Guam Community College
Secondary Programs

Career Technical Education
2010-2011 Catalog

GCC
GUAM COMMUNITY COLLEGE
Kulehon Kumunidát Guåhan

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GCC MISSION STATEMENT

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

Career and Technical Education at Guam Community College

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, and 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 co-op or 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 co-op 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
  - ○ Carpentry
  - ○ AutoCAD

- ◆ Early Childhood Education

- ◆ Electronics-Computer Networking

- ◆ Health Occupations

- ◆ Marketing

- ◆ Tourism
  - ○ Lodging Management
  - ○ ProStart

- ◆ Visual Communications

Certificate of Completion
&
Certificate of Mastery

General Requirements for **Certificates**

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

CERTIFICATE OF COMPLETION: Completion of all technical courses with a grade of "C" or better.

CERTIFICATE OF MASTERY: Completion of all technical courses with a grade of "B" or better and completion of 180 hours of work experience.

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

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

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

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

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

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

Certificate of Completion / Mastery in **ALLIED HEALTH (INTRODUCTION TO HEALTH OCCUPATIONS)**

Program Description

There are over five million medical or allied health care workers in the United States who work in more than 80 different professions. Projections in the U.S. have shown an expected long-term shortage of qualified workers to fill many of the medical or allied health positions. Health care professionals make the healthcare system function by providing a range of diagnostic, technical, therapeutic, direct patient care and support services that are critical to the patients they serve.

Intro to Health Occupations provides didactic information and hands on skills to the student who is interested in pursuing a health care related career. When making a medical career choice, it is important to receive all the facts, including descriptions of the occupations, educational requirements, job opportunities and salary levels. In addition, it is a good idea to talk with people already working in these jobs. This program helps the student with medical career exploration, provides opportunities to observe health occupations, and teaches anatomy and physiology.

Program Student Learning Outcomes (SLOs)

Upon successful completion of this program, students will be able to:
1. Analyze and assess the different health occupations in the health care career field.
2. Distinguish between the different systems in the human body and compare how illness affects these systems.
3. Interpret and demonstrate basic nursing skills.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
VEHO050	Introduction to Health Occupations	1.0
VESI050	Applied Anatomy and Physiology +	1.0
VENU062	Allied Health Occupations +	2.0
Total Technical Requirements		**4.0**

Certificate of Mastery

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

Certificate of Completion / Mastery in **AUTOMOTIVE (AUTOMOTIVE SERVICE TECHNOLOGY)**

Program Description

The Automotive Service Technology, Secondary program prepares students for transition into the postsecondary environment. The program offers introductory courses in four out of the eight major areas as defined by the National Automotive technicians Education Foundation, NATEF. These areas include Electrical/Electronic Systems, Engine Performance, Brakes, and Suspension & Steering. Graduates of the program will possess foundational knowledge and skills that can be built upon at the college level.

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
VEME050A	Introduction to Automotive Service I	1.0
VEME050B	Introduction to Automotive Service II +	1.0
VEME075	Electrical/Electronic Systems +	1.0
VEME077	Engine Performance +	1.0
VEME065	Brakes +	1.0
VEME066	Suspension & Steering +	1.0
Total Technical Requirements		**6.0**

Certificate of Mastery

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

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

Program Description

The Collision Repair & Refinishing Technology, Secondary program prepares students for transition into the postsecondary environment. The program offers introductory courses in two of the four major areas as defined by the National Automotive Technicians Education Foundation, NATEF. These areas include Autobody Non-Structural & Damage Repair and Autobody Painting & Refinishing. Graduates of the program will possess foundational knowledge and skills that can be built upon at the college level.

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
VEME061A	Autobody Non-Structural Analysis & Damage Repair I	1.0
VEME061B	Autobody Non-Structural Analysis & Damage Repair II +	1.0
VEME071A	Autobody Painting & Refinishing I +	1.0
VEME071B	Autobody Painting & Refinishing II +	1.0
Total Technical Requirements		**4.0**

Certificate of Mastery

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

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

Program Description

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

Program Student Learning Outcomes (SLOs)

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

1. Demonstrate a proper work attitude as deemed appropriate in the construction field.
2. Demonstrate proper use of all construction-related tools specific to drafting, carpentry, masonry, and plumbing.
3. Demonstrate an understanding of all safety practices and procedures as required by the local industry.

Technical Requirements for CARPENTRY

Certificate of Completion

COURSE#	COURSE	CREDITS
VECT053	Introduction to Carpentry IA/IB	2.0
VECT073	Carpentry IIA/IIB +	2.0
Total Technical Requirements		**4.0**

Certificate of Mastery

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

Technical Requirements for AUTOCAD

Certificate of Completion

COURSE#	COURSE	CREDITS
VECT080	Intro to AutoCAD	1.0
VECT081	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. Only courses which have a grade of "C" or better will be counted towards a Certificate of Completion or Certificate of Mastery.

Program Student Learning Outcomes (SLOs)

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

CERTIFICATE OF COMPLETION:
1. Demonstrate ways to maintain a safe and healthy environment for young children.
2. Develop and implement an integrated lesson and learning center that incorporates early childhood literacy and physical skills.
3. Demonstrate basic knowledge of early childhood education and development.

CERTIFICATE OF MASTERY:
1. Demonstrate appropriate worksite behavior.
2. Maintain a safe and healthy environment
3. Develop and implement an integrated lesson and/or learning centers that incorporate two developmental areas of early childhood.
4. Demonstrate basic knowledge or early childhood development and put into practice at the worksite.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
VEEC050	ECE Orientation 1	0.5
VEEC051	ECE Orientation 2	0.5
VEEC060	Language Arts in Early Childhood 1 +	0.5
VEEC061	Language Arts in Early Childhood 2 +	0.5
Total Technical Requirements		**2.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND		
VEEC089	Early Childhood Education CO-OP +	1.0
Total Technical Requirements		**3.0**

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

Program Description

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

Program Student Learning Outcomes (SLOs)

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

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
VEEE051A	Electricity I +	0.5
VEEE051B	Electricity II +	0.5
VEEE080	IT Essentials I +	0.5
VEEE081	IT Essentials II +	0.5
VEEE065	Computer Networking I +	0.5
VEEE066	Computer Networking II +	0.5
Total Technical Requirements		**3.0**

Certificate of Mastery

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

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

Program Description

Guam Community College offers three years of Marketing Education in the Guam Department of Education. All students should complete three years of Marketing with a "C" average or better for a certificate of Completion. Students completing three years of Marketing Education with a "B" average or better and 180 hours of Coop in lieu of VEMKO73 Marketing Sales and Services Lab IIIB, shall receive a Certificate of Mastery. Marketing Education provides training in retail marketing, selling, visual merchandising and display, buying, pricing, inventory control, customer relations, marketing math, human relations, economics, Point-of Sale systems, money-handling, retail accounting, computer business applications, scheduling, management functions, and promotions. Participation in DECA, An Association of Marketing Students, gives students an opportunity to improve their leadership skills and compete at the local and national levels.

Program Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to:
1. Integrate the latest technology effectively in business and marketing communications.
2. Demonstrate an understanding of the functions and foundations of marketing.
3. Identify desirable personality traits important to business.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
VEMK050	Marketing IA	0.5
VEMK051	Marketing IB+	0.5
VEMK060	Marketing IIA+	1.0
VEMK061	Marketing IIB+	1.0
VEMK062	Marketing Sales & Services Laboratory IIA+	0.5
VEMK063	Marketing Sales & Services Laboratory IIB+	0.5
VEMK072	Marketing Sales & Services Laboratory IIIA+	0.5
VEMK073	Marketing Sales & Services Laboratory IIIB + OR	
	90 hours of work experience	0.5
Total Technical Requirements		**5.0**

Certificate of Mastery

COURSE#	COURSE	CREDITS
All courses for Certificate of Completion AND 180 hours of work experience in this program area (note: 90 hours may have been earned in lieu of VEMK073).		0.5-1.0
Total Technical Requirements		**5.5-6.0**

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

Program Description

The three-year Tourism and Hospitality Program at the secondary level provides high school students with education and training to prepare for entry-level to semi-skilled level jobs in the tourism and hospitality industry. Students can earn from three to five credits in the Tourism & Hospitality cluster towards graduation. Students who successfully complete all course requirements will be awarded the GCC Certificate of Completion in Tourism. GCC Certificate of Mastery in Tourism will be awarded to those who completed all the required courses in addition to at least one credit in Co-Op work experience. Students are eligible to earn national certificates from the Educational Institute of American Hotel and Lodging Association.

Program Student Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Perform basic fundamental skills in the various positions required in lodging operations.
2. Gain sufficient knowledge to meet national standards for lodging operations.
3. Demonstrate perceived professional and career planning skills.
4. Demonstrate industry technical skills in night audit, sales and marketing, banqueting, and general knowledge in the lodging industry.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
VETT054	LMP I	1.0
VETT064	LMP II +	1.0
VETT074	LMP III +	1.0
Total Technical Requirements		**3.0**

Certificate of Mastery

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

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

Program Description

The three-year ProStart Program at the high school level provides students with education and training to prepare for entry-level to semi-skilled level jobs in the food service industry. Students can earn four credits in ProStart towards graduation. Students may also earn additional elective credit through the Work Experience Program. Students who successfully complete all the ProStart courses will be awarded the GCC Certificate of Completion in ProStart. GCC Certificate of Mastery in ProStart will be awarded to those who completed all the technical courses in addition to at least one credit in Work Experience. Students are also eligible to earn a national certificate from the Educational Foundation of the National Restaurant Association.

Program Student Learning Outcomes

Upon successful completion of this program, students will be able to:
1. Perform food service skills by preparing various foods and serving them to guests.
2. Interpret and apply fundamentals of food service for various types of restaurant operations.
3. Demonstrate positive work ethics required of them in the food service industry.

Technical Requirements

Certificate of Completion

COURSE#	COURSE	CREDITS
VETT055	ProStart I	1.0
VETT065	ProStart II +	2.0
VETT075	ProStart III +	1.0
Total Technical Requirements		**4.0**

Certificate of Mastery

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

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

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

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

Technical Requirements
Certificate of Completion

COURSE#	COURSE	CREDITS
VEVC051	Visual Communications I +	0.5
VEVC052	Visual Communications II +	0.5
VEVC053	Visual Communications III +	1.0
VEVC054	Visual Communications IV +	1.0
Total Technical Requirements		**3.0**

Certificate of Mastery

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

COURSE DESCRIPTIONS
&
STUDENT LEARNING
OUTCOMES (SLOS)

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

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

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

VEHO – ALLIED HEALTH

VEHO050A/B
 INTRO TO HEALTH OCCUPATIONS (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 and non-invasive special health care skills. Through a variety of activities ranging from laboratory activities and field trips to opportunities for shadowing, career exploration in health care industry will be provided.

   Student Learning Outcomes
   Upon successful completion of this course, students will be able to:
      1. Identify a minimum of five (5) health care careers.
      2. Describe the qualities needed to be a health care professional.
      3. Demonstrate how different cultures, religions, and beliefs may impact health care.

VESI050
 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 computer software, online tutoring, and web sites, this course enables mastery of the human body structures and functions through the process of dissection and comparative analyses of each body system. *Pre-requisites: Biology and VEHO050*

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

VENU062
 ALLIED HEALTH OCCUPATIONS (2.0)
   This course allows students to observe various Health Occupations opportunities such as clinical areas as hospitals, nursing homes and in private medical offices with a basic understanding of skills needed. *Prerequisites: VEHO050 and VESI050*

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

VEME – AUTOMOTIVE

VEME050A
 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.

VEME050B
 INTRODUCTION TO AUTOMOTIVE SERVICE II (1.0)
   This is the second half prepatory course for entry into specialty areas of Automobile Service Technology which covers topics not covered in VEME050A these include but are not limited to: performing preventive maintenance, replacing minor external mechanical, electrical and hydraulic components, and basic diagnoses and troubleshooting of common automobile malfunctions.

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

VEME061A
 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 BMAW (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.

VEME061B
 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.

VEME065
 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: VEME050A and VEME050B*

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.

VEME066
 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: VEME050A and VEME050B*

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.

VEME071A
AUTOBODY PAINTING AND REFINISHING I (1.0)
This course covers repairing damage on automobiles due to collision. Straightening of unibody frames will be covered. Power equipment usage, glass replacement, shop operations, management and refinement of skills learning in prior courses will be stressed. *Prerequisites: VEME061A and VEME061B*

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.

VEME071B
AUTOBODY PAINTING AND REFINISHING II (1.0)
This course covers the basic concepts and practices in autobody 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: VEME060A, VEME061B and VEME071A*

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.

VEME075
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: VEME050A and VEME050B*

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

VEME077
 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: VEME050A and VEME050B*

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

VECT – CONSTRUCTION TRADES

VECT053
 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.

VECT073
 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: VECT053*

   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.

VECT080
 INTRO TO AUTOCAD (1.0)
   This is an introductory to computer aided design and drafting using computer
   software as a design tool. This course is designed to introduce students to the use of
   computer technology in producing line drawings.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Identify architectural symbols with Computer Aided Design (C.A.D.) software.
2. Define basic terminology, concepts, and standards associated with CAD software.
3. Properly use CAD commands, options, use the keyboard, toolbar, and menu interfaces employing shortcuts and time-saving strategies when appropriate.

VECT081
INTERMEDIATE AUTOCAD (1.0)
This is a continuation of VECT080 and provides students with further experience in proper use of AutoCAD software to design structures. Topics covered include symbols, dimensioning, plotting, sizing, and the creation of AutoCAD drawings.
Prerequisite: VECT080

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Translate architectural drawings into computer language.
2. Use Computer Aided Design (CAD) software to create drawings from scratch.
3. Modify, manipulate, copy, delete, save, and plot drawings.

VEEC – EARLY CHILDHOOD EDUCATION

VEEC050
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. List entry-level requirements and employment skills for various careers with the early childhood education field.
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

VEEC051
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. Demonstrate basic knowledge of all developmental domains related to childhood.
2. List entry-level requirements and employment skills for various careers with the early childhood education field.
3. Demonstrate basic knowledge and skills needed to create a developmentally appropriate learning environment for young children.

VEEC060
LANGUAGE ARTS IN EARLY CHILDHOOD 1 (0.5)
(This course is the first of a two-semester course.)

Students will develop knowledge and skills of language development in young children, including oral and written skills. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills, including oral and written language, in young children. *Prerequisites: VEEC050 and VEEC051 or concurrently*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of language development and skills at the early childhood level.
2. Plan, develop, and implement language activities, including literacy activities, for early childhood settings.
3. Exhibit confidence when encouraging young children in their discovery of the language arts and demonstrate adult behavior in promoting language growth.

VEEC061
LANGUAGE ARTS IN EARLY CHILDHOOD 2 (0.5)
(This course is the second of a two-semester course.)

Students will develop knowledge and skills of language development in young children, including oral and written skills. Emphasis is placed on planning and implementation of activities which enhance and develop language and literacy skills, including oral and written language, in young children. *Prerequisites: VEEC050 and VEEC051 or concurrently*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate understanding of language development and skills at the early childhood level.
2. Plan, develop, and implement language activities, including literacy activities, in early childhood settings.
3. Exhibit confidence when encouraging young children in their discovery of the language arts and demonstrate adult behavior in promoting language growth.

VEEC089
EARLY CHILDHOOD EDUCATION CO-OP (1.0)

This course provides the students with opportunities to implement knowledge and skills learned in the classroom while working with young children in an early childhood setting *Prerequisites: VEEC050, VEEC051, VEEC060, VEEC061, 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.

VEEE – ELECTRONICS-COMPUTER NETWORKING

VEEE051A
FUNDAMENTALS OF ELECTRICITY I (0.5)

This beginning course in electricity provides thorough, comprehensive, and practical coverage of direct current circuit's concept and application. It includes Electrical Safety, Powers of Ten or Scientific Notation, Electricity, Resistors, Ohm's Law, Series Circuits, Parallel Circuits, Series-Parallel Circuits, Conductors and Insulators, Batteries, Magnetism, and Electromagnetism. *Prerequisite: Pre-Algebra*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate basic academic skills in reading, writing, and mathematics.
2. Follow national, state, and local industry established electrical safety procedures.
3. Explain and illustrate the elements and properties of electrical circuits.
4. Design, analyze, and calculate electrical quantities of series, parallel, and series-parallel circuits.
5. Design, experiment, and troubleshoot electrical and electronic projects.

VEEE051B
FUNDAMENTALS OF ELECTRICITY II (0.5)

This second course in electricity provides thorough, comprehensive, and practical coverage of alternating current circuit's concept and application. It includes Basic of Trigonometry, Alternating Voltage and Current, Capacitance, Capacitive Reactance, Capacitive Circuits, Inductance, Inductive Reactance, Inductive Circuits, Resistance-Capacitance and Inductance/Resistance Time Constant, Alternating Current Circuits, Resonance, and Filters. *Prerequisite: VEEE051A*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate basic academic skills in reading, writing, and mathematics.
2. Follow national, state, and local industry established electrical safety procedures.

3. Explain and illustrate the elements and properties of AC Circuits.
4. Illustrate and describe AC voltage and the characteristics of AC voltage sources.
5. Design, experiment, and troubleshoot Alternating Current Circuits.

VEEE080
IT ESSENTIALS I (0.5)

This course presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities and laboratory exercises, students will learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, an introduction to networking is included. This course helps students prepare for CompTIA's A+ certification.
Prerequisites: VEEE051A and VEEE051B

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Describe the internal components of a computer system.
2. Install an operating system and use system tools and diagnostic software for troubleshooting.
3. Identify, install, and configure hardware and other related devices.
4. Illustrate how to format and partition a hard disk drive and to load application software programs.
5. Explain and illustrate how to repair basic computer problems.

VEEE081
IT ESSENIALS II (0.5)

HP IT Essentials II: Network Operating Systems, sponsored by Hewlett-Packard Company, is an intensive introduction to networking fundamentals and multiuser/multitasking network operating systems. Characteristics of the Linux and Windows network operating systems will be discussed. Students will explore a variety of topics including installation and configuration procedures. More advanced administrative tasks such as troubleshooting issues, security issues, and remote access will also be covered. *Prerequisite: VEEE080*

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

VEEE065
COMPUTER NETWORKING I (0.5)

This course teaches students the skills needed to obtain entry-level network jobs. This course will help students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It

provides hands-on introduction to networking and the Internet protocols using tools and hardware commonly found in industry environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, installation of game consoles, scanners, and cameras. *Prerequisites: VEEE080 and VEEE081*

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.

VEEE066
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: VEEE065*

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.

VEMK - MARKETING

VEMK050
MARKETING IA (0.5)

Introduction to Marketing is the beginning course for students entering the Marketing program. It provides a comprehensive introduction to all areas of marketing while responding to the specific needs of the student.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate an understanding of the functions and foundations of business, management, and entrepreneurship.
2. Develop a marketing mix strategy.
3. Feel confident about communication skills.

VEMK051
MARKETING IB (0.5)

This course is a continuation of the Marketing IA course taught in the Fall semester. It gives students an overview of buying, the channels of distribution, pricing, market research, product packaging/labeling/branding, consumer rights, credit, entrepreneurship, business financial reports, and the process of obtaining a job. *Prerequisite: VEMK050*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Identify the steps in the sales process.
2. Demonstrate the sales process.
3. Demonstrate understanding and confidence in the sales process.

VEMK060
MARKETING IIA (1.0)

Marketing IIA gives students an overview of the wide range of retail businesses and introduces the fundamentals of both store and non-store retailing. It covers crafting a market strategy; selecting, buying, and pricing merchandise; and choosing appropriate store sites. The course challenges students to demonstrate an understanding of the fundamental retail-marketing principles as well as exhibit critical-thinking and decision-making skills. *Prerequisites: VEMK050 and VEMK051. Corequisite: VEMK062.*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Recall terms associated with the functions of marketing: marketing information management, pricing, and product/service planning.
2. Demonstrate skills associated with the functions of marketing: marketing information management, pricing, and product/service planning.
3. Feel confident about skills associated with the functions of marketing: marketing information management, pricing, and product/service planning.

VEMK061
MARKETING IIB (1.0)

Marketing IIB addresses all the mechanics of retail store operations. Students learn about the wide range of retail functions, from design and display to sales, customer service, and store management. Students acquire the knowledge necessary to get a job and launch a career in the retail industry. The course challenges students to demonstrate an understanding of the fundamental retail-marketing principles as well as exhibit critical-thinking and decision-making skills. *Prerequisites: VEMK050, VEMK051, VEMK060 and VEMK062. Corequisite: VEMK063.*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Display knowledge in entrepreneurial concepts.
2. Create a professional resume.
3. Feel prepared for a job interview.

VEMK062
MARKETING SALES AND SERVICES Lab IIA (0.5)

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. *Prerequisites: VEMK050 and VEMK051. Corequisite: VEMK060*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Apply basic skills and knowledge involved in the sale process.
2. Develop a promotional mix.
3. Feel confident in providing customer service.

VEMK063
MARKETING SALES AND SERVICES Lab IIB (0.5)

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. *Prerequisites: VEMK050, VEMK051, VEMK060, and VEMK062. Corequisite: VEMK061*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Apply basic skills and knowledge involved in the sales process.
2. Develop a promotional mix.
3. Feel confident in providing customer service.

VEMK072
MARKETING SALES & SERVICE LAB IIIA (0.5)

The Marketing Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Marketing Lab gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. *Prerequisites: VEMK050, VEMK051, VEMK060, VEMK061, VEMK062, and VEMK063*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Apply basic skills and knowledge involved in the sales process.
2. Develop business-like procedures and attitudes.
3. Develop confidence in managerial skills.

VEMK073
MARKETING SALES & SERVICE LAB IIIB (0.5)

The Student Store Lab is an integral component of the secondary Marketing Education Program, providing marketing students with "hands-on" experience in business operations. Students who work in the Student Store Lab gain a thorough

understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. *Prerequisite: VEMK060, VEMK061 VEMK062, VEMK063, VEMK070, and VEMK072. Students have the option of either enrolling in this course (VEMK073) or completing 90 hours of work experience (VESP089).*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Apply basic skills and knowledge involved in the sales process.
2. Develop business-like procedures and attitudes.
3. Feel confident in managerial skills.

VETT - TOURISM

VETT054
LODGING MANAGEMENT PROGRAM I (1.0)

The course provides an overview of tourism and the hospitality industry through the adoption of the Educational Institute of the American Hotel and Lodging Association. This course emphasizes the importance of professionalism and guest relations and in developing positive work habits, values, and attitudes expected of employees in the hospitality industry. This course will emphasize career planning and introduces students with the role technology plays within the hospitality industry.

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Perform basic guest relations in lodging operations.
2. Gain sufficient knowledge in the tourism and hospitality industry.
3. Document professional and career planning skills.

VETT055
PROSTART I (1.0)

ProStart I is an introduction to the study of the foodservice industry. Units of study include careers in the foodservice industry, job search skills, working with people, successful customer relations, food safety, safe practices in the kitchen, dining room skills, nutrition, foodservice equipment identification and usage. (The above course description has been provided to the Department of Education Curriculum and Instruction office).

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Identify careers in the foodservice industry and how to complete a job application, prepare a resume and cover letter, and explain the importance of learning to work in a cultural diverse environment.
2. Identify foodservice equipment, demonstrate dining room service skills, successful customer relations, and list the guidelines for effectively communicating with customers.
3. Demonstrate and explain the importance of sanitation and safety in the foodservice industry.

VETT064
LODGING MANAGEMENT PROGRAM II (1.0)

This course covers the basic functions of lodging operations and the application of these basic functions through hands-on experience in the areas of hotel rooms division. It also emphasizes the importance of developing positive work habits, values, and attitudes expected of employees in the hospitality industry, while exploring promotional career opportunities. This course also provides students with an awareness of the role technology plays within the industry. *Prerequisite: VETT054*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Perform basic fundamental skills in various positions required in rooms division operations.
2. Gain sufficient knowledge to meet national standards for Lodging Operations.
3. Demonstrate professional and career planning skills.

VETT065
PROSTART II (2.0)

This course covers a comprehensive hands-on experience in food production principles. Students will learn to prepare hot and cold foods, baking, and use of kitchen equipment while applying safety and sanitation principles. *Prerequisite: VETT055*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Demonstrate how to prepare salads, garnishes, and professional plate presentations.
2. Demonstrate how to convert recipes and how to prepare and cook fruits and vegetables, breakfast foods and sandwiches, potatoes and grains, stocks, soups and sauces, meats, poultry and seafood, desserts and baked goods using a variety of cooking methods.
3. Demonstrate business math skills and explain the importance of controlling foodservice costs.

VETT074
LODGING MANAGEMENT PROGRAM III (1.0)

This capstone course emphasizes leadership and management principles applicable to the hospitality industry. In addition, sales, marketing, and a review of food service in the lodging industry are covered to give a comprehensive overview of the tourism and hospitality industry. *Prerequisites: VETT054 and VETT064*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Gain sufficient knowledge to meet the national standards for Lodging Operations.
2. Demonstrate professionalism and work ethic as required in the hospitality industry.
3. Apply technical skills and general knowledge in the tourism and hospitality industry: sales, marketing, and banqueting.

VETT075
PROSTART III* (1.0)

This course covers advanced skills utilized throughout the foodservice industry. Students will be introduced to tourism and the lodging industry, marketing and the menu, business math, food service cost control, and standard accounting. *Prerequisites: VETT055 and VETT065*

Student Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Explain the relationship of the Tourism, Retail, Lodging, and the Foodservice industry.
2. Demonstrate how to effectively create and write a menu.
3. Describe the purchasing and inventory process and explain why it is important to maintain inventory control and standard accounting practices.

* Revision is ongoing for this course

VEVC – VISUAL COMMUNICATIONS

VEVC051
VISUAL COMMUNICATIONS I (0.5)

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

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

VEVC052
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: VEVC051 (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.

VEVC053
VISUAL COMMUNICATIONS III (1.0)

This is the third semester of a four-semester program for students interested in pursuing careers in Visual Communications. Visual Communications III prepares the students to apply technical knowledge and skills in audio/video productions. This course includes instruction in sound, lighting and camera operation/maintenance, power feed control, studio operations, production preparation, sound/video editing, broadcast engineering, related computer applications, and specialized applications such as news, entertainment, live talk, sports, commercials, documentaries, and short films/animations. *Prerequisites: VEVC051 and VEVC052*

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

VEVC054
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: VEVC051, VEVC052, and VEVC053*

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.

ATTACHMENT A:

GCC's Secondary Career/Technical Education Courses

for GDOE High Schools

GUAM COMMUNITY COLLEGE
CAREER/TECHNICAL EDUCATION COURSE OFFERINGS
for GDOE HIGH SCHOOLS
SY 2010-2011

I. The courses listed below are in the various career preparatory clusters.

PROGRAM	COURSE NO.	COURSE TITLE	ENROLLMENT MIN	ENROLLMENT MAX	GWHS	JFKHS	SHS	SSHS	OHS
Allied Health	VEHO050A/B	Intro to Health Occupations	15	20	xx	x	x	x	
	VENU062	Allied Health Occupations	15	20	xx	x	x	x	
	VESI050	Applied Anatomy & Physiology	15	20	xx	x	x	x	
Automotive	VEME050A	Introduction to Automotive Service I	15	20	xx	x	x	x	x
	VEME050B	Introduction to Automotive Service II	15	20	xx	x	x	x	x
	VEME061A	Autobody Non-structural Analysis & Damage Repair I	15	20	xx		x		
	VEME061B	Autobody Non-structural Analysis & Damage Repair II	15	20	xx		x		
	VEME065	Brakes	15	20	xx		x		
	VEME066	Suspension & Steering	15	20	xx		x		
	VEME071A	Autobody Painting & Refinishing I	15	20	xx		x		
	VEME071B	Autobody Painting & Refinishing II	15	20	xx		x		
	VEME075	Electrical/Electronic Systems	15	20	xx	x	x	x	x
	VEME077	Engine Performance	15	20	xx	x	x	x	x
Construction Trades	VECT053	Intro to Carpentry IA/IB	15	20	xx	x	x	x	x
	VECT073	Carpentry IIA/IIB	15	20	xx	x	x	x	x
	VECT080	Intro to AutoCAD	15	20	xx				
	VECT081	Intermediate AutoCAD	15	20	xx				
Early Childhood Education	VEEC050	Early Childhood Ed. Orientation 1	15	20	xx				
	VEEC051	Early Childhood Ed. Orientation 2	15	20	xx				
	VEEC060	Language Arts in Early Childhood 1	15	20	xx				
	VEEC061	Language Arts in Early Childhood 2	15	20	xx				
	VEEC089	Early Childhood Ed. Co-op	15	20	xx				
Electronics-Computer Networking	VEEE051A	Electricity I	15	20	xx	x	x	x	x
	VEEE051B	Electricity II	15	20	xx	x	x	x	x
	VEEE080	IT Essentials I	15	20	xx	x	x	x	x
	VEEE081	IT Essentials II	15	20	xx	x	x	x	x
	VEEE065	Computer Networking I	15	20	xx	x	x	x	x
	VEEE066	Computer Networking II	15	20	xx	x	x	x	x
Marketing	VEMK050	Marketing IA	15	20	xx	x	x	x	x
	VEMK051	Marketing IB	15	20	xx	x	x	x	x
	VEMK060	Marketing IIA	15	20	xx	x	x	x	x
	VEMK061	Marketing IIB	15	20	xx	x	x	x	x
	VEMK062	Marketing Sales & Services Lab II A	15	20	xx	x	x	x	x
	VEMK063	Marketing Sales & Services Lab II B	15	20	xx	x	x	x	x
	VEMK072	Marketing Sales & Services Lab III A	15	20	xx	x	x	x	x
	VEMK073	Marketing Sales & Services Lab III B	15	20	xx	x	x	x	x
Tourism	VETT054	Lodging Management Program I	15	20	xx	x	x	x	x
	VETT055	Pro Start I	15	20	xx	x	x	x	
	VETT064	Lodging Management Program II	15	20	xx	x	x	x	x
	VETT065	Pro Start II	15	20	xx	x	x	x	
	VETT074	Lodging Management Program III	15	20	xx	x	x	x	x
	VETT075	ProStart III	15	20	xx	x	x	x	
Visual Communications	VEVC051	Visual Communications I	10	15	xx				
	VEVC052	Visual Communications II	10	15	xx				
	VEVC053	Visual Communications III	10	15	xx				
	VEVC054	Visual Communications IV	10	15	xx				

II. Program Enrollment:
   a. In all cases, the number of students enrolled in a class shall not exceed the number of fully equipped and adequately supplied student work stations in the classrooms.
   b. Over enrolled and under enrolled classes may be approved based on program growth and other identified reasons if agreed upon by the faculty involved, the site school administrator, and the program administrator.

> **GDOE/GCC MOA Appendix A**
> **Revised 9/19/2006**
> **Updated each school year:**
> **Most recent update on 1/11/11**