

# Guam Community College Secondary Programs



## Career Technical Education 2013-2015 Catalog



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## **Foreword from the Deans and Associate Deans**

The Secondary Career and Technical Education Program in the five public high schools on Guam plays a role in supporting Guam Community College's mission to lead in career and technical workforce development on Guam and the rest of Micronesia. The GCC faculty, supported by administrators and staff on the GCC campus, strive to educate young men and women by helping them develop the knowledge and skills that they can use directly in a job and in preparing for a career. GCC joins the faculty, staff, and administrators of George Washington, John F. Kennedy, Simon Sanchez, Southern, and Okkodo High Schools in providing opportunities for each student to address an interest in a job field or career and to develop his or her academic and professional potential.

Participation in one of GCC's Secondary Career and Technical Education Programs involves learning experiences in classroom settings or in industry-based facilities that expose students to similar experiences in each of the career fields. The courses are designed to help students achieve Student Learning Outcomes (SLOs) that have been designed by the GCC faculty with input from advisory committees in the career fields. The courses also meet the expectations set for each and every student in the Guam DOE high schools. The students learn to accept the responsibilities called for in each of the classes and achieve success with the support and guidance of the GCC faculty and career counselors.

Upon successful completion of one of the Secondary Career and Technical Education Programs, students can continue to develop their knowledge and skills in a postsecondary setting at the GCC campus in Mangilao. Some students will enroll at GCC with credits from their secondary programs. Some students can pursue immediate employment upon graduation from high school. Their academic and professional proficiencies are a result of what they gained from the GCC secondary courses at their high school campuses. The students also benefit from the activities they participated in during a Work Experience designed to complement their school-based learning. Students who successfully complete a GCC Secondary Career and Technical Education Program will have a better idea of what life will be like after high school as a result of their career and technical education experiences.

On behalf of the GCC faculty, staff, and administrators, the GCC Deans and Associate Deans look forward to continuing to support you in working to achieve your goals. We stand ready to support you when needed. Good luck to you. Do not hesitate to contact us if you have questions or concerns about the programs and/or your successful participation in the GCC Secondary Career and Technical Education Program.

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### **GCC MISSION STATEMENT\***

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

#### **Sinangan Misi6n (Chamorro translation)**

*I misi6n i Kulehon Kumunidát Guáhan, guiya i gé'hilo' i fina'che'cho' siha yan I kinahulo' i mamfáfa'che'cho' ya u na'guáguáha nu i manákhilo' yan manmaolek na tiningo' yan fina'ná'guen cho'cho' siha gi iya Maikronisiha.*

\*A revised Mission Statement will be adopted by the College in early 2014.

## **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, or four-year university, receive on-the-job training or pursue a career in the military—secondary CTE may be the first step on a pathway towards productive employment in the community.

### **GCC's CTE PROGRAMS**

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

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

## **GCC Career & Technical Education Secondary Programs**

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

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

To qualify for the program, a student must:

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

For more information, please call Ms. Cathy Leon Guerrero at 735-5568 or at [catherine.leonguerrero@guamcc.edu](mailto:catherine.leonguerrero@guamcc.edu), or Mr. Tony San Nicolas at 735-3024 or at [anthony.sannicolas@guamcc.edu](mailto:anthony.sannicolas@guamcc.edu).

# **CERTIFICATE OF COMPLETION & CERTIFICATE OF MASTERY**

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## General Requirements for **Certificates**

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

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

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

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

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

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

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

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

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

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

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### Program Description

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

### Program Student Learning Outcomes (SLOs)

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

1. Identify ethical/legal considerations and theoretical concepts regarding patient care.
2. Identify appropriate roles and responsibilities for members of the health care team.
3. Distinguish between the different systems in the human body and compare how illnesses affect these systems.

### Technical Requirements

#### *Certificate of Completion*

COURSE#	COURSE	CREDITS
CTHC 050	Health Careers and Science I (10 <sup>th</sup> grade)	1.0
CTHC 060	Health Careers and Science II (11 <sup>th</sup> grade) +	1.0
CTSI 050	Applied Anatomy and Physiology (11 <sup>th</sup> grade) +	1.0
CTHC 070	Health Careers and Science III (12 <sup>th</sup> grade) +	1.0



<b>Total Technical Requirements</b>	<b>4.0</b>
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*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
<b>Total Technical Requirements</b>		<b>5.0</b>

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


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**Program Description**

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

**Program Student Learning Outcomes (SLOs)**

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

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

**Technical Requirements***Certificate of Completion*

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

*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
<b>Total Technical Requirements</b>		<b>7.0</b>

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


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**Program Description**

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

Collision Repair & Refinishing Technology. Graduates that receive a "C" or better in all courses will receive a Certificate of Completion.

### Program Student Learning Outcomes (SLOs)

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

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

### Technical Requirements

#### *Certificate of Completion*

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

#### *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
<b>Total Technical Requirements</b>		<b>5.0</b>

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

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### Program Description

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

### Program Student Learning Outcomes (SLOs)

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

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

### Technical Requirements for CARPENTRY

#### *Certificate of Completion*

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

#### *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
<b>Total Technical Requirements</b>		<b>5.0</b>

### Technical Requirements for AUTOCAD

#### *Certificate of Completion*

COURSE#	COURSE	CREDITS
CTCT080	Intro to AutoCAD	1.0

CTCT081	Intermediate AutoCAD +	1.0
<b>Total Technical Requirements</b>		<b>2.0</b>

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

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### Program Description

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

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

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

### Program Student Learning Outcomes (SLOs)

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

1. Demonstrate ways to maintain a safe and healthy environment.
2. Develop and implement an integrated lesson plan and/or learning centers that incorporate two developmental areas of early childhood education.
3. Demonstrate basic knowledge of early childhood education development.

### Technical Requirements

#### *Certificate of Completion*

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

#### *Certificate of Mastery*

COURSE#	COURSE	CREDITS
<i>To obtain a Certificate of Mastery, students must obtain a grade of "B" or better for all four courses offered, receive a high school diploma AND have at least 180 hours of Work Experience in this program area.</i>		
<b>Total Technical Requirements</b>		<b>3.0</b>

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

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### Program Description

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

### Program Student Learning Outcomes (SLOs)

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

1. Value networking skills in the community.
2. Install, configure, and troubleshoot a router.
3. Distinguish between dynamic and static routing protocols, and distance vector and link-state algorithm.

4. Install, maintain, and troubleshoot a computer.
5. Measure AC/DC voltage using a multimeter and oscilloscope.

**Technical Requirements***Certificate of Completion*

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

*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
<b>Total Technical Requirements</b>		<b>4.0</b>

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


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**Program Description**

Guam Community College offers three years of Marketing Education in the Guam Department of Education high schools. All students must 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 Work Experience in lieu of CTMKO72 Marketing Sales and Services Lab B, 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 program, 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
CTMK050	Marketing I	1.0
CTMK060	Marketing II+	2.0
CTMK062	Marketing Sales & Services Laboratory A+	1.0
CTMK072	Marketing Sales & Services Laboratory B+	1.0
<b>Total Technical Requirements</b>		<b>5.0</b>

*Certificate of Mastery*

COURSE#	COURSE	CREDITS
<i>All courses for Certificate of Completion AND 180 hours of Work Experience in this program area. OR Students have the option of completing only one semester of CTMK072 for 0.5 credit AND using one semester for completing the 180-hour requirement Work Experience for 1.0 credit..</i>		
<b>Total Technical Requirements</b>		<b>5.5-6.0</b>

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


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**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 complete all the required courses in addition to at least one credit in 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
CTTT054	LMP I	1.0
CTTT064	LMP II +	1.0
CTTT074	LMP III +	1.0
<b>Total Technical Requirements</b>		<b>3.0</b>

*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
<b>Total Technical Requirements</b>		<b>4.0</b>

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


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**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 who 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 who complete 180 hours of Work Experience in addition to meeting the requirements of the Certificate of Completion. Students who elect to take and successfully pass the NRAEF Solutions' Year 1 and Year 2 examinations are awarded the NRAEF Certificate of Achievements. The ProStart Certificate of Mastery articulates to GCC HS140, Principles of Menu Planning and HS208 Food and Beverage Service.

**Program Student Learning Outcomes**

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

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

**Technical Requirements***Certificate of Completion*

COURSE#	COURSE	CREDITS
CTTT055	ProStart I	1.0
CTTT065	ProStart II +	2.0
CTTT075	ProStart III +	1.0
<b>Total Technical Requirements</b>		<b>4.0</b>

*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
<b>Total Technical Requirements</b>		<b>5.0</b>

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


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**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 products 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 Communications.

**Program Student Learning Outcomes (SLOs)**

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

1. Understand the basic principle of design.
2. Use a computer Operating System.
3. Develop a personal art portfolio which includes examples of desktop publishing, slide shows, advertisements, spreadsheets, and video.
4. Scan documents, correct digital photography using PhotoShop and Illustrator, and plan and construct a web project.

**Technical Requirements***Certificate of Completion*

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

*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
<b>Total Technical Requirements</b>		<b>4.0</b>

# **COURSE DESCRIPTIONS & STUDENT LEARNING OUTCOMES (SLOs)**

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

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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.**

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**CTHO – ALLIED HEALTH**

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**CTHO050A/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.

**CTSI050****APPLIED ANATOMY AND PHYSIOLOGY (1.0)**

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

**Student Learning Outcomes**

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

1. Identify human body systems and their functions.
2. Demonstrate knowledge and understanding of how the body systems interact with each other to maintain stability or homeostasis.
3. Demonstrate knowledge and understanding of the pathophysiology of common diseases and disorders and its application to the health care field.

**CTNU062****ALLIED HEALTH OCCUPATIONS (2.0)**

This course allows students to observe various Health Occupations opportunities 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: CTHO050 and CTSI050*

**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.



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**CTME – AUTOMOTIVE**

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**CTME050A****INTRODUCTION TO AUTOMOTIVE SERVICE I (1.0)**

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

**Student Learning Outcomes**

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

1. Demonstrate proper shop safety concepts and practices.
2. Depict good customer relations.
3. Identify basic hand tools and shop equipment and demonstrate proper use.
4. Explain how a gasoline engine functions.
5. Perform basic automotive measurements and compare results to specifications.

**CTME050B****INTRODUCTION TO AUTOMOTIVE SERVICE II (1.0)**

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

**Student Learning Outcomes**

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

1. Explain the functions of engine seals, gaskets, liquid sealers, and bearings.
2. Perform basic maintenance checks on the lubrication system.
3. Identify components in a vehicle's electrical system to include the starting, changing, lighting, ignition, and computer systems.

**CTME061A****AUTOBODY NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR I (1.0)**

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

**Student Learning Outcomes**

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

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

**CTME061B****AUTOBODY NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR II (1.0)**

This is the second of a two part course that covers corrosion prevention, metal refinishing and body filling, and replacement of movable glass and hardware. Students will also receive instruction on the use of adhesives and plastic repair.

**Student Learning Outcomes**

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

1. Perform corrosion protection restoration, sound deadening restoration, and panel bonding.
2. Perform metal finishing and body filling procedures.
3. Inspect, remove, reinstall or replace, and align movable glass and hardware.
4. Perform repairs using plastics and adhesives.

**CTME065****BRAKES (1.0)**

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

**Student Learning Outcomes**

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

1. Identify brake related concerns and determine necessary action.
2. Diagnose hydraulic related faults in a vehicle's brake system.
3. Inspect the mechanical components of a vehicle's brake system and determine necessary action.
4. Ascertain the cause(s) of abnormal brake system noises, poor performance, and excessive wheel shimmy and vibration.

**CTME066****SUSPENSION AND STEERING (1.0)**

This course covers wheel alignment and correction, wheels and tires, active and passive suspension systems, steering and steering assist, progressive steering systems, and replacement of worn or damaged parts. *Prerequisites:* CTME050A and CTME050B

**Student Learning Outcomes**

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

1. Identify and interpret short and long arm and strut suspension faults and determine necessary action.
2. Perform preventive maintenance procedures on power steering system.
3. Diagnose tire related concerns and determine necessary action.
4. Service and adjust parallelogram, and rack and pinion steering systems.

**CTME071A****AUTOBODY PAINTING AND REFINISHING I (1.0)**

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

**Student Learning Outcomes**

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

1. Follow painting and refinishing safety precautions as cited by National Automotive Technicians Education Foundation (NATEF).
2. Prepare autobody surfaces for painting and refinishing.
3. Demonstrate proper use of a paint spray gun and related equipment.

**CTME071B****AUTOBODY PAINTING AND REFINISHING II (1.0)**

This course covers the basic concepts and practices in auto body refinishing. Emphasis will be placed on complete paint and refinishing jobs following the student learning outcomes required by the National Automotive Technicians Education Foundation (NATEF). *Prerequisites:* CTME060A, CTME061B and CTME071A

**Student Learning Outcomes**

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

1. Mix, match, and apply paint to auto body surfaces.
2. Identify and correct paint defects.
3. Perform final detail procedures as defined by NATEF.

**CTME075****ELECTRICAL/ELECTRONIC SYSTEMS (1.0)**

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

**Student Learning Outcomes**

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

1. Perform general electrical system diagnosis.
2. Service battery and starting system.
3. Diagnose and repair lighting system.
4. Determine cause of inoperative electronic gauges and accessories, determine required action.

**CTME077****ENGINE PERFORMANCE (1.0)**

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

**Student Learning Outcomes**

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

1. Perform general engine diagnosis.
2. Diagnose and repair computerized engine controls.
3. Ascertain fault causes in ignition systems and perform needed repairs.
4. Perform engine related maintenance and service procedures.

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**CTCT – CONSTRUCTION TRADES**

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

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

**Student Learning Outcomes**

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

1. Identify and demonstrate proper use of hand/power tools.
2. Demonstrate understanding of carpentry terminology and basic safety guidelines.
3. Demonstrate basic care for tools, materials, equipment, and shop.

**CTCT073****CARPENTRY IIA/IIB (1.0/1.0)**

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

**Student Learning Outcomes**

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

1. Demonstrate proper servicing and maintenance techniques for various power tools.
2. Demonstrate how to properly plan and execute a project.

**CTCT080****INTRO TO AUTOCAD (1.0)**

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

**Student Learning Outcomes**

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

1. Demonstrate knowledge of Computer systems and AutoCAD operations with proficiency.
2. Demonstrate basic skills needed to view, print, edit, and create variations of two and three dimensional designs.
3. Demonstrate a professional work ethic needed in the workplace.
4. Demonstrate technical drawing techniques competently and demonstrate proper use of mechanical drawing tools and equipment.

**CTCT081****INTERMEDIATE AUTOCAD (1.0)**

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

**Student Learning Outcomes**

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

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

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**CTEC – EARLY CHILDHOOD EDUCATION**

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**CTEC050****EARLY CHILDHOOD EDUCATION ORIENTATION 1 (0.5)**

**(This course is the first of a two-semester course.)**

This course provides an overview of entry-level knowledge and skills, including terminology and aspects, in the early childhood education field. The course also covers careers, 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.

**CTEC051****EARLY CHILDHOOD EDUCATION ORIENTATION 2 (0.5)**

**(This course is the second of a two-semester course.)**

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

**Student Learning Outcomes**

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

1. 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.

**CTEC060****LANGUAGE ARTS IN EARLY CHILDHOOD 1 (0.5)**

**(This course is the first of a two-semester course.)**

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

**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.

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

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

**CTEC089****EARLY CHILDHOOD EDUCATION CO-OP (1.0)**

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

**Student Learning Outcomes**

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

1. Demonstrate appropriate worksite behavior.
2. Establish and maintain a safe and healthy environment for young children.
3. Develop and implement an integrated lesson and/or learning centers that incorporate two developmental areas of early childhood.
4. Demonstrate basic knowledge of early childhood development and put into practice at the worksite.

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**CTEE – ELECTRONICS-COMPUTER NETWORKING**

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**CTEE051A****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.

**CTEE051B****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: CTEE051A*

**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.

**CTEE080****IT ESSENTIALS I (0.5)**

IT Essentials I presents an in-depth exposure to computer hardware and operating systems. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance, and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer, students will install the motherboard, floppy, and hard drives, CD-ROM, and video cards, Students will install operating systems and software, and troubleshoot hardware and software problems. This course helps students prepare for CompTIA's A+ exam. *Prerequisites: CTEE051A and CTEE051B*

**Student Learning Outcomes**

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

1. Describe the internal components of a computer system.
2. Assemble a computer system
3. Install an operating system.

**CTEE081****IT 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: CTEE080*

**Student Learning Outcomes**

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

1. Upgrade laptop components based on the customers' needs.
2. Perform preventive maintenance and troubleshooting on components of a printer/scanner.
3. Install a network; upgrade components based on customer needs and perform preventive maintenance and advanced troubleshooting.

**CTEE065****COMPUTER NETWORKING I (0.5)**

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

**Student Learning Outcomes**

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

1. Plan and install a small network connecting to the Internet.
2. Troubleshoot network and Internet connectivity.
3. Describe the Open Systems Interconnect (OSI) model and the process of encapsulation.

**CTEE066****COMPUTER NETWORKING II (0.5)**

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

**Student Learning Outcomes**

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

1. Describe the structure of the Internet and how communication occurs between hosts.
2. Install, configure, and troubleshoot Cisco IOS devices for Internet and server connectivity.
3. Demonstrate proper disaster-recovery procedures.

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**CTMK - MARKETING**

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**CTMK050****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.

**CTMK060****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: CTMK050.*

*Corequisite: CTMK062.*

**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.

**CTMK062****MARKETING SALES AND SERVICES Lab A (1.0)**

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: CTMK050.*

*Corequisite: CTMK060*

**Student Learning Outcomes**

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

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

**CTMK072****MARKETING SALES & SERVICE LAB B (1.0)**

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

**Student Learning Outcomes**

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

1. Demonstrate management skills and training.
2. Maintain business records to facilitate marketing operations.
3. Demonstrate employment readiness and/or preparation for postsecondary education.

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**CTTT - TOURISM**

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**CTTT054****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.

**CTTT055****PROSTART I (1.0)**

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

**Student Learning Outcomes**

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

1. Demonstrate skills in completing a job application, preparing a resume and cover letter.
2. Demonstrate skills in proper handling of knives, kitchen tools, and equipment.
3. Demonstrate safe and sanitary food handling practices..

**CTTT064****LODGING MANAGEMENT PROGRAM II (1.0)**

This course 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: CTTT054*

**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.

**CTTT065****PROSTART II (2.0)**

This course covers a comprehensive hands-on experience in food production principles and methods. Emphasis is placed on knife skills, safety and sanitation, flavorings, seasonings, recipe conversion, measurements, terminology used in the kitchen, meat fabrication and butchery; vegetable, starch, and protein cookery; sauces, dessert preparation, and plate presentation.

Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

Students eligible to participate in the work experience component of this program may begin their internship at this time.

*Prerequisite: CTTT055*

**Student Learning Outcomes**

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

1. Demonstrate a variety of cooking methods and demonstrate skills in food presentation.
2. Reinforce personal hygiene habits, safety and sanitation practices in the production of foods.
3. Apply cost control technique to foodservice operations.

**CTTT074****LODGING MANAGEMENT PROGRAM III (1.0)**

This 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: CTTT054 and CTTT064*



**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.

**CTTT075****PROSTART III (2.0)**

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

Prerequisite: Successful completion of ProStart II (CTTT065)

**Student Learning Outcomes**

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

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

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**CTVC – VISUAL COMMUNICATIONS**

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**CTVC051****VISUAL COMMUNICATIONS I (0.5)**

This course is the first of a four-semester program designed to allow students to explore the creative side of technology. In this course, 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.

**CTVC052****VISUAL COMMUNICATIONS II (0.5)**

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

**Student Learning Outcomes**

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

1. Demonstrate proficiency in the use of Microsoft Word.
2. Scan documents and images.
3. Use a digital camera.
4. Use the basic functions of Photoshop and Illustrator in digital design.

**CTVC053****VISUAL COMMUNICATIONS III (1.0)**

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

**Student Learning Outcomes**

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

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

**CTVC054****VISUAL COMMUNICATIONS IV (1.0)**

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

**Student Learning Outcomes**

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

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

# **APPENDIX A**

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

**GUAM COMMUNITY COLLEGE  
CAREER/TECHNICAL EDUCATION COURSE OFFERINGS  
for GDOE HIGH SCHOOLS SY 2013-2015**

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	CTHO050A/B	Intro to Health Occupations	15	20	xx	x	x	x	
	CTNU062	Allied Health Occupations	15	20	xx	x	x	x	
	CTSI050	Applied Anatomy & Physiology	15	20	xx	x	x	x	
Automotive	CTME050A	Introduction to Automotive Service I	15	20	xx	x	x	x	x
	CTME050B	Introduction to Automotive Service II	15	20	xx	x	x	x	x
	CTME061A	Auto body Non-structural Analysis & Damage Repair I	15	20	xx		x		
	CTME061B	Auto body Non-structural Analysis & Damage Repair II	15	20	xx		x		
	CTME065	Brakes	15	20	xx	(3)	x	(3)	(3)
	CTME066	Suspension & Steering	15	20	xx	(3)	x	(3)	(3)
	CTME071A	Auto body Painting & Refinishing I	15	20	xx		x		
	CTME071B	Auto body Painting & Refinishing II	15	20	xx		x		
	CTME075	Electrical/Electronic Systems	15	20	xx	x	x	x	x
	CTME077	Engine Performance	15	20	xx	x	x	x	x
Construction Trades	CTCT053	Intro to Carpentry IA/IB	15	20	xx	x	(1)	x	x
	CTCT073	Carpentry IIA/IIB	15	20	xx	x	(1)	x	x
	CTCT080	Intro to AutoCAD	15	20	xx				
	CTCT081	Intermediate AutoCAD	15	20	xx				
Early Childhood Education	CTEC050	Early Childhood Ed. Orientation 1	15	20	xx				
	CTEC051	Early Childhood Ed. Orientation 2	15	20	xx				
	CTEC060	Language Arts in Early Childhood 1	15	20	xx				
	CTEC061	Language Arts in Early Childhood 2	15	20	xx				
	CTEC089	Early Childhood Ed. Co-op	15	20	xx				
Electronics-Computer Networking	CTEE051A	Electricity I	15	20	xx	x	x	x	x
	CTEE051B	Electricity II	15	20	xx	x	x	x	x
	CTEE080	IT Essentials I	15	20	xx	x	x	x	x
	CTEE081	IT Essentials II	15	20	xx	x	x	x	x
	CTEE065	Computer Networking I	15	20	xx	x	x	x	x
	CTEE066	Computer Networking II	15	20	xx	x	x	x	x
Marketing	CTMK050	Marketing I	15	20	xx	x	x	x	x
	CTMK060	Marketing II	15	20	xx	x	x	x	x
	CTMK062	Marketing Sales & Services Lab II	15	20	xx	x	x	x	x
	CTMK072	Marketing Sales & Services Lab III	15	20	xx	x	x	x	x
Tourism	CTTT054	Lodging Management Program I	15	20	xx	x	(1)	x	x
	CTTT055	Pro Start I	15	28	xx	x	x	x	(2)
	CTTT064	Lodging Management Program II	15	20	xx	x	(1)	x	x
	CTTT065	Pro Start II	15	20	xx	x	x	x	(2)
	CTTT074	Lodging Management Program III	15	20	xx	x	(1)	x	x
	CTTT075	ProStart III	15	20	xx	x	x	x	(2)
Visual Communications	CTVC051	Visual Communications I	10	15	xx				
	CTVC052	Visual Communications II	10	15	xx				
	CTVC053	Visual Communications III	10	15	xx				
	CTVC054	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

- (1) These programs were temporarily suspended for the 2013-2014 Academic Year. Plans are to reinstate the programs for the 2014-2015 Academic Year.
- (2) Plans are to initiate this program at OHS in the 2014-2015 Academic Year.
- (3) During the 2014-2015 Academic Year, these courses will be taught for the third year of the Automotive program.

**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 form 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				Year In School (circle one)															
																11                      12															
City				State				Zip Code				Gender (circle one)																			
												M                                      F																			
<div> <div>Parent/Guardian Name:</div> <div> <div>Last</div> <div>First</div> <div>Middle</div> </div> </div>																															

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**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
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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
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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

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# GCC

**GUAM COMMUNITY COLLEGE**

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*Kulehon Kumunidát Guáhan*