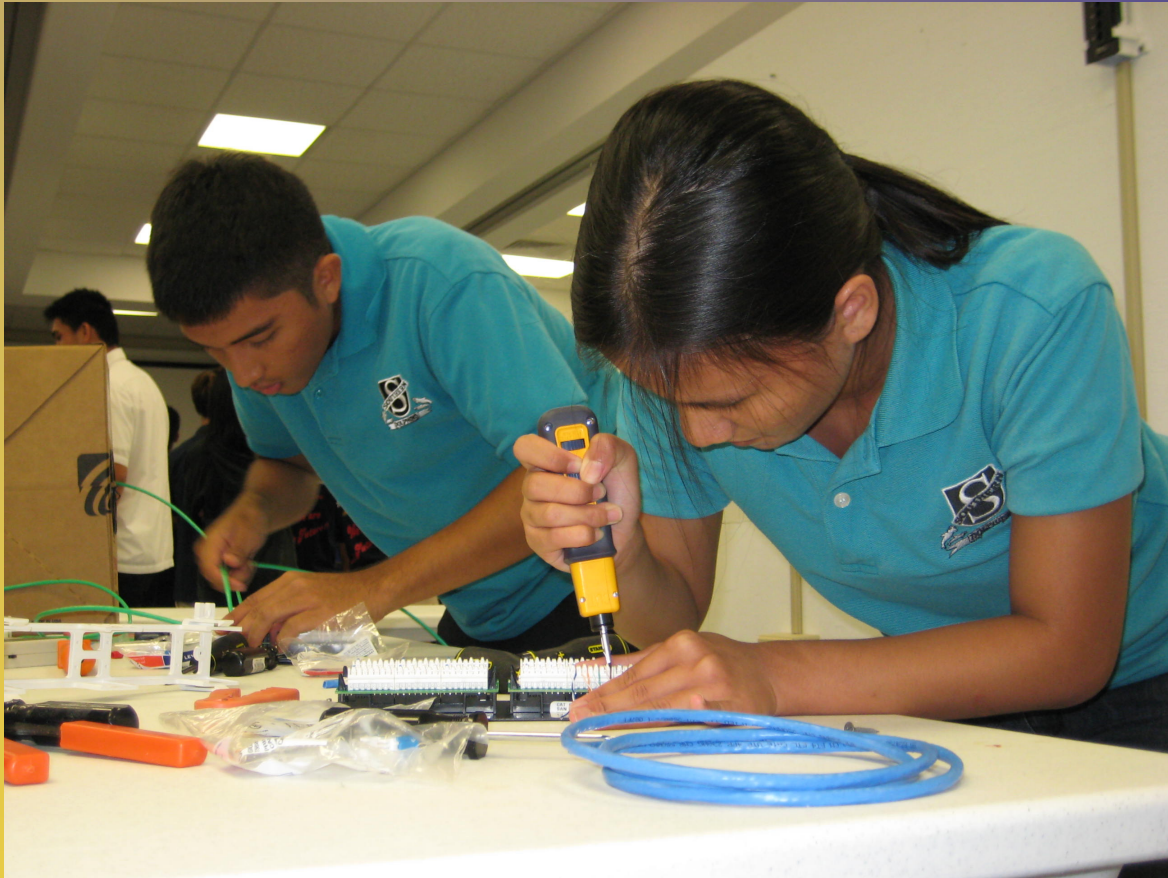


Guam Community College Secondary Programs



Career Technical Education
2012-2013 Catalog

TABLE OF CONTENTS

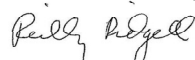
Foreword from the Deans and Associate Deans	1
GCC Mission Statement	2
Career and Technical Education at Guam Community College	2
GCC's CTE PROGRAMS	2
GCC Career & Technical Education Secondary Programs	3
General Requirements for Certificates.....	5
VEHO – Allied Health.....	5
VEME – Automotive	6
VECT – Construction Trades.....	7
VEEC – Early Childhood Education	8
VEEE – Electronics-Computer Networking	8
VEMK - Marketing.....	9
VETT - Tourism	10
VEVC – Visual Communications	11
Course Descriptions & Student Learning Outcomes (SLOs)	12
APPENDIX A:.....	24
GCC's Secondary Career/Technical Education Courses for GDOE High Schools	25
APPENDIX B	27
DCAPS Applications	28
DEAL Application	30

Foreword from the Deans and Associate Deans

Congratulations! You have chosen to be part of the Guam Community College Secondary Career and Technical Education Program. This is an important decision you have made as it will have a long lasting effect on your life. The GCC secondary program is designed to provide you with learning experiences that can directly lead to a job or a career. By the time you graduate, you will have picked up many skills that will give you an edge in employability enabling you to have a better chance of finding that dream job. The College and your Guam DOE high school stand ready to give you the support you need to be successful.

Most of the programs are three-year programs; however, some programs can be completed in two years. You also have the option to participate in a work experience program in your program area. This catalog contains detailed information on each program and course descriptions for the required coursework. Additionally, you will receive a Certificate of Completion in your program area if you successfully complete all the courses in the program with a grade of "C" or better. All of the programs also offer a Certificate of Mastery if you successfully complete all the courses in the program with a "B" or better and 180 hours of work experience. Please refer to the catalog for more detailed information on each program regarding these requirements.

When you graduate, you will be prepared to continue your education at Guam Community College. In fact, depending on your chosen program, you may have finished classes in high school that will qualify for credits through the GCC DCAP's program, giving you a head start on a Certificate or Associate's Degree. Finally, if you take advantage of the College's work experience program, you will already have been working while still in high school. So once again, congratulations on a wise decision and welcome to our program.



Reilly Ridgell

Dean

School of Trades & Professional Services



Virginia C. Tudela, Ph.D.

Dean

School of Technology & Student Services



Barry Mead, CFBE, CHE

Adjunct Associate Dean

School of Trades & Professional Services



Michael Chan, Ed.D.

Associate Dean

School of Technology & Student Services



Joanne A. Ige

Associate Dean

School of Technology & Student Services



From left to right: Reilly Ridgell, Dr. Virginia Tudela, Barry Mead, Joanne Ige, Dr. Michael Chan

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.

Sinangan Misi3n (Chamorro translation)

I misi3n i Kulehon Kumunid3t Gu3han, guiya i g3'hilo' i fina'che'cho' siha yan I kinahulo' i mamf3fa'che'cho' ya u na'gu3gu3ha nu i man3khilo' yan manmaolek na tiningo' yan fina'n3'guen cho'cho' siha gi iya Maikronisiha.

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
VEHO050A/B	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
<i>All courses for Certificate of Completion AND 180 hours of work experience in this program area.</i>		1.0
Total Technical Requirements		5.0

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

Program Description

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

Program Student Learning Outcomes (SLOs)

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

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

Technical Requirements*Certificate of Completion*

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

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

Program Description

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

Program Student Learning Outcomes (SLOs)

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

1. Describe structural analysis procedures.
2. Perform basic frame repairs.
3. Identify body panel concerns and perform needed repairs.

Technical Requirements*Certificate of Completion*

COURSE#	COURSE	CREDITS
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
<i>All courses for Certificate of Completion AND 180 hours of work experience in this program area.</i>		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
<i>All courses for Certificate of Completion AND 180 hours of work experience in this program area.</i>		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
<i>All courses for Certificate of Completion AND</i>		
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 ways business operates. With the emphasis in electronics, PC systems and networking, this program can provide the necessary training to meet the demands of industry. With courses such as Electricity I & II, IT essentials I & II, and Computer Networking I & II, the certificate for the electronics-computer networking program will lead students into the next millennium. This program will prepare individuals to be knowledgeable technicians and provide a solid foundation in the electronics and IT fields. This program will be articulated into GCC's Computer Networking associate program and System Technology certificate program.

Program Student Learning Outcomes (SLOs)

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

1. Value networking skills in the community.
2. Install, configure, and troubleshoot a router.
3. Distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm.
4. Install, maintain, and troubleshoot a computer.
5. Measure AC/DC voltage using a multimeter and oscilloscope.

Technical Requirements*Certificate of Completion*

COURSE#	COURSE	CREDITS
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
<i>All courses for Certificate of Completion AND 180 hours of work experience in this program area.</i>		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, state, 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 I	1.0
VEMK060	Marketing II+	2.0
VEMK062	Marketing Sales & Services Laboratory IIA+	0.5
VEMK072	Marketing Sales & Services Laboratory IIIA+	0.5
	180 hours of work experience	1.0
Total Technical Requirements		5.0

Certificate of Mastery

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

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

Program Description

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

Program Student Learning Outcomes

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

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

Technical Requirements*Certificate of Completion*

COURSE#	COURSE	CREDITS
VETT055	ProStart I	1.0
VETT065	ProStart II +	2.0
VETT075	ProStart III + Internship	1.0 1.5
Total Technical Requirements		5.5

Certificate of Mastery

COURSE#	COURSE	CREDITS
<i>All courses for Certificate of Completion AND at least one credit (180 hours) of work experience in this program.</i>		1.0
Total Technical Requirements		6.0

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
<i>All courses for Certificate of Completion AND 180 hours of work experience in this program area.</i>		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. This course is an integral component of the Allied Health Program at the secondary level. *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 preparatory 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 GMAW (mig) welding techniques.

Student Learning Outcomes

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

1. Follow shop safety procedures.
2. Prepare autobody components for repair.
3. Inspect, remove, replace, and repair outer body panels.
4. Weld and cut various metals using GMAW (mig) and Gas welding equipment.

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 starting 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)**

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.

VECT081**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: VECT080*

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.

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, 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.

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)**

IT Essentials I presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer, students will install the motherboard, floppy, and hard drives, CD-ROM, and video cards, Students will install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for CompTIA's A+ exam. *Prerequisites: 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. Assemble a computer system
3. Install an operating system.

VEEE081**IT ESSENTIALS II (0.5)**

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

Marketing I is the beginning course for students entering the secondary Marketing 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 the understanding of the functions in Marketing.
2. Demonstrate oral, interpersonal, written, and electronic communication and presentations skills and understand how to apply these skills.
3. Develop confidence in Marketing and communication skills.

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 II (2.0)**

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. Principles and concepts learned in the first year are practiced through hands-on activities and projects. *Prerequisites: VEMK050.*

Corequisite: VEMK062.

Student Learning Outcomes

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

1. Demonstrate the understanding of basic marketing concepts.
2. Apply knowledge of the basic marketing concepts by creating a promotional mix strategy for a product.
3. Develop confidence in marketing and the use of technology.

VEMK062**MARKETING SALES AND SERVICES Lab IIA (0.5)**

Marketing, Sales and Services Lab A is an integral component of the Marketing Secondary Program, providing students with hands-on experience in business operations. Students gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations. *Prerequisites: VEMK050.*

Corequisite: VEMK060

Student Learning Outcomes

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

1. Identify roles in a retail sales operation.
2. Maintain business records to facilitate a retail sales operation.
3. Demonstrate readiness for employment..

VEMK072**MARKETING SALES & SERVICE LAB IIIA (0.5)**

Marketing, Sales & Services Lab B provides students with hands-on experience in business operations management. Student gain a thorough understanding of marketing functions and concepts taught in the classroom and practice skills needed for success in marketing occupations.. *Prerequisites: VEMK050, VEMK060, and VEMK062,*

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.

VETT - TOURISM

VETT054**LODGING MANAGEMENT PROGRAM I (1.0)**

The course provides an overview of tourism and the hospitality industry. 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. *Prerequisite: None*

Student Learning Outcomes

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

1. Perform basic guest relations in lodging operations.
2. Demonstrate knowledge in tourism and hospitality industry.
3. Document professional and career planning skills.

VETT055**PROSTART I (1.0)**

ProStart I is an overview of the restaurant and food & beverage industry and provides the foundational skills required for students to proceed through ProStart 2. 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, egg, 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. Identify careers in the foodservice industry and
2. Demonstrate skills in completing a job application, preparing a resume and cover letter.
3. Demonstrate basic food preparation techniques and proper usage of handling kitchen tools and equipment.
4. Explain the importance of quality customer service and demonstrate acceptable dining room service procedures.
5. Explain the importance of safety and sanitation standards and demonstrate food safety and sanitation procedures in the kitchen.

VETT064**LODGING MANAGEMENT PROGRAM II (1.0)**

This course covers the basic functions of lodging operations and the application of necessary skills through hands-on experience in the areas in the hotel rooms division area. This course also emphasizes the importance of developing positive work habits, values, and attitudes expected of employees in the hospitality industry professionals. This course offers, but is not limited to, information to students on the importance of technology within the industry and career planning skills.

Prerequisite: VETT054

Student Learning Outcomes

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

1. Perform fundamental skills in various positions required in rooms division operations.
2. Demonstrate knowledge to meet industry standards for Lodging Operations.
3. Demonstrate professional and career planning skills.

VETT065**PROSTART II (2.0)**

This course is a continuation of ProStart I This course provides comprehensive hands-on experience in food production principles and methods. Emphasis is placed on knife skills, safety and sanitation, flavoring, 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. At the end of the course, students will take and pass the NRAEF Solutions' Year One Exam. *Prerequisite: VETT055*

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.
4. Apply self-management and interpersonal skills.
5. Pass NRAEF Solutions' Year One Exam.

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. Acquire 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 (2.0)**

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

Prerequisite: Successful completion of ProStart II (VETT065)

Student Learning Outcomes

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

1. Describe proper purchasing, receiving, and storing practices in quality foodservice operations.
2. Demonstrate how to calculate recipe ingredients costs, total recipe costs, and meal costs.
3. Demonstrate how to calculate and set menu item prices
4. Demonstrate how to write menu descriptions using descriptive terms to design and price a menu..

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. 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. After completing this course, students should be able to perform the duties of a Level I Digital Designer with skills in print, web and video media. *Prerequisite: Basic English composition and keyboarding skills and/or permission of instructor (after basic computer skills screening)*

Student Learning Outcomes

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

1. Analyze an advertisement using the elements and principles of design.
2. Explain how typography, the rules of design, and color decisions affect a person's perception of a visual message.
3. Demonstrate proficiency in using the features of Mac OSX.
4. Perform correction techniques on a digital photograph.

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: VEV051 (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 VEV052*

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, VEV052, and VEV053*

Student Learning Outcomes

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

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

APPENDIX A

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

**GUAM COMMUNITY COLLEGE
CAREER/TECHNICAL EDUCATION COURSE OFFERINGS
for GDOE HIGH SCHOOLS SY 2012-2013**

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

PROGRAM	COURSE NO.	COURSE TITLE	ENROLLMENT		OFFERED AT				
			MIN	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 I	15	20	xx	x	x	x	x
	VEMK060	Marketing II	15	20	xx	x	x	x	x
	VEMK062	Marketing Sales & Services Lab II	15	20	xx	x	x	x	x
	VEMK072	Marketing Sales & Services Lab III	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	28	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				

x Courses may be offered at site school campus or GCC

xx Courses cross-enrolled at the GCC campus

**GDOE/GCC MOA Appendix A
Revised 9/19/2006
Updated each school year:
Most recent update on 8/1/11**

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 8/1/11

APPENDIX B

Dual Credit Articulated Program of Study (DCAPS) Guidelines

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

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

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

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

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

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

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



DCAPS APPLICATION

Admission & Immediate Awarding of Credits

PLEASE PRINT ALL INFORMATION

Student ID Number: _____ Start Term: _____

Social Security Number: _____
(Optional)

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

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

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: 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.

<i>ETHNIC CATEGORY</i>			
<input type="checkbox"/> Nonresident Alien <input type="checkbox"/> Race and Ethnicity unknown <input type="checkbox"/> Hispanics of any race <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or more races <input type="checkbox"/> Chamorro <input type="checkbox"/> Chinese	<input type="checkbox"/> Chuukese <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic Or Latino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Kosraean	<input type="checkbox"/> Palauan <input type="checkbox"/> Ponapean <input type="checkbox"/> Vietnamese <input type="checkbox"/> 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 Guam Community College.

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 Guam Community College.

STUDENT SIGNATURE: _____ Date: _____

APPLICATION

Dual Enrollment Accelerated Learning (DEAL) Program

Guam Community College

Part I - Student Information

Name Last First Middle				Social Security Number	
Mailing Address				Birth Date	
City				Year In School (circle one) 11 12	
State		Zip Code		Gender (circle one) M F	
<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> Parent/Guardian Name: Last First Middle </div>					

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
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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
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High School Counselor Signature / Date
Signature / Date

Principal Signature / Date

College Counselor

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

