Ella Mae Tinoso (captain), Jim Mangligot, Xela Marie Olivario, and Hennessy Sanchez, members of the GCC CTE ProStart Team from Okkodo High School, took 2nd at the 2017 National ProStart competition.

Students First,
Mission Always

SECONDARY CATALOG
GCC CTE HIGH SCHOOL PROGRAMS
AY 2017 - 2018

GCC
GUAM**COMMUNITY**COLLEGE

40th Year Anniversary

MISSION STATEMENT

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

VISION

Guam Community College will be the premier
educational institution for providing globally
recognized educational and workforce
development programs.

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

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Foreword from the President

Hafa Adai,

Welcome to the GCC catalog for our Secondary, or Career & Technical Education (CTE) Programs. We have designed these CTE programs to provide the nearly 3,000 students enrolled in them throughout the six Guam public high schools with a direct pathway into our postsecondary programs here at GCC. Students who earn a grade of "B" or better in their CTE courses sophomore through senior year, and who successfully participate in the work experience component of the program, can graduate from high school with college credit in the corresponding GCC postsecondary program.
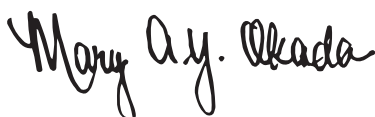
This pathway encourages more students to continue their education after high school, directly connecting with our mission as a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.

We encourage those of you in our secondary CTE programs to take advantage of this opportunity to get a head start on your college education. Not only will it save you and your family postsecondary tuition (the credit transfer fees are minimal compared to regular credit hour tuition); also, this program will enable you to finish college earlier if you say focused on your educational path.

These programs are a win-win situation for everyone involved: the high school students who earn college credit; their families, who get a break on college tuition; and our island's workforce, which acquires more educated, skilled workers in a shorter time frame.

As we say in Chamorro, "maila," – come; find your pathway to success here at GCC!

Dr. Mary A. Y. Okada
President
Guam Community College

GCC MISSION STATEMENT

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.
(Board of Trustees Policy 100)

Sinangan Misión (Chamorro translation)

Guiya i Kulehon Kumunidåt Guåhan, i mas takhilo' mamanaguen fina'che'cho' yan i teknikåt na kinahulo' i manfáfache'cho' ya u na' guáguaha nu i manakhilo' yan manmaolek na tiningo' ni i manmafananågui yan i fina'na'guen cho'cho' para Maikronesiha.

CAREER AND TECHNICAL EDUCATION

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 work-ready attitude and excellent attendance;
- have parental/guardian's support.

For more information, please contact Ms. Cathy Leon Guerrero at (671) 735-3023 or email catherine.leonguerrero@guamcc.edu or the TPS Dean's Office at (671)735-5589.

DEAL, CLYMER and DCAPS Programs
In effort to assist students in making the transition to the post-secondary level, the Dual Enrollment Accelerated Learning (DEAL), the Classroom Learning Yields Math & English Readiness (CLYMER) and the Dual Credit Articulated Program of Study (DCAPS) programs are available to students. Information on the DEAL and CLYMER programs can be found in Appendix B. Dual Credit Articulated Program of Study (DCAPS) Agreements can be found in Appendix C.

GENERAL REQUIREMENTS

CERTIFICATE OF COMPLETION

&

CERTIFICATE OF MASTERY

General Requirements for **Certificates** of Completion/Mastery

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 student 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 SCIENCE**

Program Description
The three-year Health Careers 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 (1) science credit and three to four-and-a-half (3-4.5) elective credits in the Health Careers 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 healthcare facility for one (1) 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.   Identify 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 (with a "B" or better) 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 program prepares students for transition into the postsecondary environment. The program offers introductory courses in four (4) out of the eight (8) 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 (with a "B" or better) 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) 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 (with a "B" or better) 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 (with a "B" or better) 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.

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.		1.0
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 multi-meter and oscilloscope.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
CTEE051A	Electricity I +	0.5
CTEE051B	Electricity II +	0.5
CTEE079	Photovoltaic Design & Installation +	0.5
CTEE080	IT Essentials I +	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 (with a "B" or better) AND 180 hours of Work Experience in this program area.	1.0
Total Technical Requirements		**4.0**

Certificate of Completion/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 Articulated 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 (with a "B" or better) 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/Mastery in
TOURISM (LODGING MANAGEMENT PROGRAM)

Program Description

The three-year Tourism and Hospitality Program 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 (3-4.5) 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 (1.5) credits of Work Experience. 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 (with a "B" or better) AND at least t 180 hours of Work Experience in this program.		1.0

Total Technical Requirements   **4.0**

Certificate of Completion/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 complete 180 hours of Work Experience 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 techniques 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 (with a "B" or better) 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, slideshows, 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 (with a "B" or better) 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

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. *(Co-requisite: Passing Biology with a "C" or better).*

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, Nurse's Aides, Medical Assistants, Licensed Practical Nurses and Registered Nurses. The training will consist of learning and applying basic medical therapeutic procedures. (*Pre-requisites: Passed 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 and clinical skills in the medical assistant field.
2. Identify ethical and 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; Co-requisite: CTHC 060).*

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.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Describe effects of disease on the human body.
2. Identify, describe and demonstrate health care skills.
3. Identify & describe components of health care.
4. List and define interaction of a health care team.
5. Perform heart saver CPR/AED/First Aid.

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 TECHNOLOGY II (1.0)

This course builds on content taught in CTME 050A, introducing the student to core principles in automotive service technology, providing them with the foundational knowledge necessary for success in all introductory automotive jobs, and for continued success in the GCC secondary automotive service technology program's advanced courses. Students will become familiar with basic concepts and practices related to automotive service safety and customer service. Students will also become oriented to the GCC automotive service technology secondary and post-secondary programs. (*Pre-requisite: CTME 050A).*

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, charging, 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 (Gas, Metal Arc Welding) 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 CTME050B).*

> **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 learned 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, CTME061B 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 starting 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.
4. Ascertain fault causes in ignition systems and perform needed repairs.
5. 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 language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills.   In addition, students will develop resources and materials that are appropriate to teach language arts to young children. *(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 language. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills.   In addition, students will develop resources and materials that are appropriate to teach language arts to young children. *(Prerequisites: CTEC050, CTEC051, and CTEC060).*

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 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 electricity provides a thorough, comprehensive, and practical coverage of direct current circuit's concept and application. It covers electrical safety, scientific notations, electricity, resistors, OHM's law, series circuits, parallel circuits, series-parallel circuits, conductors and installations, analog and digital multi meter, batteries, magnetism, and electromagnetic induction.
(Prerequisite: Pre-Algebra).

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Implement national, state, and local industry standards.
2. Explain and illustrate the elements and properties of electrical circuits.
3. Design, analyze, and calculate electrical quantities of series, parallel, and series-parallel.

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 diagrams, soldering and desoldering 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.

CTPV079
Photovoltaic Design & Installation (0.5)
This course will provide an overview of the three basic PV system applications, primarily focusing on grid-direct systems. The goal of the course is to create a fundamental understanding of the core concepts necessary to work with all PV systems, including: system components, site analysis, PV module criteria, mounting solutions, safety, and commissioning. The course will also cover the basics of sizing a residential grid-direct system, wire sizing, over current protection, and grounding. *(Prerequisite: CTEE051B. Co-requisite: 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.

CTEE080
IT ESSENTIALS (0.5)
IT Essentials (ITE) emphasizes practical knowledge and experience to help students develop fundamental computer and careers skills. ITE helps students prepare for entry-level career opportunities in IT and for the CompTIA A+ certification exam. The course also provides a learning pathway to CISCO CCNA Routing and Switching, Linux Essentials, and Introduction to the Internet of Everything (IOE).

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.

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. *(Prerequisite: CTEE080).*

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 – MARKETING

CTMK050
MARKETING I (1.0)

Marketing is the beginning course for students entering the 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:
1. Describe fundamental marketing concepts.
2. Demonstrate oral and written communication skills using technological tools in marketing.
3. 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 II Lab (1.0)

This course provides 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. Recognize the different departments and functions of a retail operation.
2. Apply concepts and skills required for work place performance.
3. Discuss marketing mix strategies in a retail environment.

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. 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, 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.

Student Learning Outcomes

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

CTTT055A
PROSTART IA (1.0)

ProStart I provides 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.

CTTT055B
PROSTART IB (1.0)

This course provides an overview of the hospitality, travel and tourism industry. It promotes understanding of the concepts and characteristics of the hospitality and tourism and travel industries interacting in the framework of

product and service distribution systems. The course examines the importance of professionalism, guest relations, and developing positive work habits, values, and attitudes expected of hospitality employees. Students will explore careers and learn effective job search strategies including writing effective resumes, completing application forms, and conducting oneself during an interview.

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 relation skills and explain the need for a hospitality attitude.
3. Identify career opportunities in the hospitality and tourism industry.
4. Demonstrate skills in writing an effective resume, completing application forms, and conducting self during an interview.

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. Demonstrate the accepted protocol for resolving guest complaints and apply the steps to take a negative customer encounter and turn it into a positive customer 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).*

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 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 terminology to design attractive and informative menus.

CTVC – VISUAL COMMUNICATIONS

CTVC051
VISUAL COMMUNICATIONS I (0.5)
This course provides an overview of principles of designed typography, computer hardware, the Macintosh operating system and digital graphics, providing students with the basic skills necessary to continue in the Visual Communications programs. It provides students with a fundamental understanding of the concepts and history of Visual Communications and its relevance in the job market, and establishes the skills, creativity, and attitude necessary for performing the duties of a Digital Designer, Level I.

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 course prepares students to apply technical knowledge and skills in Raster and Vector software, such as Photoshop and Illustrator. Additionally, sound, lighting, camera operation/maintenance, studio operations, production preparation, sound/video editing, related computer applications, and specialized applications such as news, entertainment, live talk, sports, commercials, documentaries, and short films will be introduced. *(Prerequisites: CTVC051 and CTVC052).*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Explain and employ the common vocabulary of Raster-based programs.
2. Employ basic photo editing and corrections including cloning, healing, and patching.
3. Produce graphic images using layers, masks, paths, and channels.
4. Demonstrate proficiency in the use of a digital camera, including uploading and editing photos using the basic functions of Adobe Photoshop and Illustrator.

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 and Technical
Education Courses
For GDOE High Schools**

GUAM COMMUNITY COLLEGE
CAREER AND TECHNICAL EDUCATION COURSE OFFERINGS
at GDOE HIGH SCHOOLS SY 2017-2018

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

PROGRAM	COURSE NO.	COURSE TITLE	ENROLLMENT		OFFERED AT					
			MIN	MAX	GWHS	JFKHS	SHS	SSHS	OHS	THS
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	
	CTEE081	IT Essentials II	15	20	x		x	x	x	
	CTEE065	Computer Networking I	15	20	x		x	x	x	
	CTEE066	Computer Networking II	15	20	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	x
	CTMK062	Marketing Sales & Services Lab II	15	20	x	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

APPENDIX B
Dual Credit Articulated
Program of Study (DCAPS)

Dual Credit Articulated Program
of Study (DCAPS) Guidelines

Important Note:
The following guidelines will be revisited and reviewed in SY 2017. The revamped guidelines will be implemented in SY 2018 or the subsequent year.

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 grad 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

[ ] Race and Ethnicity unknown

[ ] Hispanics of any race

[ ] American Indian or Alaska Native

[ ] Asian

[ ] Black or African American

[ ] Native Hawaiian or Other Pacific Islander

[ ] White

[ ] Two or more races

[ ] Chamorro

[ ] Chinese

[ ] Chuukese

[ ] Filipino

[ ] Hispanic Or Latino

[ ] Japanese

[ ] Korean

[ ] Kosraean

[ ] Palauan

[ ] Ponapean

[ ] Vietnamese

[ ] Other (Specify):

_____

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

---

*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: _____

Dual Enrollment Accelerated Learning (DEAL) Program
GCC's Dual Enrollment Accelerated Learning (DEAL) program allows eligible students to enroll in college courses in General Education (Gen Ed) concurrently with high school classes and to receive both high school and college credit simultaneously. GCC has DEAL program agreements with Guam's six public high schools, with Father Duenas Memorial School, and with the Home School Association of Guam.

How DEAL works
Students accepted into the program will take GCC's placement test, and if they place into one of the college courses on the DEAL list, the student will register at GCC and enroll in the course/courses. The student will take the course at GCC, most likely after school or during the summer, although it is not uncommon to have students participate in DEAL during the fall and spring semesters. Upon successful completion of the college course(s), the student will receive credit for the corresponding high school course toward high school graduation (*without having had to take that high school course*), AND receive college credit, also to count toward college graduation.

"Another thing to keep in mind is that EN110, MA110, MA161A, and MA161B are all transferrable to the University of Guam, and we have had students who were able to transfer these courses to community colleges and four year universities in Hawaii and the mainland," notes Dr. Michael Chan, GCC Dean for Technology and Student Services. "So it is a bit more than just a means for students to avail themselves of high school credit in order to graduate and receive their high school diploma. It is also a very effective means of getting a head start in college to attain their post-secondary degree," he adds.

To apply for this program, eligible students may pick up a DEAL application packet from their high school principal or college counselor or GCC career counselor. Students should complete all forms and return them to their counselor for submission to the GCC Admissions and Registration Office. Students must then work with their college counselor in scheduling college classes. Students and their parents/guardians are responsible for paying college tuition and fees and purchasing textbooks.

DEAL Scholarship
Because finances serve as a barrier to participation for some students, GCC offers DEAL Scholarships. Please download the [DEAL Scholarship promotional flyer and Scholarship application form](#) from guamcc.edu. Students should submit their completed application form to Associate Dean Gary Hartz via e-mail at ronald.hartz@guamcc.edu, or to his office, 2222 Student Services and Administration Building, GCC.

If you have any questions, please contact Mr. Hartz via e-mail, or call 735-0205.

DEAL Program Courses:

GDOE High Schools	GCC
LA411 Advanced Placement Language & Composition	EN110 Freshman English
MA301 Trigonometry & Analytical Geometry	MA110 Finite Mathematics
MA401 Elementary Functions	MA161A

Father Duenas Memorial School*   **GCC**

EL09 Composition   EN110 Freshman English

MA04 Pre-Calculus   MA161B College Algebra & Trigonometry II

Home School Association of Guam   **GCC**

Home schooling curriculum   English, math and Japanese courses

DEAL PROGRAM REQUIREMENTS
- Student must be at least 16 years old
- 11th or 12th grade only
- Approval of high school principal and GCC counselor
- Written approval of parent/guardian
- Meet course prerequisites for enrollment in DEAL courses
- ***FDMS** requires students to have a minimum 3.0 GPA to participate
- Students must complete all college courses with a grade of "C" or better to continue in the DEAL program

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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

_____   _____   _____

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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

CLYMER

Classroom Learning Yields
Math & English Readiness

GCC
GUAM**COMMUNITY**COLLEGE

The **CLYMER** program allows for Guam Department of Education high school graduates who meet all eligibility requirements the option to enroll directly into college level Math and/or English courses without having to take a placement exam.

BENEFITS

• Save money from taking developmental courses.
• Graduate on time with an Associate's Degree.
• Transfer to a four-year institution and graduate in a timely manner.

INFORMATION

> The CLYMER program is not a scholarship.
  Fees and tuition rates still apply.

> The CLYMER program is an option and is not mandated by the Guam Community College.

> Based on data from 2010 to present, students who took MA110, MA161A, and EN110 upon graduating from high school or by participating in our DEAL program without taking any developmental courses performed as follows:

> **MA110:** Approximately 80% successfully completed MA110 with a "C" or better.
>
> **MA161A:** Approximately 90% successfully completed MA161A with a "C" or better.
>
> **EN110:** Approximately 85% successfully completed EN110 with a "C" or better.

> If a student does not complete the college level course registered through the CLYMER program with a "C" or better**:**

  1. The student may choose to retake the course.

  2. The student may choose to take a developmental course based on the results of the class and the advisement of the instructor.

  3. The student may choose to take the placement exam to determine an appropriate developmental course.

ELIGIBILITY FOR CLYMER

Be a recent* graduate of one of the Guam Department of Education (GDOE) high schools.
Have graduated from high school within two years of applying to GCC.

Provide transcripts with application.

TO ENROLL INTO **MA110**
■ Have completed Algebra II with a "B" or better.
■ Have a GPA of a 3.2 or better.

TO ENROLL INTO **MA161A**
■ Have completed Trig/Analytical Geometry with a "B" or better.
■ Have a GPA of a 3.4 or better.

TO ENROLL INTO **EN110**
■ Have completed English 12 with a "B" or better.
■ Have a GPA of a 3.2 or better

If an interested applicant does not meet a specified grade requirement (due to a "C") or does not meet a specified GPA requirement by 0.2 or less, the student may still apply, but must provide the following:

1. A letter of recommendation from his or her two most recent math and/or English teachers providing assessment of applicant's ability to successfully complete the college level course(s) for which the applicant is applying.

2. A letter from the applicant providing a self-assessment of his/her ability to successfully complete the college level course(s) in which the applicant intends to enroll, and information about the applicant's educational goals.

For Summer Session Applicants and DEAL Applicants, Or for more information, please contact:

GARY HARTZ, ASSOCIATE DEAN
671-735-5573 | 671-735-5520
ronald.hartz@guamcc.edu | BLDG. 2000 ROOM 2224.

✂ -

CLYMER **APPLICATION FORM**

SEMESTER: ☐ Fall 20 _____ ☐ Spring 20 _____ ☐ Summer 20 _____

Name _____ _____ Student ID # _____
     Last Name   First Name   M.I.

DOB _____ / _____ / _____ Citizenship _____ Email _____

Mailing Address _____

Phone # (_____)_____-_____ Alt. Phone # (_____)_____-_____

High School Attended _____

Subject(s) intending to enroll in: ☐ **MA**110 ☐ **MA**161A ☐ **EN**110

Eligibility Course(s) Met: (1)_____ | (2)_____

Grade of Eligibility Course(s): (1)_____ | (2)_____ GPA: _____

By signing, you understand and have read this disclaimer that participating in the CLYMER program is an option and is not mandated by the Guam Community College, and that you understand that you are willfully enrolling in a college level course without taking any form of placement assessment.

_____   _____
SIGNATURE OF APPLICANT   DATE

APPENDIX C

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS)
Agreements

Automotive Service Technology Program of Study
Business Education Program of Study
Construction Technology with an emphasis in AutoCAD Program of Study
Construction Technology with an emphasis in Carpentry Program of Study
Early Childhood Education Secondary Program of Study
Electronics Technology Program of Study
Lodging Management (Tourism & Travel Management) Program of Study
Lodging Management (Hotel Operations & Management) Program of Study
Marketing Program of Study
ProStart Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Automotive Service Technology
Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Automotive Service Technology Program of Study

AND

GUAM COMMUNITY COLLEGE
Associates of Science in Automotive Service Technology Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Automotive Service Technology Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in Automotive Service Technology Program of Study

I. Purpose

The purpose of this Articulation Agreement is to provide a mechanism which will enable students from the Guam Department of Education (GDOE) high schools who enroll at Guam Community College to receive college credits for mastery of standards/student learning outcomes gained in courses taken at the high school.

II. Agreements and Procedures

A. Scope of Agreement. This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. Term of Agreement. This Articulation Agreement will remain in effect for five (5) years, or until January 2021. This Articulation Agreement will be subject to annual reviews by faculty and other appropriate representatives from GCC and representatives from GDOE to address curriculum and course changes. Faculty and other appropriate representatives from GCC and representatives from GDOE will conduct an extensive review of possible substantive changes to the Agreement prior to the expiration of the Agreement.

C. Number of Credits to be Awarded. Table 1 lists the requirements of the GCC/GDOE Automotive Service Technology Program of Study and Guam Community College's Associate of Science in Automotive Service Technology Program of Study courses and credits students may earn through this Agreement. GCC's articulated credit and contact hours are shown in parenthesis (credit hours). A high school student must successfully complete the GCC/GDOE Program of Study and receive a Certificate of Mastery to be eligible for the articulated credits.

D. Transferability of Credits. As stipulated in this Agreement, credits awarded:
(1) will transfer between Guam Community College's/Guam Department of Education's secondary program and Guam Community College's postsecondary program and

(2) may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

A. **Student Eligibility.** Students must declare their major in Automotive Service Technology Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit. Once accepted into the program named above, students must submit their original Certificate of Mastery in Automotive Service Technology Program, when applying for the articulated college credits. There will be no additional testing for these credits and no additional cost to the students for these credits. Students must provide:

(1) Official GDOE transcripts sent directly to Guam Community College showing the student passed the secondary Automotive Service Technology Program of Study courses with a grade of "B" or higher.

B. **Timeline for Application.** Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

C. **Table 1**

**Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC
Postsecondary Program of Study Courses
Automotive Service Technology Program**

GCC/GDOE Cluster Courses
CTME050a,CTME050b,CTME077, CTME075,CTME065,CTME066
Students completing the above courses with a "B" or better may earn free articulated credits for AST100, AST150, AST160, AST180A, and AST140 at Guam Community College.
Guam Community College
AST100 Introduction to Automotive Service (3 credit hours) AST150 Brakes (3 credit hours) AST160 Electrical (3 credit hours) AST180A Engine Performance I (3 credit hours) AST140 Suspension & Steering (3 credit hours)

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
CTME050A & CTME050B Basics I & II *1. Depict proper shop safety practice and identify, describe, and demonstrate safe usage of shop tools* *2. Describe and outline automotive engines and fuel system components* *3. Identify components of the brake system, suspension & steeing system, and wheels & tires.* *4. Explain vehicle preventive maintenance procedures and carry out repairs*	***AST100 Introduction to Automotive Service*** *1. Depict proper shop safety practice and identify, describe, and demonstrate safe usage of shop tools* *2. Describe and outline automotive engines and fuel system components* *3. Identify components of the brake system, suspension & steeing system, and wheels & tires.* *4. Explain vehicle preventive maintenance procedures and carry out repairs*
SECONDARY SLOs	**POSTSECONDARY SLOs**
CTME075 Electrical/Electronic Systems *1. Perform general electrical system diagnosis* *2. Demonstrate Battery/Starting System Diagnosis and Repair.* *3. Diagnose and repair Lighting System* *4. Work with electrical gauges* *5. Troubleshoot electrical accessory faults*	***AST160 Electrical/Electronic Systems*** *1. Perform general electrical system diagnosis* *2. Demonstrate Battery/Starting System Diagnosis and Repair.* *3. Diagnose and repair Lighting System* *4. Work with electrical gauges* *5. Troubleshoot electrical accessory faults*
SECONDARY SLOs	**POSTSECONDARY SLOs**
CTME065 Brakes *1. Complete work order task, as it relates to brake repair, to include, identifying customer concern, researching vehicle history, & interpreting component numbers.* *2. Diagnose poor brake performance and determine necessary action.* *3. Identify and inspect anti-lock brake system components.*	***AST150 Brakes*** *1. Complete work order task to include, identifying customer concern, researching vehicle history, & interpreting component numbers.* *2. Diagnose poor brake performance in the and determine necessary action.* *3. Identify and inspect anti-lock brake system components.*
SECONDARY SLOs	**POSTSECONDARY SLOs**
CTME077 Engine Performance *1. Perform general engine diagnosis* *2. Diagnose computerized engine controls* *3. Ascertain fault causes in the ignition system* *4. Depict engine related repair procedures*	***AST180A Engine Performance I*** *1. Perform general engine diagnosis* *2. Diagnose computerized engine controls* *3. Ascertain fault causes in the ignition system* *4. Depict engine related repair procedures*
SECONDARY SLOs	**POSTSECONDARY SLOs**
CTME066 Steering & Suspension *1. Complete work order task, as it relates to suspension & steering service, to include, identifying customer concern, researching vehicle history, & interpreting component numbers.* *2. Diagnose short/long arm suspension faults* *3. Diagnose abnormal tire wear patterns and poor drivability*	***AST140 Suspension & Steering*** *1. Complete work order task, as it relates to suspension & steering service, to include, identifying customer concern, researching vehicle history, & interpreting component numbers.* *2. Diagnose short/long arm suspension faults* *3. Diagnose abnormal tire wear patterns and poor drivability*

E. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	March 31, 2010
Ensure that articulation details are states in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	March 31, 2010
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.)	Approved by respective signatories	October 15, 2010
Implement approved document	Offer course/program and begin assessment process	
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
*Christopher Dennis Department Chair Automotive Service Technology Tel. (671) 735-5602 Fax. (671) 734-5238 Email: christopher.dennis@guamcc.edu	Admission and Registration Tel. (671) 735-5531 – 34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu Gcc.registrar@guamcc.edu Assessment and Counseling Tel. (671) 735-5562 – 65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster	Transportation, Distribution, & Logistics	
	Secondary	Postsecondary
Program of Study	Automotive Service Technology	Automotive Service Technology, Associate

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses / Other Electives / Recommended Electives / Learner Activities	Career & Technical Courses and/or Degree Major Courses
SECONDARY	9	• English/Language Arts 9	• Applied Math or • General Math	• General Science	•World Geography or •World History	•Chamorro or History of Guam Any of the following •Physical Education •Health •Dance	
	10	• English/Language Arts 10	• Pre-Algebra	• Physical Science	•US History		•CTEM050 A & B Introduction to Automotive Service I & II
	11	• English/Language Arts 11	• Algebra I –or- • Geometry	Any of the following: • Biology • Marine Biology • Physics • Chemistry	•American Govt. –or- •American History		•CTME075 Electrical/Electronic Systems •VEME077 Engine Performance
	12	• English/Language Arts 12 • Applied Communication				•Art I –or-Speech and Debate •Computer Literacy	•CTME065 Brake Systems •CTME066 Suspension & Steering Systems
Associates in Automotive (60 credits)	**Sem 1**	• EN110 Freshman English	• MA110 Finite Math				• AST180B Engine Performance II (3) • AST240 T/P Suspension & Steering Systems
	Sem 2			• CS151 Windows or CS152 Macintosh Applications			• AST250 T/P Brakes • AST160 T/P Electrical Systems • T/P Engine Performance
Associates in Automotive (60 credits)	**Sem 3**			• SI103 Introduction to Marine or SI110 Environmental Biology	• PY120 General Psychology SI103 Intro to Sociology		

Transportation, Distribution & Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

Sample of Career Specialties / Occupations						
Air/Space Transportation: Transportation Managers (Air) * Commercial Pilots * Flight Engineers * Flight Attendants *Dispatchers (Air) * Traffic Managers * Air traffic Controllers *Aircraft Cargo Handling Supervisors * Airfield Operations Specialists **Rail Transportation:** Transportation Managers (Rail) * Dispatchers (Rail) * Traffic Managers * Locomotive Engineers * Locomotive Firers * Railyard Conductors and Yardmasters * Railroad Brake, Signal and Switch Operators * Railyard Engineers, Dinkey Operators, and Hostlers **Water Transportation:** Transportation Managers (Water) * Dispatchers (Water) * Traffic Managers * Captains * Mates * Pilots of Water Vessels * Sailors and Marine Oilers * Able Seamen * Ordinary Seamen * Ship and Boat Captains * Ship Engineers * Bridge and Lock Tenders **Road Transportation** Transportation managers (Road) * Dispatchers (Truck/Bus/Taxi) *Traffic Managers * Truck Drivers (Tractor-Trailer) * Truck Drivers (Light or Delivery Services) * Bus Drivers (Transit and Intercity) * School Bus Drivers * Taxi Drivers and Chauffeurs **Transit Systems:** Transportation Managers (Mass Transit) * Dispatchers (Bus) * Traffic Managers *Dispatchers (Rail) * Traffic Managers * Bus Drivers (Transit and Intercity) * Subway and Streetcar Operators	Logisticians * Logistics Managers * Logistics Engineers * Logistics Analysts * Logistics Consultants * International Logistics Specialists	Warehouse Managers * Storage and Distribution Managers * Industrial and Packaging Engineers * Traffic, Shipping and Receiving Clerks * Production, Planning, Expediting Clerks *First-line Supervisors/ Managers of Helpers * Laborers, and Material Movers (Hand) * First-line Supervisors /Managers of Transportation and Material (Moving Machine and Vehicle Operators) *Laborers and Freight, Stock and Material Movers (Hand) * Car, Truck and Ship Loaders * Packers and Packagers-hand	**Facility:** Facility Maintenance Managers and Engineers * Industrial Equipment Mechanics *Industrial Electricians, * Electrical/Electronic Technicians **Mobile Equipment:** General--Mobile Equipment Maintenance Managers * Electrical and Electronic Installers and Repairers (Transportation Equipment) * Mobile Heavy Equipment Mechanics Air/Space— Aerospace Engineering and Operations Technicians * Aircraft Mechanics and Service Technicians * Airframe Mechanics * Power plant Mechanics * Aircraft Engine Specialists * Avionics Technicians Water—Ship Mechanics and Repairers * Motorboat Mechanics * Automotive/Truck Mechanics and Body Repairers Rail—Rail Car Repairers * Signal and Track Switch Repairers * Rail Locomotive Mechanics and Repairers Road—Electronic Equipment Installers and Repairers (Motor Vehicle) * Automotive Body and Related Repairers * Automotive Service Technicians and Mechanics * Automotive Master Mechanics * Automotive Specialty Technicians * Bus and Truck Mechanics and Diesel Engine Specialists * Motorcycle Mechanics * Bicycle Repairers	General— Intermodal-- Urban and Regional Planners * Civil Engineers * Engineering Technicians * Surveying and Mapping Technicians * Government Service Executives * Environmental Compliance Inspectors Air/Space—Air Traffic Controllers * Aviation Inspectors Road—Traffic Engineers * Traffic Technicians * Motor Vehicle Inspectors * Freight Inspectors Rail—Railroad Inspectors Water—Marine Cargo Inspectors * Vessel Traffic Control Specialists Transit—Public Transportation Inspectors Other--- Regulators * Inspectors and other federal/state/local transportation agency jobs	Health and Safety Managers * Industrial Health and Safety Engineers * Environmental Scientists and Specialists * Environmental Science and Protection Technicians * Environmental Managers and Engineers * Environmental Compliance Inspectors * Safety Analysts	Marketing Managers, * Sales Managers * Sales Representatives of Transportation /Logistics Services * Reservation, Travel and Transportation Agents * Cargo and Freight Agents * Customer Service Managers * Cashiers, Counter and Rental clerks

Pathways						
Transportation Operations	**Logistics Planning and Management Services**	Warehousing and Distribution Center Operations	**Facility and Mobile Equipment Maintenance**	**Transportation Systems/ Infrastructure Planning, Management, and Regulation**	**Health, Safety and Environmental Management**	**Sales and Service**

Cluster K&S
Cluster Knowledge and Skills
♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC's Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Automotive Service Technology Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in Automotive Service Technology Program of Study

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____   _____   _____   _____
　　Department Chair　　　　　　　　Date　　　　　　　　　Dean, TPS　　　　　　Date

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_____   _____
Academic Vice President　　　　　　　　Date

</div>

**Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS)
Agreement-
Business Education Program of Study**

DUAL CREDIT ARTICULATED PROGRAMS OF STUDY (DCAPS)

Dual Credit Articulated Program of Study

GUAM DEPARTMENT OF EDUCATION
Business Education Program of Study

AND

GUAM COMMUNITY COLLEGE
Office Technology Program of Study

April 2014

Guam Community College
Dual Credit Articulated Program of Study

GUAM DEPARTMENT OF EDUCATION
Business Education Program of Study

AND

GUAM COMMUNITY COLLEGE
Office Technology Program of Study

I.   **Purpose**

The purpose of this document is to provide a mechanism that will enable students who have completed a Guam Department of Education (GDOE) secondary Career and Technical Education (CTE) program to receive college credit from Guam Community College.

II.   **Procedures**

A.   **Scope of Articulation.** This commitment to secondary/postsecondary articulation is between the Guam Department of Education's secondary program and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B.   **Terms of Articulation**. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2019. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GDOE and GCC to address curriculum and course changes. Faculty and other appropriate representatives from GDOE and GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C.   **Awarding of Credits.**
Upon successful completion of GDOE's Certificate of Mastery in Business Education, nine (9) college credits from GCC will be awarded to GDOE students. To receive these college credits from GCC, students at a minimum must:
(1)   Apply and obtain a Certificate of Mastery in Business Education program.
(2)   Obtain a high school diploma.
(3)   Officially declare a major in GCC's Office Technology postsecondary program.

D.   **Transferability of Credits.** As stipulated in this Agreement, credits awarded will transfer between the Guam Department of Education's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

    A.   **Student Eligibility.** Students must declare their major in Office Technology at Guam Community College to be eligible for the articulated college credit.

        Official GDOE transcripts must be sent directly to Guam Community College showing the student obtained a high school diploma and passed the secondary Business Education program courses with a grade of "B" or higher in respective courses.

    B.   **Timeline for Application.** Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College.

    C.   **Course-by-Course Articulation**

Dual Credit Articulated GDOE Secondary Program of Study and
GCC Postsecondary Program of Study Courses Business Education Program

GDOE Secondary Cluster Courses
BS108 Keyboarding BS403 Business Math using Excel BS203 Information Processing
Students acquiring a Certificate of Mastery in Business Education (which consists of completing the above courses with a "B" or better) and receiving a high school diploma can earn up to nine (9) credits in the Office Technology postsecondary program at Guam Community College.
GCC Postsecondary Courses
OA101 Keyboarding Applications OA109 Business Math Using Excel OA130 Information Processing

D. **_Career Pathway of Study (Secondary and Postsecondary)_**

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

Career Cluster	Architecture and Construction	
	Secondary	Postsecondary
Program of Study	Construction Technology Carpentry	Construction Technology/ Apprenticeship

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career & Technical Courses and/or Degree Major Courses
SECONDARY	9	•English/Language Arts 9	• Applied Math or • General Math	• General Science	•World Geography or •World History	•Chamorro or History of Guam Any of the following •Physical Education •Health •Dance	• BS108 Keyboarding
	10	•English/Language Arts 10	• Pre-Algebra	• Physical Science	•US History		•BS108 Keyboarding, •BS203 Information Processing*
	11	•English/Language Arts 11	• Algebra I – or- • Geometry	Any of the following: • Biology • Marine Biology • Physics • Chemistry	•American Govt. –or- •American History		•BS203 Information Processing* and/or •BS403 Business Math Using Excel*
	12	•English/Language Arts 12 •Applied Communication				•Art I –or-Speech and Debate •Computer Literacy	•BS203 Information Processing* and/or •BS403 Business Math Using Excel*
Office Technology	**Sem 1**	• EN100W/EN100R	• MA095-MA108	• CS151			•OA109 Business Math Using Excel
	Sem 2	• EN110 Freshman English	• MA110 Finite Math				•OA101 Keyboarding Applications
Office Technology	**Sem 3**						•OA130 Information Processing

*BS108 Keyboarding Applications is the pre-requisite for BS203 Information Processing and BS403 Business Math Using Excel

E. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs (GDOE)	POSTSECONDARY SLOs (GCC)
BS108 Keyboarding 1. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner. 2. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer. 3. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.	OA101 Keyboarding Applications Upon successful completion of this course, students will be able to: 1. Demonstrate the ability to key memorandums, letters, reports, tables, and other related items in an acceptable manner. 2. Demonstrate good work habits, acceptable, typing techniques and skill in using the microcomputer and printer. 3. Demonstrate keyboard knowledge by completing a 3-minute timed-writing keying at least 40 words per minute with no more than 5 errors.
BS403 Business Math Using Excel 1. Prepare bank statement reconciliations. 2. Calculate the components of payroll. 3. Solve simple interest and compound interest problems. 4. Use Excel to solve business problems.	OA109 Business Math Using Excel Upon successful completion of this course, students will be able to: 1. Prepare bank statement reconciliations. 2. Calculate the components of payroll. 3. Solve simple interest and compound interest problems. 4. Use Excel to solve business problems.
BS203 Information Processing 1. Demonstrate proper techniques for keying correspondence, including letters, memorandums, reports, tables, and forms. 2. Apply skills in completing projects. 3. Demonstrate proper work attitudes for business. 4. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.	OA130 Information Processing Upon successful completion of this course, students will be able to: 1. Demonstrate proper techniques for keying correspondence, including letters, memorandums, reports, tables, and forms. 2. Apply skills in completing projects. 3. Demonstrate proper work attitudes for business. 4. Demonstrate keyboarding knowledge by completing a 5-minute timed-writing keying at least 50 words a minute with no more than 5 errors.

Note: For articulation of credits, secondary SLOs must align to postsecondary SLOs. Review of secondary syllabi and other course materials may be necessary in certain situations.	

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
*Ricky Tyquiengco Instructor Department Chair Technology Department Tel. (671) 735-3034 Fax. (671) 735-3031 Email: ricky.tyquiengco1@guamcc.edu	Admissions & Registration Tel. (671) 735-5531 -34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu gcc.registrar@guamcc.edu Assessment & Counseling Tel. (671) 735-5562 -65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

Program Contact	Administration Contact
*Eloise Sanchez Division of Curriculum & Instruction Guam Department of Education P.O. Box DE Hagatna, Guam 96910 Tel: 671.300.1388 Email: esanchez@gdoe.net	Michael Chan, Ed.D. Associate Dean School of Technology and Student Services Guam Community College Tel. (671) 735-5573 Email: michael.chan@guamcc.edu

IV.   Approval Process For Dual Credit Articulated Program of Study (DCAPS)

When a DCAPS Agreement is developed, assurance is made that the DCAPS complies with requirements of Carl D. Perkins Act and a copy shall be provided to the State Agency Office. Original agreement shall be maintained by GCC's Academic Affairs Division. All Agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Dual Credit Articulated Program of Study

GUAM DEPARTMENT OF EDUCATION
Business Education Program of Study

AND

GUAM COMMUNITY COLLEGE
Office Technology Program of Study

Michael Chan, Ed.D.
Author

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____	_____	_____	_____
Virginia Tudela, Ph.D.	Date	R. Ray D. Somera, Ph.D.	Date
Dean, School of		Vice President for Academic Affairs	
Technology & Student Services			

_____	_____	_____	_____
Eloise Sanchez	Date	Joseph M. Sanchez	Date
School Program Consultant,		Deputy Superintendent,	
Curriculum & Instruction		Curriculum & Instruction	

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Construction Technology with an emphasis in AutoCAD Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Construction Technology with an emphasis in AutoCad

AND

GUAM COMMUNITY COLLEGE
A.S. in Pre-Architectural Drafting and Computer Aided Design & Drafting Certificate

March 2013

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Construction Technology with an emphasis in AutoCad

AND

GUAM COMMUNITY COLLEGE
A.S. in Pre-Architectural Drafting and Computer Aided Design & Drafting Certificate

I. Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

II. Procedures

A. Scope of Articulation. This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. Term of Agreement. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2018. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C. Number of Credits to be awarded.

Three (3) credits will be awarded for **AE 103 Basic Blueprint Reading**. To receive credit, students, at a minimum, must:

(1) Obtain a **Certificate of Mastery in Construction Technology with an emphasis in AutoCAD** (Secondary Program)
(2) Obtain a High School Diploma.
(3) Officially declare a major in GCC's **A.S. in Pre-Architectural Drafting or Computer Aided Design & Drafting Certificate program**

Three (3) credits will be awarded for **AE 150 Computer Aided Design and Drafting (AutoCAD I).** To receive credit, students, at a minimum, must:

(1) Obtain a **Certificate of Mastery in Construction Technology with an emphasis in AutoCAD (**Secondary Program**)**
(2) Obtain a High School Diploma.
(3) Officially declare a major in GCC's **A.S. in Pre-Architectural Drafting or Computer Aided Design & Drafting Certificate program**

C. **Transferability of Credits.** As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

A. **Student Eligibility.** Students must declare their major in **A.S. in Pre-Architectural Drafting or Computer Aided Design & Drafting Certificate program** at Guam Community College to be eligible for the awarding of any articulated college credit.

Students must acquire a Certificate of Mastery Application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

B. **Timeline for Application.** Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

C. **Table 1**

**Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC
Postsecondary Program of Study Courses
Construction Technology Program**

GCC/GDOE Secondary Cluster Courses
VECT 080 Introduction To AutoCAD VECT 081 Advanced AutoCAD
Students completing a Certificate of Mastery in Construction Technology with an emphasis in AutoCAD (which consists of completing the above courses with a "B" or better) and

receiving a high school diploma can earn up to six (6) Credits in the A.S. in Pre-Architectural Drafting or Computer Aided Design & Drafting Certificate program.	
Guam Community College	
AE-103 Basic Blueprint Reading AE 150 Computer Aided Design and Drafting (AutoCAD I)	

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same; the conditions of the Articulation Agreement will be honored.

   D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs VECT 080 Intro to AutoCAD	POSTSECONDARY SLOs AE 103 Basic Blueprint
Student Learning Outcomes Upon successful completion of this course, students will be able to: • Identify parts of a Blueprint or Working Drawing • Properly demonstrate understanding of basic math and measurement concepts; • Identify symbols, abbreviations and different types of renderings contained in Prints and Drawings • Read and create technically correct working drawings • Demonstrate knowledge of Industry acceptable standards for Technical drawing • Demonstrate knowledge of scaling instruments and tools used in the field of drawing. • Demonstrate knowledge of blueprint reading and creation • Demonstrate knowledge of basic computer operations and components • Demonstrate basic skills needed to view, print, edit and create variations of two and three dimensional designs.	**Student Learning Outcomes** Upon successful completion of this course, students will be able to: • Identify parts of a Blueprint or Working Drawing • Properly demonstrate understanding of basic math and measurement concepts; • Identify symbols, abbreviations and different types of renderings contained in Prints and Drawings • Read and create technically correct working drawings
VECT 081 Advanced AutoCAD **Student Learning Outcomes**	**AE 150 Computer Aided Design and Drafting I** **AutoCAD I Student Learning Outcomes**
1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design	1. Utilize a computer workstation to create a construction drawing set consisting of at least six sheets from a design

SECONDARY SLOs VECT 080 Intro to AutoCAD	POSTSECONDARY SLOs AE 103 Basic Blueprint
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.emonstrate intermediate two and three dimensional modifying and editing techniques. 4. Demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical, structural and other design fields	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. Demonstrate how to prepare two and three dimensional drawings for architecture, interior design, mechanical, structural and other design fields

E. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	March 31, 2013
Ensure that articulation details are states in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	April , 2012
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.)	Approved by respective signatories	April , 2013
Implement approved document	Offer course/program and begin assessment process	
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
Gil Yanger Department Chair Construction Trades Guam Community College P.O.Box 23069 Barrigada, Guam 96921 Tel: (671) 735-5601/488-0445 www.guamcc.edu	Admission and Registration Tel. (671) 735-5531 – 34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu Gcc.registrar@guamcc.edu Assessment and Counseling Tel. (671) 735-5562 – 65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster	Architecture and Construction	
	Secondary	Postsecondary
Program of Study	Certificate in AutoCAD	Degree in Pre-Architectural Drafting or Certificate in AutoCAD

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career & Technical Courses and/or Degree Major Courses
SECONDARY	9	•English/Language Arts 9	• Applied Math or • General Math	• General Science	•World Geography or •World History	•Chamorro or History of Guam Any of the following •Physical Education •Health •Dance	
	10	•English/Language Arts 10	• Pre-Algebra	• Physical Science	•US History		• VECT 080 Intro to AutoCAD • VECT 081 Advanced AutoCAD
	11	•English/Language Arts 11	• Algebra I – or- • Geometry	Any of the following: • Biology • Marine Biology • Physics • Chemistry	•American Govt. –or- •American History		• VECT 080 Intro to AutoCAD • VECT 081 Advanced AutoCAD
	12	•English/Language Arts 12 •Applied Communication				• Art I –or-Speech and Debate • Computer Literacy	• VECT 080 Intro to AutoCAD • VECT 081 Advanced AutoCAD
Degree in Pre-Arch or Certificate in AutoCAD	Sem 1	• EN110 Freshman English	• MA107 Trades Math (MA095-MA108)				• AE 103 Basic Blueprint Reading • AE 150 AutoCAD I
	Sem 2		• MA110 Finite Math	• CS151 Windows or CS152 • Macintosh Applications			• AE 160 AutoCAD II
Degree in Pre-Arch or Certificate in	Sem 3			• SI103 Introduction to Marine or • SI110 Environmental Biology	•PY120 General Psychology •SI103 Intro to Sociology		

Transportation, Distribution & Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

Sample of Career Specialties / Occupations

Air/Space Transportation: Transportation Managers (Air) * Commercial Pilots * Flight Engineers * Flight Attendants *Dispatchers (Air) * Traffic Managers * Air traffic Controllers *Aircraft Cargo Handling Supervisors * Airfield Operations Specialists **Rail Transportation:** Transportation Managers (Rail) * Dispatchers (Rail) * Traffic Managers * Locomotive Engineers * Locomotive Firers * Railyard Conductors and Yardmasters * Railroad Brake, Signal and Switch Operators * Railyard Engineers, Dinkey Operators, and Hostlers **Water Transportation:** Transportation Managers (Water) * Dispatchers (Water) * Traffic Managers * Captains * Mates * Pilots of Water Vessels * Sailors and Marine Oilers * Able Seamen * Ordinary Seamen * Ship and Boat Captains * Ship Engineers * Bridge and Lock Tenders **Road Transportation** Transportation managers (Road) * Dispatchers (Truck/Bus/Taxi) *Traffic Managers * Truck Drivers (Tractor-Trailer) * Truck Drivers (Light or Delivery Services) * Bus Drivers (Transit and Intercity) * School Bus Drivers * Taxi Drivers and Chauffeurs **Transit Systems:** Transportation Managers (Mass Transit) * Dispatchers (Bus) * Traffic Managers *Dispatchers (Rail) * Traffic Managers * Bus Drivers (Transit and Intercity) * Subway and Streetcar Operators	Logisticians * Logistics Managers * Logistics Engineers * Logistics Analysts * Logistics Consultants * International Logistics Specialists	Warehouse Managers * Storage and Distribution Managers * Industrial and Packaging Engineers * Traffic, Shipping and Receiving Clerks * Production, Planning, Expediting Clerks *First-line Supervisors/ Managers of Helpers * Laborers, and Material Movers (Hand) * First-line Supervisors /Managers of Transportation and Material (Moving Machine and Vehicle Operators) *Laborers and Freight, Stock and Material Movers (Hand) * Car, Truck and Ship Loaders * Packers and Packagers-hand	**Facility:** Facility Maintenance Managers and Engineers * Industrial Equipment Mechanics *Industrial Electricians, * Electrical/Electronic Technicians **Mobile Equipment:** General--Mobile Equipment Maintenance Managers * Electrical and Electronic Installers and Repairers (Transportation Equipment) * Mobile Heavy Equipment Mechanics Air/Space— Aerospace Engineering and Operations Technicians * Aircraft Mechanics and Service Technicians * Airframe Mechanics * Power plant Mechanics * Aircraft Engine Specialists * Avionics Technicians Water—Ship Mechanics and Repairers * Motorboat Mechanics * Automotive/Truck Mechanics and Body Repairers Rail—Rail Car Repairers * Signal and Track Switch Repairers * Rail Locomotive Mechanics and Repairers Road—Electronic Equipment Installers and Repairers (Motor Vehicle) * Automotive Body and Related Repairers * Automotive Service Technicians and Mechanics * Automotive Master Mechanics * Automotive Specialty Technicians * Bus and Truck Mechanics and Diesel Engine Specialists * Motorcycle Mechanics * Bicycle Repairers	General— Intermodal-- Urban and Regional Planners * Civil Engineers * Engineering Technicians * Surveying and Mapping Technicians * Government Service Executives * Environmental Compliance Inspectors Air/Space—Air Traffic Controllers * Aviation Inspectors Road—Traffic Engineers * Traffic Technicians * Motor Vehicle Inspectors * Freight Inspectors Rail—Railroad Inspectors Water—Marine Cargo Inspectors * Vessel Traffic Control Specialists Transit—Public Transportation Inspectors Other--- Regulators * Inspectors and other federal/state/local transportation agency jobs	Health and Safety Managers * Industrial Health and Safety Engineers * Environmental Scientists and Specialists * Environmental Science and Protection Technicians * Environmental Managers and Engineers * Environmental Compliance Inspectors * Safety Analysts	Marketing Managers, * Sales Managers * Sales Representatives of Transportation /Logistics Services * Reservation, Travel and Transportation Agents * Cargo and Freight Agents * Customer Service Managers * Cashiers, Counter and Rental clerks

Pathways

Transportation Operations	**Logistics Planning and Management Services**	Warehousing and Distribution Center Operations	**Facility and Mobile Equipment Maintenance**	**Transportation Systems/ Infrastructure Planning, Management, and Regulation**	**Health, Safety and Environmental Management**	**Sales and Service**

Cluster K&S

Cluster Knowledge and Skills

♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC s Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Construction Trades Technology; AutoCAD Certificate Program

AND

GUAM COMMUNITY COLLEGE
Associate in Pre-Architectural Drafting or Certificate in Computer Aided Design and Drafting

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____ _____   _____ _____
 Gil Yanger
 Department Chair   Date   Dean, TPS   Date

_____   _____
 Dr. R. Ray D. Somera
 Vice President for Academic Affairs   Date

Guam's
Career Pathway System
Dual Credit Articulated Program of Study (DCAPS)
Agreement-
Construction Technology with an emphasis in Carpentry
Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Construction Technology with an emphasis in Carpentry

AND

GUAM COMMUNITY COLLEGE
Certificate in Construction Technology

March 2013

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Construction Technology with an emphasis in Carpentry

AND

GUAM COMMUNITY COLLEGE
Certificate in Construction Technology

I. Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

II. Procedures

A. **Scope of Articulation.** This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. **Term of Agreemen**t. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2018. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C. **Number of Credits to be awarded.**
    Three (3) credits will be awarded for CT153 Introduction to Carpentry. To receive credit, students, at a minimum, must:
    (1) Obtain a **Certificate of Mastery in Construction Technology with an emphasis in Carpentry (**Secondary Program**)**
    (2) Obtain a High School Diploma.
    (3) Officially declare a major in GCC's Construction Technology certificate program.
         Three (3) credits will be awarded for CT173 Rough Framing and Exterior
    Finishing. To receive credit, students, at a minimum, must:
    (1) Obtain a **Certificate of Mastery in Construction Technology with an emphasis in Carpentry (**Secondary Program**)**
    (2) Obtain a High School Diploma.
    (3) Officially declare a major in GCC's Construction Technology certificate program.

Three (3) credits will be awarded for CT 140 Industrial Safety. To receive credit, students, at a minimum, must:

(1) Obtain a **Certificate of Mastery in Construction Technology with an emphasis in Carpentry (**Secondary Program**)**
(2) Obtain a High School Diploma.
(3) Officially declare a major in GCC's Construction Technology certificate program.

D. Transferability of Credits. As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III.Student Application Guidelines for Articulated Credits

A. Student Eligibility. Students must declare their major in Construction Technology certificate program at Guam Community College to be eligible for the awarding of any articulated college credit.

Students must acquire a Certificate of Mastery Application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

B. Timeline for Application. Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

C. Table 1

Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC Postsecondary Program of Study Courses Construction Technology Program

GCC/GDOE Secondary Cluster Courses
VECT 053 Introduction To Carpentry VECT 073 Advanced Carpentry • The learning outcomes of CT140 Industrial Safety are covered and incorporated in VECT053 and VECT073 *(See Student Learning Outcomes Matrix)*
Students completing a Certificate of Mastery in Construction Technology with an emphasis in Carpentry (which consists of completing the above courses with a "B" or better) and

receiving a high school diploma can earn up to Nine (9) Credits in the Construction Technology Certificate program at Guam Community College.	
Guam Community College	
CT153 Introduction to Carpentry(3) CT173 Rough Framing and Exterior Finishing(3) CT140 Industrial Safety(3)	

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same; the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
VECT 053 Intro To Carpentry	**CT 153 Intro to Carpentry**
Upon successful completion of this course, students will be able to: • Explain the safe use and care of various Carpentry tools, supplies and equipment • Discuss the various local and global opportunities for professional Carpenter • Identify common terminology in the Carpentry field • Identify commonly used tools, supplies and equipment used in the Carpentry Profession	Upon successful completion of this course, students will be able to: • Explain the safe use and care of various Carpentry tools, supplies and equipment • Discuss the various local and global opportunities for professional Carpenter • Identify common terminology in the Carpentry field • Identify commonly used tools, supplies and equipment used in the Carpentry Profession
VECT 073 Advanced Carpentry • Identify and demonstrate proper safety practices related to Carpentry; • Properly demonstrate understanding of Footings and Foundations • List and apply methods and theories for framing all aspects of build • Install entrance doors, create cabinetry, shelving and countertops	**CT 173 Rough Framing and Exterior Finishing** • Identify and demonstrate proper safety practices related to Carpentry; • Properly demonstrate understanding of Footings and Foundations; • List and apply methods and theories for Framing all aspects of build • Install entrance doors, create cabinetry, shelving and countertops
Safety SLO's VECT 053	**CT 140 Industrial Safety**
Upon successful completion of this course, students will be able to:	Upon successful completion of this course, students will be able to:

SECONDARY SLOs	POSTSECONDARY SLOs
- Understand Construction Safety - Identify accident prevention practices within the construction trades Industry - Personal Protective Equipment - Material Safety Data Sheets - Accident and Injury prevention - Proximity work - First Aid and safety - Emergency protocols and responses - Cardiac emergency recognition and response (to include CPR) - Soft tissue injury responses and protocol - Muscle, bone and Joint injuries - Breathing and choking emergencies for adults and children - Breathing Emergency recognition and responses	- Understand Construction Safety - Identify accident prevention practices within the construction trades Industry - Maintain focus and coherence for stand-alone on construction jobsite - Demonstrate proficiency in recognizing safety hazards and corrective measures on a job site - Identify safety problems and correct them - Produce solutions and correct matters - Determine and promote safety standards - Train and conduct safety procedures - Write safety discrepancies - Understand the principles of safety
Safety SLO'S VECT 073 - Understand Construction Safety - Identify accident prevention practices within the construction trades Industry - Maintain focus and coherence for stand-alone on construction jobsite - Demonstrate proficiency in recognizing safety hazards and corrective - measures on a job site - Identify safety problems and correct them - Produce solutions and correct - matters - Determine and promote safety standards - Train and conduct safety procedures - Write safety discrepancies - Understand the principles of safety - Emergency protocols and responses	

SECONDARY SLOs	POSTSECONDARY SLOs
• *Hazardous material handling recognition* • *Cardiac emergency recognition and response (to include CPR)* • *Accident and Injury prevention* • *Ladders, scaffolding, Fall gear and Rigging (to include knot tying, lift safety set and tie backs)* • *Trenching and excavating* • *Electrical shock protocol and response. Lock Out/Tag Out Protocols* • *Material Safety Data Sheets and Manufacturer hazard labels* • *Fire Hazards, combustible and flammable liquids and Fire extinguisher training* • *Incident reporting, analysis, mitigation and reevaluate*	
"The Secondary program consists of 720 hours (2 hours a day x 180 x 2 years) compared to the 45 hours (one Semester) at the Post-secondary level. Granted, the safety component is not for the whole 720 hours of instruction; however, the training is more comprehensive than its Post-secondary counterpart and is taught daily. The SLOs that are bold and italicized are additional learning outcomes covered in the secondary level that are not covered in the postsecondary level; this emphasizes the extent of the safety concepts in terms of hours and concepts being covered in the secondary level and thus justifies the inclusion of CT140 to be included as one of the courses to be awarded through this DCAPS agreement."	

E. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	March 31, 2013
Ensure that articulation details are states in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	April , 2012
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.)	Approved by respective signatories	April , 2013
Implement approved document	Offer course/program and begin assessment process	
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
Gil Yanger Department Chair Construction Trades Guam Community College P.O.Box 23069 Barrigada, Guam 96921 Tel: (671) 735-5601/488-0445 www.guamcc.edu	Admission and Registration Tel. (671) 735-5531 – 34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu 　　　　Gcc.registrar@guamcc.edu Assessment and Counseling Tel. (671) 735-5562 – 65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster	Architecture and Construction	
	Secondary	Postsecondary
Program of Study	Construction Technology Carpentry	Construction Technology/ Apprenticeship

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career & Technical Courses and/or Degree Major Courses
SECONDARY	9	• English/Language Arts 9	• Applied Math or • General Math	• General Science	• World Geography or World History	• Chamorro or History of Guam Any of the following • Physical Education • Health • Dance	
	10	• English/Language Arts 10	• Pre-Algebra	• Physical Science	• US History		• VECT 053 Introduction To carpentry
	11	• English/Language Arts 11	• Algebra I –or- • Geometry	Any of the following: • Biology • Marine Biology • Physics • Chemistry	• American Govt. –or- American History		• VECT 053 Introduction To Carpentry • VECT 073 Advanced Carpentry
	12	• English/Language Arts 12 • Applied Communication				• Art I –or-Speech and Debate • Computer Literacy	• VECT 073 Advanced Carpentry
Certificate in Construction Technology	Sem 1	• EN110 Freshman English	• MA107 Trades Math (MA095-MA108)				• CT153 Introduction To Carpentry • CT 140 Industrial safety
	Sem 2		• MA110 Finite Math	• CS151 Windows or CS152 Macintosh Applications			• CT173 Rough Framing and Exterior Finishing • CT140 Industrial safety
Certificate in Construction Technology	Sem 3			• SI103 Introduction to Marine or • SI110 Environmental Biology	• PY120 General Psychology SI103 Intro to Sociology		

Transportation, Distribution & Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

Sample of Career Specialties / Occupations

Air/Space Transportation: Transportation Managers (Air) * Commercial Pilots * Flight Engineers * Flight Attendants *Dispatchers (Air) * Traffic Managers * Air traffic Controllers *Aircraft Cargo Handling Supervisors * Airfield Operations Specialists

Rail Transportation: Transportation Managers (Rail) * Dispatchers (Rail) * Traffic Managers * Locomotive Engineers * Locomotive Firers * Railyard Conductors and Yardmasters * Railroad Brake, Signal and Switch Operators * Railyard Engineers, Dinkey Operators, and Hostlers

Water Transportation: Transportation Managers (Water) * Dispatchers (Water) * Traffic Managers * Captains * Mates * Pilots of Water Vessels * Sailors and Marine Oilers * Able Seamen * Ordinary Seamen * Ship and Boat Captains * Ship Engineers * Bridge and Lock Tenders

Road Transportation Transportation managers (Road) * Dispatchers (Truck/Bus/Taxi) *Traffic Managers * Truck Drivers (Tractor-Trailer) * Truck Drivers (Light or Delivery Services) * Bus Drivers (Transit and Intercity) * School Bus Drivers * Taxi Drivers and Chauffeurs

Transit Systems: Transportation Managers (Mass Transit) * Dispatchers (Bus) * Traffic Managers *Dispatchers (Rail) * Traffic Managers * Bus Drivers (Transit and Intercity) * Subway and Streetcar Operators

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Logisticians * Logistics Managers * Logistics Engineers * Logistics Analysts * Logistics Consultants * International Logistics Specialists

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Warehouse Managers * Storage and Distribution Managers * Industrial and Packaging Engineers * Traffic, Shipping and Receiving Clerks * Production, Planning, Expediting Clerks *First-line Supervisors/ Managers of Helpers * Laborers, and Material Movers (Hand) * First-line Supervisors /Managers of Transportation and Material (Moving Machine and Vehicle Operators) *Laborers and Freight, Stock and Material Movers (Hand) * Car, Truck and Ship Loaders * Packers and Packagers-hand

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Facility: Facility Maintenance Managers and Engineers * Industrial Equipment Mechanics *Industrial Electricians, * Electrical/Electronic Technicians

Mobile Equipment: General--Mobile Equipment Maintenance Managers * Electrical and Electronic Installers and Repairers (Transportation Equipment) * Mobile Heavy Equipment Mechanics Air/Space— Aerospace Engineering and Operations Technicians * Aircraft Mechanics and Service Technicians * Airframe Mechanics * Power plant Mechanics * Aircraft Engine Specialists * Avionics Technicians Water—Ship Mechanics and Repairers * Motorboat Mechanics * Automotive/Truck Mechanics and Body Repairers Rail—Rail Car Repairers * Signal and Track Switch Repairers * Rail Locomotive Mechanics and Repairers Road—Electronic Equipment Installers and Repairers (Motor Vehicle) * Automotive Body and Related Repairers * Automotive Service Technicians and Mechanics * Automotive Master Mechanics * Automotive Specialty Technicians * Bus and Truck Mechanics and Diesel Engine Specialists * Motorcycle Mechanics * Bicycle Repairers

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General— Intermodal-- Urban and Regional Planners * Civil Engineers * Engineering Technicians * Surveying and Mapping Technicians * Government Service Executives * Environmental Compliance Inspectors Air/Space—Air Traffic Controllers * Aviation Inspectors Road—Traffic Engineers * Traffic Technicians * Motor Vehicle Inspectors * Freight Inspectors Rail—Railroad Inspectors Water—Marine Cargo Inspectors * Vessel Traffic Control Specialists Transit—Public Transportation Inspectors Other--- Regulators * Inspectors and other federal/state/local transportation agency jobs

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Health and Safety Managers * Industrial Health and Safety Engineers * Environmental Scientists and Specialists * Environmental Science and Protection Technicians * Environmental Managers and Engineers * Environmental Compliance Inspectors * Safety Analysts

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Marketing Managers, * Sales Managers * Sales Representatives of Transportation /Logistics Services * Reservation, Travel and Transportation Agents * Cargo and Freight Agents * Customer Service Managers * Cashiers, Counter and Rental clerks

Pathways

Transportation Operations	Logistics Planning and Management Services	Warehousing and Distribution Center Operations	Facility and Mobile Equipment Maintenance	Transportation Systems/ Infrastructure Planning, Management, and Regulation	Health, Safety and Environmental Management	Sales and Service

Cluster K&S

Cluster Knowledge and Skills

♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills

States' Career Clusters

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC s Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Construction Trades Technology; Carpentry Program

AND

GUAM COMMUNITY COLLEGE
Associate of Science or Certificate in Construction Technology

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____ _____   _____ _____
Gil Yanger
Department Chair   Date   Dean, TPS   Date

_____   _____
Dr. R. Ray D. Somera
Vice President for Academic Affairs   Date

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Early Childhood Education Secondary
Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE
Early Childhood Education Secondary Program of Study

AND

GUAM COMMUNITY COLLEGE
Early Childhood Education Postsecondary Program of Study

November 2016

Guam Community College
Dual Credit Articulated Program of Study

GUAM COMMUNITY COLLEGE
Early Childhood Education Secondary Program of Study

AND

GUAM COMMUNITY COLLEGE
Early Childhood Education Postsecondary Program of Study

I.   Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

II.   Procedures

A.   **Scope of Articulation.** This commitment to secondary/postsecondary articulation is between the Guam Community College's secondary program and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B.   **Terms of Articulation**. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2016. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C.   **Awarding of Credits.**
Three (3) credits will be awarded for CD110 Early Childhood Orientation. To receive credit, students, at a minimum, must:
(1)   Obtain a Certificate of Mastery in Early Childhood Education.
(2)   Obtain a high school diploma.
(3)   Officially declare a major in GCC's Early Childhood Education postsecondary program.

Three (3) credits will be awarded for CD180 Language Arts in Early Childhood Education. To receive credit, students, at a minimum, must:
(1)   Obtain a Certificate of Mastery in Early Childhood Education.
(2)   Obtain a high school diploma.
(3)   Officially declare a major in GCC's Early Childhood Education postsecondary program.

D.   **Transferability of Credits.** As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III. **Student Application Guidelines for Articulated Credits**

A.   **Student Eligibility.** Students must declare their major in Early Childhood Education at Guam Community College to be eligible for the articulated college credit.

Official GDOE transcripts must be sent directly to Guam Community College showing the student obtained a high school diploma and passed the secondary early childhood courses with a grade of "B" or higher in respective courses.

B.   **Timeline for Application.** Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College.

C.   **Table 1**

Dual Credit Articulated GCC Secondary Program of Study and
GCC Postsecondary
Program of Study Courses
Early Childhood Education Program

GCC Secondary Cluster Courses
VEEC050 Early Childhood Education Orientation Part 1 VEEC051 Early Childhood Education Orientation Part 2 VEEC060 Language Arts in Early Childhood Education Part 1 VEEC061 Language Arts in Early Childhood Education Part 2
Students completing a Certificate of Mastery in Early Childhood Education (which consists of completing the above courses with a "B" or better) and receiving a high school diploma can earn up to six (6) credits in the Early Childhood Education postsecondary program at Guam Community College.
GCC Postsecondary Courses
CD110 Early Childhood Education Orientation (3 credits) CD180 Language Arts in Early Childhood Education (3 credits)

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
VEEC050 Early Childhood Orientation Part 1 1. Demonstrate basic knowledge of all developmental domains related to early childhood. 2. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children. 3. Explore various careers in the early childhood education field and determine future goals. VEEC051 Early Childhood Orientation Part 2 1. Demonstrate basic knowledge of all developmental domains related to early childhood. 2. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children. 3. Explore various careers in the early childhood education field and determine future goals.	CD110 Early Childhood Education Orientation 1. Demonstrate basic knowledge of all developmental domains related to early childhood. 2. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children. 3. Explore various careers in the early childhood education field and determine future goals.
CTEC060 Language Arts in Early Childhood Education Part 1 1. Demonstrate knowledge in the language domains as it relates to young children 2. Create activities that build literacy skills. 3. Plan and implement a lesson plan for young children which develop and enhance language skills. VEEC061 Language Arts in Early Childhood Education Part 2 1. Demonstrate knowledge in the language domains as it relates to young children 2. Create activities that build literacy skills. 3. Plan and implement a lesson plan for young children which develop and enhance language skills.	CD180 Language Arts in Early Childhood Education 1. Demonstrate knowledge in the language domains as it relates to young children 2. Create activities that build literacy skills. 3. Plan and implement a lesson plan for young children which develop and enhance language skills.
Note: For articulation of credits, secondary SLOs must align to postsecondary SLOs.	

E. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
*Marsha Postrozny Professor Department Chair Education Tel. (671) 735-0265/0 Email: marsha.postrozny@guamcc.edu	Admission & Registration Tel. (671) 735-5531 -34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu gcc.registrar@guamcc.edu Assessment & Counseling Tel. (671) 735-5562 -65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

Early Childhood Development and Services: Early Childhood (Certificate) GDOE College Path

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses / Other Electives / Recommended Electives / Learner Activities	Career & Technical Courses and/or Degree Major Courses
Secondary	9	• English / Language Arts 9	• Applied Math- or- • General Math	• General Science	• World Geography	• Physical Education I &II-or- Health and Dance • Word Processing	
Secondary	10	• English / Language Arts 10	• Pre-Algebra	• Physical Science	• US History	• Chamorro-or- History of Guam • Computer Literacy	• VEEC050 ECE Orientation 1* • VEEC051 ECE Orientation 2*
Secondary	11	• English / Language Arts 11	• Algebra I -or- Geometry	• Biology	• American Govt.	• Art I -or- Speech and Debate • Psychology/Sociology	• VEEC060 Language Arts in EC 1^ • VEEC061 Language Arts in EC 2^
Secondary	12	• English / Language Arts 12 OR • Applied Communication	• Algebra II	One of the following: • Anatomy/Physiology • Marine Biology • Physics • Chemistry	• World History	• Basic Communication I	• VEEC089 Early Childhood Education Coop

Articulation/Dual Credit:

Education Levels	Year	English	Math	Science	Social Studies/ Sciences	Other	Career & Technical Courses and/or Degree Major Courses
Postsecondary	Year 13	• EN100W Fundamentals of English, Writing or Test out	• MA095 Pre-College Math, or test out				• CD110 ECE Orientation* • CD140 Environments for Young Children • CD180 Language Arts in EC^ • CD221 Child Growth & Development • ED231 Introduction to Exceptional Children • CD240 Cognitive & Creative Development • CD260 Social & Emotional Development • CD280 Program Development • ED281 Bilingual/Bicultural Education • CD292 ECE Practicum

*Students who complete VEEC050 and VEEC051 with a B or above receive articulated credits at GCC for CD110
^*Students who complete VEEC060 and VEEC061 with a B or above receive articulated credits at GCC for CD180

IV. Approval Process For Dual Credit Articulated Program of Study

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Carl D. Perkins Act and a copy shall be provided to the State Agency Office. Original agreement shall be maintained by GCC s Academic Affairs Division. All Agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Dual Credit Articulated Program of Study

GUAM COMMUNITY COLLEGE
Early Childhood Education Secondary Program of Study

AND

GUAM COMMUNITY COLLEGE
Early Childhood Education Postsecondary Program of Study

_____
Author

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____   _____   _____   _____
Department Chair   Date   Dean, TPS   Date

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_____   _____
Academic Vice President   Date

</div>

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Electronics Technology Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION

Electronics Technology Program of Study

AND

GUAM COMMUNITY COLLEGE

Associate of Science in Computer Networking Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Electronics Technology Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in Computer Networking Program of Study

I. Purpose

The purpose of this Articulation Agreement is to provide a mechanism which will enable students from the Guam Department of Education (GDOE) high schools who enroll at Guam Community College to receive college credits for mastery of standards/student learning outcomes gained in courses taken at the high school.

II. Agreements and Procedures

A. **Scope of Agreement.** This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. **Term of Agreemen**t. This Articulation Agreement will remain in effect for five (5) years, or until January 2015. This Articulation Agreement will be subject to annual reviews by faculty and other appropriate representatives from GCC and representatives from GDOE to address curriculum and course changes. Faculty and other appropriate representatives from GCC and representatives from GDOE will conduct an extensive review of possible substantive changes to the Agreement prior to the expiration of the Agreement.

C. **Number of Credits to be Awarded.** Table 1 lists the requirements of the GCC/GDOE Electronics Program of Study and Guam Community College's Associate of Science in Computer Networking Program of Study courses and credits students may earn through this Agreement. GCC's articulated credit and contact hours are shown in parenthesis (credit hours). A high school student must successfully complete the GCC/GDOE Program of Study and receive a Certificate of Mastery to be eligible for the articulated credits.

D. **Transferability of Credits.** As stipulated in this Agreement, credits awarded:
   (1) will transfer between Guam Community College's/Guam Department of Education's secondary program and Guam Community College's postsecondary program and
   (2) may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

    A. Student Eligibility. Students must declare their major in Electronics-Computer Networking Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit. Once accepted into the program named above, students must submit their original Certificate of Mastery in Electronics-Computer Networking Program, when applying for the articulated college credits. There will be no additional testing for these credits and no additional cost to the students for these credits. Students must provide:
        (1) Official GDOE transcripts sent directly to Guam Community College showing the student passed the secondary Electronics Program of Study courses with a grade of "B" or higher, and
        (2) Certificate of Mastery in Electronics-Computer Networking Program.

    B. Timeline for Application. Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College.

    C. Table 1

Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC Postsecondary Program of Study Courses Electronics-Computer Networking Program

GCC/GDOE Cluster Courses
VEEE080, VEEE081
Students completing the above courses with a "B" or better and receive a Certificate of Mastery may earn free articulated credits for Electronics-Computer Networking Program at Guam Community College.
Guam Community College
IT Essentials, IT Essentials II, (7 credit hours)

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
VEEE080 IT Essentials I 1. *Perform a step by step assembly of a desktop computer tower.* 2. *Explain, install, and navigate an operating system; upgrade component base on customer needs and perform preventive maintenance and troubleshooting.* 3. *Upgrade security components based on customer needs and perform preventive maintenance and troubleshooting.* **VEEE081 IT Essentials II** 1. *Install the Linux network operating systems.* 2. *Identify various Network application process.* 3. *Differentiate between the Linux and Windows 2000 network operating systems.*	**EE211 Essentials I** 1. *Perform a step by step assembly of a desktop computer tower.* 2. *Explain, install, and navigate an operating system; upgrade component base on customer needs and perform preventive maintenance and troubleshooting.* 3. *Upgrade security components based on customer needs and perform preventive maintenance and troubleshooting.* **EE215 IT Essentials II** 1. *Install the Linux network operating systems.* 2. *Identify various Network application process.* 3. *Differentiate between the Linux and Windows 2000 network operating systems.*

Note: For articulation of credits secondary SLOs must align to postsecondary SLOs.

E. Plan of Action:

	Plan of Action Matrix	
TASK	**OUTCOME**	**RECOMMENDED DEADLINE**
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	March 31, 2010
Ensure that articulation details are stated in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	March 31, 2010
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.).	Approved by respective signatories	October 15, 2010
Implement approved document	Offer course/program and begin assessment process	
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Articulation Coordinator
*Ricky Tyquiengco Instructor Department Chair Technology Department Tel. (671) 735-3034 Fax. (671) 735-3031 Email: ricky.tyquiengco1@guamcc.edu	Admission & Registration Tel. (671) 735-5531 -34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu gcc.registrar@guamcc.edu Assessment & Counseling Tel. (671) 735-5562 -65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

Career Cluster	Transportation, Distribution, & Logistics					
	Secondary				*Postsecondary*	
Program of Study	*Automotive Service Technology*				*Automotive Service Technology, Associate*	

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career & Technical Courses and/or Degree Major Courses
SECONDARY	9	•English/Language Arts 9	• Applied Math or • General Math	• General Science	•World Geography or •World History	•Physical Education I •Health •Dance	
	10	•English/Language Arts 10	• Algebra I • Algebra II	• Biology • Chemistry • Marine Biology	•US History •American Governmen •	•Electricity I	•Electricity II
	11	•English/Language Arts 11	• Applied Math • General Math	• Physical Science • General Science	•World Geography •World History •History of Guam	•IT Essentials I	•IT Essentials II
	12	•English/Language Arts 12 OR •Applied Communication				•Work Experience & Training (180 hours of CO-op/Work-Learn for Certificate of Mastery)	•VEEE065 Networking I •VEEE066 Networking II
PS Associates in Computer Networking (73 credits)	**Sem 1 Fall**	• EN110 Freshman English (3)	• MA161A College Algebra & Technical Mathematics (3)	• SI141 Applied Physics (4)	•PY120 General Psychology (3)		•EE103 Electricity I (4) •EE104 Electricity II (4) •EE112 Electronic Devices (4) •EE242 Voice and Data cabling (2)
	Sem 2 Spring						•EE116 Digital Technology (4)EE243 •EE243 Fiber Optics Installation (3) •EE265 Computer Networking I •EE266Computer Networking II
PS AS in Computer Networking (73 credits)	**Sem 3 Fall**				• SO130 Introduction to Sociology (3)	•CS151 Windows Applications (3) or •CS152 Macintosh Applications (3)	•EE267 Computer Networking III (4) •EE268 Computer Networking IV (4)
PS AS in Computer Networking (73 credits)	**Sem 4 Spring**						•EE271 Advanced Networking Professionals I (4) •EE275 Advanced Networking

Sample of Career Specialties / Occupations	Network Design and Administration: Communications Analyst * Data Communications Analyst * Information Systems Administrator * Information Systems Operator * Information Technology Engineer Network Consulting Engineer Network Pre-Sales Engineer Network: Administrator * Analyst * Architect * Engineer * Manager * Operations Analyst * Security Analyst * Specialist * Technician * Transport Administrator PC Support Specialist * Systems: Administrator * Engineer * Support Lead Technical Support Specialist * User Support Specialist Telecommunications Network Technician	Database Development and Administration: Data: Administrator * Analyst * Architect * Management Associate * Modeler * Modeling Specialist Database: Administration Associate * Administrator * Analyst * Developer * Manager * Modeler * Security Expert * DSS (Decision Support Services) * Knowledge Architect Senior: Database Administrator * Systems Analyst Systems: Administrator * Analyst Tester Technical Writer: Desktop Publisher * Document Specialist * Documentation Specialist * Editor Electronic Publications Specialist * Publisher Instructional Designer, Online Publisher Technical Communicator * Editor * Publications Manager * Writer Technical Support: Analyst * Call Center Support Representative * Content Manager Customer: Liaison * Service Representative * Service Professional Help Desk Specialist * Technician Maintenance Technician * PC Support Specialist * PC Systems Coordinator * Product Support Engineer * Sales Support Technician * Technical: Account Manager * Support Engineer * Support Representative Testing Engineer Enterprise Systems Analysis and Integration: Application Integrator * Business Continuity Analyst * Cross-Enterprise Integrator Data: Systems Designer * Systems Manager * Warehouse Designer E-Business Specialist * Electronic Transactions Implementer Information Systems: Architect * Planner Systems: Analyst * Architect * Integrator	Digital Media: 2D/3D Artist * Animator * Audio/Video Engineer * Designer * Media Specialist * Media/Instructional Designer Multimedia: Author * Authoring Specialist * Developer * Specialist Producer * Production Assistant * Programmer * Streaming Media Specialist * Virtual Reality Specialist Web: Designer * Producer * Specialist Web Development and Administration: Web: Administrator * Architect * Designer * Page Developer * Producer * Site Developer * Specialist Webmaster Web Developer Social Networking Specialist Blog Developer * Search Engine Marketing Specialist Search Engine Optimization Specialist	Programming / Software Engineering: Applications: Analyst * Engineer Business Analyst * Computer Engineer * Data Modeler Operating System: Designer/Engineer * Programmer Analyst Program Manager * Programmer * Programmer/Analyst * Project Lead Software Applications: Specialist * Architect * Design Engineer * Development Engineer * Engineer * QA Specialist * Tester Systems: Analyst * Administrator Test Engineer * Tester
Pathways	**Network Systems**	**Information Support and Services**	**Web and Digital Communications**	**Programming and Software Development**
Cluster K&S	**Cluster Knowledge and Skills** ♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems ♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills			

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC's Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Electronics Technology Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science Computer Networking Program of Study

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____   _____   _____   _____
    Ricky Tyquiengco   Date   Dr. Virginia C. Tudela   Date
    Department Chair   Dean, TSS

_____   _____
    Dr. R. Ray D. Somera   Date
    Vice President for Academic Affairs

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Lodging Management (Tourism & Travel Management) Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION

LODGING MANAGEMENT PROGRAM (LMP) I, II, III

AND

GUAM COMMUNITY COLLEGE

HOTEL OPERATIONS AND MANAGEMENT PROGRAM

APRIL 2013

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION

Lodging Management Program (LMP) Program of Study

AND

GUAM COMMUNITY COLLEGE

Hotel Operations Management and/or
Food Beverage Management Program of Study

I. Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

II. Procedures

A. Scope of Articulation. This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. Term of Agreement. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2018. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C. Number of Credits to be Awarded.
Nine (9) credits will be awarded for HS150 Welcome to Hospitality (3 credits), HS211 Front Office Management (3 credits), HS292a Hotel Operations Management Practicum (3 credits). To receive credits must successfully complete and receive the following:
(1) Obtain a high school diploma,
(2) Obtain a Certificate of Mastery in Lodging Management Program,
(3) Officially declare a major in GCC's Associate Degree in Culinary Arts program.

D. Transferability of Credits. As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

A. Student Eligibility. Students must declare their major in Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit.

Students must acquire a Certificate of Mastery Application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

B. Timeline for Application. Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

C. Table 1

**Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC
Postsecondary Program of Study Courses
Automotive Service Technology Program**

GCC/GDOE Secondary Cluster Courses
CTETT054 Lodging Management I CTETT064 Lodging Management II CTETT074 Lodging Management III

Guam Community College
HS150 Welcome to Hospitality (3 credits) HS211 Front Office Management (3 credits) HS292a Hotel Operations Management Practicum (3 credits).

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
CTETT054 Lodging Management I 1. Describe all facets and segments of tourism and hospitality industry. 2. Explain how tourism and hospitality segments work together to achieve objectives and goals. 3. Identify career opportunities in the tourism and hospitality industry. CTETT064 Lodging Management II 1. Perform basic skills in various positions required in Rooms division operations. 2. Demonstrate the ability to complete a hotel standard operating procedure manual for a selected department approved by the Work Experience instructor and advisor. 3. Demonstrate knowledge, skills, and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Work Experience/Practicum experience. 4. Explain procedures, operations, and management of the front office to include human resource management. CTETT074 Lodging Management III 1. Describe and evaluate the effectiveness of various front offices. 2. Demonstrate professionalism and work ethic as required in the hospitality industry. 3. Students will successfully complete not less	HS150 Welcome to Hospitality 1. Describe all facets and segments of tourism and hospitality industry. 2. Identify career opportunities in the tourism and hospitality industry. 3. Explain how tourism and hospitality segments work together to achieve objectives and goals. HS211 Front Office Management 1. Describe and evaluate the effectiveness of various front offices. 2. Explain procedures, operations, and management of the front office to include human resource management. HS292a Hotel Operations Management Practicum 1. Demonstrate knowledge, skills, and attitudes by applying the system approach method to analyze, evaluate, solve, and complete the requirements set by their Practicum experience. 2. Demonstrate the ability to complete a hotel standard operating procedure manual for a selected department approved by the Practicum instructor and Program advisor. 3. Apply the knowledge gained and skills achieved through Practicum experience.

SECONDARY SLOs	POSTSECONDARY SLOs
than 180 hours and not more than 270 hours of Work Experience. 4. Apply the knowledge gained and skills achieved through Work Experience/Practicum experience.	

Crosswalk Between CTE ProStart to CTE Lodging Management Program (LMP) and vice-versa.

A. CTETT055 ProStart I student may transfer to the CTETT054 LMP I program with credits under the following conditions:

1. A request must be made by the student to be transferred.
2. Program instructor from whom the student is transferring from and the receiving program instructor must both approve the transfer.
3. The transfer from CTETT055 to CTETT054 must occur on or before the end of the second semester of CTETT055.
4. Transfers will not be approved once the second year of the program has commenced.

B. CTETT054 LMP I student may transfer to the CTETT055 ProStart I program with credits under the following conditions:

1. A request must be made by the student to be transferred.
2. Program instructor from whom the student is transferring from and the receiving program instructor must both approve the transfer.
3. The transfer from CTETT054 to CTETT055 must occur on or before the end of the second semester of CTETT054.
4. Transfers will not be approved once the second year of the program has commenced

A. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	April 2013
Ensure that articulation details are states in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	April 2013
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.)	Approved by respective signatories	May 2013
Implement approved document	Offer course/program and begin assessment process	August 2013
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	August 2013

B. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
Norman Aguilar CHE, MBA, M.Ed. Assistant Professor Department Chair, Tourism and Hospitality Tel: 671.735.5629 Facsimile: 671.734.1004 E-mail: norman.aguilar@guamcc.edu	Admission and Registration Tel. (671) 735-5531 – 34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu Gcc.registrar@guamcc.edu Assessment and Counseling Tel. (671) 735-5562 – 65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster	Hospitality & Tourism	
	Secondary	Postsecondary
Program of Study	Lodging Management Program I, II, III	Hotel Operations Management and/or Food and Beverage Management

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career & Technical Courses and/or Degree Major Courses
Secondary	9	• English / Language Arts 9	• Applied Math- -or- • General Math	• General Science	• World Geography	• Physical Education I &II -or- Health and Dance • Word Processing	
	10	• English / Language Arts 10	• Pre-Algebra	• Physical Science	• US History	• Chamorro -or- History of Guam • Computer Literacy	• CTETT054 Lodging Management I
	11	• English / Language Arts 11	• Algebra I -or- • Geometry	• Biology	• American Govt.	• Art I -or- Speech and Debate • Psychology/Sociology	• CTETT064 Lodging Management II
	12	• English / Language Arts 12 OR • Applied Communication	• Algebra II	One of the following: • Anatomy/Physiology • Marine Biology • Physics • Chemistry	• World History	• Basic Communication I	• CTETT074 Lodging Management III
	Articulation/Dual Credit:						

| Postsecondary | Year 13 | • EN100W Fundamentals of English, Writing or Test out | • MA095 Pre-College Math, or test out | | HS150 Welcome to Hospitality (3 credits)
HS211 Front Office Management (3 credit)
HS292a Hotel Operations Management Practicum (3 credits). |

(Sample. Please include relevant document from www.careerclusters.org)

Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.

Sample Career Specialties /Occupations

General Manager •Food & Beverage Manager •Kitchen Manager •Catering & Banquets Manager •Service Manager• Dining Room Supervisor •Restaurant Owner •Baker •Brewer •Caterer •Dietician •Executive Chef •Cook •Pastry & Specialty Chef •Bartender •Restaurant Server •Banquet Server •Cocktail Server •Banquet Set-Up Employee• Bus Person •Room Service Attendant •Kitchen Steward •Counter Server •Wine Steward •Host •Research and Development Chef •Food/Beverage Wholesaler •Product Demonstrator •Personal Chef

Front Office Manager •Executive Housekeeper •Director of Sales & Marketing •Chief Engineer •Director of Human Resources •Rooms Division Manager •Director of Security •Controller •Food & Beverage Director •Resident Manager •Director of Operations •General Manager •Regional Manager •Quality Assurance Manager •Corporate Management •Lodging Management •Owner/Franchisee •Uniformed Services Support •Communications Supervisor •Front Desk Supervisor •Reservations Supervisor •Laundry Supervisor •Room Supervisor •Bell Captain •Shift Supervisor •Sales Professional •Night Auditor •Front Desk Employee •Valet Attendant •Bell Attendant•Door Attendant •Concierge •Reservationist •Guestroom Attendant •Public Space Cleaner •House Person•Maintenance Worker•Van Driver

Executive Director •Assistant Director •Director of Tourism Development •Director of Membership Development •Director of Communications •Director of Visitor Services •Director of Sales •Director of Marketing and Advertising •Director of Volunteer Services •Director of Convention and Visitors Bureau •Market Development Manager •Group Sales Manager •Events Manager •Sales Manager •Destination Manager •Convention Services Manager •Heritage Tourism Developer •Travel Agent (Commercial & Vacation) •Event Planner •Meeting Planner •Special Events Producer •Nature Tourism Coordinator •Tour and Travel Coordinator •Tourism Marketing Specialist •Transportation Specialist • Welcome Center Supervisor •Visitor Center Counselor •Tourism Assistant •Executive Assistant •Tour Guide •Tour Operator •Motor Coach Operator •Tour and Ticket Reservationist •Interpreter

Club Manager•Club Assistant Manager•Club Instructor•Club Equipment & Facility Maintenance •Club Scheduler•Club Event Planner•Club Membership Developer•Parks & Gardens Director•Parks & Gardens Activity Coordinator•Parks & Gardens Access Management•Parks & Gardens Safety & Security•Parks & Garden Ranger•Resort Trainer•Resort Instructor•Resort Equipment Maintenance•Resort Scheduler•Gaming & Casino Manager• Gaming & Casino Supervisor•Gaming & Casino Dealer•Gaming & Casino Slot Supervisor and Maintenance•Gaming & Casino Security & Safety•Fairs/Festival Event Planner•Fairs/Festival Set up Supervisor•Fairs/Festival Facility Manager•Fairs/Festival Promotional Developer•Theme Parks/Amusement Parks Resale Department Manager•Theme Parks/Amusement Parks Area Retail Manager•Theme Parks/Amusement Parks Area Ride Operations Manager•Theme Parks/Amusement Parks Group Events Manager•Family Centers Manager•Family Centers Equipment Operator/Maintenance•Historical /Cultural/Architectural Ecological Industrial Sites Guides/Ranger•Historical/Cultural/Architectural Ecological Industrial Sites Exhibit Developer•Museums/Zoos/Aquariums Docent•Museum/Zoos/Aquariums Animal Trainer and Handler•Museums/Zoos/Aquariums Exhibit Developer

Pathways	Restaurants and Food/Beverage Services	Lodging	Travel & Tourism	Recreation, Amusements & Attractions
Cluster K&S	**Cluster Knowledge and Skills** ♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems ♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills			

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC s Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Lodging Management I, II, III Program Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in Hotel Operations Management Program of Study

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____   _____   _____   _____
      Department Chair   Dean, TPS

       _____Dr. R. Ray D. Somera_____   ____Date____
            Vice President for Academic Affairs

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Lodging Management (Hotel Operations & Management)
Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION

LODGING MANAGEMENT PROGRAM (LMP) I, II, III

AND

GUAM COMMUNITY COLLEGE

International Hotel Management
Tourism & Travel Management

October 2016

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION

Lodging Management Program (LMP) Program of Study

AND

GUAM COMMUNITY COLLEGE

International Hotel Management
Tourism & Travel Management

1. **Purpose**

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

2. **Procedures**

   A. **Scope of Articulation.** This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

   B. **Term of Agreemen**t. The terms of articulation detailed in this document will remain in effect for five (5) years, or until October 2021. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

   C. **Number of Credits to be Awarded.**
   Nine (9) credits will be awarded: HS150 Welcome to Hospitality (3 credits), HS292 Travel and Hospitality Practicum (3 credits), and HS152 Customer Service (3 credits). To receive credits, students must successfully complete and receive the following:
   (1) Obtain a high school diploma,
   (2) Obtain a Certificate of Mastery in Lodging Management Program,
   (3) Officially declare a major in GCC's Associate of Science in International Hotel Management, or Food & Beverage Management, or Tourism & Travel Management.

D. **Transferability of Credits.** As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

3. **Student Application Guidelines for Articulated Credits**

A. **Student Eligibility.** Students must declare their major in Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit.

Students must acquire a Certificate of Mastery application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

B. **Timeline for Application.** Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

C. **Table 1**

Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC Postsecondary Program of Study Courses Lodging Management Program

GCC/GDOE Secondary Cluster Courses
CTTT054 Lodging Management I   CTTT064 Lodging Management II   CTTT074 Lodging Management III

Guam Community College
HS150 Welcome to Hospitality (3 credits)   HS152 Customer Service (3 credits)   HS292 Travel and Hospitality Practicum (3 credits)

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
CTTT054 Lodging Management Program I 1. Describe the main components of the hospitality, tourism and travel industry 2. Demonstrate guest relations skills and explain the need for a hospitality attitude. 3. Identify career opportunities in the hospitality and tourism industry. CTTT064 Lodging Management Program II 1. Perform front office, housekeeping, sales & marketing and food & beverage service skills. 2. Demonstrate the accepted protocol for resolving guest complaints and apply the steps to take a negative customer encounter and turn it into a positive customer service. 3. Explain the steps required during the job hunt and interview process**.** CTTT074 Lodging Management Program III 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. CTS089 Work Experience 1. Demonstrate appropriate	HS150 Welcome to Hospitality 1. Describe the main components of the hospitality, tourism, and travel industry 2. Demonstrate guest relation skills and explain the need for a hospitality attitude. 3. Discuss the history, organizational structures and contemporary issues in the hospitality and travel industry. 4. Identify career opportunities in the hospitality and tourism industry. HS152 Customer Service 1. Demonstrate the accepted protocol for resolving guest complaints and apply the steps to take a negative customer encounter and turn it into a positive customer service. 2. Assess the customer's wants and needs through the use of demographics and other database information. 3. Design a customer service campaign that appeals to the wants and needs of a visitor. HS292 Travel and Hospitality Practicum 1. Demonstrate appropriate worksite behaviors. 2. Develop entry-level skills in their respective career and technical fields. 3. Describe employability skills applied in the hospitality and travel industry.

SECONDARY SLOs	POSTSECONDARY SLOs
worksite behaviors 2. Develop entry-level skills in their respective career and technical field. 3. Describe entry and employability skills applied in their respective career and technical fields	

Crosswalk Between CTE ProStart to CTE Lodging Management Program (LMP) and vice-versa.

A. CTETT055 ProStart I student may transfer to the CTTT054 LMP I program with credits under the following conditions:

1. A request must be made by the student to be transferred.
2. Program instructor from whom the student is transferring from and the receiving program instructor must both approve the transfer.
3. The transfer from CTTT055 to CTTT054 must occur on or before the end of the second semester of CTTT055.
4. Transfers will not be approved once the second year of the program has commenced.

B. CTTT054 LMP I student may transfer to the CTTT055 ProStart I program with credits under the following conditions:

1. A request must be made by the student to be transferred.
2. Program instructor from whom the student is transferring from and the receiving program instructor must both approve the transfer.
3. The transfer from CTTT054 to CTTT055 must occur on or before the end of the second semester of CTTT054.
4. Transfers will not be approved once the second year of the program has commenced

ELIGIBILITY for:
Certificates of Completion or Certificates of Mastery

A. **CERTIFICATE of COMPLETION will be awarded to students successfully completing all core requirements of the Lodging Management Program with an average semester grade of 75% or better but did not complete a minimum of 180 hours of Work Experience.**

B. **CERTIFICATE of MASTERY will be awarded to students successfully completing all core requirements of the Lodging Management Program with an average semester grade of 80% or better and must have completed a minimum of 180 hours of Work Experience.**

A. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE

B. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
Marivic Schrage, CHE, MCTE Assistant Professor Department Chair, Tourism and Hospitality Tel: 671.735.5629 Facsimile: 671.734.1004 E-mail: marivic.schrage@guamcc.edu	Admission and Registration Tel. (671) 735-5531 – 34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu Gcc.registrar@guamcc.edu Assessment and Counseling Tel. (671) 735-5562 – 65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster	Hospitality & Tourism	
	Secondary	*Postsecondary*
Program of Study	Lodging Management Program I, II, III	International Hotel Management Food and Beverage Management Tourism and Travel Management

Education Levels	Grade	English	Math	Science	Social Studies/Sciences	Other Required Courses Other Electives **Recommended** **Electives** **Learner Activities**	Career & Technical Courses and/or Degree Major Courses
Secondary	**9**	• English / Language Arts 9	• Applied Math- or- • General Math	• General Science	• World Geography	• Physical Education I &II-or- Health and Dance • Word Processing	
	10	• English / Language Arts 10	• Pre-Algebra	• Physical Science	• US History	• Chamorro-or- History of Guam • Computer Literacy	• CTTT054 Lodging Management I
	11	• English / Language Arts 11	• Algebra I -or- Geometry	• Biology	• American Govt.	• Art I -or- Speech and Debate • Psychology/Sociology	• CTTT064 Lodging Management II
	12	• English / Language Arts 12 OR • Applied Communication	• Algebra II	One of the following: • Anatomy/Physiology • Marine Biology • Physics • Chemistry	• World History	• Basic Communication I	• CTTT074 Lodging Management III

Articulation/Dual Credit:

Postsecondary	Year 13	• EN100W Fundamentals of English, Writing or Test out	• MA095 Pre-College Math, or test out			HS150 Welcome to Hospitality (3 credits) HS211 Front Office Management (3 credit) HS292a Hotel Operations Management Practicum (3 credits).

Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.

Sample Career Specialties /Occupations				Pathways	Cluster K&S
General Manager •Food & Beverage Manager •Kitchen Manager •Catering & Banquets Manager •Service Manager• Dining Room Supervisor •Restaurant Owner •Baker •Brewer •Caterer •Dietician •Executive Chef •Cook •Pastry & Specialty Chef •Bartender •Restaurant Server •Banquet Server •Cocktail Server •Banquet Set-Up Employee• Bus Person •Room Service Attendant •Kitchen Steward •Counter Server •Wine Steward •Host •Research and Development Chef •Food/Beverage Wholesaler •Product Demonstrator •Personal Chef	*Front Office Manager •Executive Housekeeper •Director of Sales & Marketing •Chief Engineer •Director of Human Resources •Rooms Division Manager •Director of Security •Controller •Food & Beverage Director •Resident Manager •Director of Operations •General Manager •Regional Manager •Quality Assurance Manager •Corporate Management •Lodging Management •Owner/Franchisee •Uniformed Services Support •Communications Supervisor •Front Desk Supervisor •Reservations Supervisor •Laundry Supervisor •Room Supervisor •Bell Captain •Shift Supervisor •Sales Professional •Night Auditor •Front Desk Employee •Valet Attendant •Bell Attendant •Door Attendant •Concierge •Reservationist •Guestroom Attendant •Public Space Cleaner •House Person •Maintenance Worker •Van Driver*	*Executive Director •Assistant Director •Director of Tourism Development •Director of Membership Development •Director of Communications •Director of Visitor Services •Director of Sales •Director of Marketing and Advertising •Director of Volunteer Services •Director of Convention and Visitors Bureau •Market Development Manager •Group Sales Manager •Events Manager •Sales Manager •Destination Manager •Convention Services Manager •Heritage Tourism Developer •Travel Agent (Commercial & Vacation) •Event Planner •Meeting Planner •Special Events Producer •Nature Tourism Coordinator •Tour and Travel Coordinator •Tourism Marketing Specialist •Transportation Specialist • Welcome Center Supervisor •Visitor Center Counselor •Tourism Assistant •Executive Assistant •Tour Guide •Tour Operator •Motor Coach Operator •Tour and Ticket Reservationist •Interpreter*	Club Manager•Club Assistant Manager•Club Instructor•Club Equipment & Facility Maintenance •Club Scheduler•Club Event Planner•Club Membership Developer•Parks & Gardens Director•Parks & Gardens Activity Coordinator•Parks & Gardens Access Management•Parks & Gardens Safety & Security•Parks & Garden Ranger•Resort Trainer•Resort Instructor•Resort Equipment Maintenance•Resort Scheduler•Gaming & Casino Manager•Gaming & Casino Supervisor•Gaming & Casino Dealer•Gaming & Casino Slot Supervisor and Maintenance•Gaming & Casino Security & Safety•Fairs/Festival Event Planner•Fairs/Festival Set up Supervisor•Fairs/Festival Facility Manager•Fairs/Festival Promotional Developer•Theme Parks/Amusement Parks Resale Department Manager•Theme Parks/Amusement Parks Area Retail Manager•Theme Parks/Amusement Parks Area Ride Operations Manager•Theme Parks/Amusement Parks Group Events Manager•Family Centers Manager•Family Centers Equipment Operator/Maintenance•Historical /Cultural/Architectural Ecological Industrial Sites Guides/Ranger•Historical/Cultural/Architectural Ecological Industrial Sites Exhibit Developer•Museums/Zoos/Aquariums Docent•Museum/Zoos/Aquariums Animal Trainer and Handler•Museums/Zoos/Aquariums Exhibit Developer	
Restaurants and Food/Beverage Services	**Lodging**	**Travel & Tourism**	**Recreation, Amusements & Attractions**		
					Cluster Knowledge and Skills ♦Academic Foundations ♦Communications ♦Problem Solving and Critical Thinking ♦Information Technology Applications ♦ Systems ♦ Safety, Health and Environmental ♦Leadership and Teamwork ♦Ethics and Legal Responsibilities ♦Employability and Career Development ♦Technical Skills

Hospitality & Tourism

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC's Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Lodging Management I, II, III Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in International Hotel Management Program of Study
Associate of Science in Tour and Travel Management Program of Study

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____ _____   _____ _____
    Department Chair   Date   Dean, TPS   Date

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_____ _____
Academic Vice President   Date

</div>

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS) Agreement-
Marketing Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
Secondary Marketing

AND

GUAM COMMUNITY COLLEGE
Marketing Associate of Science

October 2016

Guam Community College
Dual Credit Articulated Program of Study

GUAM COMMUNITY COLLEGE/
Secondary Marketing Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in Marketing Program of Study

I. Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

II. Procedures

A. **Scope of Articulation.** This commitment to secondary / postsecondary articulation is between the Guam Community College's secondary program and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

B. **Terms of Articulation**. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2021. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

C. **Number of Credits to be Awarded. Nine (9) credits will be awarded for MK123, MK124, and MK205. To receive credit, students, at minimum, must:**

   (1) **Complete the identified secondary program with a grade of "B" or higher in each program course.**
   (2) **Achieve a Certificate of Mastery.**
   (3) **Officially declare a major in the identified postsecondary program.**

D. **Transferability of Credits.** As stipulated in this Agreement, credits awarded: will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

    A. **Student Eligibility.** Students must declare their major in Marketing Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit.

    Student must acquire a Certificate of Mastery Application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

    B. **Timeline for Application.** Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

    C. **Table 1**

Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC Postsecondary Program of Study Courses

GCC/GDOE Secondary Cluster Courses
CTMK050 Marketing I CTMK060 Marketing II CTMK070 Marketing III
Students completing a Certificate of Mastery in Marketing (which consists of completing the above courses with a "B' or better) and receiving a high school diploma can earn up to 9 credits in the Marketing postsecondary program at Guam Community College.
Guam Community College
MK123 Principles of Marketing   3 credit hours MK124 Selling   3 credit hours MK205 Entrepreneurship   3 credit hours

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
CTMK050 Marketing I	**MK123 Principles of Marketing**
1. Describe fundamental marketing concepts. 2. Demonstrate oral and written communication skills using technological tools in marketing. 3. Manage concepts, tools, and strategies used to explore, obtain, and develop in a marketing career.	1. Describe fundamental marketing concepts. 2. Demonstrate oral and written communication skills using technological tools in marketing. 3. Manage concepts, tools, and strategies used to explore, obtain, and develop in a marketing career.
CTMK060 Marketing II	**MK124 Selling**
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.	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.
CTMK070 Marketing III	**MK205 Entrepreneurship**
1. Describe the characteristics and skills of a successful entrepreneur. 2. Design a business plan utilizing the latest technology. 3. Recognize the advantage s and disadvantages of entrepreneurship as a career.	1. Describe the characteristics and skills of a successful entrepreneur. 2. Design a business plan utilizing the latest technology. 3. Recognize the advantage s and disadvantages of entrepreneurship as a career.

E. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	September 2016
Ensure that articulation details are states in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	October 2016
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.)	Approved by respective signatories	October 2016
Implement approved document	Offer course/program and begin assessment process	Fall 2017
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	December 2017

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
Department Chair Amada Manzana Business and Visual Communications Department Tel. (671) 735-3027 Fax. (671) 735-3027 Email: amada.manzana@guamcc.edu	Admission & Registration Tel. (671) 735-5531 -34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu gcc.registrar@guamcc.edu Assessment & Counseling Tel. (671) 735-5562 -65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster: *Marketing*

Program of Study: *Secondary* / *Post-Secondary*

Secondary Marketing / *Marketing, Associate of Science*

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career & Technical Courses and/or Degree Major Courses
SECONDARY	9	• English / Language Arts 9	• Applied Math -or- • General Math	• General Science	• World Geography –	• Physical Education I -or- • Health and Dance • Word Processing	
	10	• English / Language Arts 10	• Pre-Algebra	• Physical Science	• US History	• Chamorro –or- History of Guam • Computer Literacy	• CTMK050
	11	• English / Language Arts 11	• Algebra I -or- • Geometry	• Biology	• American Govt.	• Art I -or- Speech and Debate • Psychology/Sociology	• CTMK060 • CTMK062
	12	• English / Language Arts 12 OR • Applied Communication	• Algebra II	One of the following: • Anatomy/Physiology • Marine Biology • Physics • Chemistry	• World History	• Basic Communication II	• CTMK070 • CTMK072
POSTSECONDARY	Year 13	EN100W Fundamentals of English Writing or Test out	• MA095 Pre-College Math, or test out				• MK123 • MK124 • MK205

Planning, managing, and performing marketing activities to reach organizational objectives.

Sample Career Specialties / Occupations				
• Entrepreneurs • Owners • Small Business Owners • Presidents • Chief Executive Officers • Principals • Partners • Proprietors • Franchisees • Independent X's (e.g., distributor) • Customer Service Representatives • Administrative Support Representatives (e.g., human resources, clerical, finance, technical)	• Inbound Call Managers • Channel Sales Managers • Regional Sales Managers • Client Relationship Managers • Business Development Managers • Territory Representatives / Managers • Key Account Managers • National Account Managers • Account Executives • Sales Engineers • Sales Executives • Technical Sales Specialists • Retail Sales Specialists (big ticket) • Outside Sales Representatives • Industrial Sales Representatives • Manufacturer's Representatives • Salespersons • Field Marketing Representatives • Brokers • Agents • Field Representatives • Solutions Advisors • Sales/Marketing Associates • Telemarketers/Inside Sales Representatives • Customer Service Representatives • Administrative Support Representatives (e.g., human resources, clerical, finance, technical)	• Store Managers • Retail Marketing Coordinators • Merchandising Managers • Merchandise Buyers • Operations Managers • Visual Merchandise Managers • Sales Managers • Department Managers • Sales Associates • Customer Service Representatives • Clerks (e.g., stock, receiving, etc.) • Administrative Support Representatives (e.g, human resources, clerical, finance, technical)	• Advertising Managers • Public Relations Managers • Public Information Directors • Sales Promotion Managers • Co-op Managers • Trade Show Managers • Circulation Managers • Promotions Managers • Art/Graphics Directors • Creative Directors • Account Executives • Account Supervisors • Sales Representatives • Marketing Associates • Media Buyers/Planners • Interactive Media Specialists • Analysts • Contract Administrators • Copywriters • Research Specialists • Research Assistants • Customer Service Representatives • Administrative Support Representatives (e.g., human resources, clerical, finance, technical)	• Database Managers • Research Specialists / Managers • Brand Managers • Marketing Services Managers • Customer Satisfaction Managers • (Research) Project Managers • CRM Managers • Forecasting Managers • Strategic Planners, Marketing • Product Planners • Planning Analysts • Directors of Market Development • Database Analysts • Analysts • Research Associates • Frequency Marketing Specialists • Knowledge Management Specialists • Interviewers • Customer Service Representatives • Administrative Support Representatives (e.g., human resources, clerical, finance, technical)
Pathways	Marketing Management	Professional Sales	Merchandising	Marketing Communications	Marketing Research
CCTC/Career Ready Practices	The Common Career Technical Core (CCTC) includes a set of standards for each of the 16 Career Clusters and their corresponding Career Pathways that define what students should know and be able to do after completing instruction in a program of study. The CCTC also includes an overarching set of Career Ready Practices that apply to all programs of study. The Career Ready Practices included 2 statements that address the knowledge, skills and dispositions that are important to becoming career ready.			

IV.   Approval Process For Dual Credit Articulated Program of Study

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. The original agreement shall be maintained by GCC's Academic Affairs Division. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
Secondary Marketing Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Science in Marketing Program of Study

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____ _____   _____ _____
        Amada Manzana   Date   Dr. Virginia Tudela   Date
       Department Chair   Dean, TPS

_____   _____
        Dr. R. Ray D. Somera   Date
       Academic Vice President

Guam's Career Pathway System
Dual Credit Articulated Program of Study (DCAPS)
Agreement-
ProStart Program of Study

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION

ProStart I, II, III Program of Study

AND

GUAM COMMUNITY COLLEGE

Associate of Arts in Culinary Arts Program of Study

April 2013

Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
ProStart I, II, III Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Arts in Culinary Arts Program of Study

I. Purpose

The purpose of this document is to provide a mechanism which will enable students who have completed a Guam Community College secondary Career and Technical Education (CTE) program, upon declaration of a major in a Guam Community College postsecondary program that is aligned with the secondary CTE program, to receive college credit.

II. Procedures

    A. Scope of Articulation. This Articulation Agreement is entered into between the Guam Community College's secondary program at GDOE and Guam Community College's postsecondary program. Acceptance of these credits toward a program of study at any other institution will be contingent upon the program and college requirements of the receiving institution.

    B. Term of Agreement. The terms of articulation detailed in this document will remain in effect for five (5) years, or until August 2018. Continued articulation will be subject to annual reviews by faculty and other appropriate representatives from GCC to address curriculum and course changes. Faculty and other appropriate representatives from GCC will conduct an extensive review of possible substantive changes to articulation prior to the expiration of articulation.

    C. Number of Credits to be Awarded.
    Nine (9) credits will be awarded for HS 140–Menu Planning (3) credits, HS154-Nutrition for Foodservice Professionals (3) credits, and HS293– Culinary Practicum (3 Credits). To receive credit students must successfully complete and receive all of the following:
    (1) Obtain a high school diploma,
    (2) Obtain a Certificate of Mastery in ProStart,
    (3) Officially declare a major in GCC's Associate Degree in Culinary Arts program.

    D. Transferability of Credits. As stipulated in this Agreement, credits awarded will transfer between Guam Community College's secondary program and Guam Community College's postsecondary program and may not be applicable to programs outside of this Agreement.

III. Student Application Guidelines for Articulated Credits

    A. Student Eligibility. Students must declare their major in *Culinary Arts* Program of Study at Guam Community College to be eligible for the awarding of any articulated college credit.

    Students must acquire a Certificate of Mastery Application from a GCC Career Counselor and obtain all necessary signatures to ensure that all requirements towards grades and Work Experience hours have been met.

    B. Timeline for Application. Students should apply for articulated credit by contacting the college counselor or program chair (see list of contact persons) in their first year of attendance at Guam Community College. Students will have 2 years after date of high school graduation to apply for articulated credits.

    C. Table 1

Dual Credit Articulated GCC/GDOE Secondary Program of Study and GCC Postsecondary Program of Study Courses Automotive Service Technology Program

GCC/GDOE Secondary Cluster Courses
CTETT055 ProStart I **CTETT065 ProStart II** **CTETT075 ProStart III**
Guam Community College
HS140 – Menu Planning (3 credits) **HS154 – Nutrition for Foodservice Professionals (3 credits)** **HS293 – Culinary Practicum (3 credits)**

Note: Should the Guam Community College and/or Guam Department of Education course alphas and numbers change, but the course content and student learning outcomes remain the same, the conditions of the Articulation Agreement will be honored.

D. Crosswalk of Student Learning Outcomes (SLOs) for the program of study secondary courses and the program of study postsecondary.

SECONDARY SLOs	POSTSECONDARY SLOs
CTETT055 ProStart I **Course Level** 1. Demonstrate positive work ethic required of them in the field of Culinary Arts. 2. Demonstrate knowledge in culinary terms, methods, and application. 3. Interpret the fundamentals of food service as it applies to the work of a Culinarian. 4. Demonstrate skills in completing a job application, preparing a resume and cover letter. 5. Demonstrate skills in proper handling of knives, kitchen tools, and equipment. 6. Demonstrate safety and sanitary food handling practices. **CTETT065 ProStart II** **Course Level** 1. List the current USDA Food Guide and recommend daily servings and guidelines. 2. Reinforce personal hygiene habits, safety and sanitation practices in the production of foods. 3. Describe and identify major nutrients and their sources. 4. Evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions. 5. Explain healthy cooking techniques; be able to analyze and modify recipes for healthier food production. 6. Demonstrate positive work ethic in an enthusiastic manner through teamwork in a professional kitchen, and to work at constant speed on tasks as time permits. **CTETT 075 ProStart III** **Course Level** 1. Perform skills and tasks with minimal supervision established through skill development and application of techniques under pressures associated with the demands	**HS140 Menu Planning:** 1. Demonstrate positive work ethic required of them in the field of Culinary Arts. 2. Demonstrate knowledge in culinary terms, methods, and application. 3. Interpret the fundamentals of food service as it applies to the work of a Culinarian. **HS154 Nutrition for Foodservice Professionals** 1. List the current USDA Food Guide and recommend daily servings and guidelines. 2. Describe and identify major nutrients and their sources. 3. Evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions. 4. Explain healthy cooking techniques; be able to analyze and modify recipes for healthier food production. **HS293 – Culinary Practicum** 1. Demonstrate positive work ethic in an enthusiastic manner through teamwork in a professional kitchen, and to work at constant speed on tasks as time permits. 2. Perform skills and tasks with minimal supervision established through skill development and application of techniques under pressures associated with the demands in a professional kitchen. 3. Interpret the duties as assigned by the supervisor in charge relevant to the competency requirements adhering to all safety regulations.

SECONDARY SLOs	POSTSECONDARY SLOs
in a professional kitchen. 2. Demonstrate how to write menu descriptions using descriptive terminology to design attractive and informative menus. 3. Interpret the duties as assigned by the supervisor in charge relevant to the competency requirements adhering to all safety regulations.	

Crosswalk Between CTE ProStart to CTE Lodging Management Program (LMP) and vice-versa.

   A. CTETT055 ProStart I student may transfer to the CTETT054 LMP I program with credits under the following conditions:

1. A request must be made by the student to be transferred.
2. Program instructor from whom the student is transferring from and the receiving program instructor must both approve the transfer.
3. The transfer from CTETT055 to CTETT054 must occur on or before the end of the second semester of CTETT055.
4. Transfers will not be approved once the second year of the program has commenced.

   B. CTETT054 LMP I student may transfer to the CTETT055 ProStart I program with credits under the following conditions:

1. A request must be made by the student to be transferred.
2. Program instructor from whom the student is transferring from and the receiving program instructor must both approve the transfer.
3. The transfer from CTETT054 to CTETT055 must occur on or before the end of the second semester of CTETT054.
4. Transfers will not be approved once the second year of the program has commenced

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ELIGIBILITY for:
Certificates of Completion or Certificates of Mastery

  A. CERTIFICATE of COMPLETION will be awarded to students successfully completing all core requirements of the ProStart or Lodging Management Program with an average semester grade of "75%" or better but did not complete a minimum of 180 hours of Work Experience. Six (6) credits will be awarded: HS140 and HS154.

  B. CERTIFICATE of MASTERY will be awarded to students successfully completing all core requirements of the ProStart or Lodging Management Program with an average semester grade of "80%" or better and must have completed a minimum of 180 hours of work experience. Nine (9) credits will be awarded: HS140, HS154 and HS293.

E. Plan of Action:

Plan of Action Matrix

TASK	OUTCOME	RECOMMENDED DEADLINE
Ensure SLO Alignment	Modify secondary SLOs to align with postsecondary SLOs	April 2013
Ensure that articulation details are stated in respective course and program guides. Identify, review and share recommendation(s) with Advisory Committee.	Concurrence of Advisory Committee on recommendation(s).	June 2013
Make appropriate change to curricula (i.e., Non-Substantive, Substantive Course Document, Substantive Program Document, SLO Maps, etc.)	Approved by respective signatories	August 2013
Implement approved document	Offer course/program and begin assessment process	September 2013
Share assessment results with Advisory Committee	Meet and incorporate recommendations made by the Advisory Committee	September 2013

F. Campus Contacts

Inquiries regarding content of specific courses in this Agreement should be directed to the individuals with asterisk (*) in the table below.

Program Contact	Administration Contact
Norman Aguilar CHE, MBA, M.Ed. Assistant Professor Department Chair, Tourism and Hospitality Tel: 671.735.5629 Facsimile: 671.734.1004 E-mail: norman.aguilar@guamcc.edu	Admission and Registration Tel. (671) 735-5531 – 34 Fax. (671) 734-5238 Email: gcc.admission@guamcc.edu 　　　　Gcc.registrar@guamcc.edu Assessment and Counseling Tel. (671) 735-5562 – 65 Fax. (671) 734-5238 Email: gcc.counseling@guamcc.edu

PERSONAL PLAN OF STUDY

Career Cluster	Hospitality & Tourism	Postsecondary
Program of Study	Secondary: ProStart I, II, III	Culinary Arts

Education Levels	Grade	English	Math	Science	Social Studies/ Sciences	Other Required Courses / Other Electives / Recommended Electives / Learner Activities	Career & Technical Courses and/or Degree Major Courses
Secondary	9	• English / Language Arts 9	• Applied Math- -or- • General Math	• General Science	• World Geography	• Physical Education I &II-or- Health and Dance • Word Processing	
	10	• English / Language Arts 10	• Pre-Algebra	• Physical Science	• US History	• Chamorro-or- History of Guam • Computer Literacy	• CTETT055 ProStart I
	11	• English / Language Arts 11	• Algebra I -or- • Geometry	• Biology	• American Govt.	• Art I -or- Speech and Debate • Psychology/Sociology	• CTETT065 ProStart II
	12	• English / Language Arts 12 OR • Applied Communication	• Algebra II	One of the following: • Anatomy/Physiology • Marine Biology • Physics • Chemistry	• World History	• Basic Communication I	• CTETT075 ProStart III
Postsecondary	Articulation/Dual Credit:						
	Year 13	• EN100W Fundamentals of English, Writing or Test out	• MA095 Pre-College Math, or test out				HS140 – Menu Planning (3 credits) HS154 – Nutrition for Foodservice Professionals (3 credits) HS293 – Culinary Practicum (3 credits)

Hospitality & Tourism encompasses the management, marketing and operations of restaurants and other foodservices, lodging, attractions, recreation events and travel related services.

Hospitality & Tourism

	Restaurants and Food/Beverage Services	Lodging	Travel & Tourism	Recreation, Amusements & Attractions
Sample Career Specialties /Occupations	*General Manager •Food & Beverage Manager •Kitchen Manager •Catering & Banquets Manager •Service Manager• Dining Room Supervisor •Restaurant Owner •Baker •Brewer •Caterer •Dietician •Executive Chef •Cook •Pastry & Specialty Chef •Bartender •Restaurant Server •Banquet Server •Cocktail Server •Banquet Set-Up Employee• Bus Person •Room Service Attendant •Kitchen Steward •Counter Server •Wine Steward •Host •Research and Development Chef •Food/Beverage Wholesaler •Product Demonstrator •Personal Chef*	*Front Office Manager •Executive Housekeeper •Director of Sales & Marketing •Chief Engineer •Director of Human Resources •Rooms Division Manager •Director of Security •Controller •Food & Beverage Director •Resident Manager •Director of Operations •General Manager •Regional Manager •Corporate Assurance Manager •Corporate Management •Lodging Management •Owner/Franchisee •Uniformed Services Support •Communications Supervisor •Front Desk Supervisor •Reservations Supervisor •Laundry Supervisor •Room Supervisor •Bell Captain •Shift Supervisor •Sales Professional •Night Auditor •Front Desk Employee •Valet Attendant •Bell Attendant •Door Attendant •Concierge •Reservationist •Guestroom Attendant •Public Space Cleaner •House Person •Maintenance Worker •Van Driver*	*Executive Director •Assistant Director •Director of Tourism Development •Director of Membership Development •Director of Communications •Director of Visitor Services •Director of Sales •Director of Marketing and Advertising •Director of Volunteer Services •Director of Convention and Visitors Bureau •Market Development Manager •Group Sales Manager •Events Manager •Sales Manager •Destination Manager •Convention Services Manager •Heritage Tourism Developer •Travel Agent (Commercial & Vacation) •Event Planner •Meeting Planner •Special Events Producer •Nature Tourism Coordinator •Tour and Travel Coordinator •Tourism Marketing Specialist • Transportation Specialist • Welcome Center Supervisor •Visitor Center Counselor •Tourism Assistant •Executive Assistant •Tour Guide •Tour Operator •Motor Coach Operator •Tour and Ticket Reservationist •Interpreter*	Club Manager•Club Assistant Manager•Club Instructor•Club Equipment & Facility Maintenance •Club Scheduler•Club Event Planner•Club Membership Developer•Parks & Gardens Director•Parks & Gardens Activity Coordinator•Parks & Gardens Access Management•Parks & Gardens Safety & Security•Parks & Garden Ranger•Resort Trainer•Resort Instructor•Resort Equipment Maintenance•Resort Scheduler•Gaming & Casino Manager•Gaming & Casino Supervisor•Gaming & Casino Dealer•Gaming & Casino Slot Supervisor and Maintenance•Gaming & Casino Security & Safety•Fairs/Festival Event Planner•Fairs/Festival Set up Supervisor•Fairs/Festival Facility Manager•Fairs/Festival Promotional Developer•Theme Parks/Amusement Parks Resale Department Manager•Theme Parks/Amusement Parks Area Retail Manager•Theme Parks/Amusement Parks Area Ride Operations Manager•Theme Parks/Amusement Parks Group Events Manager•Family Centers Manager•Family Centers Equipment Operator/Maintenance•Historical /Cultural/Architectural Ecological Industrial Sites Guides/Ranger•Historical/Cultural/Architectural Ecological Industrial Sites Exhibit Developer•Museums/Zoos/Aquariums Docent•Museum/Zoos/Aquariums Animal Trainer and Handler•Museums/Zoos/Aquariums Exhibit Developer
Pathways	Restaurants and Food/Beverage Services	Lodging	Travel & Tourism	Recreation, Amusements & Attractions
Cluster K&S	**Cluster Knowledge and Skills** ♦ Academic Foundations ♦ Communications ♦ Problem Solving and Critical Thinking ♦ Information Technology Applications ♦ Systems ♦ Safety, Health and Environmental ♦ Leadership and Teamwork ♦ Ethics and Legal Responsibilities ♦ Employability and Career Development ♦ Technical Skills			

IV. Approval Process For Dual Credit Articulated Program of Study Agreements

When a DCAPS Agreement is developed, assurance that the DCAPS complies with requirements of Perkins Act shall be provided to the State Agency Office and GDOE. GCC s Academic Affairs Division shall maintain the original agreement. All agreements will be posted in TracDat, the central repository for all GCC curriculum documents.

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Guam's Career Pathway System
Dual Credit Articulated Program of Study Agreement

GUAM COMMUNITY COLLEGE/
GUAM DEPARTMENT OF EDUCATION
ProStart I, II, III Program of Study

AND

GUAM COMMUNITY COLLEGE
Associate of Arts in Culinary Arts Program of Study

</div>

On behalf of the agencies named above, we agree to the terms and conditions of this articulation agreement.

_____   _____   _____   _____
    Department Chair   Dean, TPS

       _____Dr. R. Ray D. Somera_____   _____
       Vice President for Academic Affairs

GUAM**COMMUNITY**COLLEGE

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

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

DEGREES OFFERED
Associate of Science
Associate of Arts
Certificate
Diploma