



**W R I G H T**  
**TECHNICAL CENTER**

**PROGRAM GUIDE**  
**2017 - 2018**

## TABLE OF CONTENTS

### **Career & Technical Programs**

Automotive Technology.....	3
Construction Technology .....	4
Cosmetology Careers .....	5
Creating Entrepreneurial Opportunities – CEO .....	6
Early Childhood & Elementary Careers.....	7
Graphic Communications.....	8
Health Science Technology & Nursing Assistant .....	9
Law Enforcement & Emergency Medical Responder .....	10
On The Job Training – OJT .....	11
Engineering/ PLTWI.....	12
Welding Technology .....	13
Youth Apprenticeship – YA .....	14

### **Transitional Programs**

Automotive Careers .....	15
PAES Program .....	16

### **General Information**

The Wright Technical Center provides advanced career and technical programs to area high school juniors and seniors. Each WTC course meets local high school graduation requirements and students may be able to earn post-secondary college credit.

### **Registration Information**

If you are interested in registering for one of the WTC courses, please contact your local high school guidance counselor.

### **Wright Technical Center – Contact Information**

Main Office: 763-682-4112  
1405 3<sup>rd</sup> Ave NE  
Buffalo, MN 55313  
[www.wtc.k12.mn.us](http://www.wtc.k12.mn.us)

# AUTOMOTIVE TECHNOLOGY

The Automotive Technology program offers students an opportunity to train in a state of the art, industry equipped automotive shop. Time will be divided between classroom instruction and hands-on training in the shop using professional tools and equipment. All classroom and shop instruction is provided by industry certified ASE technicians.

*Second year opportunities are available to continue your training. Students must be able to work independently, maintain a "B" or above grade and have the approval of the instructor to participate. All second year students will take the ASE Student Certification test, which is the first step in building a career as a service professional in the automotive industry.*

## Program Highlights

You will be trained in the following four areas:

- Brakes
- Steering and suspension
- Basic electricity and electronics
- Engine performance

## Skills Needed for Success

- Must be able to work independently
- Mechanical aptitude
- Good problem solving skills
- Detail oriented
- Manual dexterity
- Strong technical reading, writing, math and computer skills
- Team player, responsible, and good communicator

## College Credit Opportunities & Professional Certifications

In the Automotive Technology course, you can earn ASE certifications and college credits. Student will need to earn a "B" or better grade in their course work. College credits are available at the following schools: Dunwoody College of Technology, Hennepin Technical College, St. Cloud Community and Technical College, Anoka Technical College, and St. Cloud State University.

# CONSTRUCTION TECHNOLOGY

Students who enroll in the Construction Technology course will become members of the construction crew, which builds a house from layout and framing, to final trim work. You will assist in the construction of various school and community projects based on current industry standards and practices. You will also develop skills using carpenter's hand tools, and stationary and portable tools used in the construction industry. There is a required **deposit of \$40.00** for tools, safety glasses, and hard hats. \$20.00 may be refunded at the end of the school year.

*Second year opportunities are available to continue your training. Students must be able to work independently, maintain a "B" or above grade and have the approval of the instructor to participate.*

## Program Highlights

You'll also learn:

- Construction terminology
- Tool identification, safety and use
- Blueprint reading, layout and framing,
- Exterior sheathing, roofing , siding, window and door installation
- Interior finishing - insulating, drywall and taping, painting
- Concrete and masonry
- Wood manufacturing and cabinetry
- Commercial construction

## Skills Needed for Success

- Must be able to work independently
- Manual dexterity
- Hand and eye coordination
- Physical stamina
- Strong math skills and problem solving skills
- Dependability and strong work ethic

## College Credit Opportunities

College credits and/or apprenticeship hours can be earned with a "B" or better average in the course at the following schools: Anoka Technical College, Hennepin Technical College, North Central State Regional Council of Carpenters (250 hours), St. Cloud Community and Technical College, and St. Cloud State University.

# COSMETOLOGY CAREERS

The Cosmetology Careers course introduces students to the professional beauty industry. As a cosmetology student you will study the basic laws & rules of Minnesota and practice hands-on skills in a modern salon setting. You will also explore the various career opportunities available in the cosmetology field. There is a required non-refundable fee of \$45 for the purchase of your own mannequin head.

## Program Highlights

Students with an interest and passion for Cosmetology will focus on the areas of:

- Cosmetology theory
- MN State BCE Laws & Rules
- Infection control and safety
- Nail care, manicures, and pedicures
- Hair design (styling)
- Hair shaping (hair cutting)
- Hair coloring, foiling, and color techniques
- Chemical texture (perming)
- Skin care and basic gentle cleansing facials

## Skills Needed For Success

- Must be able to work both independently and with others.
- Hand and eye coordination
- Positive attitude, friendly and likeable personality
- Basic math, reading and writing skills
- Dependability and a strong work ethic
- Stamina for standing lengths of time
- Manual dexterity

## College Credit Opportunities

College credits and/or hours can be transferred to following cosmetology colleges: Aveda Institute, Atelier Academy of Beauty, Empire Schools, Minnesota School of Cosmetology, PCI Academy & Ridgewater College.

# CREATING ENTREPRENEURIAL OPPORTUNITIES - CEO

*\*Offered Mornings Only (7:30 – 9:00 am)*

Would you like to own your own business some day? If so, then this is the class for you! You will attend class every day onsite at one of the dozens of businesses you will tour. You will learn from the owners and entrepreneurs who started these businesses. They will give you helpful advice when starting your own business. This year long class is a commitment, but if you are willing to challenge yourself, the experience will be amazing.

*Students must apply for acceptance into this program. Applications are available mid-year in your high school guidance office.*

## Program Highlights

- Provide opportunities for students to be engaged, curious, and ready to learn about modern business practices
- Educate students on the opportunities in their communities
- Create new and innovative businesses
- Provide real-world, real-life experiences for students
- Connect students with business professionals
- Transform the way young people view the world and their future
- Inspire and encourage young people to return to their communities to live, work, raise families, and start businesses.
- Provide the opportunity for each student to start their own business
- Provide a mentor from the business community for each CEO student

## Program Requirements

- Students must be able to dress and act professionally
- Students must be extremely punctual
- Students must provide their own transportation

# EARLY CHILDHOOD & ELEMENTARY CAREERS

If you enjoy working with young children and are considering a career in teaching, social work, or child psychology, enroll in Early Childhood and Elementary Careers. You'll be able to put your classroom knowledge to work by having hands-on experiences with the preschool children in the Head Start classroom. Internships are also required in community-based day care centers, Head Start programs, special education programs and elementary schools.

*Second year opportunities are available to continue your training. Students must be able to work independently, maintain a "B" or above grade and have the approval of the instructor to participate.*

## Program Highlights

Throughout the course you will:

- Work hands-on with preschool children weekly
- Study child development
- Learn classroom behavior management techniques
- Create hands-on learning projects and activities
- Experience caring for an electronic baby
- Have the opportunity to compete in State Leadership Conference
- Intern in elementary schools, preschools, or day care center

## Skills Needed for Success

- Excellent communication and social skills
- Professional behavior
- Proficient reading and math skills
- Being alert and aware of what's going on around you
- Ability to handle on-the-job experiences in public settings

## College Credit Opportunities

College credits can also be earned if you maintain a "B" or above grade in the class. Credits are available from the following schools: Central Lakes College, Hennepin Technical College, St. Cloud Community & Technical College, Ridgewater College, and St. Paul College.

# GRAPHIC COMMUNICATIONS

*\*Offered Third Block Only*

This course is designed to give the students an overview of the graphic communications industry. You will develop and enhance your creative skills and artwork through visual presentations. You will complete projects which simulate industry standards. You will gain entry-level knowledge and skills required of this fast-paced graphic industry. Throughout the class, you will have the opportunity to participate in field trips, industry tours, and hear from classroom guest speakers.

*Second year opportunities are available to continue your training. Students must be able to work independently, maintain a "B" or above grade and have the approval of the instructor to participate.*

## Program Highlights

Throughout the course you will learn:

- Electronic Publishing
- Adobe Photoshop & Illustrator
- Adobe In-Design
- Package Design
- Vinyl Sign and Apparel Design
- Screen Printing
- Google Sketch Up
- Digital Portfolio

## Skills Needed for Success

- Ability to organize information visually
- Ability to read and follow directions
- Hand-eye coordination
- Ability to work quickly and accurately
- Creative ability and problem solving skills
- Basic math and reading skills

## College Credit Opportunities

College credits can also be earned if you maintain a "B" or better grade at the following schools: Alexandria Technical & Community College, Central Lakes College, Dakota County Technical College, Dunwoody College of Technology, Hennepin Technical College, Ridgewater College, and St. Cloud Community and Technical College.



# HEALTH SCIENCE TECHNOLOGY & NURSING ASSISTANT

The Health Science Technology course is an excellent foundation for all students interested in entering the medical profession. You will explore a wide variety of medical careers through research, guest speakers, and field trips. You will learn over 350 medical terms, study anatomy & physiology, and practice with medical equipment; such as automated external defibrillators (AEDs), stethoscopes, sphygmomanometers, plus many more. After completing the course you will be eligible to become a nursing assistant.

You have the option of becoming certified in BLS (Basic Life Support) for the Healthcare Provider and First Aid. You will perform hands-on medical skills in simulated hospital rooms. After completing the medical skills, you will have an opportunity to participate in an on-the-job training at a local nursing home. You will be studying the MN Dept. of Health Nursing Assistant Curriculum which will prepare you for the state nursing assistant exam and will complete the nursing assistant prerequisite for various nursing programs.

## Program Highlights

This year long program teaches you;

- The variety of medical career options
- Medical terminology & abbreviations
- Anatomy & physiology through dissection
- Nursing Assistant training (NAR)
- Leadership skills by participating in a professional student organization (HOSA)
- Job seeking skills
- CPR and First Aid for the Healthcare Provider

## Skills Needed for Success

- Strong math, technical reading and writing skills (minimum of 6<sup>th</sup> grade reading level)
- Identify and solve problems quickly
- Good hand-eye coordination
- Good communication skills
- Excellent people and teamwork skills
- Demonstrate patience, understanding and ability to be empathic
- Honest and trustworthy
- Conscientious, dependable and responsible
- Courteous and respectful

## College Credit & Certification Opportunities

Students can earn up to nine college credits and are available through the following schools: Anoka-Ramsey Community College, Anoka Technical College, Central Lakes College, Hennepin Technical College, Normandale Community College, North Hennepin Community College, Rochester Community & Technical College, Southeast Technical College, St. Cloud Technical & Community College, and most other MN colleges & universities. Students will have the opportunity to take the state examination to become a licensed certified nursing assistant registered (NAR).

# LAW ENFORCEMENT & EMERGENCY MEDICAL RESPONDER

In the Law Enforcement and First Responder course you will receive academic instruction with hands-on training needed to develop the knowledge and skills for a future career in the criminal justice field or as a professional rescuer. Guest speakers, discussions, demonstrations, lectures, role-playing, and practical exercises are just some of the activities that will allow you to better understand the various training procedures used by law enforcement and first responder professionals.

*Second year opportunities are available to continue your training. Students must be able to work independently, maintain a "B" or above grade and have the approval of the instructor to participate.*

## Program Highlights

Areas of study for Law Enforcement will include:

- Crime Scene Investigation
- Criminal justice: policing, courts & corrections
- Patrol procedures and tactics
- Squad car familiarization
- Ethics
- High and low risk traffic stop techniques
- Radio communication
- Fingerprinting and booking
- Criminal & traffic statutes
- Report writing
- Computerized firing range
- Defensive tactics
- Military obstacle & climbing wall
- DUI driving course
- Computerized criminal cases

Areas of study for First Responder will include:

- First responder certification
- CPR & AED certification
- Advanced First Aid
- Blood borne pathogens training

## Skills Needed For Success

- Must be able to work independently
- Writing and reading skills
- Critical thinking skills
- Detail orientated
- Decisiveness
- Listening & public speaking skills
- Time management skills

## College Credit Opportunities

College credits can also be earned if you maintain a B or above grade at the following schools: Alexandria Technical & Community College, Hibbing Technical College, and Riverland Community College.

# ON-THE-JOB TRAINING – OJT

*\*Offered Third Block Only*

This unique program allows students the opportunity to make their job part of the classroom experience. Students attend class one afternoon per week at Wright Technical Center. The remaining afternoons, students leave school to work at their place of employment. Students are required to work at least 40 hours/month and bring their paystubs to class. On-the-Job Training focuses on 21<sup>st</sup> century success skills students need to develop and practice to successfully transition from school into the workforce.

## Program Highlights (may include)

- Personal finance
- Safety-on-the-job
- Interviewing skills
- Career exploration
- Soft skill development
- Job shadowing
- Work site visits

## Skills Needed for Success

- Dependability and a strong work ethic
- Required weekly class attendance
- Ability to work as a team member
- Excellent communication skills
- Basic reading, writing and math skills
- Willingness to improve your people skills

## Program Requirements

Each student must agree to:

- Attend the OJT class at WTC one day a week.
- Verify 40 hours/month worked with copies of paystubs from employer
- Obtain a job by the start of course and stay employed throughout course
- Communicate with instructor prior to any changes in employment while enrolled in course

# ENGINEERING - PLTW

The Project Lead the Way (PLTW) program is a sequence of courses which introduces students to the scope, rigor and discipline of engineering prior to entering a technical college or a four year program. Students will learn and apply the design process, acquire strong teamwork and communication proficiency and develop organizational, critical thinking and problem solving skills. Students use the same industry leading 3D design software used by companies like Intel, Lockheed Martin and Pixar. Students will also spend time on career research with the intent of having an action plan for their future career in the manufacturing or engineering fields.

## Program Highlights

- Learn and apply the design process
- Realistic application of math, science, and engineering standards
- Hands-on projects
- Work both individually and in teams
- Design solutions to a variety of problems
- Use 3D CAD modeling software

## Skills Needed for Success

- High interest in Mathematics and Science
- Utilize more Science to solve problems
- Self motivation
- Work through difficult problems with rewarding results
- Knowledge of computer basics
- Interest in earning high salary in a future career

## College Credit Opportunities

College credits can also be earned if you maintain a “B” or above grade in the class. Credits are available from the following schools: Normandale Community College, St. Cloud State University, St. Cloud Technical & Community College, and South Central College - Mankato.

# WELDING TECHNOLOGY

In the Welding Technology course, you will be introduced to world of welding. This hands-on course will focus on the various welding processes used in today's industries. You will learn to weld mild steel, carbon steels, stainless steels, alloy steels and non-ferrous metals. You will have the opportunity to demonstrate your welding skills by completing individual projects. Students will use state of the art equipment to work towards completing an American Welding Society (AWS) certification. It is recommended that each student purchase his/her own welding leathers, gloves, safety glasses and welding helmet –at an approximate cost of **\$80**.

*Second year opportunities are available to continue your training. Students must be able to work independently, maintain a "B" or above grade and have the approval of the instructor to participate.*

## Program Highlights

This hands-on course will teach you:

- Welding safety and equipment use
- Arc, wire feed, and TIG welding
- Oxyacetylene and flame cutting
- Blue-print reading
- CNC plasma cutting

## Skills Needed for Success

- Must be able to work independently
- Mechanical aptitude
- Manual dexterity
- Eye-hand coordination
- Detail oriented
- Ability to problem solve
- Strong Math and Reading Skills

## College Credit Opportunities

College credits can also be earned if you maintain a "B" or above grade in the course. Credits are available from the following schools: Anoka Technical College, Central Lakes College, Dakota County Technical College, Hennepin Technical College, Ridgewater College, Riverland Community College, Rochester Community & Technical College, St. Cloud Technical & Community College, and South Central College.

# YOUTH APPRENTICESHIP - YA

*\*Offered Third Block Only*

Youth Apprenticeship integrates school and work-based learning to instruct students in program area employability and occupational skills. Students will follow program area training guidelines, endorsed by business and industry. Students earn academic credit to meet graduation requirements. Students are employed by a participating employer and are supervised by a skilled mentor. Students obtain Youth Apprenticeship Certification once they achieve the required competency levels for the program; pass all required courses; and work a minimum number of hours (450 hours/year). Availability of Youth Apprenticeship placements is dependent upon local employer needs. Contact your high school counselor for additional details.

## Program Highlights

- Industry-developed skill standards in the following program areas:
  - Agriculture, Food and Natural Resources
  - Architecture and Construction
  - Arts, A/V Technology & Communications
  - Finance
  - Health Science
  - Hospitality, Lodging, and Tourism
  - Human Services
  - Information Technology
  - Manufacturing
  - Science, Technology, Engineering, & Math
  - Transportation, Distribution & Logistics
- Exposure to multiple aspects of the industry
- Skilled mentors assigned to train the students
- Paid work experience
- Related classroom instruction concurrent with work-based learning
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

## Skills Needed for Success

- Dependability and a strong work ethic
- Ability to work as a team member
- Excellent communication verbal skills
- Basic reading, writing and math skills
- Work-readiness skills
- Willingness to improve your people skills
- Completion of online safety training

## Program Requirements

Each student must agree to:

- Attend monthly meeting with YA Coordinator
- Verify hours worked with copies of paystubs from employer
- Complete workplace training and abide by all employer safety and work policies, and procedures
- Communicate with instructor prior to any changes in employment while enrolled in course

THE FOLLOWING TWO CLASSES ARE BY SPECIAL PERMISSION ONLY:

## **AUTOMOTIVE CAREER SKILLS – TRANSITION PROGRAM**

*\*For students on an Individual Education Program (IEP)*

The Automotive Career Skills program provides students with a broad based training in a wide variety of essential entry-level, industry relevant, automotive technician skills. By mastering the entry-level skills addressed in this program, students will develop confidence in their ability to successfully enter the world of work. The skills learned are not only job specific but also enhance independent living skills.

The goal of this program is to provide students with the skills necessary to gain competitive long-term employment in the automotive industry or related fields. Students will participate in career exploration and investigation activities and develop a better understanding of all aspects of the industry through career identification and research. Students will develop a portfolio of program related activities.

### Program Highlights

Upon completion of this program students will be able to:

- Demonstrate knowledge of the profession and safety practices
- Demonstrate knowledge of cleaning and care products and supplies
- Demonstrate use of hand tools and standard shop equipment
- Perform full vehicle fluid & filter service per manufacturer recommendations
- Complete cosmetic repairs such as exterior and interior detailing
- Demonstrate effective customer communications
- Process customer service ticket
- Develop technical literacy skills using paper hard copy and online reference

### Skills Needed for Success

- Mechanical aptitude
- Good problem solving skills
- Detail oriented
- Manual dexterity
- Self regulation and situational awareness
- Ability to follow verbal instructions and written procedures
- Basic reading, communications, writing, math, study skills, money management, auto upkeep, and general light maintenance
- Team player, responsible, and good communicator

# **PRACTICAL ASSESSMENT EXPLORATION SYSTEM (PAES) – TRANSITION PROGRAM**

*\*For students on an Individual Education Program (IEP)*

In the PAES program, students will learn valuable skills through hands-on job exploration activities. These skills relate to almost every type of career, and each career area has a comprehensive array of tasks for the students to learn and perform. Skills are taught in a systematic way that helps students become more independent. PAES operates in a simulated work environment, providing a perfect place to access and eliminate inappropriate behaviors that cause barriers in later life. Students are required to follow specific work procedures and work rules. Students are encouraged to become as independent as possible and are rewarded for their progress. Students completing PAES have a knowledge of many job skills and have a better understanding of the real working world.

## Program Highlights

Students will learn about the following career areas:

- Consumer/Service
- Processing/Production
- Construction/Industrial
- Business Marketing
- Computer/Technology

## Skills Needed for Success

- Students must possess basic recognition of currency
- Students must be able to tell time
- Students must be able to read and write