Guam Community College
Secondary Programs

Career & Technical Education
2015-2016 Catalog

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On the Cover: The GCC/Okkodo High School Lodging Management Program HTMP Competition Team (Odeth Ignacio-Team Captain, Kat Tahimik-Co-Captain, Zane Matias, and Alyssa Rasalan), which placed 2nd in the Spring 2015 national competition.

LEARN. GROW. ACHIEVE.

High school students can get a fresh start to an exciting and rewarding career through secondary Career and Technical Education programs taught by the Guam Community College (GCC) faculty. The high school CTE courses are offered by GCC to help students learn more about specific careers in addition to providing them with technical skills that will allow them to grow personally and professionally.

WHAT IS CTE?

Career and Technical Education (CTE) classes and programs teach students the skills they need to begin a career. Whether students plan to further their education at a community college, technical school, or four-year university, receive on-the-job training or pursue a career in the military—secondary CTE may be the first step on a pathway towards productive employment in the community.

GCC's CTE PROGRAMS

GCC's CTE programs are designed to complement the Guam Department of Education (GDOE) high school requirements. The CTE courses count as elective credits towards students' pursuit of a high school diploma while giving them the opportunity to explore a career field.

GCC expands the educational opportunities of its students by providing on-the-job training, (referred to as work experience) in which students can earn credits towards their high school graduation requirements. Students who successfully complete all the courses in a program (with a grade of "C" or better) are eligible to earn a Certificate of Completion from GCC. Students who successfully complete all the courses in a program (with a grade of "B" or better) and 180 hours of work experience are eligible for a Certificate of Mastery from GCC.

GCC Career & Technical Education Secondary Programs

- ❖ Automotive
  - Automotive Service Technology
  - Collision Repair & Refinishing Technology
- ❖ Construction Trades
  - Construction Technology
  - AutoCAD
- ❖ Early Childhood Education
- ❖ Electronics Technology
- ❖ Health Careers and Secondary Science
- ❖ Marketing
- ❖ Tourism
  - Lodging Management Program (LMP)
  - ProStart
- ❖ Visual Communications

- ❖ GCC Work Experience Program

The Work Experience Program is an opportunity for qualified students to receive valuable work experience related to their Career and Technical Education Program. Emphasis is placed on integrating classroom learning with related real-world applications. Students benefit by gaining actual work experiences, develop employability skills, earn from .5 to 1.5 elective credits, and fulfill requirements for a Certificate of Mastery.

To qualify for the program, a student must:

- be at least 16 years old or older;
- have completed two semesters in their Career and Technical Education program;
- have reliable, insured transportation;
- have a cumulative Grade Point Average (GPA) of a 2.0 or better;
- have a CTE Instructor recommendation;
- have a proper attitude and excellent attendance;
- have parental/guardian's support.

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CERTIFICATE OF COMPLETION

&

CERTIFICATE OF MASTERY

General Requirements for **Certificates**

All candidates for a Certificate in GCC's career and technical education secondary programs must meet the general requirements listed below.

CERTIFICATE OF COMPLETION: Completion of all technical courses with an average grade of "C" or better.
CERTIFICATE OF MASTERY: Completion of all technical courses with a grade of "B" or better and completion of 180 hours of Work Experience.

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

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

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

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

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

Note: Courses with a prerequisite requirement are identified with a "+" sign following the course titles.

Certificate of Completion/Mastery in **HEALTH CAREERS and SECONDARY SCIENCE**

Program Description
The three-year Health Career and Science Program at the secondary level provides high school students with education and training to choose from one of the many health care positions that are in demand in the industry and prepare for entry into a corresponding post secondary program to fulfill their goals. Students can earn one science credit and three to four-and-a-half elective credits in the Health Career and Science Program towards graduation. Students who successfully complete all course requirements with a C will be awarded the GCC Certificate of Completion in Health Careers. GCC Certificate of Mastery in Health Careers will be awarded to those who completed all the required courses with a B and complete an additional 180 hours of Work Experience at a health care facility for one credit. This program was previously called Introduction to Health Occupations. In the previous program the offered courses included: Introduction to Health Occupations (CTHO 050), Applied Anatomy & Physiology (CTSI 050), and Allied Health Occupations A/B (CTNU 062).

Program Student Learning Outcomes (SLOs)
Upon successful completion of this program, students will be able to:
1. Identify ethical/legal considerations and theoretical concepts regarding patient care.
2. Indentify appropriate roles and responsibilities for members of the health care team.
3. Distinguish between the different systems in the human body and compare how illnesses affect these systems.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
CTHC 050	Health Careers and Science I (10th grade)	1.0
CTHC 060	Health Careers and Science II (11th grade) +	1.0
CTSI 050	Applied Anatomy and Physiology (11th grade) +	1.0
CTHC 070	Health Careers and Science III (12th grade) +	1.0
Total Technical Requirements		**4.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area.		1.0
Total Technical Requirements		**5.0**

Certificate of Completion/Mastery in **AUTOMOTIVE - AUTOMOTIVE SERVICE TECHNOLOGY**

Program Description

The Automotive Service Technology, Secondary program prepares students for transition into the postsecondary environment. The program offers introductory courses in four out of the eight major areas as defined by the National Automotive Technicians Education Foundation, NATEF. These areas include Electrical/Electronic Systems, Engine Performance, Brakes, and Suspension & Steering. Graduates of the program will possess foundational knowledge and skills that can be built upon at the college level. Graduates of the program that receive a "B" or better in all courses and attain 180 hours of automotive related work experience will be awarded a Certificate of Mastery in Automotive Service Technology. Graduates that receive a "C" or better in all courses will receive a Certificate of Completion.

Program Student Learning Outcomes (SLOs)

Upon successful completion of this program, students will be able to:
1. Describe the function of an electrical circuit and perform basic electricity troubleshooting procedures and repairs.
2. Identify the components of an internal combustion engine, explain basic functionality, and perform elemental repairs on the fuel and ignition systems.
3. Perform preventive maintenance service on the hydraulic, disc, and drum brake systems.
4. Align wheels using a computerized wheel aligner and perform repairs required of a tire repair shop technician.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
CTME050A	Introduction to Automotive Service I	1.0
CTME050B	Introduction to Automotive Service II +	1.0
CTME075	Electrical/Electronic Systems +	1.0
CTME077	Engine Performance +	1.0
CTME065	Brakes +	1.0
CTME066	Suspension & Steering +	1.0
Total Technical Requirements		**6.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area.		1.0
Total Technical Requirements		**7.0**

Certificate of Completion/Mastery in **AUTOMOTIVE - COLLISION REPAIR & REFINISHING TECHNOLOGY**

Program Description

The Collision Repair & Refinishing Technology (formerly Autobody), Secondary program prepares students for transition into the postsecondary environment. The program offers introductory courses in two of the four major areas as defined by the National Automotive Technicians Education Foundation, NATEF. These areas include Autobody Non-Structural & Damage Repair and Autobody Painting & Refinishing. Graduates of the program will possess foundational knowledge and skills that can be built upon at the college level. Graduates of the program that receive a "B" or better in all courses and attain 180 hours of collision repair & refinishing related work experience will be awarded a Certificate of Mastery in Collision Repair & Refinishing Technology. Graduates that receive a "C" or better in all courses will receive a Certificate of Completion.

Program Student Learning Outcomes (SLOs)
Upon successful completion of this program, students will be able to:
1. Describe structural analysis procedures.
2. Perform basic frame repairs.
3. Identify body panel concerns and perform needed repairs.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
CTME061A	Autobody Non-Structural Analysis & Damage Repair I	1.0
CTME061B	Autobody Non-Structural Analysis & Damage Repair II +	1.0
CTME071A	Autobody Painting & Refinishing I +	1.0
CTME071B	Autobody Painting & Refinishing II +	1.0
Total Technical Requirements		**4.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area.		1.0
Total Technical Requirements		**5.0**

Certificate of Completion/Mastery in **CONSTRUCTION TRADES (CARPENTRY & AUTOCAD)**

Program Description
This program provides students instruction in the safe and proper use of tools related to the three major construction trade areas of carpentry, masonry, and plumbing to include AutoCAD as a pre-design component. Students will acquire entry-level skills that will allow them to work under a Journeyman with minimal supervision. This program is related to the Architecture & Construction Career Cluster, one of the six targeted Career Clusters for Guam.

Program Student Learning Outcomes (SLOs)
Upon successful completion of this program, students will be able to:
1. Demonstrate a proper work attitude as deemed appropriate in the construction field.
2. Demonstrate proper use of all construction-related tools specific to drafting, carpentry, masonry, and plumbing.
3. Demonstrate an understanding of all safety practices and procedures as required by the local industry.

Technical Requirements for CARPENTRY

Certificate of Completion

COURSE#	COURSE	CREDITS
CTCT053	Introduction to Carpentry IA/IB	2.0
CTCT073	Carpentry IIA/IIB +	2.0
Total Technical Requirements		**4.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area.		1.0
Total Technical Requirements		**5.0**

Technical Requirements for AUTOCAD

Certificate of Completion

COURSE#	COURSE	CREDITS
CTCT080	Intro to AutoCAD	1.0
CTCT081	Intermediate AutoCAD +	1.0
Total Technical Requirements		**2.0**

Certificate of Completion/Mastery in **EARLY CHILDHOOD EDUCATION**

Program Description

The secondary Early Childhood Education program trains individuals for entry-level or teaching assistant positions to work with young children in a variety of settings, including child care programs, developmental centers, or family home care programs. Other early childhood settings may include Head Start programs, elementary schools, social services programs, and health care services. These paraprofessionals plan appropriate experiences for children in areas such as language, health, movement, creativity, thinking, problem solving, self-concept and social behavior. They may also supervise children's activities, care for their needs, keep records of their progress, and confer with parents and other professionals.

To obtain a Certificate of Completion, students must obtain a grade of "C" or better (semester grades) for all four courses offered (CTEC050, CTEC051, CTEC060 and CTEC061) and receive a high school diploma.

To obtain a Certificate of Mastery, students must obtain a grade of "B" or better (semester grades) for all courses offered (CTEC050, CTEC051, CTEC060, and CTEC061), receive a high school diploma, and have at least 180 hours of working with young children.

Program Student Learning Outcomes (SLOs)

Upon successful completion of this program, students will be able to:
1. Demonstrate ways to maintain a safe and healthy environment.
2. Develop and implement an integrated lesson plan and/or learning centers that incorporate two developmental areas of early childhood education.
3. Demonstrate basic knowledge of early childhood education development.

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Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
CTEC050	ECE Orientation 1	0.5
CTEC051	ECE Orientation 2	0.5
CTEC060	Language Arts in Early Childhood 1 +	0.5
CTEC061	Language Arts in Early Childhood 2 +	0.5
Total Technical Requirements		**2.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS

To obtain a Certificate of Mastery, students must obtain a grade of "B" or better for all four courses offered, receive a high school diploma AND have at least 180 hours of Work Experience in this program area.

Total Technical Requirements		**3.0**

Certificate of Completion/Mastery in **ELECTRONICS - COMPUTER NETWORKING**

Program Description

Technology has changed the ways business operates. With the emphasis in electronics, PC systems and networking, this program can provide the necessary training to meet the demands of industry. With courses such as Electricity I & II, IT essentials I & II, and Computer Networking I & II, the certificate for the electronics-computer networking program will lead students into the next millennium. This program will prepare individuals to be knowledgeable technicians and provide a solid foundation in the electronics and IT fields. This program will be articulated into GCC's Computer Networking associate program and System Technology certificate program.

Program Student Learning Outcomes (SLOs)

Upon successful completion of this program, students will be able to:
1. Value networking skills in the community.
2. Install, configure, and troubleshoot a router.
3. Distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm.
4. Install, maintain, and troubleshoot a computer.
5. Measure AC/DC voltage using a multimeter and oscilloscope.

Technical Requirements
Certificate of Completion

COURSE#	COURSE	CREDITS
CTEE051A	Electricity I +	0.5
CTEE051B	Electricity II +	0.5
CTEE080	IT Essentials I +	0.5
CTEE081	IT Essentials II +	0.5
CTEE065	Computer Networking I +	0.5
CTEE066	Computer Networking II +	0.5
Total Technical Requirements		**3.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area.		1.0
Total Technical Requirements		**4.0**

Certificate of Completion/Certificate of Mastery in **SECONDARY MARKETING**

Program Description

The Secondary Marketing program is designed to prepare high school students for a career in Marketing. Students learn entry-level and career-advancement skills as they are trained in retailing, selling, visual merchandising and display, purchasing, pricing, customer relations, promotions, communications, and technology. This is a three-year program in the Guam Department of Education high schools. Students completing the program with a grade of 70% or higher for each semester will receive a Certificate of Completion. Students who complete the program with a grade of 80% or higher for each semester and complete 180 hours of Work Experience program will receive a Certificate of Mastery and will qualify to receive college credits at Guam Community College with a DCAPS (Dual Credit Articulate Program of Study) application.

Program Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:
1. Describe essential marketing concepts.
2. Integrate the latest technology effectively in business and marketing communications.
3. Evaluate the importance of career preparation and postsecondary education.

Technical Requirements
Certificate of Completion

COURSE#	COURSE	CREDITS
CTMK050	Marketing I	1.0
CTMK060	Marketing II+	1.0
CTMK062	Marketing Sales & Services Laboratory II+	1.0
CTMK070	Marketing III	1.0
CTMK072	Marketing Sales & Services Laboratory III+	0.5
Total Technical Requirements		**4.5**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area. **OR** *Students have the option of completing only one semester of CTMK072 for 0.5 credit* **AND** *using one semester for completing the 180-hour requirement Work Experience for 1.0 credit..*		
Total Technical Requirements		**4.5-6.0**

Certificate of Completion/Certificate of Mastery in **TOURISM (LODGING MANAGEMENT PROGRAM)**

Program Description

The three-year Tourism and Hospitality Program at the secondary level provides high school students with education and training to prepare for entry-level to semi-skilled level jobs in the hospitality and tourism industry. Students can earn from three to four and a half elective credits for graduation. Students who successfully complete all course requirements with a "C" will be awarded the GCC Certificate of Completion in Tourism. GCC Certificate of Mastery in Tourism will be awarded to those who complete all the required courses with a "B" in addition to at least one and a half credits in Work Experience Program. Students are eligible to earn "stackable" industry credentials and national certificates from the American Hotel and Lodging Educational Institute.

Program Student Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Perform basic skills in hotel operations to include front office, housekeeping, sales & marketing and food & beverage services.
2. Describe the importance of the hospitality and tourism industry to the economy.
3. Demonstrate professionalism and career planning skills.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
CTTT054	LMP I	1.0
CTTT064	LMP II +	1.0
CTTT074	LMP III +	1.0
Total Technical Requirements		**3.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND at least one credit (180 hours) of Work Experience in this program.		1.0
Total Technical Requirements		**4.0**

Certificate of Completion/Certificate of Mastery in **TOURISM (PROSTART)**

Program Description

ProStart is a three-year nationally recognized program developed by the National Restaurant Association Educational Foundation (NRAEF). It is based on the study of food preparation, customer service, and food service management. The program design prepares students for careers in foodservice and the restaurant industry. It develops students workplace "soft skills" that employers looks for in a food service employee. Students that successfully complete the three year ProStart program with a grade of 80% or "B" and better are awarded with a GCC Certificate of Completion. A Certificate of Mastery from GCC is awarded to students that completes 180 hours of internship in addition to meeting the requirements of the Certificate of Completion. Students who elect to take and successfully pass the NRAEF Solutions' Year 1 and Year 2 examinations are awarded the NRAEF Certificate of Achievements. The ProStart Certificate of Mastery articulates to GCC HS140, Principles of Menu Planning and HS208 Food and Beverage Service.

Program Student Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Write standardized recipes in order, calculate the cost of ingredients and determine sales price with an 80% proficiency.
2. Demonstrate food production principles with appropriate tools and equipment utilizing proper food preparation techniques.
3. Apply safety and sanitation principles and procedures, as well as, personal hygiene in food production.
4. Practice professionalism and work ethics necessary for a successful career in food service.
5. Demonstrate menu planning skills and technique with an 80% proficiency.

Technical Requirements
Certificate of Completion

COURSE#	COURSE	CREDITS
CTTT055	ProStart I	1.0
CTTT065	ProStart II +	2.0
CTTT075	ProStart III +	1.0
Total Technical Requirements		**4.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND at least one credit (180 hours) of Work Experience in this program.		1.0
Total Technical Requirements		**5.0**

Certificate of Completion/Mastery in **VISUAL COMMUNICATIONS**

Program Description:
The Certificate of Completion for Visual Communications Secondary provides students with a fundamental understanding on the concepts of Visual Communications and its relevance in the job market. The program concentrates on fundamental design principles, along with the computer skills necessary to create and deliver product in the print, web and video fields. Coursework has been designed to encourage students in the development and exploration of their creative abilities while serving as an opportunity to supplement, reinforce and enhance the knowledge, skills, environment and attitude required for careers in Visual Communication.

Program Student Learning Outcomes (SLOs)
Upon successful completion of this program, students will be able to:
1. Understand the basic principle of design.
2. Use a computer Operating System.
3. Develop a personal art portfolio which includes examples of desktop publishing, slide shows, advertisements, spreadsheets, and video.
4. Scan documents, correct digital photography using PhotoShop and Illustrator, and plan and construct a web project.

Technical Requirements
Certificate of Completion

COURSE#	COURSE	CREDITS
CTVC051	Visual Communications I +	0.5
CTVC052	Visual Communications II +	0.5
CTVC053	Visual Communications III +	1.0
CTVC054	Visual Communications IV +	1.0
Total Technical Requirements		**3.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of Work Experience in this program area.		1.0
Total Technical Requirements		**4.0**

COURSE DESCRIPTIONS & STUDENT LEARNING OUTCOMES (SLOs)

A Statement on STUDENT LEARNING OUTCOMES (SLOs)

Student Learning Outcomes (SLOs) at the course level, whenever available, follow these course descriptions. SLOs at the course level describe what students should be able to perform, apply, or produce in relation to how and what they have learned. In the course SLOs that follow, clear and intentional expectations are laid out, particularly as they define the goals of student learning experiences. In a nutshell, the SLOs specify what students should be able to know, do, or value after participating in planned learning activities.

Note: The course descriptions that follow are grouped by programs of study.

CTHC – HEALTH CAREERS and SCIENCE SECONDARY

CTHC050
HEALTH CAREERS AND SCIENCE I (1.0)

> This course is an introductory study of the health occupations providing an overview of the health care system, different health-related careers, the qualities of a health care worker, basic health care concepts including but not limited to legal and ethical issues, communication, culture diversity, growth and development, nutrition, infection control, vital signs and CPR/first aid.

Student Learning Outcomes

> Upon successful completion of this course, students will be able to:
> 1. Identify the qualities needed to be a health care professional.
> 2. Understand how different cultures, religions, and beliefs may impact health care.
> 3. Distinguish the roles of a Nursing Assistant in a health care team.

CTHC060
HEALTH CAREERS AND SCIENCE II (1.0)

> This course focuses on basic skills required of health care professionals including but not limited to Emergency Medical Technicians, Nurses Aides, Medical Assistants, Licensed Practical Nurses and Registered Nurses. The training will consist of learning and applying basic medical therapeutic procedures. Pre-requisites: CTHC 050 with a C or better.

Student Learning Outcomes

> Upon successful completion of this course, students will be able to:
> 1. Demonstrate basic knowledge of administration acid clinical skills in the medical assistant field.
> 2. Identify ethical legal considerations and theoretical concepts regarding patient care.
> 3. Identify the principles of prevention, therapy and rehabilitation for patients of all ages.

CTHC070
HEALTH CAREERS AND SCIENCE III (1.0)

> This course is a continuation of CTHC 060 with the addition of more complex skills and utilization of processes in the assessment, planning, implementation, and evaluation of therapeutic interventions. It will also focus on assisting the student secure placement in a post secondary or Career Technical Education Allied Health program. Pre-requisites: Passed CTSI 050 and CTHC 060 with a C or better in both courses.

Student Learning Outcomes

> Upon successful completion of this course, students will be able to:
> 1. Demonstrate proficiency and knowledge of nursing assistant skills
> 2. Demonstrate how to perform bag mask ventilation
> 3. Demonstrate knowledge and skills of cardiopulmonary resuscitation for adults.
> 4. Demonstrate knowledge and skills of cardiopulmonary resuscitation for infants.

CTSI050
APPLIED ANATOMY AND PHYSIOLOGY (1.0)

> This course is a comprehensive study of the human body, inclusive of the body structures and its functions, the underlying principles, manifestations and clinical implications of disease processes in all age groups. With the use of interactive computer software and web sites, this course enables mastery of the human body structures and functions through the process of virtual dissection and comparative analyses of each body system. *Pre-requisites: Biology and CTHC 050 with a C or better in both courses.*

Student Learning Outcomes
  Upon successful completion of this course, students will be able to:
1.   Identify human body systems and their functions.
2.   Demonstrate knowledge and understanding of how the body systems interact with each other to maintain stability or homeostasis.
3.   Demonstrate knowledge and understanding of the pathophysiology of common diseases & disorders and its application to the health care field.

CTNU062
ALLIED HEALTH OCCUPATIONS (2.0)
This course allows students to observe various Health Occupations opportunities in such clinical areas as hospitals, nursing homes and in private medical offices with a basic understanding of skills needed.
Prerequisites: VEHO050 and VESI050

Student Learning Outcomes
  Upon successful completion of this course, students will be able to:
1.   Describe effects of disease on the human body.
2.   List and define interaction of a health care team and determine potential personal application.
3.   Verbally identify and describe components of health care.

CTME – AUTOMOTIVE

CTME050A
INTRODUCTION TO AUTOMOTIVE SERVICE I (1.0)
This is the first half of the secondary-level introductory course in Automotive Service Technology. It covers but is not limited to the following topics: safety, proper use of shop tools and equipment, checking and adjusting fluid and pressure levels, checking for wear of mechanical and hydraulic components, and replacing expendable fluids and parts.

Student Learning Outcomes
  Upon successful completion of this course, students will be able to:
1.   Demonstrate proper shop safety concepts and practices.
2.   Depict good customer relations.
3.   Identify basic hand tools and shop equipment and demonstrate proper use.
4.   Explain how a gasoline engine functions.
5.   Perform basic automotive measurements and compare results to specifications.

CTME050B
INTRODUCTION TO AUTOMOTIVE SERVICE II (1.0)
This is the second half preparatory course for entry into specialty areas of Automobile Service Technology which covers topics not covered in CTME050A these include but are not limited to: performing preventive maintenance, replacing minor external mechanical, electrical and hydraulic components, and basic diagnoses and troubleshooting of common automobile malfunctions.

Student Learning Outcomes
  Upon successful completion of this course, students will be able to:
1.   Explain the functions of engine seals, gaskets, liquid sealers, and bearings.
2.   Perform basic maintenance checks on the lubrication system.
3.   Identify components in a vehicle's electrical system to include the starting, changing, lighting, ignition, and computer systems.

CTME061A
AUTOBODY NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR I (1.0)
This is the first part of a two part course that covers proper shop safety practices, body panel surface preparation, and non-structural damage assessment. Students will also receive instruction on gas and GMAW (mig) welding techniques.

Student Learning Outcomes
   Upon successful completion of this course, students will be able to:
1. Follow shop safety procedures.
2. Prepare autobody components for repair.
3. Inspect, remove, replace, and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

CTME061B
AUTOBODY NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR II (1.0)
This is the second of a two part course that covers corrosion prevention, metal refinishing and body filling, and replacement of movable glass and hardware. Students will also receive instruction on the use of adhesives and plastic repair.

Student Learning Outcomes
   Upon successful completion of this course, students will be able to:
1. Perform corrosion protection restoration, sound deadening restoration, and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs using plastics and adhesives.

CTME065
BRAKES (1.0)
This course covers the combination disc/drum brake systems, friction components, power assist systems, anti-lock brake systems, hydraulic systems, parking brake systems and traction control systems.
Prerequisites: CTME050A and CTME050B

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Identify brake related concerns and determine necessary action.
2. Diagnose hydraulic related faults in a vehicle's brake system.
3. Inspect the mechanical components of a vehicle's brake system and determine necessary action.
4. Ascertain the cause(s) of abnormal brake system noises, poor performance, and excessive wheel shimmy and vibration.

CTME066
SUSPENSION AND STEERING (1.0)
This course covers wheel alignment and correction, wheels and tires, active and passive suspension systems, steering and steering assist, progressive steering systems, and replacement of worn or damaged parts. *Prerequisites: CTME050A and CTEME050B*

Student Learning Outcomes
   Upon successful completion of this course, students will be able to:
1. Identify and interpret short and long arm and strut suspension faults and determine necessary action.
2. Perform preventive maintenance procedures on power steering system.
3. Diagnose tire related concerns and determine necessary action.
4. Service and adjust parallelogram, and rack and pinion steering systems.

CTME071A
AUTOBODY PAINTING AND REFINISHING I (1.0)
This course covers repairing damage on automobiles due to collision. Straightening of unibody frames will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learning in prior courses will be stressed. *Prerequisites: CTME061A and CTME061B*

Student Learning Outcomes
   Upon successful completion of this course, students will be able to:
1. Follow painting and refinishing safety precautions as cited by National Automotive Technicians Education Foundation (NATEF).
2. Prepare autobody surfaces for painting and refinishing.
3. Demonstrate proper use of a paint spray gun and related equipment.

CTME071B
AUTOBODY PAINTING AND REFINISHING II (1.0)

This course covers the basic concepts and practices in auto body refinishing. Emphasis will be placed on complete paint and refinishing jobs following the student learning outcomes required by the National Automotive Technicians Education Foundation (NATEF). *Prerequisites: CTME060A,CTEME061B and CTME071A*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Mix, match, and apply paint to auto body surfaces.
2. Identify and correct paint defects.
3. Perform final detail procedures as defined by NATEF.

CTME075
ELECTRICAL/ELECTRONIC SYSTEMS (1.0)

This course covers diagnosis, repair and replacement of components involved in vehicular starting, charging, internal illumination, external illumination, instrumentation, horns, wiper systems, supplemental inflatable restraints (air bags) and accessories. Emphasis is given to interpretation and utilization of electrical diagrams. *Prerequisites: CTME050A and CTME050B*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Perform general electrical system diagnosis.
2. Service battery and staring system.
3. Diagnose and repair lighting system.
4. Determine cause of inoperative electronic gauges and accessories, determine required action.

CTME077
ENGINE PERFORMANCE (1.0)

This course involves but is not limited to diagnoses, adjustments, repair and replacement of components in the ignition, charging, starting, engine cooling and the valve train. *Prerequisites: CTME050A and CTME050B*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Perform general engine diagnosis.
2. Diagnose and repair computerized engine controls.
3. Ascertain fault causes in ignition systems and perform needed repairs.
4. Perform engine related maintenance and service procedures.

CTCT – CONSTRUCTION TRADES (CARPENTRY & AUTOCAD)

CTCT053
INTRODUCTION TO CARPENTRY IA/IB (1.0/1.0)

This course provides students with basic hand and power tool recognition, use, and care in construction related activities and jobs. The three primary areas of carpentry, masonry, and plumbing will be explored with emphasis on carpentry. Students will apply skills in a shop setting.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Identify and demonstrate proper use of hand/power tools.
2. Demonstrate understanding of carpentry terminology and basic safety guidelines.
3. Demonstrate basic care for tools, materials, equipment, and shop.

CTCT073
CARPENTRY IIA/IIB (1.0/1.0)

This course is a continuation of VECT053 and provides students with the opportunity to experience working with basic carpentry, masonry, and plumbing tools in a shop setting. This course concentrates on basic structure construction including footing and foundation, sill, floor, wall partitions, and framing. *Prerequisite: CTCT053*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate proper servicing and maintenance techniques for various power tools.
2. Demonstrate how to properly plan and execute a project.

CTCT080
INTRO TO AUTOCAD (1.0)
The AutoCAD program encompasses an industry driven curriculum designed by AutoDesk Education and American Institute of Architects (AIA) training to teach, test, and award industry recognized certificates to students meeting high standards in Drafting and Architectural Education. It is based on the study of Technical Drawing and Design, and specifically, on Computer Aided Drafting and Design (CAD). Students meeting the program requirements have the options to earn a GCC Certificate of Completion or a GCC Certificate of Mastery.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate knowledge of Computer systems and AutoCAD operations with proficiency.
2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional designs.
3. Demonstrate a professional work ethic needed in the workplace.
4. Demonstrate technical drawing techniques competently and demonstrate proper use of mechanical drawing tools and equipment.

CTCT081
INTERMEDIATE AUTOCAD (1.0)
The AutoCAD program encompasses industry-driven curriculum designed by AutoDesk Education and American Institute of Architects (AIA) training to teach, test, and award industry recognized certificates to student's meeting high standards in Drafting and Architectural Education. It is based on the study of Technical Drawing and Design and specifically on Computer Aided Drafting and Design (CAD). Students meeting program requirements will have the option to earn a GCC Certificate of Completion or a GCC Certificate of Mastery.. *Prerequisite: CTCT080*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design.
2. Compile information about a building from Architectural and Engineering reference materials and produce an appropriate document that complies with national and local building codes and save information in an electronic medium.
3. Demonstrate intermediate two and three dimensional modifying and editing techniques.
4. Prepare two and three dimensional drawings for architecture, interior design, mechanical, structural and other design fields.

CTEC – EARLY CHILDHOOD EDUCATION

CTEC050
EARLY CHILDHOOD EDUCATION ORIENTATION 1 (0.5)
(This course is the first of a two-semester course.)
This course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, employments skills and opportunities, and educational requirements and needs of those entering the early childhood education field.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate basic knowledge of all developmental domains related to childhood.
2. Develop activities to address the development of skills in young children.
3. Demonstrate ways to maintain a safe and healthy environment.

CTEC051
EARLY CHILDHOOD EDUCATION ORIENTATION 2 (0.5)
(This course is the second of a two-semester course.)

This course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. This course also covers careers, employment skills and opportunities, and educational requirements and needs of those entering the early childhood education field.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Identify various careers in the early childhood education field and determine related future goals.
2. Demonstrate ways to maintain a safe and healthy environment.
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

CTEC060
LANGUAGE ARTS IN EARLY CHILDHOOD 1 (0.5)
(This course is the first of a two-semester course.)

Students will develop knowledge and skills of language development in young children, including oral and written skills. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills, including oral and written language, in young children.
Prerequisites: CTEC050 and CTEC051 or concurrently with permission from instructor

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Demonstrate knowledge in the language development domains as it relates to young children.
2. Demonstrate strategies to stimulate language development.
3. Create activities that build literacy skills.

CTEC061
LANGUAGE ARTS IN EARLY CHILDHOOD 2 (0.5)
(This course is the second of a two-semester course.)

Students will develop knowledge and skills of language development in young children, including oral and written skills. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills. In addition, students will develop resources and materials that are appropriate to teach language arts to young children. *Prerequisites: CTE060, CTEC050 and CTEC051*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Create activities that build literacy skills.
2. Plan and implement a lesson plan for young children which develops and enhances language skills.
3. Describe strategies to use when working with children with langue differences.

CTEC089
EARLY CHILDHOOD EDUCATION CO-OP (1.0)

This course provides the students with opportunities to implement knowledge and skills learned in the classroom while working with young children in an early childhood setting *Prerequisites: CTEC050, CTEC051, CTEC060, CTEC061, or concurrently*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Demonstrate appropriate worksite behavior.
2. Establish and maintain a safe and healthy environment for young children.
3. Develop and implement an integrated lesson and/or learning centers that incorporate two developmental areas of early childhood.
4. Demonstrate basic knowledge of early childhood development and put into practice at the worksite.

CTEE – ELECTRONICS-COMPUTER NETWORKING

CTEE051A
ELECTRONICS I (0.5)
This beginning course in electronics provides electrical theory, mathematics, and formulas, and practical basic electronic competencies. It includes test equipment and measurements, block diagrams, soldering and disoldering, and cabling aimed for secondary students. The course allows high school students and entry level technicians, with minimal training, the opportunity to earn a basic beginners certification. It also has a hand-on component that will be used as a part of the training process. *Prerequisite: Pre-Algebra*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1.   Explain and Illustrate Electrical Theory and Components
2.   Explain and Demonstrate use of Test Equipment and Measurements.
3.   Follow national, state and local industry electrical safety standards.

CTEE051B
ELECTRONICS II (0.5)
The beginning course in electronics provides Electrical theory, Mathematics and Formulas, and Practical Basic Electronic Competencies. It includes Test Equipment and Measurements; Block Diatrams, Soldering and Disoldering and Cabling construction and characteristics. Student Electronics Technician Certification is aimed for High School students. It allows high school students and entry level technicians, with minimal training, the opportunity to earn a basic beginners certification. It also has a Hands-On component that will be used as a part of the training process. *Prerequisite: Pre-Algebra; Co-requisite: CTEE051A with a passing letter grade*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1.   Explain and Illustrate Electrical Theory and Components
2.   Explain and Demonstrate use of Test Equipment and Measurements
3.   Follow national, state and local industry electrical safety standards.
4.   Interpret basic Block/Schematic-wiring Diagrams.

CTEE080
IT ESSENTIALS I (0.5)
IT Essentials I presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities and labs, students 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. This course helps students prepare for CompTIA's A+ exam. *Prerequisites: CTEE051A and CTEE051B*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1.   Describe the internal components of a computer system.
2.   Assemble a computer system
3.   Install an operating system.

CTEE081
IT ESSENIALS II (0.5)
IT Essentials II helps students prepare for the CompTIA A+ Practical Application exam, which builds on the CompTIA A+ Essentials knowledge and skills, with more of a hands-on orientation and scenarios in which troubleshooting and tools must be applies to resolve problems. *Prerequisite: CTEE080*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1.   Upgrade laptop components based on the customers' needs.
2.   Perform preventive maintenance and troubleshooting on components of a printer/scanner.
3.   Install a network; upgrade components based on customer needs and perform preventive maintenance and advanced troubleshooting.

CTEE065
COMPUTER NETWORKING I (0.5)

This course teaches students the skills needed to obtain entry-level network jobs. This course will help students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides hands-on introduction to networking and the Internet protocols using tools and hardware commonly found in industry environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, installation of game consoles, scanners, and cameras. *Prerequisites: CTEE080 and CTEE081*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Plan and install a small network connecting to the Internet.
2. Troubleshoot network and Internet connectivity.
3. Describe the Open Systems Interconnect (OSI) model and the process of encapsulation.

CTEE066
COMPUTER NETWORKING II (0.5)

This course prepares students to be entry-level network and computer technicians. It provides a basic overview of routing, remote access, addressing, and security in the computer networking industry. It familiarizes students with servers that provide email services, web space, and authenticated access. Students will learn the aspect of soft skills required for help desk and customer service positions. Its final chapter helps the students in preparing for the CCENT certification exam. *Prerequisite: CTEE065*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Describe the structure of the Internet and how communication occurs between hosts.
2. Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
3. Demonstrate proper disaster-recovery procedures.

CTMK – SECONDARY MARKETING

CTMK050
MARKETING I (1.0)

Marketing is the beginning course for students entering the secondary Marketing Secondary program. Students learn concepts and principles of marketing functions.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
Describe fundamental marketing concepts.
1. Demonstrate oral and written communication skills using technological tools in marketing.
2. Manage concepts, tools, and strategies used to explore, obtain, and develop in a marketing career.

CTMK060
MARKETING II (1.0)

Marketing II Is an intermediate course that further details marketing functions including promotion, pricing, marketing research, product planning and management, entrepreneurship, and the use of technology in marketing. Marketing II also includes a comprehensive range of techniques of professional selling and ethical behavior in business with both consumer and organizational sales and settings. Principles and concepts learned in the first year are practiced through hands on activities and projects. *Prerequisites: CTMK050. Co-requisite: CTMK062.*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Prepare and execute a sales presentation with the use of technology.
2. Apply marketing knowledge by creating a promotional mix and pricing strategy for a product.
3. Identify and examine the components and functions of sales management structures, processes, and responsibilities.

CTMK062
MARKETING SALES AND SERVICES Lab A (1.0)

Marketing, Sales & Services Lab A is an integral component of the Marketing Secondary Program, providing students with hands-on experience in business operations. Students gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. *Prerequisites: CTMK050. Co requisite: CTMK060*

Student Learning Outcomes
> Upon successful completion of this course, students will be able to:
1. Identify roles in a retail sales operation.
2. Maintain business records to facilitate a retail sales operation.
3. Demonstrate readiness for employment..

CTMK070
MARKETING III (Entrepreneurship)
This course is an overview of the role of entrepreneurial businesses and its impact on the global economy. Students will evaluate skills and commitment necessary to successfully start and maintain a business. Prerequisite: CTMK060**.**

Student Learning Outcomes
> Upon successful completion of this course, students will be able to:
1. Describe the characteristics and skills of a successful entrepreneur.
2. Design a business plan utilizing the latest technology.
3. Recognize the advantages and disadvantages of entrepreneurship as a career.

CTMK072
MARKETING SALES & SERVICE LAB B (0.5)
> Marketing, Sales & Services Lab B provides students with hands-on experience in business operations management. Student gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations.. *Prerequisites: CTMK050, CTMK060, and CTMK062,*

Student Learning Outcomes
> Upon successful completion of this course, students will be able to:
1. Demonstrate management skills and training.
2. Maintain business records to facilitate marketing operations.
3. Demonstrate employment readiness and/or preparation for postsecondary education.

CTTT - TOURISM

CTTT054
LODGING MANAGEMENT PROGRAM I (1.0)
> This course provides an overview of the hospitality and tourism industry. This course emphasizes the importance of professionalism, guest relations, and developing positive work habits, values, attitudes expected of hospitality employees, and also career exploration. *Prerequisite: None*

Student Learning Outcomes
> Upon successful completion of this course, students will be able to:
1. Describe the scope and components of the hospitality and tourism industry.
2. Demonstrate guest relations skills and explain the need for a hospitality attitude.
3. Identify career opportunities in the hospitality and tourism industry.

CTTT055
PROSTART I (1.0)
> ProStart I is an overview of the restaurant and food & beverage industry and provides the foundational skills required for students to proceed through ProStart II. It introduces high school sophomores to careers in food service and provides students with basic skills and knowledge essential for success in the program. The student will learn the fundamentals of foodservice operations which include food safety, workplace safety, culinary math, nutrition, and guest service with emphasis on application of professional standards. Laboratory experiences focus on basic food preparations such as breakfast, items, eggs, and sandwiches. Students will acquire work ethics and interpersonal skills necessary to excel in today's work environment.

Student Learning Outcomes
> Upon successful completion of this course, students will be able to:
1. Demonstrate skills in completing a job application, preparing a resume and cover letter.
2. Demonstrate skills in proper handling of knives, kitchen tools, and equipment.
3. Demonstrate safe and sanitary food handling practices.

CTTT064
LODGING MANAGEMENT PROGRAM II (1.0)

This course is part of the Hospitality and Tourism Management Program, designed by the American Hotel & Lodging Educational Institute. It provides students with a broad-based learning on the tasks, knowledge and skills required to build a career in the hospitality and tourism industry. This course introduces students to operational-level employee positions and responsibilities in hotels and restaurants. *Prerequisite: CTTT054*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Perform front office, housekeeping, sales & marketing and food & beverage service skills.
2. Identify the components used in above-and-beyond guest service.
3. Explain the steps required during the job hunt and interview process.

CTTT065
PROSTART II (2.0)

This course covers a comprehensive hands-on experience in food production principles and methods. Emphasis is placed on knife skills, safety and sanitation, flavorings, seasonings, recipe conversion, measurements, terminology used in the kitchen, meat fabrication and butchery; vegetable, starch, and protein cookery; sauces, dessert preparation, and plate presentation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. Students eligible to participate in the work experience component of this program may begin their internship at this time. *Prerequisite: CTTT055*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Demonstrate a variety of cooking methods and demonstrate skills in food presentation.
2. Reinforce personal hygiene habits, safety and sanitation practices in the production of foods.
3. Apply cost control technique to foodservice operations.

CTTT074
LODGING MANAGEMENT PROGRAM III (1.0)

This course is part of the Hospitality and Tourism Management Program, designed by the American Hotel & Lodging Educational Institute. It provides students with a broad-based learning on the tasks, knowledge, and skills required to build a career in the hospitality and tourism industry. This course focuses on the leadership and managerial aspects, responsibilities, knowledge, and skills required by an entry-level leader in hotels and restaurants. *Prerequisites: CTTT064 and CTSP089*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Describe leadership and management skills required for hotel operations.
2. Explain the need to value diversity when interacting with guests and associates.
3. Organize a professional career portfolio and demonstrate career planning skills.

CTTT075
PROSTART III (2.0)

This is a capstone course focusing on advanced food production and restaurant operations skills and introduction to global cuisine. Students will gain an understanding of purchasing, receiving, and storing practices in quality foodservice operations and marketing of menus and services. Students will demonstrate, with greater than 80% proficiency, the knowledge and skills in developing and pricing menu items. Students vying for the NRAEF Certificate of Achievement must complete the required hours of work experience in the foodservice industry. Prerequisite: Successful completion of ProStart II (CTTT065)

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Describe proper purchasing, receiving, and storing practices in quality foodservice operations.
2. Demonstrate how to calculate recipe ingredients costs, total recipe costs, and meal costs.
3. Demonstrate how to calculate and set menu item prices
4. Demonstrate how to write menu descriptions using descriptive terms to design attractive and informative menus.

CTVC – VISUAL COMMUNICATIONS

CTVC051
VISUAL COMMUNICATIONS I (0.5)

This course is the first of a four-semester program designed to allow students to explore the creative side of technology. In this course, introduces students to the fundamental concepts and principles of design, an understanding of the graphically oriented computer hardware and software of Macintosh OSX and insight into the use of digital graphics tools in both draw and paint modes. After completing this course, students should be able to perform the duties of a Level I Digital Designer with skills in print, web and video media. *Prerequisite: Basic English composition and keyboarding skills and/or permission of instructor (after basic computer skills screening)*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Analyze an advertisement using the elements and principles of design.
2. Explain how typography, the rules of design, and color decisions affect a person's perception of a visual message.
3. Demonstrate proficiency in using the features of Mac OSX.
4. Perform correction techniques on a digital photograph.

CTVC052
VISUAL COMMUNICATIONS II (0.5)

This is the second semester of a four-semester program for students interested in pursuing careers in Visual Communications. It is designed to reinforce the skills, creativity and attitude necessary for performing the duties of a Digital Designer, Level I. This course is designed to encourage students in the development and exploration of their creative abilities. Word processing and digital graphics are covered in depth along with an introduction to scanning and digital photography. *Prerequisite: CTVC051 (with a grade of "C" or better)*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Demonstrate proficiency in the use of Microsoft Word.
2. Scan documents and images.
3. Use a digital camera.
4. Use the basic functions of Photoshop and Illustrator in digital design.

CTVC053
VISUAL COMMUNICATIONS III (1.0)

This is the third semester of a four-semester program for students interested in pursuing careers in Visual Communications. Visual Communications III prepares the students to apply technical knowledge and skills in audio/video productions. This course includes instruction in sound, lighting and camera operation/maintenance, power feed control, studio operations, production preparation, sound/video editing, broadcast engineering, related computer applications, and specialized applications such as news, entertainment, live talk, sports, commercials, documentaries, and short films/animations. *Prerequisites: CTVC051 and CTVC052*

Student Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Demonstrate knowledge of current communications and broadcasting practices, including effective writing, planning and organization, requisite computer skills, and oral (presentational) communication.
2. Demonstrate the ability to work in a professional communications setting through an experiential-learning environment (i.e., service learning, internships, and production teams).
3. Create a professional portfolio of original concepts and designs that demonstrates effective communications skills.

CTVC054
VISUAL COMMUNICATIONS IV (1.0)

This is the final semester of a four-semester program for students interested in pursuing careers in Visual Communications. Visual Communications IV allows students to gain the skills and knowledge to produce and edit digital images and video/animation, develop interactive media, manage digital media, and learn about audiovisual occupations. *Prerequisites: CTVC051, CTVC052, and CTVC053*

Student Learning Outcomes

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

1. Demonstrate technical skills in the production, preparation, development and distribution of video communication products.
2. Demonstrate the ability to work in a professional communications setting through an experiential-learning environment (i.e., service learning, internships, and production teams).
3. Create a professional portfolio of original concepts and designs that demonstrate effective communication skills.

APPENDIX A
GCC's Secondary Career/Technical Education Courses for GDOE High Schools

GUAM COMMUNITY COLLEGE
CAREER AND TECHNICAL EDUCATION COURSE OFFERINGS
at GDOE HIGH SCHOOLS AY 2015-2016

The courses /programs below may be categorized in career clusters:

PROGRAM	COURSE NO.	COURSE TITLE	MIN	MAX	GWHS	JFKHS	SHS	SSHS	OHS	THS
			ENROLLMENT		OFFERED AT					
Allied Health	CTHC050	Health Careers and Science I	15	20	xx	x	x	x		
	CTHC060	Health Careers and Science II	15	20	xx	x	x	x		
	CTHC070	Health Careers and Science III	15	20	xx	x	x	x		
	CTSI050	Applied Anatomy and Physiology	15	20	xx	x	x	x		
Automotive	CTME050A	Introduction to Automotive Service I	15	20	xx	x	x	x	x	x
	CTME050B	Introduction to Automotive Service II	15	20	xx	x	x	x	x	x
	CTME061A	Auto body Non-structural Analysis & Damage Repair I	15	20	xx		x			
	CTME061B	Auto body Non-structural Analysis & Damage Repair II	15	20	xx		x			
	CTME065	Brakes	15	20	xx	x	x	x	x	x
	CTME066	Suspension & Steering	15	20	xx	x	x	x	x	x
	CTME071A	Auto body Painting & Refinishing I	15	20	xx		x			
	CTME071B	Auto body Painting & Refinishing II	15	20	xx		x			
	CTME075	Electrical/Electronic Systems	15	20	xx	x	x	x	x	x
	CTME077	Engine Performance	15	20	x	x	x	x	x	x
Construction Trades	CTCT053	Intro to Carpentry IA/IB	15	20	xx	x		x	x	x
	CTCT073	Carpentry IIA/IIB	15	20	xx	x	x	x	x	
	CTCT080	Intro to AutoCAD	15	20	xx					
	CTCT081	Intermediate AutoCAD	15	20	xx					
Early Childhood Education	CTEC050	Early Childhood Ed. Orientation 1	15	20	xx					
	CTEC051	Early Childhood Ed. Orientation 2	15	20	xx					
	CTEC060	Language Arts in Early Childhood 1	15	20	xx					
	CTEC061	Language Arts in Early Childhood 2	15	20	xx					
	CTEC089	Early Childhood Ed. Co-op	15	20	xx					
Electronics-Computer Networking	CTEE051A	Electricity I	15	20	x		x	x	x	
	CTEE051B	Electricity II	15	20	x		x	x	x	
	CTEE080	IT Essentials I	15	20	x	x	x	x	x	
	CTEE081	IT Essentials II	15	20	x	x	x	x	x	
	CTEE065	Computer Networking I	15	20	x	x	x	x	x	
	CTEE066	Computer Networking II	15	20	x	x	x	x	x	
Marketing	CTMK050	Marketing I	15	20	x	x	x	x	x	x
	CTMK060	Marketing II	15	20	x	x	x	x	x	
	CTMK062	Marketing Sales & Services Lab II	15	20	x	x	x	x	x	
	CTMK070	Marketing III (Entrepreneurship)	15	20	x	x	x	x	x	
	CTMK072	Marketing Sales & Services Lab III	15	20	x	x	x	x	x	
Tourism	CTTT054	Lodging Management Program I	15	20	x	x	x	x	x	x
	CTTT055	Pro Start I	15	28	x	x	x	x	x	
	CTTT064	Lodging Management Program II	15	20	x	x	x	x	x	x
	CTTT065	Pro Start II	15	20	x	x	x	x	x	
	CTTT074	Lodging Management Program III	15	20	x	x	x	x	x	x
	CTTT075	ProStart III	15	20	x	x	x	x	x	
Visual Communications	CTVC051	Visual Communications I	10	15	x					x
	CTVC052	Visual Communications II	10	15	x					x
	CTVC053	Visual Communications III	10	15	x					
	CTVC054	Visual Communications IV	10	15	x					
Work Experience Program	CTSP089	Work Experience	n/a	n/a	Offered for all schools.					

x   Courses offered at site school

xx   Courses cross-enrolled at the GCC campus

GDOE/GCC MOA Appendix A
Revised 9/19/2006
Updated each school year:
Most recent update on 6.17.15

APPENDIX B
Dual Credit Articulated Program of Study (DCAPS) Guidelines

There will be a limit of nine (9) postsecondary credits to be awarded upon successful completion of respective aligned secondary courses at NO COST; a student may be immediately awarded three (3) or more postsecondary credits (1 postsecondary course) upon initially applying for DCAPS.

Students must complete at least nine (9) credits at the college before the remaining articulated postsecondary credits are awarded and the student must apply for these postsecondary credits to be awarded within two years after completing high school.

If a student fails to apply for DCAPS within two years, the credits will be considered null and the credits must be acquired through the successful completion of its corresponding postsecondary course(s).

A dual credit recording fee will be assessed to award the remaining postsecondary credits should a program contain a DCAPS agreement that states that there are more than nine credits. The cap per program is 15 postsecondary credits to be awarded.

All programs participating in DCAPS will have a course grade of a "B" or better as a minimum requirement for articulation of courses.

Students must provide the following documents to apply for DCAPS:
DCAPS application for immediate awarding of credits
Copy of Certificate of Mastery
High school transcripts

*After students have completed nine (9) credits at GCC, there is a separate application called "DCAPS Awarding of Remaining Credits" that students must submit in order to be awarded any remaining postsecondary credits.

DCAPS APPLICATION
Admission & Immediate Awarding of Credits
PLEASE PRINT ALL INFORMATION

Student ID Number: _____   Start Term: _____

Social Security Number: _____
        (Optional)

LEGAL NAME: _____ DATE OF BIRTH: _____
        Last   Name   MI   Month/Day/Year

FORMER NAME: _____GENDER: ( ) MALE ( ) FEMALE
        If you have used another name (i.e. Maiden Name) please list here

MAILINGADDRESS: _____
        PO BOX / STREET NAME   CITY   STATE   ZIP CODE

RESIDENTIAL ADDRESS:_____
        HSE#/ APT# STREET NAME   CITY   STATE   ZIP CODE

HOME PHONE#: _____ WORK PHONE#: _____ CELL PHONE#: _____

EMAIL ADDRESS (1): _____   ( ) WORK   ( )PERSONAL   ( )OTHER

EMAIL ADDRESS (2): _____   ( ) WORK   ( )PERSONAL   ( )OTHER

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*Note: In order for remaining postsecondary credits to be awarded, according to the DCAPS guidelines, nine (9) postsecondary credits must have been successfully completed by the student at Guam Community College. There is a limit of nine (9) credits to be awarded at no cost. A recording fee will be assessed for the awarding of credits beyond nine (9). A student will have two years to apply for any remaining credits to be awarded through DCAPS.

Please list the completed secondary (high school) Career and Technical Education course under the DCAPS agreement & date of completion. (Must be successfully completed with a "B" or better)	Please list the postsecondary (college) Career and Technical Education course aligned to the secondary course listed to immediately receive postsecondary credits under the DCAPS guidelines.

ETHNIC CATEGORY

[ ] Nonresident Alien	[ ] Native Hawaiian or Other Pacific Islander	[ ] Chuukese	[ ] Palauan
[ ] Race and Ethnicity unknown	[ ] White	[ ] Filipino	[ ] Ponapean
[ ] Hispanics of any race	[ ] Two or more races	[ ] Hispanic Or Latino	[ ] Vietnamese
[ ] American Indian or Alaska Native	[ ] Chamorro	[ ] Japanese	[ ] Other (Specify):
[ ] Asian	[ ] Chinese	[ ] Korean	_____
[ ] Black or African American		[ ] Kosraean	

I hereby apply for admission to the Guam Community College Dual Credit Articulated Programs of Study (DCAPS). Further, I certify that the statements made in this form are true and correct to the best of my knowledge. I understand that any false information found to have been willfully given by me herein or in any supporting document may be cause for refusing to admit me to or my immediate dismissal from **G**uam **C**ommunity **C**ollege.

STUDENT SIGNATURE: _____ Date: _____

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

DCAPS APPLICATION
Awarding of Remaining DCAPS Credits
PLEASE PRINT ALL INFORMATION

Student ID Number: _____   Start Term: _____

Social Security Number: _____
             (Optional)

LEGAL NAME: _____DATE OF BIRTH: _____
           Last   Name   MI   Month/Day/Year

FORMER NAME: _____GENDER: ( ) MALE   ( ) FEMALE
         If you have used another name (i.e. Maiden Name) please list here

MAILING ADDRESS: _____
         PO BOX / STREET NAME   CITY   STATE   ZIP CODE

RESIDENTIAL ADDRESS: _____
         HSE#/ APT# STREET NAME   CITY   STATE   ZIP CODE

HOME PHONE#: _____WORK PHONE#: _____CELL PHONE#: _____

EMAIL ADDRESS (1): _____ ( ) WORK ( )PERSONAL ( )OTHER

EMAIL ADDRESS (2): _____ ( ) WORK ( )PERSONAL ( )OTHER

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*Note: I**Note: In order for remaining postsecondary credits to be awarded, according to the DCAPS guidelines, nine (9) postsecondary (college) credits must have been successfully completed by the student at Guam Community College. There is a limit of nine (9) credits to be awarded at no cost. A recording fee will be assessed for the awarding of credits beyond nine (9).

Please list the completed secondary (high school) Career and Technical Education courses under the DCAPS agreement & dates of completion.
(Must be successfully completed with a "B" or better)

COURSE DESCRIPTION	DATE OF COMPLETION

Please list the postsecondary (college) Career and Technical Education courses aligned to the secondary courses listed to receive postsecondary (college) credits under the DCAPS guidelines.

I hereby apply for admission to the Guam Community College Dual Credit Articulated Programs of Study (DCAPS). Further, I certify that the statements made in this form are true and correct to the best of my knowledge. I understand that any false information found to have been willfully given by me herein or in any supporting document may be cause for refusing to admit me to or my immediate dismissal from **G**uam **C**ommunity **C**ollege.

STUDENT SIGNATURE: _____ Date: _____

APPLICATION
Dual Enrollment Accelerated Learning (DEAL) Program
Guam Community College

Part I - Student Information

Name Last First Middle	Social Security Number

Mailing Address	Birth Date	Year In School (circle one) 11 12

City	State	Zip Code	Gender (circle one) M F	

Parent/Guardian Name: Last   First   Middle

_____
Student Signature   Date

_____
Parent/Guardian Signature   Date

Part II - Course Information

Name and Number of Dual Credit Course

High School Course Title	College Course Title	
Course Code No.	Credit (circle one) 1/2 1 Other	CRN/Course Number/Section	Credit (circle one) 1 2 3 4

High School of Attendance	High School District

Name and Number of Dual Credit Course

High School Course Title	College Course Title	
Course Code No.	Credit (circle one) 1/2 1 Other	CRN/Course Number/Section	Credit (circle one) 1 2 3 4

High School of Attendance	High School District

Name and Number of Dual Credit Course

High School Course Title	College Course Title	
Course Code No.	Credit (circle one) 1/2 1 Other	CRN/Course Number/Section	Credit (circle one) 1 2 3 4

High School of Attendance	High School District

_____   _____   _____
High School Counselor Signature / Date   Principal Signature / Date   College Counselor
Signature / Date

RELEASE OF ACADEMIC RECORD

I authorize Guam Community College to release my academic record each term to
_____. This release is countersigned by my parent or legal guardian, if I am less than 18 years of age. This release shall remain in effect until I provide written notice to the GCC Registrar's Office to discontinue the release or until I earn my high school diploma. I authorize my parent or legal guardian, specified below, access and authorization to release my academic record.

_____   _____

Student Signature   Date

_____   _____

Parent/Guardian Signature   Date

GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guáhan