

Auburn Career Center



Suggested Skills Document for Career
and Technical Programs

This document contains a list of career and technical skills recommended for each program at Auburn Career Center. Program instructors compiled a checklist of skills in the areas of math, reading, communication and physical/emotional. After completion, the selected skills were reviewed with the special education staff and individual program's advisory board committee. The goal of this document is to provide guidance to students, parents, guidance counselors, and associate district staff when considering career and technical education. Enrollment is not based upon mastery of each of the suggested skills listed. The suggested skills can be used to guide decision-making when a student is considering a career and technical program.

Advanced Manufacturing

Math

Add, subtract, multiply, and divide angles, decimals, fractions, and whole numbers
Convert decimals to fractions
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Measure using fractional and metric system
Measure with a ruler to 1/16
Read and use a scale
Solve for a single unknown variable in an equation
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Interpret a chart
Interpret diagrams
Interpret symbols
Read a flowchart
Read and follow written directions
Study skills, read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Detail oriented
Memorize and pronounced terminology
Problem solver
Team player/works well in a group
Well-organized

Physical or Emotional

Ability to problem-solve
Ability to stand on feet for extended time
Able to function independently
Awareness of surroundings to prevent emergency/accidents

Concentrate for extended periods of time
Good hand/eye coordination
Gross motor skills
Lift a minimum of 30 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Allied Health Technology

Math

Add, subtract, multiply, and divide decimals, fractions, and whole numbers
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Convert one metric unit into another metric unit
Interpret a graph
Manage monetary amounts greater than \$50.00
Measure using fractional and metric system
Measure with cups, quarts, or gallons
Measure with measuring spoons
Read and use a scale
Solve for a single unknown variable in an equation
Solve portion problems
Tell time/read second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words and interpret a grading rubric
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flowchart
Read and comprehend at a 10th grade level
Read and follow written directions
Study skills, read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Basic computer knowledge
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally

File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Memorize and pronounced terminology
Spell accurately
Team player/works well in a group
Well-organized
Write a business letter
Write a complete sentence
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem-solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Architecture Project Management

Math

Add, subtract, multiply, and divide angles, fractions, and whole numbers
Compute money problems
Compute time problems
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Measure using fractional and metric system
Measure using ruler to 1/16
Measure using ruler to 1/4
Read and use a scale
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Interpret symbols
Read and comprehend at a 10th grade level
Read and follow written directions
Use a textbook/manual/reference to find answers to questions
Use footnotes
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Creativity/creative writing
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Know and use basic rules of capitalization and punctuation
Memorize and pronounced terminology
Problem solver
Proofread a document
Spell accurately
Team player/works well in a group
Well-organized

Write a complete sentence

Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community

Ability to problem-solve

Ability to sit at computer/workstation for extended time

Able to function independently

Appropriate social interactions

Awareness of surroundings to prevent emergency/accidents

Color recognition

Concentrate for extended periods of time

Cope with and handle emergency situations

Fine motor skills

Good hand/eye coordination

Logical thinking

Patience/perseverance

Strong work ethic

Work at a steady pace

Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Automotive Collision Repair

Math

Add, subtract, multiply, and divide whole numbers
Convert one measurement into another measurement unit
Follow a diagram or schematic to create an end product
Measure with ruler to 1/16
Measure with ruler to 1/4
Measure with cups, quarts, or gallons
Read and use a scale
Tell time

Reading

Interpret a chart
Interpret diagrams
Interpret symbols
Read a flow chart
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to outline
Ability to visualize completed projects
Basic computer knowledge
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally
Memorize and pronounced terminology
Problem solver
Team player/works well in a group
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to stand on feet for extended time
Able to function independently

Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Cope with and handle emergency situations
Good hand/eye coordination
Gross motor skills
Lift a minimum of 10 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Automotive Technology

Math

Add, subtract, multiply, and divide angles, decimals, fractions, and whole numbers
Compute money problems
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Convert one metric unit to another metric unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Interpret a graph
Manage monetary amounts less than and greater than \$50.00
Measure using fractional and metric system
Measure with a ruler to $\frac{1}{16}$
Measure with ruler to $\frac{1}{4}$
Measure with cups, quarts, or gallons
Read and use a scale
Recognize Roman numerals
Solve for a single unknown variable in an equation
Solve portion problems
Tell time
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flowchart
Read and follow written directions
Study skills, read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to outline
Ability to organize materials

Ability to visualize completed projects
Basic computer knowledge
Creativity
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Emphatic when dealing with people
Express him/herself orally
File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Memorize and pronounced terminology
Problem solver
Proofread a document
Team player/works well in a group
Well-organized
Write a business letter
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem-solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Good hand/eye coordination
Gross motor skills
Lift up to 90 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Business Management Technology

Math

Add, subtract, multiply, and divide whole numbers

Compute money problems

Use a formula to solve a problem

Reading

Read and comprehend at a 10th grade level

Read and follow written directions

Use a textbook/manual/reference to find answers to questions

Use the Internet for research

Communication

Ability to follow directions

Ability to follow multi-step directions

Basic computer knowledge

Express him/herself orally

Team player/works well in a group

Well-organized

Physical or Emotional

Ability to sit at computer/workstation for extended time

Appropriate personal hygiene

Logical thinking

Patience/perseverance

Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Computer Networking Technology

Math

Convert one measurement into another measurement unit

Follow a diagram or schematic to create an end product

Measure with ruler to 1/4

Use a formula to solve a problem

Reading

Follow pronunciation guide to pronounce unknown words

Interpret a chart

Interpret diagrams

Interpret symbols

Read a flow chart

Read and comprehend at a 10th grade level

Read and follow written directions

Study skills read/take notes, outline, highlight parts of a text

Use a textbook/manual/reference to find answers to questions

Use the Internet for research

Communication

Ability to carry out detailed task

Ability to communicate a safety hazard

Ability to follow directions

Ability to follow multi-step directions

Ability to give and receive constructive criticism

Ability to organize materials

Ability to outline

Ability to visualize completed projects

Basic computer knowledge

Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude

Detail oriented

Display integrity

Empathetic when dealing with people

Express him/herself orally

Memorize and pronounced terminology

Problem solver

Team player/works well in a group

Write a complete sentence

Physical or Emotional

Ability to appropriately interact with customers/members of the community

Ability to problem solve

Ability to sit at computer/workstation for extended time

Ability to stand on feet for extended time

Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 30 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Construction

Math

Add, subtract, multiply, and divide fractions and whole numbers
Find length of sides of an angle
Manage monetary amounts greater than \$50.00
Measure with a ruler to 1/16
Measure with cups, quarts, or gallons
Read and use a scale
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Interpret a chart
Interpret symbols.
Read a flow chart
Read at a 10th grade level
Read and follow written directions
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Problem solver
Team player/works well in a group

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Color awareness
Good hand/eye coordination
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity

Patience/perseverance

Strong work ethic

Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Cosmetology

Math

Add, subtract, multiply, and divide fractions and whole numbers
Compute money problems
Compute time problems
Follow a diagram or schematic to create an end product
Manage monetary amounts greater and less than \$50.00
Measure with ruler to 1/16
Measure with ruler to 1/4
Measure with cups, quarts, or gallons
Read and use a scale
Solve portion problems
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flow chart
Read and comprehend at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Creativity
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally

Memorize and pronounced terminology
Problem solver
Proofread a document
Spell accurately
Team player/works well in a group
Well-organized
Write a complete sentence
Write a paragraph
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble (COSA) or Dan Crail (COSB), for additional information on program requirements

Criminal Justice and Security

Math

Add, subtract, multiply, and divide decimals and whole numbers
Compute money problems
Compute time problems
Find length of sides of angles
Follow a diagram or schematic to create an end product
Manage monetary amounts less than \$50.00
Measure with ruler to 1/4
Read and use a scale
Recognize Roman numerals
Solve for a single unknown variable in an equation
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret diagrams
Interpret symbols
Read a flow chart
Read and comprehend at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to outline
Ability to visualize completed projects
Basic computer knowledge
Creativity
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally

File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Know and use both upper and lower case letters in print and cursive
Memorize and pronounced terminology
Problem solver
Proofread a document
Spell accurately
Team player/works well in a group
Well-organized
Write a complete sentence
Write complete paragraphs, essays, research papers with correct format
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to sit at computer/workstation for extended time
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Culinary Arts

Math

Add, subtract, multiply, and divide decimals, fractions, and whole numbers
Compute money problems
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement into another measurement unit
Convert one metric unit to another metric unit
Manage monetary amounts greater and less than \$50.00
Measure using fractional and metric system
Measure with cups, quarts, or gallons
Measure with measuring spoons
Read and use a scale
Solve for a single unknown variable in an equation
Solve proportion problems
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Read at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally
Memorize and pronounced terminology

Problem solver
Team player/works well in a group
Well-organized
Write a complete sentence
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to sit at computer/workstation for extended time
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Electrical Engineering Prep

Math

Add, subtract, multiply, and divide angles, decimals, fractions, and whole numbers
Convert decimals to fractions
Convert decimals to percentages
Convert percentages to decimals
Convert fractions to decimals
Convert one measurement into another measurement unit
Convert one metric unit to another metric unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Interpret a graph
Measure using fractional and metric system
Measure with a ruler to $1/16$
Measure with a ruler to $1/4$
Measure with cups, quarts, or gallons
Read and use a scale
Recognize Roman numerals
Solve for a single unknown variable in an equation
Solve proportion problems
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret a diagram
Interpret symbols
Read at a 9th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge

Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally
File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Know and use both upper and lower case letters in print and cursive
Memorize and pronounced terminology
Problem solver
Proofread a document
Spell accurately
Team player/works well in a group
Well-organized
Write a complete sentence
Write a paragraph
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to sit at computer/workstation for extended time
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Emergency Medical Services

Math

Add, subtract, multiply, and divide decimals and whole numbers
Compute money problems
Compute time problems
Convert fractions to decimals
Convert one measurement into another measurement unit
Convert one metric unit to another metric unit
Interpret a graph
Read and use a scale
Recognize Roman numerals
Solve for a single unknown variable in an equation
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Interpret a chart
Interpret a diagram
Interpret symbols
Read a flow chart
Read at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Basic computer knowledge
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Display integrity
Empathetic when dealing with people
Express him/herself orally
Know and use basic rules of capitalization and punctuation
Know and use both upper and lower case letters in print and cursive
Memorize and pronounced terminology
Proofread a document

Spell accurately
Team player/works well in a group
Well-organized
Write a complete sentence
Write a paragraph
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to sit at computer/workstation for extended time
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 90 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Heating, Ventilation, and Air Conditioning

Math

Add, subtract, multiply, and divide fractions and whole numbers
Compute money problems
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement into another measurement unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Manage monetary amounts greater than \$50.00
Measure using fractional and metric system
Measure with ruler to $\frac{1}{16}$
Measure with ruler to $\frac{1}{4}$
Read and use a scale
Solve for a single unknown variable in an equation
Solve proportion problems
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flow chart
Read at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge

Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally
Know and use basic rules of capitalization and punctuation
Know and use both upper and lower case letters in print and cursive
Memorize and pronounced terminology
Problem solver
Proofread a document
Spell accurately
Team player/works well in a group
Well-organized
Write a business letter
Write a complete sentence
Write a paragraph
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Interactive Multimedia Technology

Math

Add, subtract, multiply, and divide decimals, fractions, and whole numbers
Compute money problems
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement into another measurement unit
Convert one metric unit to another metric unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Manage monetary amounts greater and less than \$50.00
Measure using fractional and metric system
Measure with a ruler to $\frac{1}{16}$
Measure with a ruler to $\frac{1}{4}$
Read and use a scale
Recognize Roman numerals
Solve proportion problems
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flow chart
Read at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to outline
Ability to visualize completed projects
Basic computer knowledge

Creativity

Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude

Detail oriented

Display integrity

Empathetic when dealing with people

Express him/herself orally

File materials by alphabetical and/or numerical order

Know and use basic rules of capitalization and punctuation

Know and use both upper and lower case letters in print and cursive

Memorize and pronounced terminology

Problem solver

Proofread a document

Spell accurately

Team player/works well in a group

Well-organized

Write a business letter

Write a complete sentence

Write a paragraph

Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community

Ability to problem solve

Ability to sit at computer/workstation for extended time

Ability to stand on feet for extended time

Able to function independently

Appropriate personal hygiene

Appropriate social interactions

Awareness of surroundings to prevent emergency/accidents

Color recognition

Concentrate for extended periods of time

Cope with and handle emergency situations

Fine motor skills

Good hand/eye coordination

Gross motor skills

Lift a minimum of 50 pounds

Logical thinking

Manual dexterity

Moderate to high level of stress tolerance

Patience/perseverance

Strong work ethic

Work at a steady pace

Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Internet Programming and Development

Math

Add, subtract, multiply, and divide decimals and whole numbers
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Find length of sides of angles
Measure with ruler to $\frac{1}{4}$
Solve proportion problems
Tell time

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flow chart
Read at a 9th grade level
Read and follow written directions
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to outline
Ability to visualize completed projects
Basic computer knowledge
Detail oriented
Display integrity
Empathetic when dealing with people
Memorize and pronounced terminology
Proofread a document
Use proper capitalization
Write a business letter
Write complete sentences
Write a sentence/essay, research paper with correct format

Physical or Emotional

Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Logical thinking

Manual dexterity

Moderate to high level of stress tolerance

Patience/perseverance

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Mechanical Technology Applications

Math

Add, subtract, multiply, and divide whole numbers
Compute money problems
Convert fractions to decimals
Convert one measurement into another measurement unit
Convert one metric unit to another metric unit
Follow a diagram or schematic to create an end product
Measure using fractional and metric system

Reading

Read and follow written directions
Use a textbook/manual/reference to find answers to questions

Communication

Ability to communicate a safety hazard
Ability to follow directions
Basic computer knowledge
Empathetic when dealing with people
Problem solver
Team player/works well in a group

Physical or Emotional

Ability to problem solve
Ability to sit at computer/workstation for extended time
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Good hand/eye coordination
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Strong work ethic
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Mobile Applications and Technology

Math

Convert one measurement into another measurement unit
Follow a diagram or schematic to create an end product
Interpret a graph
Measure with a ruler to 1/4
Use a formula to solve a problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flow chart
Read at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to organize materials
Ability to outline
Ability to visualize completed projects
Basic computer knowledge
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Empathetic when dealing with people
Express him/herself orally
Memorize and pronounced terminology
Problem solver
Team player/works well in a group
Write a complete sentence

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to sit at computer/workstation for extended time

Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Cope with and handle emergency situations
Fine motor skills
Good hand/eye coordination
Gross motor skills
Lift a minimum of 30 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Patient Care Technician

Math

Measure with ruler to 1/4
Solve for a single unknown variable in an equation
Solve proportion problems
Tell time

Reading

Follow a pronunciation guide to pronounce unknown words
Read at a 10th grade level
Read and follow written directions
Study skills read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem solve
Ability to stand on feet for extended time
Able to function independently
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Concentrate for extended periods of time
Cope with and handle emergency situations
Good hand/eye coordination
Lift a minimum of 50 pounds
Logical thinking
Manual dexterity
Moderate to high level of stress tolerance
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Plant, Turf, Landscape Management

Math

Add, subtract, multiply, and divide angles, decimals, fractions, and whole numbers
Compute money problems
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Convert one metric unit to another metric unit
Find length of sides of angles
Follow a diagram or schematic to create an end product
Interpret a graph
Manage monetary amounts less than and greater than \$50.00
Measure using fractional and metric system
Measure with a ruler to 1/16
Measure with ruler to 1/4
Measure with cups, quarts, or gallons
Measure with measuring spoons
Read and use a scale
Solve for a single unknown variable in an equation
Solve portion problems
Tell time
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flowchart
Read and comprehend at the 10th grade level
Read and follow written directions
Study skills, read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to outline

Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Creativity
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Emphatic when dealing with people
Express him/herself orally
File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Memorize and pronounced terminology
Problem solver
Proofread a document
Team player/works well in a group
Well-organized
Write a business letter
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem-solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Good hand/eye coordination
Gross motor skills
Lift up to 70 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Sports Medicine

Math

Add, subtract, multiply, and divide angles, decimals, fractions, and whole numbers
Compute money problems
Compute time problems
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Convert one metric unit to another metric unit
Interpret a graph
Manage monetary amounts less than and greater than \$50.00
Measure using fractional and metric system
Measure with a ruler to $\frac{1}{16}$
Measure with ruler to $\frac{1}{4}$
Measure with cups, quarts, or gallons
Read and use a scale
Recognize Roman numerals
Solve for a single unknown variable in an equation
Solve portion problems
Tell time
Read a second hand
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flowchart
Read and comprehend at the 10th grade level
Read and follow written directions
Study skills, read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use footnotes
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to outline

Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Creativity
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Emphatic when dealing with people
Express him/herself orally
File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Know and use upper and lower case letters in print and cursive
Memorize and pronounced terminology
Problem solver
Proofread a document
Team player/works well in a group
Well-organized
Write a business letter
Write a complete sentence and paragraph
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem-solve
Ability to sit at computer/workstation for extended time
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Good hand/eye coordination
Gross motor skills
Lift up to 50 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Sarah Noble, for additional information on program requirements

Teaching Professions Pathways

Math

Interpret a graph

Measure with ruler to 1/4

Tell time

Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words

Interpret a chart

Read and comprehend at the 9th grade level

Read and follow written directions

Study skills, read/take notes, outline, highlight parts of a text

Use a textbook/manual/reference to find answers to questions

Use footnotes

Use the Internet for research

Communication

Ability to carry out detailed task

Ability to communicate a safety hazard

Ability to follow directions

Ability to follow multi-step directions

Ability to give and receive constructive criticism

Ability to organize materials

Ability to visualize completed projects

Basic computer knowledge

Creativity

Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude

Detail oriented

Display integrity

Emphatic when dealing with people

Express him/herself orally

Know and use basic rules of capitalization and punctuation

Know and use both upper and lower case letters in print and cursive

Memorize and pronounced terminology

Problem solver

Proofread a document

Spell accurately

Team player/works well in a group

Well-organized

Write a business letter

Write a complete sentence/essay, research paper with correct format

Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community

Ability to problem-solve

Ability to sit at computer/workstation for extended time

Able to function independently

Appropriate personal hygiene

Appropriate social interactions

Awareness of surroundings to prevent emergency/accidents

Concentrate for extended periods of time

Cope with and handle emergency situations

Logical thinking

Moderate to high level of stress tolerance

Patience/perseverance

Strong work ethic

Work at a steady pace

Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements

Welding

Math

Add, subtract, multiply, and divide angles, decimals, fractions, and whole numbers
Convert decimals to fractions
Convert decimals to percentages
Convert fractions to decimals
Convert one measurement unit into another measurement unit
Convert one metric unit to another metric unit
Follow a diagram or schematic to create an end product
Measure using fractional and metric system
Measure with a ruler to 1/16
Measure with ruler to 1/4
Measure with cups, quarts, or gallons
Read and use a scale
Tell time
Use a formula to solve a problem
Utilize a calculator to solve a math problem

Reading

Follow pronunciation guide to pronounce unknown words
Interpret a chart
Interpret diagrams
Interpret symbols
Read a flowchart
Read and comprehend at the 10th grade level
Read and follow written directions
Study skills, read/take notes, outline, highlight parts of a text
Use a textbook/manual/reference to find answers to questions
Use the Internet for research

Communication

Ability to carry out detailed task
Ability to communicate a safety hazard
Ability to follow directions
Ability to follow multi-step directions
Ability to give and receive constructive criticism
Ability to outline
Ability to organize materials
Ability to visualize completed projects
Basic computer knowledge
Customer service skills including the ability to carry on a conversation, pleasant, helpful and positive attitude
Detail oriented
Display integrity
Emphatic when dealing with people

Express him/herself orally
File materials by alphabetical and/or numerical order
Know and use basic rules of capitalization and punctuation
Memorize and pronounced terminology
Problem solver
Team player/works well in a group
Write a complete sentence
Write legibly

Physical or Emotional

Ability to appropriately interact with customers/members of the community
Ability to problem-solve
Ability to stand on feet for extended time
Able to function independently
Appropriate personal hygiene
Appropriate social interactions
Awareness of surroundings to prevent emergency/accidents
Color recognition
Concentrate for extended periods of time
Good hand/eye coordination
Gross motor skills
Lift up to 70 pounds
Logical thinking
Manual dexterity
Patience/perseverance
Strong work ethic
Work at a steady pace
Work on task independently and as a team

Contact guidance counselor, Dan Crail, for additional information on program requirements