



**PROGRAM OF STUDIES
2023-2024**

Huot Career and Technical Center Program of Studies 2023-2024

Career and technical education is designed to provide knowledge and technical expertise in various career pathways. It involves the development of an individual's abilities and understanding of attributes that result in future employment or pursuit of post-secondary educational opportunities. All programs articulate with at least one college or professional licensing organization to provide students with the opportunity for advanced placement or dual enrollment. Huot classes can also be used to fulfill academic requirements at the discretion of the sending high school.

Students receive a great deal of laboratory experience in settings that simulate business, industry, and community resources. All Huot classes run 90 minutes per day. Classroom theory and related instruction is provided to enhance learning. There are opportunities for participation in a variety of student leadership groups. Students may also be eligible for and participate in career experiences and internships available within the business community. Honors credits by contract are possible for certain classes at the discretion of the instructor, Huot Director and sending high school.

Priority for enrollment in **level one** programs will be given to 11th and 12th grade students. Sophomores may enroll in certain HTC programs on a space available basis. Entrance to the **level two** of any career and technical education program is competitive and determined by specific criteria available from the career center administration.

All students wishing to enroll at the Huot Career and Technical Center must complete an application. Certain programs have specific requirements and age restrictions listed below. All courses and course descriptions in the Program of Studies are subject to annual budget approval, applicable state and local regulation changes and minimum enrollment.

Students applying to the Huot Center agree to abide by applicable school and district policies that may differ from those of their home district. Students may be required to attend their HTC classes on days when their home high school is not in session.

Program Notes and Definitions

- Listed college credit and industry certifications are *potential* outcomes and are not guaranteed
- Times and programs listed are approximate and subject to change based on budget, staffing and other factors
- LRCC, Lakes Region Community College; CMCC, Central Maine Community College; NHTI, New Hampshire Technical Institute; RS, Running Start (transcribed college credit for fee)
- Sophomores may only request Running Start credit on a case-by-case basis at the discretion of the college. Freshmen are not eligible for Running Start credit.
- Running Start and dual enrollment credit is not automatic. Students must register with the college at the start of the semester and fees may apply.
- The curriculum guides linked to each program title provide full detail on program content and outcomes. A hard-copy of these descriptions may be provided upon request.

Application Process and Required Documentation

Students wishing to enroll at the Huot Career and Technical Center must complete an application. Selection for first year programs is managed by the student's home/sending school based on Huot expectations, regional seat allotments, state regulation and various priority systems that may exist at the home/sending school. Second year application is managed by the Huot Center based on criteria found in our *Student Handbook*.

It is the responsibility of the student's home/sending school to provide the following documentation:

- A completed application for every student
- A copy of any IEP, 504 or medical plans prior to the start of the student's participation in Huot programs. If a student begins classes after the normal start of school, the home/sending school should provide the above mentioned documents within 10 school days.

It is the responsibility of student/parent to complete all required HTC forms including the following:

- Huot medical information and release form
- Huot media release
- Laconia School District internet release form

The Huot Center reserves the right to limit a student's participation in program activities should the above-mentioned documents not be provided in a timely manner.

Academic Credit

Certain Huot courses may be used for academic credit at the discretion of your sending high school. Please see your guidance counselor for a list of courses that may also count as academic (math, social studies, etc...) credit. Additionally, some level II (second year) courses may be taken for Honors credit with approval of your sending high school and the HTC administration. Honors options require significant additional work and are a year-long commitment. Your instructor will announce this option at the start of the year. Students should also be aware that the number of credits given vary from school to school. The average is two credits towards high school graduation for a full year course. Students must earn a 65 or better in their course and stay within our attendance limit to earn credit.

Workplace Readiness Focus/Portrait of a Graduate:

The Huot Center and its industry partners, believe strongly that skills and behaviors such as appropriate communications, collaboration, care and commitment are the most important traits we can instill in our students. As such, the center uses Portrait of a Graduate and our *College and Career Readiness Standards (CCRS)* to evaluate our students on a regular basis. This rubric score represents a significant portion of a student's quarterly grade. Students will receive classroom instruction, mentoring and role-modeling to help them improve in these important areas.

Statement of Non-Discrimination

The Laconia School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, handicap, religion, sexual orientation, marital status, pregnancy, or disability in compliance with the provisions of, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1975, NH Law Against Discrimination, and State Rule: Ed. 303.01 (i), (j), (k).

Any person having inquiries concerning Laconia School District's compliance with regulations implementing these laws may contact: Steve Tucker, Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, New Hampshire 03246 telephone number (603) 524-5710, District Human Rights Officer. The District Title IX Coordinator is Amy Hinds, Assistant Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, NH 03246 (603) 524-5710.

U.S. Department of Education Office of Civil Rights

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue
SW Washington, DC 20202-1100
OCR@ed.gov

New Hampshire Commission for Human Rights

2 Industrial Park Drive, Bldg. One
Concord, NH 03301
(603) 271-2767
humanrights@nh.gov

Automotive Technology I - HTC300

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

In the first year of Automotive Technology at the Huot Technical Center students will be introduced to all systems of modern automobiles. Students will learn the proper safety techniques for working in the shop and how to properly select and use the proper tools for the job. They shall pass industry established written and performance-based safety tests before engaging in any hands-on element of the program. They will also learn the technical skills needed to run an automotive service facility. They will write repair orders, communicate with customers, and parts suppliers. Students will then learn the basics of engine repair, electronics, suspension and steering, and hydraulic brakes. Program time is divided between classroom instruction and actual vehicle repair and simulations.

Automotive Technology II- HTC400

Times Offered: 9:00am - 10:30am

Automotive Technology II at the Huot Technical Center builds on the knowledge gained in the student's first year. The year begins with a recap of tools and safety to make sure the students have the knowledge needed to be safe in an automotive service facility and while working on live vehicles. The students will then explore topics such as engine performance and diagnostics, advanced electronics, drivetrains, manual transmissions, automatic transmissions, and air conditioning diagnostics. Students that have excelled in this year will also be given the opportunity to be sent out on a co-op or internship.

Bio-Medical Technology I/ II - HTC480

Times Offered: 12:30-2pm, further details to be announced

**NH Scholars Eligible*

Bio-Medical Technology is the use and application of a part, product, or entire living thing to solve a human medical problem. In this class, students will learn the fundamentals of medical lab science and engage in real science tasks and skills. This class will teach students lab skills necessary for a medical or scientific career in college or in a lab environment, including micro pipetting, aseptic procedure, DNA extraction, isolation, and confirmation, basic immunology, gel electrophoresis, PAGE, and how to use the chemical fume hood, thermocycler, and autoclave. Students learn these lab skills as well as advanced biology, chemistry, genetics, and protein studies. This program articulates with Plymouth State University for a possible five credits.

Building Construction I - HTC310

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

The first year of the Building Construction program provides skill training in the area of residential and light commercial building construction. We begin with an overview of safety in the building construction industry. Construction tools and equipment are then introduced to practice the many skills that are necessary for the residential construction career fields. Students perform measuring tasks and measurement computations. They also will learn and practice safe power and hand tool use. First year students build sawhorses, picnic tables, storage buildings as well as support the second year Building Construction program in some of their school year projects. Curricular components of the program include OSHA 10 training, reading project plans, understanding basic building materials, concrete, and wood framing of floors, walls, and roofs.

Building Construction II - HTC410

Times Offered: 9:00am - 10:30am

Second year students continue their experiences in light residential construction by extending their previously learned knowledge towards more challenging aspects of the industry. Students in year two explore new curricular components such as closing-in residential structures, windows and doors, interior finishes, trim, and insulation. Second year students are expected to be prepared with the correct work wear and personal protective equipment as they build projects ~~at off-campus construction sites~~. Second year students are also expected to create digital portfolios, develop a resume, embark on career exploratory activities such as job shadows and internships, demonstrate strong attendance, and maintain excellent behavior as they represent the program in community projects and activities.

HUOT BUSINESS and FINANCE COURSES

Personal Finance – HTC330

12:30-2:00pm – Fall Semester

During this semester course students will learn the basic understanding of personal financial management. Students study the fundamentals of economics and money systems. Students will use textbooks, online resources, simulations and instructional materials to gain an adult perspective on personal financial planning and decision-making. Students will explore the relationships between earning, budgeting, saving, investing, debt, insurance and retirement as part of their own financial life cycle. During the semester, students will explore in depth financial planning for college in order to establish the value proposition inherent in this common first large personal financial decision. Students may Running Start college credit option in conjunction with LRCC, (FIN 180L).

Accounting and Financial Management – HTC430

10:33-12:03pm – Fall Semester

This course continues the topics introduced in Business I with a focus on financial management. The student is introduced to the procedures necessary to record, classify and summarize basic business transactions. The course will cover the accounting cycle for service and merchandising sole proprietorships, including preparing worksheets and financial statements. The course will involve using Excel spreadsheets to prepare accounting worksheets in preparation of closing activities and financial report generation.

Marketing and Social Media Management – HTC431

10:33-12:03pm – Spring Semester

During this semester-long course, students will develop a basic understanding of Marketing and Social Media Marketing. Students study the principles of Marketing including the “4P’s”. Students will use textbooks, online resources, simulations and instructional materials to gain a perspective on Marketing for Manufacturing, Service and Non-profit businesses with emphasis on 21st century marketing strategies and tactics. During the semester, students will use simulation tools to plan, implement, deploy and measure digital and social media marketing strategies.

Business Technology Essentials

12:30-2pm - Spring Semester

This course introduces students to Microsoft Office Business software applications including Word, Excel and PowerPoint. The student will learn to effectively use the different business application software tools essential to success in a business environment. The course will prepare the student to sit for certification and credentialing as a Microsoft Office Specialist thereby demonstrating competency with these essential business technologies.

MANUFACTURING and ENGINEERING COURSES

Intro to Engineering Design - HTC385 (Semesters)

Times Offered: 12:30pm - 2:03pm, Fall/Spring

**New Hampshire Scholars Eligible*

Level I students will have the opportunity to design, develop, and gain skills in the development of manufactured products using the latest solid modeling software and virtual CNC machinery. Amatrol eLearning Technical Training courses are widely used. Students are introduced to the engineering design process, applying math, science, and engineering standards to identify and design solutions to a variety of real-world problems. Students work both individually and as a team to develop and document design solutions.

General Engineering and Manufacturing II - HTC485

Times Offered: 9:00am - 10:30am

**New Hampshire Scholars Eligible*

Level II students will work with Advanced CNC set-up and operations, Computer Aided Manufacturing (CAM) operations, operational management skills and current manufacturing principles such as Lean production flow and inventory, 5-S workplace organization - Amatrol eLearning Technical Training courses are widely utilized. Students have the opportunity to receive college credits Project Running Start, and the course articulates with Central & Southern Maine Community Colleges. In addition, students can earn industry-recognized certifications such as; CSWA-Certified SolidWorks Associate & Professional Level, Master CAM-Associate Level, MSSC-Certified Production Technician and Tooling University Certificates.

General Engineering and Manufacturing III– HTC415

Times Offered: 10:30am-12:03am

**New Hampshire Scholars Eligible*

Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of materials and structures, automation, and motion. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation. Students develop problem-solving skills using SolidWorks computer aided-drafting software with an emphasis placed upon the concept of developing a 3-D model or solid rendering of an object. Amatrol eLearning Technical Training courses are widely used. State of the art computer hardware and software will be used to emphasize design development processes and computer aided drafting & design.

Culinary Arts I - HTC360

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

Students will learn the proper use and maintenance of commercial kitchen equipment that are used in most restaurants. Safety, sanitation, equipment operation, and employability skills are a daily focus. Students with a strong work ethic, problem solving skills and good time management should be able to excel in this program. This program runs a restaurant which is open several days per week catering to staff and students. The expectations are that students will learn how to create, bake, or cook a variety of foods by themselves to a level suitable to sell it to customers.

Culinary Arts II - HTC460

Times Offered: 9:00am - 10:30am

Students will continue to use the kitchen equipment to improve their skills. Safety, sanitation, equipment operation, and employability skills are a daily focus. Students will be expected to prep, cook and bake food to be served in the restaurant by the end of class time. Teamwork and individual skills are stressed to prepare students for immediate employment or to seek advanced education at a Culinary Arts School. The units of study for Culinary II are as follows: Safety & Sanitation, Measurements, Basic Baking, Yeast Dough, Breads, Appetizers, Stocks, Sauces, Soups, Meat, Poultry, Menu Planning.

Digital Media Arts I - HTC390

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

First year students in the Digital Media Arts program will learn basic skills in commercial arts production. Students will begin by learning basic design principles and move on to numerous digital media arts including commercial photography, video production, filmmaking, television, motion graphics and graphic design.

Digital Media Arts II - HTC490

Times Offered: 9:00am - 10:30am

Digital Media Arts II students continue to develop knowledge in the areas of commercial photography, video production, audio design as well as graphic and motion graphic design. Students explore options in post-secondary education, the digital media career fields, as well as business creation and entrepreneurship. Students have opportunities to fine-tune their skills in the areas of the program that most interests them, as well as preparing a portfolio of their work.

Health Science I - HTC340

Times Offered: 9:00am – 10:30am, 10:33am-12:03pm, 12:30pm - 2:00pm

**NH Scholars Eligible (science)*

Students in Health Science I will explore diversified health occupations, the foundations of healthcare, and basic healthcare skills. Theoretical and clinical instruction includes learning medical terminology, anatomy and physiology, and pathophysiology. In addition, students will earn certifications in American Heart Association Heart-Saver Cardiopulmonary Resuscitation (CPR) and First Aid. Students also learn hands-on skills in the simulated clinical laboratory using equipment designed for scenario-based training for the assessment, care, and management of patients. In addition, students have the opportunity for observation of a variety of health careers in the community.

Health Science and Technology II/Nursing Assistant Track - HTC440

Times Offered: **Times to be announced**

**NH Scholars Eligible*

The Huot Technical and Career Center, offers a New Hampshire Board of Nursing (BON) approved nursing assistant education program. The Licensed Nursing Assistant (LNA) Program Coordinator and Clinical Instructor are responsible for teaching the competency of the nursing assistant curriculum that is approved by the BON. Upon completion of the curriculum, a nursing assistant shall be able to assist individuals to attain and maintain functional independence in a health care setting. Nursing students are expected to demonstrate comprehension related to individuals' emotional, mental, physical, and social health needs through skillful, direct nursing-related activities. Upon successful completion of the program and state certification, written and clinical testing students are eligible to apply for LNA licensure through the State of New Hampshire Office of Professional Licensure and Certification (hereafter referred to as "the State"). The course includes both classroom study, simulated lab skills, and clinical experiences in various health care organizations. The State mandates that nursing assistant students are required to obtain 60 classroom theory hours and 65 clinical hours experience to be eligible to take the State of New Hampshire LNA exam at the end of the program. In addition, per BON the State and Federal regulations students must maintain a theory and clinical grade of 70 or greater consistently to meet the criteria and eligibility of participating in clinical experiences and end of program State Certification testing.

Students must meet specific State mandated requirements to complete the LNA certification. A student may opt to complete the classroom portion only and still receive high school academic credit, but these hours will not count toward LNA certification, nor will the student be eligible to sit for the LNA exam.

Additional program requirements may include drug and criminal background testing according to participating healthcare facility policy and meet any other criteria as established by the BON the state and the clinical site. In circumstances where the State rules and regulations are stricter than local school district policy, the state BON rules and regulations shall be the guiding factor in decision making.

Additional costs may include:

- Testing for tuberculosis administered prior to the start of clinical hours
- Navy-blue scrubs, sneakers or nursing-style shoes
- Criminal background check with Livescan fingerprinting
- State certification examination fees, LNA licensing fees, criminal background fees

Health Science II: Allied Health Careers - HTC 441

Times Offered: **Times to be announced**

**New Hampshire Scholars Eligible*

Allied Health Careers prepares students for post-secondary study in a variety of health-related career fields. Students will explore, through a series of guided lab activities, careers in dental, veterinary medicine, medical assisting, clinical lab, diagnostic imaging and emergency medicine. Specific units on medical law and ethics, aseptic procedures, medical terminology, Basic Life Support and medical office procedures are paired with significant opportunities for student specific, independent study.

Students pursuing the Medical Assisting track must meet additional requirements of the clinical site and Huot Center. Space is limited for this option. If interest exceeds capacity of the clinical site the Huot Administration, in consultation with the program instructor and clinical partner, will select the students based on alignment to long-term career goals, demonstrated academic success within Health Science and a personal interview.

PROTECTIVE SERVICES and EMS COURSES

Principles of Emergency Services - HTC365

Time Offered: 9am-10:30am, Fall/Spring Semester

This course provides an overview of fire protection and emergency services and related career opportunities. In this introductory level class, students will learn about the science, laws and theories behind fire protection and emergency operations. Upon successful completion of the course, students are encouraged to continue their studies in our Health Science or Law Enforcement program.

This class is intended for Sophomores, however, students in other grades may enroll as space is available.

A pathway in our EMS track would look as follows:

Sophomore Year: *Principles of EMS*

Junior Year: *Health Science I or Law Enforcement I*

Senior Year: *Health Science II or Law Enforcement II*

Law Enforcement I - HTC370

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

**New Hampshire Scholars Eligible*

During year 1, students will recognize the social and political influences that contribute to law enforcement as a critical partnership between citizens and the justice system. Particular attention will focus on goals, characteristics, and on the culture of policing within the law. Students will learn and have projects dealing with different policing philosophies such as Problem Orientated Policing, Zero Tolerance Police, and Community Policing. Constitutional Law and major United States and Supreme Court cases will be studied and put into real use with mock interrogations, investigations, and court cases involving students. Students will recognize significant issues involved in policing, including discretion, discrimination, racial profiling, use of force, pursuits, liability, corruption, and ethics. A major emphasis will be placed on police investigations and reporting techniques. Students will also have the opportunity to learn and pursue certification in several areas such as CPR, first aid, Stop the Bleed, Incident Command System Certification, defensive tactics, and traffic control. Crime scene processing and DNA collection best practice will also be an integral part of the curriculum.

Law Enforcement II - HTC470

Times Offered: 9:00am - 10:30am

**New Hampshire Scholars Eligible*

Year two students are expected to participate in an on-site internship at a local law enforcement, corrections, or social agency. Each learning experience in the internship requires students to be active participants, disciplined listeners, critical thinkers, as well as effective writers and public speakers. A weekly log will be kept on the internship and an oral presentation will be made at the conclusion in front of the Advisory Board. Year two students will also build up knowledge that is taught at level one. Advanced crime scene processing, patrol tactics, and advanced levels in the Incident Command will be taught. Conflict resolutions will be an integral part of year two with role playing exercises with actors and students. De-escalated techniques will be stressed. Students will explore the use of force situations through simulated scenarios. Self-management, time management, and goal settings will also be an integral component of the curriculum.

Plumbing, Heating and HVAC I - HTC395

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

During the 1st year of this course students will learn and demonstrate the basic skills that are essential in the plumbing, heating and HVAC field. Students will have an opportunity to work with a variety of modern tools and materials used by professionals in the field. Students will work with many different materials that are found in both residential and commercial settings. Students will be introduced to the state plumbing code and begin exploring how and why this effects the work we do and how we do it. During the 1st semester students will work toward the OSHA-10 general construction certification. Completion of this certification is a prerequisite to enter Plumbing, Heating and HVAC Technologies II. In the spring students will have the opportunity to work offsite on various Parks and Recreation buildings, as we open them for use in the spring.

Plumbing, Heating and HVAC II - HTC495

Times Offered: 9:00am - 10:30am

During the Plumbing, Heating and HVAC Technologies II students will continue to add to their knowledge and skills of this diverse field. Students will learn advanced piping techniques for various types of systems. Students will continue to look deeper into the state plumbing code and working more in-depth with blueprints and equipment documents. Students will spend more time working in the field on jobsites installing and maintaining many different types of plumbing and heating systems. In the fall the students will be responsible for winterizing many Parks and Recreation sites and doing any repairs these facilities require. We will begin to explore different types of heating systems, including oil, propane and natural gas. Students will have the opportunity to work with various types of hydronic heating equipment and pipe in boiler systems. Students will be introduced to the basic HVAC concepts including A/C and refrigeration. Students will have the opportunity to work on different types of oil burners, they will learn about the components of the burner and how they work. Students will learn how to install and service various commercial and residential plumbing fixtures.

Teacher Prep I - HTC350

Times Offered: 10:33am-12:03pm, 12:30pm - 2:00pm

**NH Scholars Eligible*

Teacher Prep I provides students with opportunities to explore the skills and knowledge necessary for careers in education including teaching, social work, child psychology, school counseling, speech or occupational therapy, and other professions which focus on children. Teacher Prep I introduces students to the fundamentals of learning and the foundations necessary for a successful career in education. Units of study include growth and development; learning theory and psychology; health and safety; social emotional learning; lesson planning; classroom and behavior management; and a range of topics related to the ethical, legal, and professional responsibilities of working in the education field. Teacher Prep I students also learn to apply career and college readiness skills through job shadows, field trips, engaging with guest speakers, and hands-on projects. Students have the opportunity to work directly with children on a weekly basis in the Elm Street Preschool (located at the Huot Center). Credits and credentials that may be earned in this course include First Aid/CPR/AED and Running Start college credit from NHTI (Foundations of Education, 3 credits).

Teacher Prep II - HTC450

Times Offered: 9:00am - 10:30am

**New Hampshire Scholars Eligible*

Students who successfully complete Teacher Prep I with a grade of C+ or better are eligible for acceptance into Teacher Prep II. The second year of the Teacher Prep programs focuses on deepening the skills, knowledge, and experience necessary to prepare for a career in the education field. Teacher Prep II students create a “toolbox” of strategies and procedures for engaging with and supporting diverse populations of students. Units of study include positive behavioral interventions and supports (PBIS); working with exceptional learners; equity in education; student engagement; literacy-based instruction; and community resources. Teacher Prep II students engage with field trips, projects, guest speakers, mock meetings, and mock interviews to apply their college and career readiness skills. Students have the opportunity to participate in an extensive internship related to their chosen career, as well as continuing their engagement with the Elm Street School Pre-K classroom. Other opportunities include participating in the NH Educators Rising state competition and completing a digital professional portfolio that highlights the skills and competencies gained during the two years in Teacher Prep. Students may elect to earn Running Start college credits from NHTI in Introduction to Exceptionalities (3 credits). The Parapro exam is offered in the spring of year II and provides students who earn a passing score the opportunity to qualify for paraprofessional positions in public schools.