, which focuses on local environmental issues and concepts. The main emphasis of the course deals with tropical ecosystems that are unique to the Pacific Island regions. In addition to lectures and laboratory work, students will be required to attend field trips on weekends that will reinforce the course topics and expose students to Guam's various ecosystems. This course is offered in a classroom or an online (Internet) format. Students are required to schedule additional field study with instructor. Course offering: As needed. Prerequisites: EN100R, EN100W

**SI130****ANATOMY & PHYSIOLOGY (4)**

This course provides students with the knowledge and understanding of the structure and function of the human body and common pathophysiology. Course offering: As needed. Prerequisites: EN100R, EN100W or EN110 placement

**SI141****APPLIED PHYSICS I (4)**

An Algebra-based course covering measurement, motion, forces in one (1) dimension, vectors, trigonometry, concurrent forces, work and energy, simple machines, rotational motion, nonconcurring forces, matter and fluids. The course emphasizes physical concepts as applied to an industrial technical field. Course offering: Fall only. Prerequisite: MA121

**SI142****APPLIED PHYSICS II (4)**

A continuation of SI141 covering temperature and heat, the gas laws, wave motion and sound, static electricity, direct current, DC sources, magnetism, alternating-current, light, and reflection and refraction. Course offering: Spring only. Prerequisites: EN100R, EN100W

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**SM - SUPERVISION & MANAGEMENT**

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**SM108****INTRODUCTION TO BUSINESS (3)**

This course provides an excellent foundation for students declared in supervision and management as well as students studying related disciplines in business and computer science. Students will study resume preparations, ethics and social responsibility, the private enterprise system, economic challenges in a global market, entrepreneurship, goods and services distribution, e-commerce transactions, basic management concepts A-Z, technology management, financial statements, federal reserve system, and career opportunities. The central theme in this course is technology and e-commerce: "Clicks and Mortar" business concepts and practices stressing real world, real time, and real interactive business applications on the Internet via student interactive exercises and supported by text-driven CD-ROM. Formerly OA108. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system.
2. Construct the stages in the development of management ethical standards.
3. Summarize in writing their feelings about applied business concepts.

**SM205****PURCHASING (3)**

This course focuses on the broad spectrum of retailers, both large and small selling either merchandise or services and making key management decisions to provide value to their customers and developing a long-term advantage over their competitors. Key strategic issues are examined in developing a retail strategy with an emphasis on the financial considerations and store management issues. The entire course is organized around a model of strategic decision-making and subsequent chapters are related back to this strategic framework. The procurement cycle is studied with emphasis on vendor partnerships, negotiations, pricing analysis, and policy considerations. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

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

1. Understand the impact of purchasing and supply chain management on the competitive success and profitability of modern organizations.
2. Gain an appreciation of the ethical, contractual, and legal issues faced by purchasing and supply chain professionals.
3. Demonstrate an understanding of the purchasing cycle, various types of purchasing documents, and types of purchases.

**SM208****PERSONNEL SUPERVISION (3)**

This course is designed to acquaint the student with the techniques involved in supervising people and the duties and responsibilities of a supervisor; the focus of the course is on the leading and directing function; this theme is studied throughout the course. Students will study and apply communication, motivational principles, critical thinking, and problem solving techniques. In addition, students will learn how to manage work groups and resolve employee conflicts and create a productive work climate. Formerly OA208. Course offering: As needed.

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate knowledge and skills in the area of personnel supervision.
2. Identify employee needs and apply motivational skills to address them.
3. Summarize in writing their feelings about applied supervision concepts.

**SM211****E-COMMERCE MANAGEMENT (3)**

This course is designed to help current and future managers better direct the E-commerce process by integrating business models, commerce, and Internet technology. The integration of text and cases will help students connect theory and real-world situations. Case study provides readers with an in-depth analysis of well-known companies (i.e. Amazon.com, eBay and Boo.com) that have developed into e-successes or e-failures. Text and cases will present both the benefits and drawbacks of new ideas. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

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

1. Assess "customer needs" business websites.
2. Differentiate four Internet business models-Business-to-Business (B2B), Business-to-Consumer (B2C), Consumer-to-Consumer (C2C), and Consumer-to-Business (C2B).
3. Summarize in writing their feelings about applied e-commerce management concepts.

**SM215****INTERNATIONAL MANAGEMENT (3)**

This course teaches students the managerial process in a global context and illustrates how culture affects the managerial process. Students will study international strategic planning, organizing global structures, effective directing, leading, international human resources management, cross-cultural business practices, negotiations, leadership, decision making, motivation, communication process sensitive to verbal and non-verbal languages, and controlling operation results against international cross-cultural performance standards. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Develop strategies for sustaining international business competition in a global setting.
2. Discuss cross-cultural business ethics and corporate social responsibility in subsidiary assignments.
3. Summarize in writing their feelings about applied international management concepts.

**SM220****MANAGEMENT SKILL DEVELOPMENT (3)**

This is a course in the development and application of fundamental skills needed for the successful practice of management. The focus of the course is on the goals and objectives formulated from the firm's mission statement. The student will concentrate on the Planning and Organizing functions. In addition, the student will apply the control function on the firm's performance against its strategic plan. Policy considerations drive the theme of this course. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Examine and interpret the traditional four functions of management: planning, organizing, leading, and controlling.
2. Construct and apply the eight-steps used in structured decision making process.
3. Summarize in writing their feelings about applied management concepts.

**SM225****LEADERSHIP (3)**

This course uses a unique three-pronged approach of theory, application, and skill development. Students will cover all traditional theories A-Z along with cutting-edge leadership topics. Leadership study allows students to expand and focus their supervision and management skills by concentrating and emphasizing the importance of leadership. Applications develop critical thinking about the concepts—a much sought after learning outcome. In addition, proven skill-building exercises foster leadership skills that can be used in professional and personal lives. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

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

1. Describe via reflective narratives their experiential learning in Service Learning.
2. Differentiate the four major stages of group development and the appropriate leadership style required at each stage.
3. Summarize in writing their feelings about applied leadership concepts.

**SM230****BUSINESS LAW APPLICATIONS (3)**

This course is an introduction to the substantive law that governs American commerce, state and federal statutes and traditional Common Law principles. Uniform Commercial Code (UCC), and the Restatements of the Laws form the foundation upon which the following legal principles are presented: contract law, agency law, partnership and corporate law, real and personal property law, negotiable instruments, and secured transactions. Special emphasis, however, is placed on Cyber law (laws governing Internet transactions) as it applies to e-commerce transactions such as e-contracts; intellectual property rights; online issues relating to copyrights, trademarks, patents, and trade secrets; privacy rights in the online world; cyber law court jurisdictional issues; and cyber crimes (cyber theft, cyber identity theft, cyber stalking, cyber hacking, and cyber terrorism). This course is for anyone contemplating a career in business and anyone interested in the legal requirements governing business decisions and activities. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Discuss the law of contracts as it relates to offers/acceptances, considerations, and competency.
2. Identify the key elements of intentional, negligence, and strict liability torts.
3. Summarize in writing their feelings about applied business law concepts.

**SM240****EMPLOYMENT & LABOR LAW (3)**

This course introduces Employment and Labor Law for the non-legal professional in management and labor relations. The course emphasizes employment, labor, and social issues in the work environment as they cover federal and state law governing employer/union and employee/employer relationships. The student will learn how daily supervisory and management decisions made within the context of employment and labor law can have far-reaching consequences in their firm's legal liabilities. This course provides the knowledge and tools for SM graduates to make management decisions that eliminate or minimize their firm's liability. Course offering: Fall only

**Student Learning Outcomes (SLOs):**

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

1. Discuss the history of American labor unions and its impact on the enactment of federal labor laws.
2. Explain how Title VII of the Civil Rights Act protects covered employees prohibiting any discrimination based on race, color, religion, sex or national origin.
3. Summarize in writing their feelings about applied labor and employment law concepts.

**SM245****ETHICS & STAKEHOLDERS MANAGEMENT (3)**

This course uses cutting-edge research along with case histories to help students understand the relationships between business and the society stakeholders. The managerial perspective of this course emphasizes the twin themes of stakeholders and ethics. Students are shown how to integrate ethical consideration into their entire decision-making. The course employs a stakeholder management framework that emphasizes the firm's social and ethical responsibilities to both internal and external stakeholders. Course offering: Spring only

**Student Learning Outcomes (SLOs):**

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

1. Describe and explain actions or strategies that management may take to improve a firm's ethical climate.
2. Describe ethical standards in management and identify its role in contemporary business practices.
3. Summarize in writing their feelings about applied ethics and stakeholder concepts.

**SM298****CO-OP/WORK-LEARN FOR SUPERVISION & MANAGEMENT (1-6)**

The Cooperative Education program provides an opportunity to qualified associate degree seeking students to receive credit and paid work experience related to Supervision and Management. Prerequisites: SM108, SM208, & SM220. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Obtain supervised work experience to develop skills necessary to succeed in supervision/management positions.
2. Develop and reinforce the knowledge of supervisory theory and management principles as applied to the challenges of a business position.
3. Train subordinates in supervision/management theory and practices.
4. Apply the practice of professional business ethics related to the moral and social responsibilities of a supervisory/management position.
5. Demonstrate effective human relations skills with co-workers and subordinates according to the expectations of a business supervisor/manager.
6. Demonstrate planning, organizing, directing, and controlling skills needed for success supervising/managing within a business environment.

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**SO - SOCIOLOGY**

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**SO130****INTRODUCTION TO SOCIOLOGY (3)**

Sociology is the scientific study of how people behave in groups and the rules that guide group behavior. Everyone is a member of societal groups and we experience different kinds of relationships and play multiple roles in our groups. This course examines those groups, our individual roles, our interpersonal relationships, our cultures, and our families. This knowledge is helpful to everyone including managers and professionals in any field. This course is a required general education core course for all associate degree programs. Course offering: As needed. Prerequisites: EN100R, EN100W

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**SP - SPECIAL COURSES**

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**SP051****DRIVER'S EDUCATION (3)**

Department of Motor Vehicle requires students to be in class for 32 hours and in the car for 8 hours of instruction covering driving procedures, vehicle code rules and laws, use of vehicle instruments and controls. The eight hours consist of 4 hours behind-the-wheel driving experience and 4 hours of in-car observation covering road driving skills as well as special skills such as backing, parallel parking, handling emergencies etc. Students must be rated as "competent" on all "required" driving skills in order to receive credit (CR) for the course. Course offering: As needed. Prerequisite: Students must be 15 years of age or older before the first day of the course



**SP099****STUDENT SUCCESS WORKSHOP (3)**

Student Success provides a strong educational component to the Adult High School Program. The course draws connections between students' academic environment and the students' future in the world of work. Students will learn basic study skills for academic success. The course will encourage students to conduct activities that enhance self-concept and that promote the development of goals. In addition, the students will develop employability skills. The course will allow students to explore career opportunities and to expand their knowledge of the workplace. All Adult High School students are required to complete this requirement through successful course participation or demonstrated mastery of the identified skills. Formerly SP098. Course offering: As needed.

**SP110****INTRODUCTION TO COLLEGE LIFE (3)**

This course is designed to enhance students' ability to survive and prosper in the college environment. It includes a survey of academic rights and responsibilities. Guam Community College resources and organization program planning, study techniques, preparing for and taking tests, and interest inventories to assist in career planning. Formerly SS110. Course offering: As needed

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**SS - SOCIAL SCIENCES**

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**SS063****AMERICAN GOVERNMENT (3)**

This course deals with the foundations of democracy in America, examining the operation of the legislative, executive, and judicial branches of government at the federal, state, and local levels. Topics covered include rights and responsibilities of citizenship, voting, political parties, interest groups, the US Constitutions (including the Bill of Rights), bureaucracy, national policies relating to foreign policy, taxation, spending priorities, government regulations, and entitlement. Course offering: As needed

**SS078****WORLD GEOGRAPHY (3)**

This course deals with the geography of the world. It encompasses a detailed examination and understanding of the location of the countries of the world, and the world's major geographical regions and landmarks. An understanding of the different climatic zones and weather regions is also covered in this course. Course offering: Spring only

**SS081****US HISTORY I (3)**

This course traces the development of the United States from early influences of Pre-Columbian Indian societies to contemporary American history. SS081 consists of modules A B and C; Module A: The Native American Settlement, European Discovery, Colonial Era; Module B: Revolution, Self- Government, and Expansion; Module C: Slavery, Civil War, and Reconstruction. Course offering: As needed

**SS082****U.S. HISTORY II (3)**

This course traces the development of the United States from early influences of Pre-Columbian Indian societies to contemporary American History. SS082 consists of modules D, E and F. Module D: Indian Wars, Industrialization, and Expansion; Module E: World Wars and Social Change, Module F: Contemporary American. Course offering: As needed

**SS083****WORLD HISTORY I (3)**

This adult high school course explores World History from a global perspective. After examining the rise of civilizations in the Middle East and in Asia, the course will cover the development of societies-traditional and modern-in Asia, the Middle East and Africa, Europe, and the Americas. Course offering: As needed

**SS084****WORLD HISTORY II (3)**

This adult high school course is a continuation of World History I, covering the development of societies-traditional and modern-Europe and the Americas on the influence of great personalities on world history. Course offering: As needed

**SS091****MULTICULTURAL WORKPLACES (3)**

This course is designed to prepare students to be successful through the development of interpersonal skills and cultural awareness to work productively with all people. Module One: Multicultural workplace, values, human relations, attitude and stress management. Module Two: Organizational chart, productivity, group development, Asian values and ethics. Module Three: Effective communication, cross-cultural communication, developing good relations with one's supervisor, conflict management. Course offering: As needed.

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**SU - SURVEYING**

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**SU100****SURVEYING DRAFTING (3)**

This course deals with typical job responsibilities of an office draftsman or survey party chief in completing a graphic description of survey fieldwork. These descriptions/ plans result from a great variety of engineering fieldwork requiring diverse methods of graphic resolution. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Discuss the roles of office draft persons or survey party chiefs.
2. Define common terminology in the surveying drafting career.
3. Explain the diverse engineering fieldwork and methods of graphic resolution used.

**SU101****SURVEYING PROBLEMS I (3)**

This is a mathematics course designed to give the student an understanding of the fundamentals of basic survey computation. Emphasis is placed on basic arithmetic, trigonometric and geometric operations pertaining to traverse, triangulation and general survey calculation. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate understanding of basic mathematics needed for survey computations.
2. Apply basic arithmetic, trigonometry and geometric operations to given surveying problems.
3. Discuss and identify solutions to various surveying problems encountered in the work setting.

**SU230****ADVANCED SURVEYING (3)**

This course will cover advanced topics in surveying including highway and construction surveying, property and legal issues in boundary surveying, concepts of elementary geodetic surveying, and an overview of Global Positioning Systems (GPS) as applied to surveying for centimeter accuracy measurement. Course offering: As needed. Prerequisite: CE222

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate proficiency in the mathematical computations of horizontal and vertical surveys including the process of laying out horizontal and vertical curves.
2. Apply proper survey processes in construction surveys and layouts.
3. Demonstrate understanding of boundary surveying and the legal aspects of property surveying.
4. Analyze boundary and property survey problems using applicable survey methods.
5. Demonstrate understanding of concepts of geodetic and GPS surveying.

**SU240****BOUNDARY LAW I (3)**

This course introduces the concepts of boundary control and legal principles. Topics covered include proportionate measurement, rights in land, junior/senior title rights, retracement of original surveys, deed first/survey first, common and case law, ranking/prioritizing evidence, controlling monuments and corners, error in legal descriptions, and plats and case studies. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate understanding of boundary control and legal principles to include identification of error in legal descriptions.
2. Discuss legal principles such as deed/first/survey first, common and case law.
3. Define the basic elements of a boundary survey and the proper sequence of events/actions.
4. Evaluate boundary evidence and make decisions based on this ranking.
5. Identify controlling corners and boundaries.

**SU241****BOUNDARY LAW II (3)**

This course is a continuation of Boundary Law I and covers the subjects of evidence and procedures for determining real property boundaries. Statutes and case law, conflicting evidence, proper methods and procedures for collecting evidence, riparian rights, surface and subsurface rights and eminent domain are studied in detail. Boundary agreements and legal instruments prepared by the land surveyor are introduced. The role of the land surveyor as an expert witness is presented. Course offering: As needed. Prerequisite: SU240 and permission of Advisor.

**Student Learning Outcomes (SLOs):**

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

1. Explain in detail the subjects of evidence and procedures used for determining real property boundaries.
2. Demonstrate proficiency of reading legal instruments prepared by land surveyors.
3. Describe the surveyor's role in court cases.
4. Write a legal and technical description and prepare a surveyor's report.

**SU250****INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (3)**

This course will provide students with basic knowledge of Geographic Information Systems (GIS) (e.g., sources of GIS data, various data models). Special emphasis will be given to the manipulation of digital spatial vector data with application to cadastral surveys. One of the objectives of the course is to provide students with hands on experience with GIS software and hardware components. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Describe the fundamental concepts of GIS and the major functionality contained within the ArcGIS software.
2. Explain the GIS analytical process and be proficient with a variety of ArcGIS tools to solve realistic problems. (The course emphasizes practical GIS skills.)
3. Demonstrate understanding of the basics of geodatabase and the more advanced functionality that makes the geodatabase such a powerful data model.
4. Design presentation-quality maps and create a person geodatabase.

**SU251****ADVANCED GEOGRAPHIC INFORMATION SYSTEMS (3)**

This course is a more advanced study of Geographic Information Systems (GIS) with particular emphasis on manipulation and analysis of raster data. This course will also provide introduction to ArcGIS Spatial Analyst and 3D Analyst. Course offering: As needed. Prerequisite: SU250

**Student Learning Outcomes (SLOs):**

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

1. Produce and control raster data using ArcGIS Spatial Analyst.
2. Work within the new ArcGIS geoprocessing environment to create, execute, and automate spatial analysis work flows.
3. Analyze three-dimensional modeling using ArcGIS 3D Analyst software.
4. Create realistic models by draping aerial photographs over surfaces and displaying two-dimensional features in three dimensions.

**SU280****SPECIAL TOPICS IN GEOGRAPHIC INFORMATION SYSTEMS (3)**

This course will introduce students to the applications of Geographic Information Systems (GIS) in cadastral and land information systems and in land use planning. Geographic data is increasingly important in understanding society and the environment. Using advanced tools and software, students will have an opportunity to focus on local and global planning problems. Course offering: As needed. Prerequisite: SU250

**Student Learning Outcomes (SLOs):**

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

1. Produce and manipulate cadastral data and create parcel data using the Survey Analyst Extension and the Cadastral Editor tools in the ArcGIS software.
2. Apply Survey Analyst GIS tools on cadastral datasets and perform analysis of these datasets to ensure survey accuracy.
3. Use ArcGIS tools to address real-world social, economic, and environmental planning problems.

**SU292****SURVEYING PRACTICUM (1)**

This course covers the application of field and office techniques related to the lessons covered in the surveying and drafting courses. Students will do actual field and office survey work to

learn proper use of surveying and related instruments including computers and data collectors.  
Course offering: As needed. Prerequisite: CE222

**Student Learning Outcomes (SLOs):**

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

1. Demonstrate proficiency in the operations of typical survey instruments including electronic total stations, levels, and data collectors.
2. Apply proper field operations in traversing, leveling, and topographic surveying.
3. Demonstrate proficiency in the preparation of survey drawings using computer aided surveying software.
4. Transfer data to and from survey instruments, data collectors, and computers.
5. Demonstrate understanding of errors and error propagation field work.

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**VC - VISUAL COMMUNICATIONS**

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**VC101****INTRODUCTION TO VISUAL COMMUNICATIONS (3)**

This course introduces graphic media principles and concepts. The course emphasizes the historical development and current uses and applications of the various visual and audio processes in digital media production. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Use the vocabulary of graphic design to demonstrate an understanding of standard graphic visual concepts, light and color, perception, trends, forms, and delivery of digital media.
2. Identify the six typeface families and demonstrate how each one expresses a mood.
3. Find and recognize reference art to demonstrate understanding of visual graphic concepts and uses.
4. Distinguish basic visual processes, physiological aspects and sensual and perceptual theories.
5. Develop understanding of injurious imaging, including cartoons, prejudicial thinking, stereotyping.
6. Know the ethical and legal standards regarding the uses of graphic design and images and computer applications.

**VC102****DESIGN PRINCIPLES AND ELEMENTS (3)**

This course will provide graphic artist students with basic knowledge ability to create effective graphic design. Formerly VC101. Course offering: As needed. Prerequisites: VC125, VC126

**Student Learning Outcomes (SLOs):**

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

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

**VC125****DIGITAL GRAPHICS: PHOTOSHOP® (3)**

This course is designed to provide students with fundamental knowledge and skills with the industry-standard raster image editing tools of Adobe PhotoShop to produce graphics for print and for the Web. Formerly VC121. Course offering: Fall & Spring

**Student Learning Outcomes (SLOs):**

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

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

**VC126****DIGITAL GRAPHICS: ILLUSTRATOR® (3)**

This course presents the use of the industry-standard vector image creation tools of Adobe Illustrator to produce graphics and typography for print and for the Web. Using Illustrator is profoundly necessary in digital graphics production. Formerly VC122. Course offering: Fall & Spring

**Student Learning Outcomes (SLOs):**

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

1. Apply the principles of good graphic design to create artwork required by computer graphic projects.
2. Work with type including creation of type, type masks, formatting and wrapping text.
3. Understand the tools and procedures of Illustrator and navigate to the proper tool to create and edit graphics for print and for the web.
4. Understand and use the common vocabulary of Illustrator.
5. Combine Illustrator graphics and PhotoShop images.
6. Draw cylinders and boxes and use gradients and brushes to draw shapes.
7. Create images for web publication including exporting in GIF and JPEG formats.

**VC131****DESKTOP PUBLISHING (3)**

This course is designed to provide students with the basic knowledge and skills for desktop publishing. The application used in the course is QuarkXpress, an industry standard. Course offering: Spring only. Prerequisite: VC102

**Student Learning Outcomes (SLOs):**

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

1. Understand the standard vocabulary of desktop and print publishing.
2. Use application tools and functions common to desktop publishing and page layout software.
3. Locate and choose fonts needed for DTP projects.
4. Employ palettes and apply functions common to DTP including color, layout style sheets and measurements.

5. Setup up documents using forms, rules and tables.
6. Distinguish between effective usage of inkjet and laser printers.
7. Use efficient digital project file management.
8. Practice efficient working techniques.

**VC135****DESKTOP PUBLISHING: QUARK EXPRESS (3)**

This course is advanced QuarkXpress. It is widely used in the publishing industry for newspapers, magazines, advertising copy, books and catalogs. Course emphasis is on a wide variety of desktop publishing tasks. Course offering: As needed. Prerequisites: VC102, VC131

**Student Learning Outcomes (SLOs):**

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

1. Create basic web pages with QuarkXpress.
2. Apply the principles of good graphic design to desktop publishing projects.
3. Demonstrate practical understanding of employer and customer requirements.
4. Understand and use the common vocabulary of desktop publishing.
5. Practice effective judgment with fonts, type styles and type uses.
6. Demonstrate ability with style sheets, color graphics and the control of long documents.

**VC141****WEB DESIGN (3)**

Students learn the basics of planning, constructing, testing, publishing, marketing and maintaining a web site in this course. They also learn to use Dreamweaver to actually design a web site. Course offering: As needed. Prerequisite: VC102

**Student Learning Outcomes (SLOs):**

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

1. Produce a simple multi-page web site.
2. Use effective web typography.
3. Upload web sites and modifications to web servers.
4. Employ current practices of web site graphics.
5. Create Cascading Style Sheets.
6. Write simple HTML coding.
7. Create rollover buttons.

**VC145****MACROMEDIA SUITE (3)**

This course introduces Flash and advances skill with Fireworks and Dreamweaver to develop animations and interactive actions for web sites. Formerly VC142. Course offering: As needed. Prerequisites: VC102, VC141

**Student Learning Outcomes (SLOs):**

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

1. Create web site photo viewers.
2. Demonstrate advanced design techniques with Fireworks.
3. Include movies and filmstrips in web pages.
4. Design and create animations including animated maps with Flash.
5. Employ CGI and other interactive actions.

**VC161****VIDEO I (3)**

This course introduces the basic video production process including conceptualization, storyboarding, shooting and editing. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

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

**VC165****DIGITAL EDITING: FINAL CUT PRO (3)**

This course presents video editing using a powerful and well-accepted editing application. This course is advanced editing. Formerly VC162. Course offering: As needed. Prerequisite: VC161

**Student Learning Outcomes (SLOs):**

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

1. Capture video and import audio into the computer to establish the content for the editing process.
2. Apply animation to incorporate motion to still images.
3. Add and edit voice and music tracks.
4. Understand and use the common vocabulary of digital video editing.
5. Use the tools, commands and procedures of Final Cut Pro.
6. Cut up shots and build video sequence of shots.
7. Create titles and credits in a variety of styles.
8. Convert video to various final export formats including DVD and Web.

**VC172****IMAGING CONCEPTS AND ELEMENTS (3)**

Because a picture is worth a thousand words, students learn what it takes to get the perfect picture in this course. This three-part course covers the tried-and-true techniques in capturing the right image from your camera, the different processes in digitizing it into your computer, and the various methods in manipulating it to your heart's desire. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Understand and use the common vocabulary and terms of cameras, scanning and digital imaging.
2. Recognize and apply the elements of effective aesthetic composition to produce good photographs with cameras.
3. Use camera controls of focus, shutter speed and f-stop to vary light entering the camera for effective photography.
4. Utilize studio lighting principles for basic portraiture and small product photography.



5. Scan photos, negatives, slides and printed images, including text, to produce digital images.
6. Employ basic digital photo and image editing using the software included with scanners and other simple computer editing applications.

**VC201****PROJECT MANAGEMENT AND MARKETING SOLUTIONS (3)**

This course integrates all the skills and concepts acquired in the required 100 level courses. Course offering: As needed. Prerequisites: MK123, MK224, VC101, VC102, VC125, VC126, VC131, VC141, VC161

**Student Learning Outcomes (SLOs):**

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

1. Use cooperative teamwork for visual communications problem solving and production.
2. Research potential products identifying customers to be targeted.
3. Conceptualize and create visual messages for clients and customers using print, video and web media.

**VC298****COOPERATIVE EDUCATION/WORK-LEARN (3)**

The Work Experience program provides an opportunity for qualified students to receive credit and work experience in the Visual Communications field. Students serve under qualified professionals to practice skills and gain insights in the industry. Students will be employed in the private and/or government (non-education) arena. College regulations regarding Co-Op Work Learn apply. In the event Co-op/Work-Learn cannot be taken, the student, with postsecondary departmental approval, may take any 200 level Marketing course or a Special Project in lieu of Co-op/Work-Learn. Course offering: As needed. Prerequisites: VC101, VC102, VC125, VC126, VC131, VC141, VC161, MK123, MK224, and permission of the Department Chair and the Work Experience Coordinator.

**Student Learning Outcomes (SLOs):**

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

1. Develop visual communications skills in a dynamic environment.
2. Work harmoniously with co-workers, clients, and supervisors.
3. Exhibit ethical behavior at work.
4. Communicate more effectively.
5. Exhibit professionalism.
6. Conceptualize and create visual messages for the host using print, video and web media.

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**WE - WELDING**

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**WE115****METAL FABRICATION (3)**

Students develop fabrication knowledge and skills in cutting and assembling projects from given specifications using various hand tools, power tools and machines. Course offering: As needed. Prerequisites: WE102, WE105, WE110

**WE220****EQUIPMENT MAINTENANCE (2)**

Training is given in equipment component nomenclature, cleaning and refurbishing of electrical and mechanical parts and safety procedures in maintaining equipment functions. Course offering: As needed

**WE228****BASIC METALLURGY (3)**

This course offers instruction in metals of classification and their manufacture. Joining methods and processes, structure of metals, mechanical properties, effects of alloying, fluxes, preheating, post heating and general heat treatment are also examined. Course offering: As needed

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**WT - WATERWORKS TECHNOLOGY**

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**WT100****INTRODUCTION TO WATERWORKS TECHNOLOGY**

Introduction to Waterworks Technology is a three credit course designed for a waterworks operator or prospective operator. This course provides basic knowledge of water and wastewater treatment, microbial, physical, and chemical analysis, a basic introduction to fluid transport and hydraulics and in-depth examination of water treatment operations. Course offering: As needed

**Student Learning Outcomes (SLOs):**

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

1. Recognize the sources, sinks, and potential contaminants of water.
2. Describe various water and wastewater treatment and distribution methods.
3. Apply physical concepts (e.g., fluid motion, hydraulics, etc.) to design or evaluate the soundness of a water or wastewater treatment system.
4. Identify physical, biological, and chemical parameters critical for operating a water or wastewater treatment facility.
5. Indicate appropriate tests to monitor water and wastewater quality.
6. Demonstrate an understanding of local and federal water quality regulations.

**WT110****INTRODUCTION TO WATERWORKS SCIENCE (3)**

This course provides a comprehensive overview of the biological and chemical principles used in the water and wastewater areas. Lab procedures are covered, as well as the techniques used in both water and wastewater sampling. Course offering: As needed. Prerequisite: WT100

# **Governing Board, Administration and Faculty**

**(as of September 2009)**

## GOVERNING BOARD & ADMINISTRATION

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Mary A. Y. Okada, Ed.D.	President
Jayne T. Flores	Assistant Director, Communications & Promotions
Lolita C. Reyes	Assistant Director, Development & Alumni Relations

### OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

Rene Ray D. Somera, Ph.D.	Vice President, Academic Affairs
Virginia C. Tudela, Ph.D.	Assistant Director, Assessment & Institutional Effectiveness
Victor Rodgers	Assistant Director, Continuing Education & Workforce Development
Patrick L. Clymer	Coordinator, Admissions & Registration
Richard P. Quiambao	Institutional Researcher, Assessment & Institutional Effectiveness
Joseph L.G. Benavente	Planner IV
Priscilla C. Johns	Program Specialist, Assessment & Institutional Effectiveness
Joanne A. Ige	Program Specialist
Johanna L.B. Camacho	Administrative Officer

### SCHOOL OF TRADES AND PROFESSIONAL SERVICES

Reilly A. Ridgell	Dean, School of Trades & Professional Services
Geraldine James, Ed.D.	Associate Dean, School of Trades & Professional Services
George A. Santos	Assistant Director, Apprenticeship & Training Program
Terry L. Barnhart	Program Specialist, Apprenticeship & Training Program
Barbara V. Jacala	Program Specialist, Adult Education/GED

### SCHOOL OF TECHNOLOGY AND STUDENT SERVICES

Michelle S. Santos, Ed.D.	Dean, School of Technology & Student Services
Esther Q. Yanger	Associate Dean, School of Technology & Student Services
Marsha M. Postrozny, Ed.D.	Adjunct Associate Dean
William Melendez, Jr.	Administrator, Student Support Services
Wesley T. Gima	Program Specialist, Center for Learning & Instruction
Barbara B.B. Leon Guerrero	Program Specialist, Center for Student Involvement
Christine B. Sison	Program Specialist, Project Aim
John F. Payne	Program Specialist, Student Support Services/Night Administration
Fermina A. Sablan	Program Specialist, College Access Grant

### OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

John C. Camacho	Vice President, Administrative Services
Francisco C. Camacho	Administrator, Data Processing Systems/MIS
Doris U. Perez	Assistant Director, Planning & Development
Jose C. Quitugua	Coordinator, Facility Maintenance/Planning
Gregorio T. Manglona	Administrator, Safety

### OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE

Carmen Kwek-Santos	Vice President, Business and Finance
Joann Waki Muña	Administrator, Human Resources
Micki L. Lonsdale	Coordinator, Financial Aid
Joleen Evangelista	Administrator, Supply Management
Cheryl B. San Nicolas	General Accounting Supervisor

### EEO OFFICE

Micki L. Lonsdale	EEO/Compliance Officer
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## GUAM COMMUNITY COLLEGE ADMINISTRATORS

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Program Specialist, Apprenticeship Training Program  
B.A. Sociology  
Washington State University 1977

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Planner IV, Academic Affairs  
B.S. Public Administration  
University of Guam 1993

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Data Processing Systems Administrator, MIS  
M.S. Instructional Technology & Telecommunications  
Western Illinois University 2002  
B.B.A. Management  
University of Guam 1988  
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Guam Community College 1989  
IT Business Manager Certificate  
Belmont University / MDE Ent, Inc. 2006  
CNA-Certified Novell Administrator  
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MCSA- Microsoft Certified Systems Administrator  
MCSE-Microsoft Certified Systems Engineer  
MCP- Microsoft Certified Professional  
Check Point Fire Wall-1  
CCSE-Check Point Certified Security Expert  
CCSA-Check Point Certified Security Administrator

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Administrative Officer, Academic Affairs  
A.S. Office Administration  
Guam Community College 1999

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B.A. Sociology & Psychology  
University of Guam 1972

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Coordinator, Admissions & Registration  
B.B.A. Management / MIS  
University of Notre Dame 1989

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President Emeritus, June 1988-June 2000  
M.Ed. Administration and Supervision  
University of Guam 1983  
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University of Guam 1973

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B.S. Journalism  
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M.Ed. Language and Literacy  
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Ed. D. Educational Leadership  
Argosy University 2008  
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Richmond High 1972

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Human Resource Certification Institute  
2003

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California State University, Los  
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Nova South Eastern University 2006  
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University of Texas, El Paso 1994  
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University of Guam 1988  
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University of Guam 2009  
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South Australian College of Advanced  
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University of Southern Mississippi  
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Capella University, 2007  
M.S. Speech and Language Pathology  
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University of the East, R.P. 1979

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University of Portland 2003  
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B.A. Hotel & Restaurant Administration  
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Certified Customer Service Specialist (CSS)  
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Certified Hotel Administrator (CHA)  
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Certified Rooms Division Executive (CRDE)  
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University of San Diego Law School  
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 A.S. Occupational Studies, Automotive and  
 Diesel Technology  
 Universal Technology Intuition Phoenix  
 1996  
 ASE Certified Master Automobile  
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 University of Portland 1990  
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 University of Guam, 2001

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 Hocking Technical College 2004  
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 1981  
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 A.S. Food and Beverage Management  
 Guam Community College 2006  
 Certified Hospitality Educator (CHE)  
 Educational Institute of the American  
 Hotel & Lodging Association  
 (EI/AH&LA) 2001  
 Certified Food & Beverage Executive  
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 ServSafe Food Protection Manager  
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 Guam Community College 2007

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 H.S.  
 Simon Sanchez High 1985  
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 California State University-Long Beach  
 1986

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M.S. Nursing  
Seattle Pacific University 2003  
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Northern Arizona University 1990  
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Institute  
Ph.D. English  
University of the West Indies 2005  
M.A. British Literature  
University of Leeds 1995  
B.A. English  
Viterbo College 1986

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Associate Professor, Tourism & Hospitality  
B.S. Travel, Transportation and Tourism  
Parks College of Aeronautical Technology  
1978  
Certified Hospitality Educator (CHE)  
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Certified Travel Associate (CTA)  
The Travel Institute 2004

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University of Oklahoma 1998  
B.S. Nursing  
Niagra University 1996  
Diploma, Registered Nurse  
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Instructor, Allied Health  
B.S. Nursing  
University of Wisconsin 2002  
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M.Ed. College Student Personnel  
Administration  
Colorado State University 1989  
B.Ph. Interdisciplinary Studies  
Miami University 1987

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H.S.  
John F. Kennedy, 1976  
ServSafe Food Protection Manager  
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National Restaurant Association  
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B.A. Chemistry  
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Southern Oregon State College 1976

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Guam Community College 2008  
Cisco Academy Regional Instructor  
Cisco Systems, Inc. 2000  
Certified Fiber Optics Installer (CFOI)  
Electronics Technician Association  
2000  
A+ Certified Technician  
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ASE Certified Master Automobile  
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ASE Certified Medium/Heavy Truck  
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ASE Certified School Bus Technician

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Electronics Technicians Association  
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**Schrage, Marivic C.**

Assistant Professor, Tourism & Hospitality  
B.S. Business Administration/Accounting  
Lyceum University 1984  
B.S. Business Administration/Management  
University of Nueva Caceres 1980  
Certified Hospitality Educator (CHE)  
Educational Institute of the American  
Hotel & Lodging Association  
(EI/AH&LA) 1999

**Setzer, II, Michael D.**

Instructor, Computer Science  
A.S. Electronic Engineering  
Guam Community College 1986  
Microsoft Certified Professional 2002

**Skipper, Richard K.**

Assistant Professor, Marketing  
B.A. English  
University of Alabama 1970

**Stein, Julia D.**

Associate Professor, Accommodative  
Services  
M.Ed. Education  
University of Portland 1991  
B.A. Education/Special Education  
University of Guam 1982

**Sylvestre, Mindy L., L.P.N.**

Assistant Instructor, Allied Health  
Diploma, Practical Nursing  
Alexandria Technical College 2003  
Licensed Practical Nurse, Guam License

**Tabunar, James M.**

Assistant Instructor, Automotive  
H.S.  
Guam Community College 1989  
ASE Certified Collision Repair Technician

**Tam, Wilson W.B.**

Assistant Professor, English Language  
Institute  
M.Ed. TESOL  
University of Guam 1997  
B.S. Industrial Technology  
Walla Walla College 1982  
A.S. General Contracting  
Walla Walla College 1981

**Tam, Yvonne**

Assistant Professor, Marketing  
M.B.A. Business Administration  
University of Guam 1994  
B.B.A. Business Administration  
University of Guam 1991

**Teng, Zhaopei**

Associate Professor, Computer Science  
M.S. Management Administration  
University of South Carolina 1999  
M.Ed. Early Childhood Ed  
University of South Carolina 1996  
B.A. Education English  
Shandong Normal University 1983  
Microsoft Certified Professional 2002

**Tenorio, Juanita M.**

Associate Professor, English Language  
Institute  
M.A. English Language & Literature  
University of Minnesota 1993  
B.A. English  
Marquette University 1986

**Terlaje, Patricia M.**

Assistant Professor, Assessment &  
Counseling  
M.A. Counseling  
University of Guam 2002  
B.A. Ed. Secondary Education/Language  
Arts  
University of Guam 1985

**Torres II, Carl E.**

Instructor, Mathematics  
B.A. Mathematics  
University of Guam 2006

**Tudela, Erwin F.**

Instructor, Automotive  
A.S. Automotive Technology  
Guam Community College 2005  
ASE Certified Collision Repair Technician  
ASE Certified Painting & Refinishing  
ASE Certified Mechanical & Electrical  
Components

**Tung, Frank C., Ph. D.**

Professor, Tourism & Hospitality  
Ph.D. Education, Administration,  
Curriculum and Instruction  
University of Nebraska-Lincoln 1998  
M.S. Hotel and Food Service Management  
Florida International University 1981  
B.S. Hotel and Restaurant Management  
California State Polytechnic University  
1980  
A.A. Accounting and Statistics  
Tansui Oxford College 1970  
Certified Hospitality Educator (CHE)  
Educational Institute of the American  
Hotel & Lodging Association (EI/AH &  
LA) 2001

**Tupaz, Frederick P.Q.**

Instructor, Business  
P.M.B.A. Business Administration  
University of Guam 2007  
B.B.A. Business Administration  
University of Guam 2006

**Tyquiengco, Ricky S.**

Assistant Instructor, Electronics  
H.S.  
Guam Community College 1987  
Certified Fiber Optics Installer  
Certified Electronics Technicians Examiner  
FCC Commercial Radio Operation License  
Examiner  
Electronics Technicians Association  
2006

**Uchima, Katsuyoshi**

Assistant Instructor, Allied Health  
A.A. Biological Sciences  
Mira Costa College 2000  
Certified Medical Assistant  
Maric College of Medical Careers 1993

**Valenzuela, Jovita A.**

Instructor, Electronics  
B.S. Industrial Education  
Feati University, Manila 1974  
Certified Fiber Optics Installer  
Electronics Technicians Association

**Valenzuela, Renato F.**

Assistant Professor, Electronics  
B.S. Industrial Education, Electronics  
Feati University, Manila 1973  
Certified Fiber Optics Installer  
Electronics Technicians Association

**Vergara, Sr., Amado M.**

Instructor, Electronics  
B.S. Electronics  
Feati University, Manila 1966  
B.S. Industrial Education  
Feati University, Manila 1966

**Wong, Evon**

Instructor, Tourism & Hospitality  
B.B.A. Business Management  
University of Guam 1998

**Yanger, Gil T.**

Assistant Instructor, Construction Trades  
H.S.  
George Washington High School 1984

**Yurko, Phyllis**

Instructor, Tourism & Hospitality  
B.S. Hotel Management  
University of Hawaii 1995  
A.S. Hotel Operations  
Guam Community College 1991  
Certified Hospitality Educator (CHE)  
Educational Institute of the American  
Hotel & Lodging Association  
(EI/AH&LA) 2001

**Zilian, John E.**

Assistant Instructor, Construction Trades  
G.E.D.  
State of Texas 1982  
Certificate of Completion Autocadd Level II  
Guam Community College 1992



# Appendices

## **Appendix A: PACIFIC POSTSECONDARY EDUCATION COUNCIL (PPEC) STATEMENT ON TRANSFER AND ARTICULATION OF COURSES AND PROGRAMS**

All Pacific Postsecondary Education Council (PPEC) member colleges are accredited by the Western Association and Schools and Colleges (WASC). The two-year colleges are accredited by the WASC Accrediting Commission for Community and Junior Colleges (ACCJC), and the four-year colleges are accredited by the WASC Accrediting Commission for Senior Colleges and Universities (ACSCU). Regional accreditation not only signifies a level of institutional quality, but is a requirement for any institution to become a recipient of US government funding, including student financial aid, Title III support for developing institutions, Carl Perkins Vocational Education Act, etc. Maintaining accreditation is critical to the survival of all PPEC institutions.

PPEC higher education institutional leaders have worked collaboratively to serve the needs of member institutions as they address regional and postsecondary education. One of these issues includes articulating the compatibility of educational programs to facilitate transferability of academic credits among member institutions. Additionally, the WASC 2001 Handbook of Accreditation states, that "it is important for reasons of social equity and educational effectiveness, as well as for the wise use of resources, for all institutions to develop reasonable and definitive policies and procedures for acceptance of transfer of credit. Such policies and procedures should provide maximum consideration for the individual student who has changed institutions or objectives."

The goal of the **Ponhpei Accord** (signed by PPEC member institutions on December 11, 2003) is to clearly articulate transfer of credit guidelines for students entering the University of Guam and to exchange academic knowledge and expertise in cooperative transfer policies with the framework of accreditation and current best practices. Specifically,

- This statement makes specific the guaranteed transfer of courses taken by students at the College of the Marshall Islands (CMI), the College of Micronesia-FSM (COMFSM), the Northern Marianas College (NMC), the Guam Community College (GCC), and Palau Community College (PCC). Guaranteed transfer credit will be awarded for courses passed with a grade of "C" or higher only.
- Students transferring to the University of Guam to earn a baccalaureate degree must finish all courses in their major area of study and must take 32 credits in residence at the University of Guam, regardless of the transfer credit award. In residence means any course offered through the University of Guam and transcribed from the University of Guam.
- Students transferring to the University of Guam to earn a baccalaureate degree must complete at least 40 upper division credits.
- All students entering the University of Guam must take English and Mathematics Placement test unless exempt due to transfer credit awarded, or by other criteria as determined by the Registrar. If a student is found to be deficient (this is not expected and should be rare), developmental coursework outside of their major may be required.

- Courses that are developmental, vocational or technical in nature may transfer individually articulated within a program of specified on a course substitution form.

Students completing an Associate of Arts of Liberal Studies degree from accredited colleges will have fulfilled lower division General Education course requirements at the University of Guam. This does not include the waiving of those general education courses that are prerequisites to upper division and major courses, unless that specific course has been articulated with the appropriate course at the University of Guam and was taken by the student in the course of his/her study. All lower division, upper division and major course requirements for a baccalaureate degree must be taken unless an equivalent was completed prior to transferring to the University of Guam. Additional degree specific requirements may need to be completed prior to graduation.

## Appendix B: ARTICULATION AGREEMENT

**Articulation with the University of Guam:** The following courses are offered at the College and are transferable to the University of Guam.

### A. General Education

GCC Courses	UOG Courses
EN110 Freshman English EN111 Freshman Composition * EN125 Introduction to Speech EN210 Introduction to Literature	EN110 Freshman Composition EN111 Freshman Composition CO210 Fundamentals of Communication Select one from the following: EN210, EN211, EN212, EN213, EN217, EN218, EN313, EN314, EN323, EN360
MA110A Finite Mathematics MA121 Technical Mathematics I AND MA122 Technical Mathematics II	Select one from the following: MA110, MA161A, MA161B, MA165, MA203
CS151 Windows Application (Formerly CS150)	Select one from the following: CS200, CS201, BA130, BA230, IS201, MA151
HI121 History of World Civilization I	Select one from the following: AN330/SO330, GE201, HI121, HI122
EC110 Principles of Economics	Select one from the following: BA110, CO106, GE101, PS101
SO130 Introduction to Sociology PY120 General Psychology	Select one from the following: AN101, AN212, LN200, LN300, PY 101, SO101, SO202
JA110 Beginning Japanese I JA111 Beginning Japanese II ASL100 American Sign Language I ASL105 Fingerspelling ** ASL110 American Sign Language II ASL120 American Sign Language III ASL130 American Sign Language IV ASL140 American Sign Language V **	Modern Language - Two 4 credit courses (8 credits total) of the same language.
HL202 Nutrition (Formerly HS202) PY100 Personal Adjustment	Select one from the following: CF230, CF231, PE200, PE202, PY100
HU120 Pacific Culture	Select one from the following: AN310, AN320, AN325, AN/EN333, AN421, BI201, ED265, GE401, HI211, HI243, HI371, HI372, HI444, PS225, PS412, PY475, SW110
PI101 Introduction to Philosophy	Any Philosophy Course (PI) or PS410 or WG101

SI103	Introduction to Marine Biology	Take any course that are in the following category: AG, BI, CH, NS, PH, or AN222, 360, CF325 or GE203
SI110	Environmental Biology	

\* Course(s) that may fulfill area requirements but are not direct equivalents.

\*\* Courses are inactive and have been archived.

### ***B. Articulated Courses That Do Not Fall Under General Education***

GCC Courses		UOG Courses	
AC101	Accounting Principles	BA200	Principles of Financial Accounting
AC102	Accounting Principles II AND	BA201	Principles of Managerial Accounting
AC103	Accounting Principles III		
CD221	Child Growth and Development	ED251	Development in Early Childhood
CD240	Cognitive and Creative Development	ED333	Creative Arts in Early Childhood *Does not fulfill upper division credit requirements.
ED231	Introduction to Exceptional Children	ED215	Introduction to Exceptional Individuals
ED281	Introduction to Bilingual/Bicultural Education	ED280	Introduction to Bilingualism/Biculturalism
CJ100	Introduction to Criminal Justice	LW101	Introduction to Criminal Justice
CJ101	Juvenile Justice Process	SO386	Juvenile Delinquency
CJ107	Introduction to Criminology	LW311	Correctional Security and Administration
CJ150	Constitutional Law for Police	LW202	Trial and Evidence
CJ200	Criminal Law	LW306	Criminal Justice
CJ204	Introduction to Criminology	SO385	Criminology
ED150	Introduction to Teaching	ED110	Introduction to Teaching
ED220	Human Growth and Development	ED201	Human Growth and Development
ED292	Education Practicum OR	ED192	Observation and Participation
CD292	ECE Practicum		
PS140	American Government	PS202	Government in the United States

## Appendix C: ARTICULATION AGREEMENT

**Articulation with the Chaminade University of Honolulu:** Courses in the following list are acceptable to transfer to Chaminade University of Honolulu with grades of "C" or better.

### A. General Education

GCC Courses		CUH Courses	
EN110	Freshman English	EN101	
EN111*	Freshman Composition *	EN102	
EN125	Introduction to Speech	COM101	
EN210	Introduction to Literature	EN201, EN255 or EN256	
MA110A	Finite Mathematics	MA100	
		MA103 or higher	
HI121	History of World Civilization I or	One lower level history course	
HI122	History of World Civilization II		
SI103	Introduction to Marine Biology	Two natural sciences courses with labs	
SI110	Environmental Biology		
SI130	Anatomy & Physiology		
SI141	Applied Physics I		
SI142	Applied Physics II		
PI101	Introduction to Philosophy	PH100, PH103 or PH105	
JA110	Beginning Japanese I	Foreign Language II/Global Awareness	
JA210	Intermediate Japanese I		
JA211	Intermediate Japanese II		
PY120	General Psychology	AN200, CJ201, PSY101, or SO200	
SO130	Introduction to Sociology		
PS140	American Government	EC201, BE102, BE103, HI201, HI202, POL111	
or			
		POL211	

## **Appendix D: U.S. ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS (SROTC) AT THE UNIVERSITY OF GUAM**

**General Information:** The SROTC is an Army leadership training program that has a contractually agreed upon cooperative effort with the University of Guam (UOG). The SROTC's purpose is to commission Army Officers, the future leadership of the U.S. Army.

This information is being included in this catalog to give Guam Community College (GCC) students an opportunity to explore military career options.

**Eligibility:** Any **full-time GCC student** may take a lower level Military Science course **at no cost to the student** registering in the same manner as any other undergraduate course. However, to qualify for enrollment as an ROTC cadet in the program leading to a commission, a student must meet the following requirements:

- **U.S. citizenship is required prior to commissioning.**
- **Be at least 17 years of age with consent at time of contracting and no more than 35 years of age at time of commissioning.**
- **Be a full time student at UOG, GCC, or a combination of the two. Or be a full time student at the Northern Marianas College (NMC).**
- **Not be convicted of a felony.**
- **Be approved by the Professor of Military Science.**
- **Specific questions regarding the above criteria should be directed to the Military Science Department at the university.**

Tuition: Military Science courses at UOG are tuition free. However, students must be full time in order to enroll in the Advance Course (junior and senior year) of the SROTC program. All Military Science required uniform and equipment are provided on a loan basis. All Military Science course texts are also provided to students at no cost.

For particular courses, program-specific questions and other related costs, please contact Professor of Military Science Kevin B. Wesolowski, Military Science Department at the University of Guam, phone (671) 734-3000.

## **Appendix E: ACADEMIC DEFINITIONS**

### **1. Educational Level**

- Freshman: A Declared Student who has earned less than 30 credits towards the requirements of a Certificate or Associate Degree.
- Sophomore: A Declared Student who has earned 30 credits or more towards the requirements of a Certificate or Associate Degree.
  - Diploma Students: Undeclared Students and Special Students are not assigned educational levels by the College.

### **2. Registration Status**

- First Time Student: A new student to GCC and is the first member of their immediate family to attend college.
- New Student: A student attending the College for the first time in any one of its programs.
- Continuing Student: A student who has been registered at the College during the previous semester in the same classification.
- Returning (Former) Student: A student who has been enrolled at the College and is returning to the College in the same classification after an absence of one or more semesters (not including Summer Semester).

### **3. Program of Study**

A Declared Student is admitted to the College to work toward a specific certificate or degree. That certificate or degree is that student's program of study (or Major) unless a Change of Program request has been approved.

### **4. Enrollment Status**

A student's enrollment status is determined after the end of the Course Change (ADD/DROP) period.

During a regular semester, a student is:

- Full-Time: If enrolled for 12 semester hours or more.
- 3/4-Time: If enrolled for at least 9 semester hours but less than 12 semester hours.
- 1/2-Time: If enrolled for at least 6 semester hours but less than 9 semester hours.

During a summer session, a student is:

- Full-Time: If enrolled for 6 semester hours or more.
- 1/2-Time: If enrolled for less than 6 semester hours.

A student with a disability who has requested accommodations may qualify for certification as a full-time student if enrolled for at least six (6) semester hours in a regular term or three (3) semester hours in a summer session. Contact the Accommodative Services Coordinator, Suite 2139 in the Student Services & Administration Building, phone 735-5597 for further information.

Declared and Diploma Students enrolled for less than a full course of study during their final semester or summer session at the College will be considered to be full-time students during that semester or summer session for U.S. Immigration and Customs Enforcement purposes, provided that they are registered for at least those courses required to meet graduation requirements at the end of that semester or summer session.



## **Appendix F: ACADEMIC FREEDOM - POLICY 460**

**WHEREAS**, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

**WHEREAS**, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

**WHEREAS**, the common good depends upon the free search for truth and free exposition; and

**WHEREAS**, academic freedom is essential to these purposes and applies to both teaching and research; and

**WHEREAS**, freedom in research is fundamental to the advancement of truth; and

**WHEREAS**, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student in learning; and

**WHEREAS**, it carries with it duties correlative with rights.

**NOW, THEREFORE, BE IT RESOLVED**, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

- a. The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties.
- a. The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Adopted: May 17, 2000  
Resolution 9-2000

## **Appendix G: ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

At its discretion, the College may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Registrar in writing within two weeks after the first day of class for the fall term

## Appendix H: SLO Map – Program, Gen Ed, & Course Levels

### Associate of Science in Early Childhood Education

Student Learning Outcomes  <i>I = Introduced   R = Reinforced   E = Emphasized</i> <i>Blank = Not addressed</i>		Technical Required Courses (Alpha & No.)									
		CD110	CD140	CD180	CD221	CD240	CD260	CD280	ED231	ED281	CD292
Upon successful completion of this <u>program</u> , students will be able to:											
1.	Demonstrate the knowledge and skills needed to design an environment that is conducive to learning for infants, toddlers, and young children.	I	R	I	I	R	R	R	R	R	E
2.	Demonstrate develop mentally and age-appropriate teaching strategies needed to effectively work with young children (ages birth through eight years).	I	I	I		R		R	R	R	E
3.	Demonstrate appropriate disposition and skills needed to effectively work with young children and families who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English.		I	I	I		R	R	E	E	E
Student Learning Outcomes		CD110	CD140	CD180	CD221	CD240	CD260	CD280	ED231	ED281	CD292
General Education Upon successful completion of this <u>course</u> , students will be able to:											
1.	Use writing to discover, organize and communicate ideas	I	I	R	I	R	R	R E	R	R	E
2.	Identify and analyze the audience and purpose for any intended communication.	I				R	R				E
3.	Demonstrate competence in using the conventions of writing, to include grammar, spelling, and mechanics. (Written Communication)	I	I	R	I	R	R	R	R	R	E
4.	Apply numeric, symbolic, and graphic skills of quantitative reasoning accurately and appropriately.					I R					R
5.	Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.					I R					R
6.	Define quantitative issues and problems, gather relevant information, analyze that information, and present results.										
7.	Properly identify the audience and purpose of any intended communication.	I	I	I		R	R	R			E
8.	Use appropriate language, techniques, and strategies.	I	I	R							E
9.	Speak clearly and confidently, using voice, volume, tone, and articulation.	I	I	R		R	R			R	E
10.	Use effective communication strategies to initiate and sustain discussion.			I	I				R	R E	E
11.	Summarize, analyze, and evaluate oral communications	I	I	R	I						R

<b>Student Learning Outcomes</b>  <i>I = Introduced R = Reinforced E = Emphasized</i> <i>Blank = Not addressed</i>		<b>Technical Required Courses</b> <b>(Alpha &amp; No.)</b>									
		CD110	CD140	CD180	CD221	CD240	CD260	CD280	ED231	ED281	CD292
	and ask coherent questions as needed										
12.	Properly identify and state issues, problems, or questions contained in a body of information							R			E
13.	Identify and analyze assumptions and underlying points of view relating to an issue or problem										E
14.	Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues and biases.										
15.	Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	I	I	I		I	I	R	R	R	E
16.	Synthesize information from various sources, drawing appropriate conclusions.								I	R	E
17.	Reflect upon and evaluate their thought processes, value systems, and worldviews in comparison to those of others.								I R	R	RE
18.	Locate, evaluate, and use information effectively.	I	I	I	I	I R	I R	R	R	R E	E
19.	Properly use and cite a variety of sources.							I R	R	R	
20.	Use digital text, images, and data, as needed, transferring them from their original locations and formats to a new context, using a variety of software applications.										
21.	Use and access information ethically and legally, with an understanding of what constitutes plagiarism.	I		I	I			R	R		
22.	Demonstrate an awareness of the relationship between the environment and their own physiological and psychological processes.										
23.	Examine critically and appreciate the values and beliefs of their own culture and those of other cultures.							I	R E	E	
24.	Acknowledge opposing viewpoints.									I R E	
25.	Demonstrate an understanding of ethical, civic, and social issues relevant to Guam, Micronesia, and the world.				I				I	E	
26.	Participate fully in a civic engagement experience where a service is provided to the community that relates to the academic curriculum.						I R E			R E	E
27.	Evidence an understanding of the relevance of the completed civic engagement work to the subject matter of the course where the civic engagement experience was assigned.						I R E			R E	E
28.	Demonstrate an awareness of the need for and value of lifelong civic engagement in addressing local community needs.										

### CD110

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

1. Demonstrate basic knowledge of all developmental domains related to childhood. .2
2. List entry-level requirements and employment skills for various careers within the early childhood education field. ....2
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children. ....1

### CD140

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

1. Demonstrate skills needed to successfully design a safe and healthy environment for infants through age eight.....1
2. Demonstrate strategies for the promotion of good health practices in early childhood. ....2

### CD180

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

3. Demonstrate understanding of language development and skills at the early childhood level. ....2
4. Plan, develop and implement language activities, including literacy activities, in an early childhood setting.....1

### CD221

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

5. Demonstrate an understanding of historical and current educational practices as it relates to child growth and development. ....1
6. Demonstrate an understanding of how society, culture, and family impact a child at each stage of their development and growth.....2
7. Demonstrate observation skills to gain insight on developmentally appropriate activities in the areas of physical/motor, social, cognitive, and language development. ....1

### CD240

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

8. Plan, write, and implement lessons/activities for young children that incorporate the areas of math, language arts, science, art, writing, and creative expression. ....2
9. Demonstrate the ability to incorporate creativity in all content areas of a developmentally appropriate early childhood learning environment. ....2
10. Demonstrate the ability to plan and execute activities while providing an environment that will stimulate cognitive development in the ECE setting. ....1

### CD260

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

11. Demonstrate knowledge in the domains of social and emotional development in young children. ....2
12. Demonstrate skills in child management techniques that foster self-concept, positive self-esteem, and social behaviors. ....2
13. Apply skills in using positive guidance in an early childhood setting. ....2

## **CD280**

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

14. Discuss and develop appropriate curricula that meet the needs of infants, young children, and their families. ....3
15. Demonstrate appropriate attitude and skills in effective parent communication. ....3
16. Demonstrate knowledge of early childhood programs ranging from early intervention, Head Start, Reggio Emilia, Waldorf, Montessori, before and after school-age programs, High Scope, and bilingual education. ....2

## **ED231**

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

17. Explain ways to modify curriculum and provide accommodations for students with disabilities. ....1
18. Demonstrate an understanding and respect for the special needs family as well as develop strategies to empower families. ....3
19. Demonstrate an understanding of the process of referral, screening, assessment, Individual Family Service Plan and Individual Education Plan development including the major team members. ....2
20. Demonstrate an understanding of the legal and human rights of children with disabilities and their families.

## **ED281**

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

21. Develop an appreciation for human diversity and differences and ways of creating bias-free environment. ....1
22. Demonstrate an understanding of working with parents and families to incorporate multicultural attitudes in the classroom. ....3
23. Demonstrate the ability to use multicultural learning materials and techniques with young children. ....3

## **ED292**

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

24. Demonstrate professionalism and ethical conduct within the educational field. ....1
25. Demonstrate appropriate disposition and skills needed to effectively work with students who come from different nationalities, cultures and ethnic groups and/or have special needs including those who speak languages other than English. ....2
26. Demonstrate developmentally and age-appropriate teaching strategies needed to effectively work with students in a classroom setting. ....2

## ***Associate of Science in Marketing***

<b>Student Learning Outcomes</b>  <i>I = Introduced R = Reinforced E = Emphasized</i> <i>Blank = Not addressed</i>		<b>Technical Required Courses</b> <b>(Alpha &amp; No.)</b>						
		<b>MK123</b>	<b>MK124</b>	<b>MK205</b>	<b>MK206</b>	<b>MK207</b>	<b>MK208</b>	<b>MK224</b>
Upon successful completion of this <u>program</u> , students will be able to:								
1.	Obtain career-sustaining employment in a marketing profession.	I	R	E	R	R	R	E
2.	Be successful in a marketing career that is increasingly reliant upon the use of technology in the performance of marketing functions.	I	R	R	R	R	R	R
3.	Broaden their academic background and improve their opportunities for advancement in the workplace through up-to-date technical instruction in marketing.	I	R	R	R	E	R	R
<b>Student Learning Outcomes</b>  <b>General Education</b>		<b>MK123</b>	<b>MK124</b>	<b>MK205</b>	<b>MK206</b>	<b>MK207</b>	<b>MK208</b>	<b>MK224</b>
Upon successful completion of this <u>course</u> , students will be able to:								
1.	Use writing to discover, organize and communicate ideas	I	E	E	R	E	R	E
2.	Identify and analyze the audience and purpose for any intended communication.	I	E	E	E	E	R	E
3.	Demonstrate mastery of the conventions of writing, including grammar, spelling, and mechanics.	R				R	R	E
4.	Apply numeric, symbolic, and graphic skills and other forms of quantitative reasoning accurately and appropriately.							
5.	Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.			R				
6.	Define quantitative issues and problems, gather relevant information, analyze that information, and present results.	I	R	R	R	R	R	E
7.	Properly identify the audience and purpose of any intended communication.	I	R	R	R	R	R	E
8.	Use appropriate language, techniques, and strategies.	I	E	E	E	R	R	E
9.	Speak clearly and confidently, using voice, volume, tone, and articulation.	I	E	E	E	R	R	E
10.	Use effective communication strategies to initiate and sustain discussion.	I	E	R	E	R	R	R
11.	Summarize, analyze, and evaluate oral communications and ask coherent questions as needed	I	E	R	E	R	R	E
12.	Properly identify and state issues, problems, or questions contained in a body of information							
13.	Identify and analyze assumptions and underlying points of view relating to an issue or problem	I	E		R			R



Student Learning Outcomes  <i>I = Introduced R = Reinforced E = Emphasized Blank = Not addressed</i>		Technical Required Courses (Alpha & No.)						
		MK123	MK124	MK205	MK206	MK207	MK208	MK224
14.	Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues and biases.	I	R		R	R	R	R
15.	Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	I	E	E	R	R	R	E
16.	Synthesize information from various sources, drawing reasoned conclusions.	I		E		R	R	E
17.	Reflect upon and evaluate their thought processes, value systems, and worldviews in comparison to those of others.					R	E	R
18.	Locate, evaluate, and use information effectively.	I	R	R	R	R	R	R
19.	Properly use and cite a variety of sources.							
20.	Use digital text, images, and data, as needed, transferring them from their original locations and formats to a new context, using a variety of software applications.			R	R			R
21.	Use and access information ethically and legally, with an understanding of what constitutes plagiarism.	I	R	R	R	R	R	R
22.	Demonstrate an awareness of the relationship between the environment and their own physiological and psychological processes.							
23.	Examine critically and appreciate the values and beliefs of their own culture and those of other cultures.	I	R	R	R	E	E	E
24.	Acknowledge opposing viewpoints.		I					
25.	Demonstrate an understanding of ethical, civic, and social issues relevant to Guam, Micronesia, and the world.			I				R
26.	Participate fully in a civic engagement experience where a service is provided to the community that relates to the academic curriculum.							
27.	Evidence an understanding of the relevance of the completed civic engagement work to the subject matter of the course where the civic engagement experience was assigned.							
28.	Demonstrate an awareness of the need for and value of lifelong civic engagement in addressing local community needs.	I	R	R	R	R	R	R

Related to  
Program Level  
SLO#

### MK124 Selling

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

- 27. Prepare and execute both a consumer oriented and a business-to-business oriented sales presentation. ....1,2
- 28. Understand the importance and techniques of relationship marketing. ....1
- 29. Exhibit ethical behavior in selling. ....1
- 30. Describe sales management structures. ....1

## **MK205 Entrepreneurship**

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

- 31. Understand the characteristics and skills of a successful entrepreneur. ....1
- 32. Calculate the risks and rewards of an entrepreneurial venture. ....1,2,3
- 33. Understand the advantages and disadvantages of a startup, a buyout, and a franchise arrangement. ....1
- 34. Determine the factors necessary to gain a competitive advantage. ....1
- 35. Develop a Business Plan.....1,3
- 36. Understand the legal organization of a small business.....1

## **MK206 Retailing**

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

- 37. List the major aspects of a retail career and the prerequisites for success in retailing. ....1
- 38. Explain the importance of retail customers to the retail manager. ....1
- 39. Discuss how the legal and ethical environment affects the retailer in making decisions.....1
- 40. Explain how retailers select and reach their target market through the location decision. ....1,2,3
- 41. Explain a retailer's merchandise buying and handling. ....1,2,3
- 42. Discuss the role of advertising and promotion in the operation of a retail business.....1

## **MK207 E-Marketing**

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

- 43. Explain the basic models for engaging in commerce on the Internet. ....1,2,3
- 44. Explain how information technology can create a competitive advantage.....1,2,3
- 45. Develop product strategies for global competition. ....1
- 46. Learn techniques for relationship marketing and customer services on the Internet. ....1,2
- 47. Understand why interactivity is a fundamental and vital aspect of an Internet retail strategy.....1,2,3
- 48. Explain how international channels of distribution have become key factors in determining competitive advantage. ....1

## **MK224 Advertising**

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

- 49. Develop a comprehensive and effective Advertising Plan. ....1,2,3
- 50. Think and plan strategically; gather and analyze research data; compute and evaluate the potential of alternate courses of action; cooperate with a team in developing creative solutions to a problem; analyze competitive proposals; understand why people behave the way they do; express themselves and their ideas with clarity; persuade others to their point of view; speak with knowledge, confidence and conviction. ....1,2,3
- 51. Appreciate the effect of marketing and advertising on business, industry, and national economics.....1,3
- 52. Comprehend the strategic function of advertising within the broader context of business and marketing. ....1,3
- 53. Discover what people in advertising do, how they do it, and the career opportunities these fields offer.....1,3

## **MK208 International Marketing**

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

54. Gain a truly global perspective rather than just from the U.S. point of view by addressing, confronting, and analyzing the existence of different environments, expectations, and market conditions. ....1,2,3
55. Describe export and import operations.....1
56. Explain how businesses work with governments and what role governmental considerations can play for the international marketer. ....1
57. Develop marketing and management strategies for international companies.....1,3
58. Understand there are different political and legal environments in which international companies must operate. ....1
59. Develop channel and distribution strategies for multinational companies .....1,2,3

## **MK123 Principles of Marketing**

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

60. Research a marketing environment in order to identify a marketing opportunity and formulate strategies to deliver promotional messages to the target markets. ....1,2,3
61. Apply elements of the Promotional Mix in a marketing campaign.....1
62. Describe how cost, profitability, pricing strategies, and promotional strategies change over the entire Product Life Cycle of a product. ....1,2,3
63. Justify their selection of the most efficient means of distribution for a product. ....1

## Associate of Science in Accounting

Student Learning Outcomes  <i>I = Introduced R = Reinforced E = Emphasized Blank = Not addressed</i>		Technical Required Courses (Alpha & No.)										
		AC100	AC101	AC102	AC103	AC110	AC150	AC210	AC232/3	AC225	AC250	AC240
Upon successful completion of this <u>program</u> , students will be able to:												
1.	Apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	I R	I R E	I R E	I R E			I R E	R E	I R E		I R E
2.	Develop dispositions and values suitable to the practice of accounting in the real world.	I	I	I	I	I	I R E	I	I R	R	I R	I R E
3.	Demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.		I	I	I	I R			I R E			
Student Learning Outcomes		AC100	AC101	AC102	AC103	AC110	AC150	AC210	AC232/3	AC225	AC250	AC240
General Education Upon successful completion of this <u>course</u> , students will be able to:												
1.	Use writing to discover, organize and communicate ideas											
2.	Identify and analyze the audience and purpose for any intended communication.							I R E				
3.	Demonstrate competence in using the conventions of writing, to include grammar, spelling, and mechanics. (Written Communication)											
4.	Apply numeric, symbolic, and graphic skills of quantitative reasoning accurately and appropriately.											
5.	Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.	I E	I E	I E	I E	I R E	E	I R E	E	E	E	E
6.	Define quantitative issues and problems, gather relevant information, analyze that information, and present results.	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E
7.	Properly identify the audience and purpose of any intended communication.	E	E	E	E	E	E	E	E	E	E	E
8.	Use appropriate language, techniques, and strategies.	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E
9.	Speak clearly and confidently, using voice, volume, tone, and articulation.	E	E	E	E	E	E	E	E	E	E	E
10.	Use effective communication strategies to initiate and											

Student Learning Outcomes  <i>I = Introduced R = Reinforced E = Emphasized</i> <i>Blank = Not addressed</i>		Technical Required Courses (Alpha & No.)										
		AC100	AC101	AC102	AC103	AC110	AC150	AC210	AC232/3	AC225	AC250	AC240
	sustain discussion.											
11.	Summarize, analyze, and evaluate oral communications and ask coherent questions as needed	E	E	E	E	E	E	E	E	E	E	E
12.	Properly identify and state issues, problems, or questions contained in a body of information	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E	I R E
13.	Identify and analyze assumptions and underlying points of view relating to an issue or problem		R					R				
14.	Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues and biases.		I R					I R				
15.	Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	I R	I R	I R	I R	I R	I R	I R	I R	I R	I R	I R
16.	Synthesize information from various sources, drawing appropriate conclusions.							I R				
17.	Reflect upon and evaluate their thought processes, value systems, and worldviews in comparison to those of others.							I R E				
18.	Locate, evaluate, and use information effectively.							I R E				
19.	Properly use and cite a variety of sources.											
20.	Use digital text, images, and data, as needed, transferring them from their original locations and formats to a new context, using a variety of software applications.							I				
21.	Use and access information ethically and legally, with an understanding of what constitutes plagiarism.						I				R	
22.	Demonstrate an awareness of the relationship between the environment and their own physiological and psychological processes.							I				
23.	Examine critically and appreciate the values and beliefs of their own culture and those of other cultures.											
24.	Acknowledge opposing viewpoints.		I	I	I		I	I			I	E
25.	Demonstrate an understanding of ethical, civic, and social issues relevant to Guam, Micronesia, and the world.		I	I								
26.	Participate fully in a civic engagement experience where a service is provided to the community that relates to the academic curriculum.		I E	I E	I E			I E				
27.	Evidence an understanding of the relevance of the completed civic engagement work to the subject matter of the course where the civic engagement experience was assigned.		I E	I E	I E			I E				
28.	Demonstrate an awareness of the need for and value of lifelong civic engagement in addressing community needs.		E	E	E			E				

## 2008-2009 Academic Year Calendar

### Fall 2008

#### August

- 06 New student orientation
- 08 Faculty start date
- 12 Fall registration ends
- 13 Add-Drop begins
- 13 First day of Monday/Wednesday classes
- 14 First day of Tuesday/Thursday classes
- 16 First day of Saturday classes
- 21 Add-Drop ends
- Last day to withdraw for 100% refund of tuition & fees

#### September

- 01 Holiday: Labor Day

#### October

- 13 Professional Development Day
- 17 Last day to apply for graduation

#### November

- 03 Holiday: All Soul's Day
- 11 Holiday: Veteran's Day
- 14 Last day to withdraw without refund of tuition & fees
- 21 Potential make-up day
- 22 Last day of Saturday classes
- 27 Thanksgiving break begins
- 28 Potential make-up day
- 29 Thanksgiving break ends (no Saturday classes)

#### December

- 01 All classes resume
- 02 Last day of Tuesday/Thursday classes
- 03 Last day of Monday/Wednesday classes
- 05 Potential make-up day
- 08 Holiday: Our Lady of Camarin
- 09 Fall term ends/Grades due

### Spring 2009

#### January

- 07 New student orientation
- 09 Faculty start date
- 13 Spring registration ends
- 14 Add-Drop begins
- 14 First day of Monday/Wednesday Classes
- 15 First day of Tuesday/Thursday Classes
- 17 First day of Saturday Classes

- 19 Holiday: Martin Luther King Day
- 23 Add-Drop Ends
- Last day to withdraw for 100% refund of tuition & fees

#### February

- 16 Professional Development Day
- (President's Day – not observed)

#### March

- 13 Last day to apply for graduation

#### April

- 06-12 Easter break
- 13 All classes resume
- 22 Last day to withdraw (No refund)
- 24 Potential make-up day

#### May

- 01 Potential make-up day
- 02 Last day of Saturday classes
- 05 Last day of Tuesday/Thursday classes
- 08 Potential make-up day
- 11 Last day of Monday/Wednesday classes
- 14 Academic year ends
- 14 Grades due from faculty
- 21 Commencement rehearsal
- 22 Commencement
- 25 Holiday: Memorial Day

### Summer 2009

#### June

- 04 Summer registration ends
- 05 Add-Drop begins
- 05 Faculty start date
- 05 First day of classes
- 11 Add-Drop ends
- Last day to drop Classes (with a refund)
- 24 Last day to withdraw (without refund)

#### July

- 04 Holiday: Independence Day
- 17 Potential make-up day
- 18 Last day of classes/Semester ends
- 20 Potential make-up day
- 21 Holiday: Liberation Day
- 22 Potential make-up day
- 23 Grades due (except Saturday classes)

# Campus Map

TOBACCO PRODUCTS & BETEL NUT-FREE CAMPUS (BOT Policy 175)

GUAM COMMUNITY COLLEGE  
Kolehon Komunidad Guahan

