



# **WRIGHT TECH**

**CAREER & TECHNICAL HIGH SCHOOL  
PROGRAM GUIDE 2023-2024**

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### **General Information**

The Wright Tech provides advanced career and technical programs to area high school juniors and seniors. Each Wright Tech 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 Wright Tech courses, please contact your local high school counselor.

### **Wright Tech – 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)

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# VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

Wright Technical Center - ISD #966 offers a variety of vocational opportunities through its Career & Technical Education courses. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.

**504/Title IX Coordinator:**

Brian Koslofsky — WTC Director  
1405 3rd Ave NE  
Buffalo, MN 55313  
763-684-2200  
brian.koslofsky@wrighttech.org

**Alternate 504/Title IX Coordinator:**

Shaun Karson – WTC Principal  
1405 3rd Ave NE  
Buffalo, MN 55313  
763-684-2278  
shaun.karson@wrighttech.org

Program offerings include: Automotive Technology, Automotive Career Skills, Creating Entrepreneurial Opportunities (CEO), Construction Technology, Cosmetology Careers, Early Childhood & Elementary Careers, Graphic Communications, Greenhouse Careers, Health Science Technology, Heavy Equipment Operations & Maintenance, Law Enforcement & EMR, On-the-Job Training, PAES Lab, Welding and Youth Apprenticeship.

All course descriptions can be found on pages 4 -17 or at our website: [www.wtc.k12.mn.us](http://www.wtc.k12.mn.us)

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# 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. This is a rigorous course, taught at an introductory college level.

*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 & demonstrate a strong work ethic
- Mechanical aptitude
- Good problem solving skills & detail oriented
- Manual dexterity
- Strong technical reading, writing, math and computer skills
- Team player, responsible, honest and good communicator
- Students will be required to wear industry approved clothing
- Understanding that the course is a college level

## College Credit Opportunities & Professional Certifications

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

# 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 may 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.

*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, Ridgewater College, Rochester Community & Technical College, South Central College, St. Cloud Technical & Community 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 Cosmetology Laws & Rules
- Infection control and safety
- Nail care, manicures, nail art, and pedicures
- Scalp/Hair care, draping, shampooing, and conditioning treatments
- Hair design (styling) & hair shaping (hair cutting)
- Hair coloring, foiling, and color techniques
- Chemical texture (perming)
- Skin care and basic gentle cleansing facials
- Eyelash Extension Introduction
- Airbrush & Special Effects Makeup
- Salon Business Unit

## Skills Needed for Success

- Must be able to work both independently and with others.
- Strong hand and eye coordination
- Positive professional attitude, friendly and likable personality
- Effective communication skills
- Proficient math (algebra), 9<sup>th</sup> grade reading comprehension and strong writing skills
- Dependability and a strong work ethic
- Stamina for standing lengths of time
- Strong Manual dexterity
- Critical thinking skills
- Situational awareness

## College Credit Opportunities

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

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# CREATING ENTREPRENEURIAL OPPORTUNITIES - CEO

*\*Offered Mornings Only - 7:30 – 8:50 am*

Would you like to own your own business someday? 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 as class size is limited to 20 students. Applications are available at [WrightTechCEO.com/ApplyNow](http://WrightTechCEO.com/ApplyNow) or in your high school counseling 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

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# 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
- Study child development
- Learn classroom behavior management techniques
- Create hands-on learning projects and activities
- Experience caring for an electronic baby
- Intern in elementary schools, preschools, or day care center

## Skills Needed for Success

- Excellent communication and social skills
- Professional behavior
- Proficient math and reading skills (minimum of 6<sup>th</sup> grade reading level)
- Being alert and aware of what's going on around you
- Ability to handle on-the-job experiences in public settings

## Child Development Associate (CDA) National Certification Opportunity

Motivated students have the opportunity to work on attaining a CDA certification under the guidance of the ECEC & Youth Apprenticeship Instructors.

## 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, Ridgewater College, St. Cloud Technical & Community College and St. Paul College.



# GRAPHIC COMMUNICATIONS

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
- 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, Riverland Community College, Rochester Technical & Community College and South-Central 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 take the state test to become a Nursing Assistant.

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.

## Program Highlights

This year long program teaches you;

- The variety of medical career options
- Medical terminology & abbreviations
- Anatomy & physiology
- 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, Rochester Technical & Community 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).

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# HEAVY EQUIPMENT OPERATIONS & MAINTENANCE

*\*Offered First Block Only - 7:55 – 9:20 am*

This hybrid course is an introduction to the Heavy Equipment Operations and Maintenance industry. Students will utilize online learning, supplemented by hands-on activities, heavy equipment simulators, industry tours and career speakers.

## Program Highlights

Areas of study in the Heavy Equipment program include:

- Construction Exploration
- Basic Grade & Construction Math
- Basic Construction & Equipment Fundamentals
- Basic Maintenance of Mobile Equipment

## Skills Needed For Success

To be successful in this program, you should have the following skills:

- Must be able to work independently
- Mechanical aptitude
- Manual dexterity
- Eye-hand coordination
- Detail oriented
- Ability to problem solve
- Strong technical writing, reading and math skills

## Possible College Credit Opportunities

College credits can also be earned if you maintain a B or above grade at the following schools: Central Lakes College & North Hennepin Community College

# LAW ENFORCEMENT & EMERGENCY MEDICAL RESPONDER

In the Law Enforcement and Emergency Medical 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 emergency medical 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 Emergency Medical Responder will include:

- Emergency Medical Responder certification
- CPR & AED certification
- Advanced First Aid
- Blood borne pathogens training

## Skills Needed For Success

- Must be able to work independently
- Strong writing and reading skills
- Critical thinking skills
- Detail oriented
- 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.

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## ON-THE-JOB TRAINING – OJT

*\*Offered Third Block Only – For class day and times call the main office – 763-682-4112*

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 Tech.. 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 pay stubs 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

## WELDING TECHNOLOGY

In the Welding Technology course, you will be introduced to the advanced 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 carbon steel, 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 certification tests to qualify for opportunities in industry as well as college credit. 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
- SMAW, GMAW, FCAW-G, GTAW, OAW
- Oxyacetylene and flame cutting
- Blue-print reading
- CNC plasma cutting

### Skills Needed for Success

- Must be able to work independently
- Mechanical aptitude
- Manual dexterity
- Good vision
- Eye-hand coordination
- Detail oriented
- Ability to problem solve
- Strong Math, Science, 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, St. Cloud State University, Ridgewater College and St. Cloud Technical & Community College.

## YOUTH APPRENTICESHIP - YA

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.

*Students interested in an apprenticeship, please complete a survey at:  
[www.tinyURL.com/apprenticeshipinterest](http://www.tinyURL.com/apprenticeshipinterest)*

### Program Highlights

- Industry-developed skill standards in the following program areas:
  - o Agriculture, Food and Natural Resources
  - o Architecture and Construction
  - o Arts, A/V Technology & Communications
  - o Finance
  - o Health Science
  - o Hospitality, Lodging, and Tourism
  - o Human Services
  - o Information Technology
  - o Manufacturing
  - o Science, Technology, Engineering, & Math
  - o 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

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THE FOLLOWING THREE 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

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# GREENHOUSE CAREERS – TRANSITION PROGRAM

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

This course prepares students with broad entry-level skills in related greenhouse occupations. Students will participate in career exploration and investigation activities and have a better understanding of all aspects of the industry through career identification and research. Students will explore greenhouse plant production and related landscape maintenance. By mastering the skills learned in this program students develop confidence in their ability to successfully enter the world of work. These skills are not only job specific, but also enhance independent living skills such as mathematics, reading, writing, communications, study skills and money management. Students will develop and learn the importance of teamwork while being a member in the operation of a simulated garden center business.

## Program Highlights

Students will learn about the following career areas:

- Basic Plant Anatomy
- Plant Propagation & Production
- Greenhouse Operations
- Career Exploration

## Skills Needed for Success

- Ability to follow 2-3 step directions
- Strong Hand-eye coordination and manual dexterity
- Critical thinking skills
- Recognition of currency
- Fourth grade reading level
- Basic reading, writing and spelling
- Basic math (addition & subtraction)

*\*Students who struggle with any of the above skills may require additional classroom support.*

## **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