

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: June 23, 2016

SUBJECT: Curriculum

CATEGORY: **Operations:** X **Policy:** **Information:** **Personnel:**

INITIATED BY: Jan Kennerknecht

DESCRIPTION: During the summer curriculum development workshop, instructors reviewed new PA Program of Study Task Grids, Curriculum Audits from 2015, DACUM panel input, NOCTI test results and OAC recommendations to determine any changes that should be made to curriculum. The following courses are new and the rationale is described after each new course title.

AUT222 Automotive HVAC Systems <i>(Gap in Curriculum--Required by NATEF)</i>
AUT305 PA State Emissions Regulations <i>(Replaces former Emissions Certification Coursework)</i>
AUT364 Emissions Systems Fundamentals <i>(Replaces former Emissions Certification Coursework)</i>
CUA301 Professional Culinary Terminology <i>(Review for senior NOCTI exam)</i>
ECE211 National Food Safety Manager Certification <i>(Recommended by DACUM Panel)</i>
ECE212 OSHA 10 Hour Certification <i>(PDE Recommended Safety Certification)</i>
ECE311 Pediatric First Aid Training <i>(Required by PA Program of Study Task Grid)</i>
ELC263 National Skills Certificate Review <i>(Prepares students for final exam and NOCTI Prep)</i>
ELC364 Audio Video Systems <i>(Gap in Curriculum--Required by ETA)</i>
ELC365 Programmable Logic Controllers <i>(Gap in Curriculum--Required by ETA)</i>
Two new courses have been developed to implement the Ready to Work activities of the ECTS Guidance and Advisement program. These courses will be taught by program instructors over one quarter of the junior year. These courses will be piloted this year by several instructors. GAA211 Before the Interview—Presenting Yourself on Paper <i>(In the 7.5 hour course, GAA211, all juniors will prepare job acquisition documents that will be utilized in future job interviews. These documents will be filed in the student's ECTS career-planning portfolio. A course syllabus has been developed, along with supporting materials.)</i> GAA212 Landing that Job—The Interview <i>(In the 7.5 hour course, GAA212, The Interview- Landing That Job, all juniors will prepare for future interviews in the workplace by analyzing job interview information, participating in mock interviews and developing a sample thank-you letter to be used after an interview. A course syllabus has been developed, along with supporting materials.)</i>

Course syllabi, program guides, Duty/Task Lists and updated course sequence charts will be implemented upon approval.

RECOMMENDATION: Motion to approve the new ECTS courses as listed for delivery beginning 2016-2017.