

Date: December 9, 2009

To: Board Members

From: Shawn Mackey, Director CTE

Re: 2009 Curricula Revisions

As part of the annual curriculum revision and development process in Career & Technical Education, postsecondary curriculum writing and revision teams (consisting of college faculty, deans and directors, business and industry representatives, and curriculum specialists from Mississippi State University's Research and Curriculum Unit) updated and developed the listed post-secondary curricula. All curricula were posted online for validation by college faculty, deans and directors, after which the final validated curricula were posted online at:

<http://info.rcu.msstate.edu/services/validation.asp>.

Postsecondary Programs

- Business and Office and Related Technology
- Clothing and Textile Services
- Digital Arts and Design Technology
- Funeral Service Technology
- Health Care Assistant
- Health Information Technology
- Horticulture
- Hospitality and Tourism Management Technology
- Medical Assisting Technology
- Ophthalmic Technology
- Precision Manufacturing and Machining Technology
- Tool and Die Technology
- Welding and Cutting Technology
- Well Construction Technology

Each curriculum framework follows the format established for postsecondary vocational and technical programs. Postsecondary curricula will be approved for implementation in the 2009-2010 school year and must be implemented by July 1, 2010.

The *Executive Summary-Postsecondary Curricula Frameworks* contains the following elements for each revised postsecondary curricula:

- ❖ Program Description
- ❖ Suggested Course Sequence
- ❖ Listing of Courses
 - >Course Name
 - >Course Abbreviation
 - >Classification
 - >Description (including recommended number of lecture and lab contact hours)
 - >Pre/Corequisites

All curricula frameworks are designed to provide local programs with a foundation that can be used to develop localized instructional management plans and course syllabi. Contents of each framework are not designed to limit the content of a course, but to provide a minimum baseline of instruction, which all programs must meet. Teachers, administrators, and instructional management personnel are encouraged to expand and enhance the statewide frameworks to better meet the needs of their students.

We request Board approval to submit these final validated curricula for public review and comment through the process required by the Administrative Procedures Act. A summary of the revised programs and a list of articulated courses are attached.

2009 Curriculum Revisions by Program

Industry advisory team members from colleges throughout the state were asked to give input related to changes to be made to each curriculum framework. Specific comments related to soft skills, occupational-specific skills, and safety were solicited and utilized. Additionally, instructors and Advisory Committee members from colleges throughout the state were also asked to give input on changes to be made to the curriculum framework.

Business and Office and Related Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Professional Development's (BOT 1213) name was changed to Personal and Professional Development (BOT 1213).
- Medical Office and Billing and Coding were combined under the Health-care Data Technology sub-umbrella name.
- Office Systems, Accounting, and Microcomputer were combined under the Office Management Technology sub-umbrella name.
- The Recommended Tools and Equipment list was updated

Articulated Postsecondary Course: BOT 1133 - Microcomputer Applications

Clothing and Textile Services

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- The National Standards for Family and Consumer Sciences Education

Articulated Postsecondary Courses: CTV 1213 – Equipment Use and Care
CTV 1233 – Fashion and Accessory Designs

Digital Arts and Design Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Changed course name (Client-Side Programming to Web Programming I)
- Changed course name (Client Server Side Programming I to Web Programming II)
- Changed course name (Client Server Side Programming II to Web Programming III)
- Added more technical electives so colleges would have the flexibility to cater to industry and student needs
- Replaced Business Communication (BOT 2813) or Professional Development (BOT 1213) or Career Development (CPT 2133) elective with Technical Elective
- Changed Web site Development (WDT 2714) to Web Project Management (WDT 2714)
- Added Drawing for Designers I (CAT 1153) and Drawing for Designers (CAT 1163)
- Changed the name of CAT 2413 from Rendering Techniques to Rendering Techniques and Visual Production
- The reference list was updated.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: Under further review

Funeral Service Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Depth of knowledge level was added at each competency level.
- The course name for Restorative Art/Color and Cosmetics (FST 1523) was changed to Restorative Art.

- Clinical Embalming I–IV (FST 1231, FST 1242, FST 2251, FST 2261) were changed to core courses instead of elective courses with the exception of the local district option.
- The reference list was updated.
- The Recommended Tools and Equipment list was updated.

There are no state-wide articulation agreements for this program because there are no related secondary programs.

Health Care Assistant

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Depth of knowledge level was added at each competency level.
- The reference list was updated.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: HCA 1214 – Body Structure and Function

Health Information Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Depth of knowledge level was added at each competency level.
- Competencies and objectives related to the revised standards for an accredited educational program were added or changed.

Articulated Postsecondary Course: HIT 1213 – Medical Terminology, CPT 1113 – Fundamentals of Microcomputer Applications, and CPT 1324 – Survey of Microcomputer Applications

Horticulture Cluster

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Survey of Landscape Management course was removed.
- Sustainable practices were added to Green Industry Seminar, Landscape Design I, Landscape Maintenance and Weed Control, Landscape Design II, Landscape Construction and Irrigation, and Lighting Systems.
- Golf Course Equipment Operation and Maintenance added the following:
 - equipment calibrations on liquid and granular spreaders
 - cost/performance analysis
 - steps in overseeding cool season grasses
 - strengths and weaknesses of cool season grasses
- Golf Course Business Management added common turfgrass calculations.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: HLT 1213 - Applied Principles of Plant Propagation and HLT 1411 - Leadership Management.

Hospitality and Tourism Management Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Course/lab hours were adjusted to be more flexible for all colleges. Culinary added a 1-year certificate option in Food Preparation. The name of Seminar in Travel and Tourism was changed to Fundamentals in Travel and Tourism. The articulation agreement was adjusted, and MS-CPAS2 blueprint was changed to reflect changes in the curriculum.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: HRT 1213-4 – Safety and Sanitation and HRT 1123 – Introduction to the Hospitality and Tourism Industry.

Medical Assisting Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Depth of knowledge level was added at each competency level.
- Competencies and objectives related to the revised standards for an accredited educational program were added or deleted.
- The course name for Externship (MET 2716) was changed to Practicum (MET 2716).
- The course Clinical Review (MET 2612) was changed from a 2-hr course to a 3-hr course (MET 2613).
- The reference list was updated.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: HIT 1213 – Medical Terminology, CPT 1113 – Fundamentals of Microcomputer Applications, and CPT 1324 – Survey of Microcomputer Applications

Ophthalmic Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Depth of knowledge level was added at each competency level.
- The course name for Laboratory Management and Inventory Control I (OPT 1313) was changed to Laboratory Management and Inventory Control.
- The course name for Laboratory Management and Inventory Control II (OPT 1323) was changed to Business Management for Opticians.
- The course name for Externship (OPT 2916) was changed to Internship and was moved from Second Year Summer Semester to Second Year Second Semester.
- The reference list was updated.
- The Recommended Tools and Equipment list was updated.

There is only one Ophthalmic Technology in the state of MS. There is no related secondary program offered in that area of the state or related to this specialized program.

Precision Manufacturing and Machining Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- The name was changed from Machine Tool Technology to Precision Manufacturing and Machining Technology.
- A Modular option was added. Courses in the Modular Option may be taken in lieu of the Power Machinery I–IV courses.
- Fundamental of Geometric Tolerancing and Fundamentals of CAD/CAM were added as electives.
- The MS-CPAS blueprint was updated to reflect changes in the curriculum.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: MST 1114-6 – Power Machinery I

Tool and Die Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- Blueprint Reading, Principles of CAD, and Shielded Metal Arc Welding were added to the electives.
- The Recommended Tools and Equipment list was updated.

Articulated Postsecondary Course: MST 1114-6 – Power Machinery

Welding and Cutting Technology

- Competencies and objectives were reviewed to ensure accuracy and appropriateness.
- The reference list was updated.
- The Recommended Tools and Equipment list was updated.
- A 2-year technical degree was developed.
- Six electives were added at the request of industry and instructors.

Articulated Postsecondary Courses: WLX 116 – Shield Metal Arc Welding I
IMM 1734 – Maintenance Welding and Metals

Well Construction Technology

No significant changes were made to the curriculum.

There is only one Well Construction Technology in the state of MS. There is no related secondary program offered in that area of the state.