

# GUAM COMMUNITY COLLEGE

## CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



ACADEMIC YEAR  
2011 - 2012



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## **GCC MISSION STATEMENT**

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

### *Sinangan Mision* (Chamorro translation)

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

Board of Trustees Policy 100 (Amended & Adopted: May 5, 2011 (with Chamorro translation); Re-examined & Adopted: February 9, 2011; New Adoption: March 11, 2009; Amended & Adopted September 5, 2008; Reexamined & Adopted: January 25, 2007; First Adopted: September 19, 1990)

## **CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

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

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



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

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



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

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

A handwritten signature in black ink, appearing to read "Victor Rodgers".

Victor Rodgers  
Assistant Director

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## GENERAL INFORMATION

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### CONTINUING EDUCATION AND LIFELONG LEARNING

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

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

The Office of Continuing Education & Workforce Development, located on the first floor of the Student Services & Administration Building, welcomes requests or suggestions for course or event offerings. A catalog of courses may also be requested from the office. For more information, call (671) 735-5640.

**Continuing Education Units (CEUs)** The Continuing Education Unit (CEU) is used by Guam Community College, 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:

1. CEU credit is for career enrichment/advancement. At no time will CEU credit by itself be equivalent to regular credit. CEUs may be integrated into regular credit courses, provided that the CEU is clearly defined and there is assurance that the CEU does not replace regular credit requirements approved by GCC.
2. CEU contact hours can be structured within a regular credit course, provided that the ten contact hours to one CEU equivalency recommended by IACET is maintained. CEUs are awarded on a pass/fail basis. Letter grades Guam Community College Admissions Information AY 2011-2012 College Catalog 34 are not to be used, as the goal of the CEU experience is learning enrichment/advancement and not mastery of scholarly material.
3. CEU programs will be governed by the same standards that GCC imposes on regular programs. GCC will have direct quality and fiscal control over all CEU activity within the institution.
4. CEUs cannot be used for degree credit requirements. CEUs and regular credit cannot be earned at the same time for the same learning experience.

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

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

## **Refund Policy**

Refunds are automatically processed for ALL COURSES by the College if a course is CANCELLED.

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

1. If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.
2. After the last day of registration, no refunds will be made for semester long courses.
3. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

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



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## **ABE/CABE - ADULT BASIC EDUCATION**

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### **CEAD 1100 BASIC SKILLS**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1101 BASIC SKILLS MATH**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1115A ABE HIGH INTERMEDIATE (READING)**

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

#### **Student Learning Outcomes**

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

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

5. Evaluate geographical information and behaviors in a given population.

### **CEAD 1115B ABE HIGH INTERMEDIATE MATH/SCIENCE**

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

#### **Student Learning Outcomes**

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

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

### **CEAD1120 BASIC SKILLS READING**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1124 ABE LANGUAGE ARTS**

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

#### **Student Learning Outcomes**

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

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

### **CABE 030 BASIC SKILLS READING**

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 201 - 210 range. ABE030 Reading is a non-credit

course designed to develop literacy skills necessary to be a successful worker, citizen and family member. Course Offerings: Fall and Spring semesters

**Student Learning Outcomes**

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

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

**CABE 031 BASIC SKILLS MATH**

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 201- 210 range. ABE031 Math is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and enroll in ABE041 or GED051 to prepare for GED Math test. Course Offerings: Fall and Spring semesters

**Student Learning Outcomes**

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

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

**CABE 040 LOW INTERMEDIATE READING**

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

**Student Learning Outcomes**

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

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

**CABE 041 LOW INTERMEDIATE MATH**

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 211 - 220 range. ABE041 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and enroll in GED051 Math to prepare for GED Math test. Course Offerings: Fall and Spring semesters

**Student Learning Outcomes**

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

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

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## **BE - BUSINESS EDUCATION**

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### **C\_BE 100 BASIC FINANCIAL MANAGEMENT**

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

#### **Student Learning Outcomes:**

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

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

### **C\_BE 101 PROCUREMENT TRAINING (1.8 CEUS)**

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

#### **Student Learning Outcomes**

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

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

### **C\_BE 102 PROCUREMENT: METHODS OF SOURCE SELECTION (1.8 CEUS)**

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

#### **Student Learning Outcomes**

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

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

### **C\_BE 201 WORKFORCE DEVELOPMENT (0.5 CEUS)**

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

#### **Student Learning Outcomes**

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

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

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## CS - COMPUTER SCIENCE

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### **C\_CS 245      MICROSOFT® WINDOWS 7**

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

#### **Student Learning Outcomes**

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

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

### **C\_CS 281      MICROSOFT® OFFICE WORD 2010**

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

#### **Student Learning Outcomes**

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

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

### **C\_CS 288      MICROSOFT® OFFICE EXCEL 2010 EXPERT**

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

#### **Student Learning Outcomes**

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

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

### **CETE 3053      EXCEL 2007**

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

#### **Student Learning Outcomes**

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

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

### **CETE 3034      OUTLOOK 2007**

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as

maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

### **Student Learning Outcomes**

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

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

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## **CT - CONSTRUCTION TRADES**

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### **CEIC 301 LEAD SAFETY FOR RENOVATION, REPAIR, & PAINTING**

Renovation, Repair and Painting as described in 40 CFR § 745 effective April 22, 2010. Lead safe work practices for persons performing work activities that disturb lead based paint in target housing and child occupied facilities.

### **Student Learning Outcomes**

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

1. How to determine if lead base paint controls their work.
2. How to test lead based paint.
3. Prohibited work practices.
4. Health effects of lead poisoning.
5. Permissible exposure levels of lead dust.
6. Personal safety and containment of debris or dust created during work activities.
7. Verify successful cleaning of the work area.
8. How to release the area for clearance testing to the appropriate qualified professional.
9. How to locate reference materials for further information on lead poisoning.

### **CEIN 483 LEVEL I WATER DISTRIBUTION CERTIFICATION (4.5 CEUS)**

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

### **Student Learning Outcomes**

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

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

### **C\_CT 100 BASIC HOME IMPROVEMENT: PAINTING**

This course exposes students to core principles in the Construction trades specifically in the disciplines of Painting. The purpose of this course is to provide the students with foundational knowledge in painting so that they are capable of performing the most basic skills required to repair or maintain various fixtures in and around their

home. The course also provides specific safety components for each discipline as is standard in the Construction Industry.

### **Student Learning Outcomes**

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

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

### **C\_CT 101 BASIC HOME IMPROVEMENT: CARPENTRY**

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

### **Student Learning Outcomes**

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

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

### **C\_CT 102 BASIC HOME IMPROVEMENT: PLUMBING**

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

### **Student Learning Outcomes**

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

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

### **C\_CT 103 BASIC HOME IMPROVEMENT: TILING**

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

### **Student Learning Outcomes**

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

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

### **C\_CT 104 BASIC SKILLS IMPROVEMENT: ELECTRICAL**

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

### **Student Learning Outcomes**

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

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

### **C\_CT 106 BASIC SKILLS IMPROVEMENT**

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

### **Student Learning Outcomes**

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

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

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## **ED - EDUCATION**

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### **CEIN 518 HOLIDAY FUN & LEARNING CONFERENCE (1 CEU)**

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

### **CEIN 521 BIRTH & BEGINNING YEARS (1 CEU)**

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

### **CEIN 522 STORY EXPLORING (1 CEU)**

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

### **CEIN 525 LITERACY – PHYSICAL HEALTH (1 CEU)**

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

### **CEIN 526 LITERACY – MATH (1 CEU)**

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

### **CEIN 527 LITERACY – SOCIAL & EMOTIONAL (1 CEU)**

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

### **CEIN 528 LITERACY – COGNITIVE & CREATIVE (1 CEU)**

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



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

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

**CEIN 530 LITERACY – SCIENCE (1 CEU)**

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

**CEIN 531 BABY SIGNS (1 CEU)**

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

**CEIN 537 WORKING WITH CHALLENGING BEHAVIORS (1 CEUS)**

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

**Student Learning Outcomes**

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

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

**CEIN 538 EFFECTIVELY TEACHING ADULT LEARNERS (2 CEUS)**

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

**Student Learning Outcomes**

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

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

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**EE - ELECTRONICS**

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**CEIN 479 CAT5 ETA TESTING**

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

**CEIN 482 HIGH VOLTAGE CABLE SPLICING**

This course will entail medium to high voltage cable splicing. Training will focus on QT III Termination Kit, Modular Splicing Kit and Load Break Elbow.

**C\_EE 100 MARINE RADIO CERTIFICATION PREP CLASS**

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

**Student Learning Outcomes**

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

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

**C\_EE 104 ELECTRICITY II: INTRO TO ALTERNATING CURRENT CIRCUITS.**

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

**Student Learning Outcomes**

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

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

**C\_EE 211 IT ESSENTIALS**

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

**Student Learning Outcomes**

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

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

**C\_EE 265 COMPUTER NETWORKING I**

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

**Student Learning Outcomes**

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

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

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**ESL – ENGLISH AS A SECOND LANGUAGE**

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**CEAD 1107 BEGINNING LITERACY (Formerly ESL 11 A/B, Level 1A/1B)**

This course is designed to give Non-native English speakers their first exposure to the English language. Major emphasis will be placed on practicing oral/aural skills through visual and physical responses. Basic competencies, very simple structures and functions are taught at this level.

**Student Learning Outcomes**

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

1. Recognize vowel and consonant sounds in English.
2. Comprehend simple learned social exchanges and expressed feelings.
3. Differentiate between simple questions and statements.

4. Distinguish between singular and plural nouns.
5. Apply basic grammar and structures with present tense verbs.

### **CEAD 1108 LOW BEGINNING ESL (Formerly ESL 12 A/B, Level 2A/2B)**

This course is designed to give Non-native English speakers Basic English language practice with major emphasis on practicing listening and speaking. Basic competencies and simple structures and functions are taught at this level.

#### **Student Learning Outcomes**

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

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

### **CEAD 1109 HIGH BEGINNING ESL (Formerly ESL 13 A/B, Level 3A/3B)**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1110 LOW INTERMEDIATE ESL (Formerly ESL 14 A/B, Level 4A/4B)**

These courses are a continuation of previous courses with equal emphasis placed on the four skills; listening, speaking, reading and writing. Students are exposed to natural language at a normal conversational pace; practice reading for the main idea and for specific information, and build their vocabularies by learning to derive the meanings of words from context; and follow models to compose, write and edit good paragraphs. Prerequisite: English as a Second Language (ESL) Placement test or pass out of ESL Level 3.

#### **Student Learning Outcomes**

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

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

### **CEAD 1111 ESL 17, Levels 3/4 (ESL Reading and Writing)**

This course integrates functional reading and writing skills using authentic material for adult learners. Reading exercises are task-based and develop skills in global and intensive reading, pre-reading and predicting, and vocabulary. In writing, learners focus on the ability to organize information in the writing of letters, descriptions and forms. Prerequisite: English as a Second Language (ESL) Placement test at Level 3 or 4, or pass out of Level 2.

#### **Student Learning Outcomes**

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

1. Produce clear speech when communicating in English.
2. Participate in communication related to the community.

3. Construct business and personal letters, reviews and journals.
4. Read for information, meaning, and pleasure.

### **CEAD 1112 ESL 18 (ESL Listening)**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1113 ESL 20, Level 4 (English Conversation)**

English Conversation is designed to help high-intermediate students improve their speaking skills for daily conversations with native English speakers. Students practice pronunciation, idioms, and everyday language expressions using audio and video tapes of real-life conversations and interactions, role-playing, and speaking in pairs or small groups. Recommended for Level 4 ESL students.

#### **Student Learning Outcomes**

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

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

### **CEAD 1122 TECHNO BABBLE**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1126 BASIC CONVERSATIONAL ESOL**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1102 GED PREP**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1104 GED PREP, NON-MATH**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1105 GED MATH**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1106 PREPARATION FOR GENERAL EDUCATION DEVELOPMENT (GED)**

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

#### **Student Learning Outcomes**

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

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

### **CEAD 1116 GED PREP MATH/SCIENCE**

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

#### **Student Learning Outcomes**

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

1. Demonstrate math and science skills necessary to pass the GED test.

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

**CEAD1117 GED OFFICIAL PRACTICE TEST (OPT)**

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

**CEAD 1118 GED BATTERY TEST**

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

**CEAD 1119 GED ONLINE**

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

**CGED 050 HIGH INTERMEDIATE READING**

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

**Student Learning Outcomes**

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

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

**CGED 051 HIGH INTERMEDIATE MATH**

The purpose of this course is to provide basic literacy and life skills for learners 16 years and older who have not received their secondary high school diploma and not enrolled in high school. It is intended for adults who are performing at or below secondary level and aids in developing basic literacy in all areas of knowledge. Learners are placed in this level when CASAS ECS Pretest scores fall in the 221 - 235 range. GED051 is a non-credit course designed to develop literacy skills necessary to be a successful worker, citizen and family member. This course prepares and motivates learners to progress and prepare for GED Math test. Course Offerings: Fall and Spring semesters

**Student Learning Outcomes**

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

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

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**HL – ALLIED HEALTH**

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**CEHW 2001 MEDICAL CODE AND BILLING (4.4 CEUS)**

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

**Student Learning Outcomes**

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

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

2. Demonstrate mastery of the basics in medical terminology.

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

Keeping children safe is a top priority. Learn how to protect children inside the house and out, what to do in an emergency, how to stock a first-aid kit, where to call for help, and more.

#### **Student Learning Outcomes**

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

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

### **CEHW 2011 IN HOME SERVICE TRAINING (CERTIFICATION/RECERTIFICATION)**

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

#### **Student Learning Outcomes**

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

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

### **C\_HL 300 TRAUMA NURSING CORE COURSE (1.6 CEUS)**

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

#### **Student Learning Outcomes**

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

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

### **C\_HL 301 TNCC/ENPC INSTRUCTION COURSE (1.6 CEUS)**

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

#### **Student Learning Outcomes**

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

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

### **C\_HL 302 EMERGENCY NURSING PEDIATRIC COURSE (1.6 CEUS)**

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

**Student Learning Outcomes**

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

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

**C\_HL303 TRAUMA NURSING CORE COURSE/EMERGENCY NURSING PEDIATRIC COURSE RECERTIFICATION COURSE**

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

**Student Learning Outcomes**

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

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

**C\_NU281 NCLEX-PN REVIEW AND TRANSITION**

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

**Student Learning Outcomes**

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

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

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**HS - HOSPITALITY**

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**CEHT 1206 COOKIE MONSTER COMETH**

Home grown cookie monsters will love this class. This class is intended for the parent - child team to learn the joys of making cookies and growing the skills needed in the kitchen. Students will enjoy making and decorating cookies together to take home and develop confidence in the kitchen.

**CEHT 1214 HEALTH CERTIFICATE WORKSHOP**

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

**Student Learning Outcomes**

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

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

**CEHT 1215 CUSTOMER SERVICE**

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



### **Student Learning Outcomes**

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

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

### **CEHT 1217 TOUR GUIDE TRAINING I**

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

### **CEHT 1218 TOUR GUIDE TRAINING II**

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

### **CEHT 1223 FRONT DESK TRAINING**

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

### **Student Learning Outcomes**

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

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

### **CEIC 1910 SERVSAFE MANGERIAL WORKSHOP**

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

### **CETE 3048 CROSSROADS COMMUNICATION**

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

### **Student Learning Outcomes**

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

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

### **C\_HS 200 FOOD PROTECTION-HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP)**

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

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

### **Student Learning Outcomes**

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

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

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## **SM – SUPERVISION & MANAGEMENT**

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### **CEIC 1920 Management (SHRM) Prep Course (4.5 CEUS)**

The SHRM Learning system is a certification preparation and professional development tool that offer the most up-to-date HR content aligned with the HR Certification Institute Body of Knowledge. This program was designed to meet the demands of customers and instructors and is updated to reflect legislative changes and new HR developments. By attending this course, you’ll benefit from an experienced instructor, interactions with peers and dynamic classroom environment that enhances learning and helps you stay on track. You’ll also earn 4.0 continuing education credits, and tuition reimbursement programs may cover your costs.

### **Student Learning Outcomes**

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

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

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## ONLINE PARTNERSHIPS

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### **CETE 3049 ED2GO ONLINE PARTNER**

Easy-to-use instructor-led courses and certificate programs that are informative, fun, convenient, and highly interactive. Accounting, Business, Computer, Grant Writing, Test Prep, and more. <http://www.ed2go.com/guamcc/>

### **CETE 3050 JER ONLINE PARTNER**

Career Track Training – Online Certificates and Courses in Customer & Technical Support Training, Technical Writing, Functional Specialties in Human Resource Management, and more. <http://edu2u.coursecatalog.com/default.aspx?schoolid=706>

### **CETE 3051 GATLIN ONLINE PARTNER**

Gatlin's online career training courses are designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin offers over 79 online certificate programs in the Allied Health, Computer-Internet, Business, Technical and Construction industries. <http://www.gatlineducation.com/guamcc/>

### **CETE 3067 LERN UGOTCLASS ONLINE PARTNER**

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

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## TESTING CENTER – NATIONAL CERTIFICATIONS

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### **CETE 1300 PROMETRIC**

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

### **CETE 1300 PERFORMANCE ASSESSMENT NETWORK (PAN)**

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

### **CETE 1300 HOST KRYTERION**

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

### **CETE 1300 PEARSON VUE**

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

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## **ARCHIVED NON-CREDIT/CEU COURSES**

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

### **AST - AUTOMOTIVE SERVICE TECHNOLOGY**

CEEN 511 Do It Yourself Automotive	CEEN 565 Advanced Custom Paint & Design
CEEN 528 Basic Generator Training	CEIC 1940 ASE Certification
CEEN 529 Intermediate Generator Training	CEIN 453 Small Engine Repair
CEEN 563 Intro to Custom Paint & Design	

### **BE - BUSINESS EDUCATION**

CEBU 4002 Business Planning and Marketing	CEBU 4019 Developing Leadership Styles
CEBU 4003 Indispensable Clerical Assistant	CEBU 4020 Fund. Skills of Communication
CEBU 4004 Personality Development & PR	CEBU 4021 Fundamental Skills of Managing
CEBU 4005 Hiring/Firing Practices	CEBU 4022 Delegating Effectively
CEBU 4006 Dealing with Difficult People	CEBU 4023 Motivating Employees
CEBU 4007 Business Management	CEBU 4024 Assigning Tasks Effectively
CEBU 4008 Contract Management	CEBU 4026 Coaching for Improved Performance
CEBU 4009 Institute for Personal Finance	CEBU 4034 QuickBooks
CEBU 4010 Leadership Skills for Supervision & Management	CEIN 450 Insurance (Non-Life)
CEBU 4014 Effective Performance Planning	CEIN 452 Insurance II (Non-Life)
CEBU 4015 Employee Motivation and Team Building	CEIN 460 Basic Procurement Procedures
CEBU 4016 Business Project Management	CEIN 462 Insurance Claims
CEBU 4017 Train the Trainer	CEIN 467 Commercial Insurance
CEBU 4018 What a Supervisor is and Does	CEIN 468 Personal Insurance
	CEIN 469 Principles of Insurance

### **CM - COSMETOLOGY**

CECM 1800 Basic Skin Course	CEEN 552 Barbering
CECM 1801 Hair Cutting	

### **CS - COMPUTER SCIENCE**

CETE 3031 MAC Operating Systems	CETE 3031 MAC Operating Systems 9 & 10
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### **CT - CONSTRUCTION TRADES**

CEEN 541 Wood Work	CEIN 458 Intro to Small Water Systems
CEIN 455 Basic Fundamentals of Welding	CEIN 459 Intro to Small Wastewater Systems
CEIN 456 Water/Waste Water Operator Training	CEIN 461 Refrigeration & AC

### **EN – ENGLISH**

CEBU 4012 Public Speaking

### **ESL – ENGLISH AS A SECOND LANGUAGE**

CEAD 1103 ESL Civics

### **HS – HOSPITALITY**

CEEN 519 Intro to Wine Appreciation	CEHT 1206 Cookie Monster Cometh
CEEN 551 Mixology	CEHT 1207 Pies & Pies & More Pies
CEHT 1200 Back to Basics	CEHT 1208 Thrill of the Grill
CEHT 1201 Sauces, Soups & Marinates	CEHT 1209 Healthy Cooking Techniques

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

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

**HT – HORTICULTURE**

CEEN 516 Floral Design  
CEEN 524 Basic Landscaping

CEEN 531 Aquatic Landscaping

**LG – LANGUAGE**

CELG 8000 Basic Conversational Korean  
CELG 8003 Basic Conversational Chinese

CELG 8005 Conversational Chamorro

**SI – SCIENCE**

CEIN 474 Environment Planning & Permit

CEIN 475 Land Use Development Regulations

**UP – UPHOLSTERY**

CEEN 523 Sewing Techniques

**VC – VISUAL COMMUNICATIONS**

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

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

**GRANT PROGRAMS**

**ALLED HEALTH**

AHEC Summer Academy

**COLLEGE ACCESS CHALLENGE PROGRAM**

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

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

**CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

Pacific Vocational Education Improvement  
Fire Science Academy

Earmark Congressional Grant Program

**TRiO (PROJECT AIM – SUMMER BRIDGE PROGRAM)**

Refresher Math

Refresher English/Reading

# UNDERGRADUATE COLLEGE CREDITS

**Important Note:**

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

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## **AST - AUTOMOTIVE**

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### **CEIN 489      DIESEL TECH & PREVENTION MAINTENANCE (4)**

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

#### **Student Learning Outcomes**

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

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

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

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

#### **Student Learning Outcomes**

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

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

### **C\_ME 193      TRUCK DRIVE TRAINS (3)**

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

#### **Student Learning Outcomes**

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

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

### **C\_ME 194      TRUCK ELECTRICAL SYSTEMS (3)**

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

#### **Student Learning Outcomes**

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

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

### **C\_TR 210 TRUCK AND BUS DRIVING (6)**

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

#### **Student Learning Outcomes**

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

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

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## **BE – BUSINESS EDUCATION**

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### **C\_BE 200 BASIC PROJECT MANAGEMENT (3)**

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

#### **Student Learning Outcomes**

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

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

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## **CJ – CRIMINAL JUSTICE**

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### **CJ 126 OFFICER SURVIVAL (3)**

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

#### **Student Learning Outcomes**

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

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



### **CJ126L OFFICER SURVIVAL LABORATORY (1)**

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

#### **Student Learning Outcomes**

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

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

### **CJ140 DEFENSIVE TACTICS (3)**

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

#### **Student Learning Outcomes**

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

1. Perform control and self defense tactics.
2. Demonstrate understanding of prevention, intervention and resolution techniques.
3. Demonstrate how to apply the use of force and the continuum of force.
4. Explain the legal issues involved in handling persons in custody, detainees, prisoners and inmates.

### **CJ145 PHYSICAL DEVELOPMENT (3)**

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

#### **Student Learning Outcomes**

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

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

### **CJ155 SELF DEFENSE (3)**

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

#### **Student Learning Outcomes**

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

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

### **CJ160 MOTORCYCLE TRAINING (3)**

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

**Student Learning Outcomes**

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

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

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**ED – EDUCATION**

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

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

**Student Learning Outcomes**

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

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

**C\_ED 182 METHODS: INTEGRATING MATH & SCIENCE (3)**

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

**Student Learning Outcomes**

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

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

**C\_ED 255 INTEGRATING CTE SKILLS (3)**

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

**Student Learning Outcomes**

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

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

**C\_ED 261 PRAXIS PREP: TRAIN THE TRAINERS (1)**

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

**C\_ED 262 PRAXIS PREP: TOOLS (1)**

The Praxis Series™ assessments provide educational tests and other services that states and territories, including Guam, use as part of their teacher licensure and certification process. This course provides teacher candidates with guidance and tools in preparing for the Praxis I® Pre-Professional Skills Test (PPST). This course will also replace myths with facts and “silver bullets” with effective strategies.

**Student Learning Outcomes:**

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

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

**C\_ED 263 PRAXIS PREP: READING/WRITING (1)**

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

**Student Learning Outcomes:**

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

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

**C\_ED264 PRAXIS PREP: MATH (1)**

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

**Student Learning Outcomes:**

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

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

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**EM – ELECTRO MECHANICAL**

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**EM 111 ELECTRICAL WIRING (3)**

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

**Student Learning Outcomes**

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

1. Demonstrate safe work practices, when working with electricity.
2. Know and understand the lock out and tag procedure.
3. Learn good work habits and good housing keeping.
4. Learn how to calculate the ampacity for the panel required for a new house.

5. Know how to troubleshoot simple electrical problems.
6. Learn the basic rules on bending, conduit, for end to end stub and off sets.

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## **FS – FIRE SCIENCE**

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### **FS100 INTRODUCTION TO FIRE PREVENTION (3)**

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

#### **Student Learning Outcomes**

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

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

### **FS101 INTRO TO FIRE SUPPRESSION (3)**

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

#### **Student Learning Outcomes**

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

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

### **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. Instructor permission is required.

### **FS103 FIRE OPERATIONS I (6)**

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, FS100, FS101

#### **Student Learning Outcomes**

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

1. Describe and demonstrate the use, application, care and maintenance of personal protective equipment (PPE).
2. Understand the concepts & techniques of various fire ground operations to include rescue, ventilation, and forcible entry.
3. Identify and demonstrate the use and application of fire service tools and equipment to include fire service tools, ropes and knots, and various ground ladders.

### **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

#### **Student Learning Outcomes**

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

1. Demonstrate the proper use and care of personal protective equipment.
2. Understand the safety requirements of fire ground operations and training.
3. Demonstrate the use of fire hose lays, streams, and water supply to include fire apparatus implementation.
4. Demonstrate the use of fire service tools and equipment to include fire ground ladders.

### **FS105 FIRE PREVENTION (3)**

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

#### **Student Learning Outcomes**

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

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

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## **PY – PSYCHOLOGY**

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### **CEPD 348 APPLICATION PSYCHOLOGICAL TYPE THEORY FOR EDUCATORS (3)**

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

#### **Student Learning Outcomes**

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

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

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## **SM – SUPERVISION & MANAGEMENT**

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### **CEIC 1930 CERTIFIED MANAGERS PROGRAM (3)**

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

#### **Student Learning Outcomes**

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

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

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## **SU - SURVEYING**

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### **CEIN 463 PLANE SURVEYING I (3)**

Beginning Course in surveying techniques designed to give the student an understanding of the fundamentals of chaining, leveling, and proper use of the transit. Care and adjustment of instruments and office procedure are also considered. Provision is made by appropriate fieldwork for practical application of the techniques learned. Three hours lecture -- Four hours laboratory fundamentals of Plane Surveying, Field practice, and calculations. Equipment and equipment use, horizontal, vertical, angular measurements; errors, traversing, leveling and stadia; surveying mathematics; recording of field notes.

#### **Student Learning Outcomes**

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

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

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## **ARCHIVED UNDERGRADUATE COURSES**

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

### **BE – BUSINESS EDUCATION**

CEBU 4001 How to Use QuickBooks Software	CEBU 4040 Computerized Tax Preparation
CEBU 4035 Bookkeeping	CEBU 4041 Budget Prep & Implementation
CEBU 4036 Bookkeeping II	CEIN 466 Captive Insurance
CEBU 4037 Government Accounting	CEIC 1960 Bookkeeping Certification Program

### **ED – EDUCATION**

CEPD 300 Teaching Strategies for English Language Learners	CEPD 323 School Home Connection
CEPD 302 Applying Research Based Practices to the Teaching of Reading in the Elementary Grades	CEPD 324 Thinking Math II
CEPD 302B Research Based Teaching Elementary	CEPD 325 Reading Comprehension Instruction & Reciprocal Teaching
CEPD 303 Role of Peer-Coaching in the DI School Wide Reform Model	CEPD 326 Instruction Strategies that Work
CEPD 304 Implementation School-Wide Reform Model Initiative & Accountability Systems	CEPD 327 Foundations of Effective Teaching
CEPD 305 Admin/Supervision DI of DI School-Wide Reform Initiatives	CEPD 328 Beginning Reading Instruction
CEPD 306 Teaching Thinking & Writing Skills in the Elementary Grades	CEPD 330 Managing Student Behavior for Support Staff
CEPD 307 Applying Research Based Practices to the Teaching of Math in the Elementary Grades	CEPD 331 Managing Anti Social Behavior
CEPD 312 Integrating Career Decision Making Skills into the K-12 Content Standards	CEPD 332 Foundations of Effective Teaching II
CEPD 318A Real Game Facilitator 5-6	CEPD 333 Educators Rights & Responsibilities
CEPD 318B Real Game Facilitator 7-8	CEPD 334 Thinking Math I
CEPD 318C Real Game Facilitator 9-10	CEPD 336 Reading Strategies for the Classroom Teacher
CEPD 359 Real Game Facilitator 11-12	CEPD 337 Fostering Engaged Learning
CEPD 319 Designing Service Learning	CEPD 344 Assessing for Learning: Evaluating Student Growth & Resources for Teaching
CEPD 320 Story Sharing in the Classroom	CEPD 345 Career Academy Development for Secondary Schools
CEPD 321 Fostering Engaged Learning	CEPD 347 Project Approach
CEPD 322 Developing School-Wide & Classroom Management Systems	CEPD 360 Administration, Interpretation, and Application of Assessment Instruments
	CEPD 361 Introduction to Service Learning
	CEPD 376 Principles of Instruction Design
	CEPD 378 Counseling & Personnel Services
	CEPD 385 Digital Photo & Video Basics
	CEPD 387 Developing School-Wide and Classroom Management Systems

### **EMI – EMERGENCY MANAGEMENT INDUSTRY**

CEHS 7007 Principles of Emergency Management	CEHS 7010 Decision Making & Problem Solving
CEHS 7008 Emergency Planning	CEHS 7012 Effective Communication
CEHS 7009 Leadership & Influence	CEHS 7013 Anticipating Hazardous Weather
	CEHS 7017 Community Hurricane Preparedness

### **EN – ENGLISH**

CEBU 4012 Public Speaking, Off the Cuff	CEPD 352 Reading & Writing Content Area K-12
CEEN 558 Writing for the Media	CEPD 353 Literacy Assessment
CEPD 301 Remediation of Reading Comprehension Deficits in Middle School Student	CEPD 354 Language & Literacy Development
CEPD 351 Creative Writing: New	CEPD 355 Seminar in Literacy for Children & Young Adults
	CEPD 358 Remediation of Reading &

Approach

Comprehension

**HI – HISTORY**

CEPD 308 Historic Preservation

CEPD 346 History of Guam

**SM – SUPERVISION & MANAGEMENT**

CEIC 1930 Certified Managers Program

CEPD 382 Instructional Training & Development

CEPD 379 Creative Conflict Problem

CEPD 383 Leadership & Change

CEPD 380 Customer Service Management

**SU – SURVEYING**

CEIN 463 Plane Surveying I

**GRANT PROGRAMS**

**CONTINUING EDUCATION & WORKFORCE DEVELOPMENT**

Earmark Congressional Grant



**EVENTS**  
**CONFERENCES**  
**SYMPOSIUMS**  
**ROOM RENTAL**

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## CONTINUING EDUCATION

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### **Affordable Housing Symposium**

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

### **Employability Workshop**

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

### **Student Learning Outcomes**

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

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

### **Forensic Science Symposium**

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

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

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

### **Guam DECA State Events**

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

### **Open Campus Day (1 CEU)**

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

### **Student Learning Outcomes**

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

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

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## TOURISM & HOSPITALITY

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Culinary Catering Services

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### ROOM RENTAL

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

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

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

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

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

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

# Guam Community College Campus Map

Smoke & Betel Nut Free Campus



# Be your own



# SUCCESS story!

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Continuing Education & Workforce Development

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