

Auburn Career Center



Suggested Skills for Students in Career
and Technical Programs at
Auburn Career Center

This document contains a list of skills recommended for maximum student success in each program at Auburn Career Center. Program instructors reflected upon what academic, physical, and social skills the most successful students in their classes have possessed. The goal of this document is to provide guidance to students, parents, school counselors, and associate district staff when considering career and technical education. Enrollment is not based upon mastery of these skills, but they serve as an indicator of potential success in the program. This document can be used to help guide the decision-making process when a student is considering a career and technical program. For additional information and program details, please contact Auburn Career Center's school counselors or enrollment specialists. This document lists the career and technical programs in alphabetical order.

Advanced Manufacturing

Students who have been most successful in the program demonstrate the following skills:

- Ability to add, subtract, multiply, and divide
- Strong mental math skills
- Ability to learn and apply mathematical formulas
- Strong spatial skills
- Ability to work independently
- Strong time management skills with the ability to meet deadlines
- Ability to organize and complete multi-step assignments
- Ability to understand and follow all safety standards
- Interest and ability to safely use mechanical devices such as mills, lathes, and grinders
- Ability to stand for long periods of time
- Ability to evaluate individual projects compared to a standard
- Ability to problem-solve
- Ability to read and interpret information from a chart or graph
- Ability to visualize completed projects
- Strong hand/eye coordination

Allied Health Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong written and verbal communication skills
- Willingness to learn proper use of medical equipment
- Ability to learn and perform CPR
- Ability to learn First Aid
- Willingness to wear hair pulled back during lab and wear required uniform daily
- Good personal hygiene
- Ability to manage several subjects at a time
- Ability to adjust well to changes in routine
- Basic computer skills
- Ability to participate in class discussion
- Ability to work well in a group/team environment
- Presentation skills
- Ability to physically tolerate learning about blood and bodily fluids
- Ability to memorize and pronounce medical terminology

- Ability to perform hands-on skills in a lab setting
- Ability to follow directions including only accessing cell phone during designated times
- Ability to prepare for and take weekly tests
- Strong organizational skills
- Ability to perform basic math calculations
- Ability to complete assignments in and out of class
- Willingness to follow all safety rules and guidelines

Architecture Project Management

Students who have been most successful in the program demonstrate the following skills:

- Creativity
- Ability to work independently and as part of a team
- Mathematical skills including knowledge of multiplication, division, algebra, geometry, and fractions
- Willingness to spend time at workstation utilizing a computer program
- Ability to follow safety guidelines while completing activities that require the use of cutting tools
- Ability to follow designs to build models
- Ability to follow classroom routines and procedures including maintaining professional appearance/being in uniform
- Ability to visualize completed projects

Automotive Collision Repair

Students who have been most successful in the program demonstrate the following skills:

- Basic math skills including the ability to understand ratios to mix paint
- Ability to follow multi-step directions
- Ability to work well independently or in a group
- Ability to remain at designated work area
- Strong work ethic
- Ability to problem-solve
- Ability to multi-task and focus while various activities are occurring in the lab
- Ability to reference or request tools and materials using proper terminology

- Strong fine and gross motor skills
- Ability to interpret charts, diagrams, and blueprints
- Integrity and trustworthiness to be in customers' vehicles without direct supervision
- Ability to follow all safety rules in order to use classroom equipment
- Ability to move around the lab, work in tight places, and properly use all equipment
- Ability to recognize and communicate a safety hazard

Automotive Technology

Students who have been most successful in the program demonstrate the following skills:

- Ability to work on a task independently or as part of a team
- Strong fine motor skills
- Strong communication skills
- Ability to problem-solve
- Ability to multi-task
- Initiative to complete a task from start to finish
- Ability to follow along with computer curriculum to learn skills and apply them in the lab
- Willingness to follow all safety rules

Computer Networking Technology and Cyber Security

Students who have been most successful in the program demonstrate the following skills:

- Ability to work independently or as a team
- Ability to self-advocate
- Strong logic and problem-solving skills
- Ability to utilize self-guided online curriculum and complete work by the due date
- Ability to use class time effectively

Construction

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills including the ability to reduce fractions
- Ability to read a tape measure and ruler

- Self-motivated to learn the trade
- Ability to work in a hands-on environment
- Works well independently or in a group
- Comfortable with heights including the ability to work on scaffolding and ladders
- Demonstrate comfort level working around power tools
- Respect for personal tools and the tools of others
- Demonstrate responsibility to organize, store, and maintain proper care of materials
- Ability to be in uniform consistently including wearing steel-toed boots
- Strong hand/eye coordination
- Follow all safety protocols in the lab consistently

Cosmetology

Students who have been most successful in the program demonstrate the following skills:

- Outgoing with strong interpersonal skills
- Creative
- Strong hand/eye dexterity
- Strong time management skills
- Ability to receive constructive feedback and continue to practice to improve technique
- Ability to stand at workstation for long periods of time
- Ability to complete all homework assignments
- Near perfect attendance
- Eagerness/willingness to learn
- Dedication with passion for the industry
- Willingness to study and dedicate time to prepare for the state board exam

Criminal Justice and Security

Students who have been most successful in the program demonstrate the following skills:

- Willingness to be held to a higher standard and follow all program guidelines
- Complete adherence to class dress code and grooming standards
- Ability to lead by example
- Focused, self-motivated, and well-disciplined
- Ability to meet physical fitness and exercise requirements

- Ability to perform public speaking
- Ability to work in groups with a team-oriented mindset
- Frequent class participation
- Ability to maintain focus while completing hands-on activities
- Ability to be exposed to mature, sensitive, or controversial material as part of the curriculum
- Availability to work on content outside of the regular school day (academy)
- Ability to memorize and pronounce terminology

Culinary Arts

Students who have been most successful in the program demonstrate the following skills:

- Customer service skills including the ability to be positive, polite, and helpful
- Well-organized and detail-oriented
- Ability to work independently or in a group
- Strong basic math skills with a focus on fractions
- Ability to use a cash register and count change
- Integrity and trustworthiness
- Ability to read a recipe independently and follow all directions
- Strong time management skills with the ability to multi-task and meet deadlines
- Ability to work in a warm environment
- Ability to focus in a fast-paced environment
- Ability to remain standing for extended periods of time
- Strong fine and gross motor skills
- Ability to follow all safety standards
- Ability to comply with wearing full uniform
- Ability to follow professional level hygiene and grooming standards
- Ability to comply with all food safety standards including cleaning and sanitizing

Dental Assistant Technology

Students who have been most successful in the program demonstrate the following skills:

- Enjoys helping others
- Ability to work as a team or in a group
- Ability to follow directions both written and oral
- Good hygiene (especially keeping fingernails clean)

- Good oral hygiene
- Willingness to wear required uniform daily
- Attention to detail
- Ability to interact with *patients* appropriately
- Ability to work with hands
- Strong study skills and work ethic
- Ability to read charts and diagrams
- Ability to memorize terminology
- Basic computer skills
- Willingness to follow all HIPAA guidelines and program safety standards

Electrical Engineering Prep

Students who have been most successful in the program demonstrate the following skills:

- Ability to add, subtract, multiply, divide, and apply math formulas to electrical theory
- Ability to apply classroom instruction to electrical theory
- Ability to work independently when given an opportunity to pursue individualized interests
- Ability to complete projects requiring fine motor skills
- Attention to detail
- Ability to follow written and verbal instructions
- Ability to follow all safety standards when working with electricity

Emergency Medical Services

Students who have been most successful in the program demonstrate the following skills:

- Ability to comply with strict attendance requirements
- Willingness to consistently wear full uniform in class and at clinicals
- Ability to use critical thinking skills
- Ability to work and make decisions under pressure
- Ability to follow safety protocols related to health, pathogens, and risk of injury
- Ability to problem-solve and control temper when faced with mock situations
- Ability to work with computers and iPads
- Ability to follow orders and commands
- Ability to develop conflict management skills

- Ability to multi-task between computers, books, reports, and hands-on skills
- Ability to be self-directed, self-motivated, and take initiative to complete work on time
- Strong study skills including willingness to complete nightly and weekly homework
- Ability to attend to instruction, ask relevant questions, and take notes
- Ability to memorize and pronounce terminology
- Ability to limit cellphone and personal technology use in the classroom
- Ability to tolerate the sight of blood, vomit, and other bodily fluids/materials
- Ability to speak to others, work in groups, and present concepts to others

Heating, Ventilation, and Air Conditioning

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills including the ability to understand lengths and angles
- Ability to read a tape measure
- Ability to write legibly
- Ability to follow multi-step directions
- Ability to work on projects independently or in a small group
- Ability to follow a diagram or schematic to create an end product
- Ability to stand for extended periods of time
- Ability to reference or request tools and materials utilizing proper terminology
- Ability to follow all safety guidelines while using tools and equipment

Interactive Multimedia Technology

Students who have been most successful in the program demonstrate the following skills:

- Ability to complete multiple long-term assignments
- Ability to meet deadlines when working individually or in groups
- Ability to adjust to frequent changes in routine
- Interest in reading and writing
- Ability to maintain work ethic when given opportunity to pursue individualized interests
- Ability to use video and graphic productivity software to earn certifications

Marketing and Business Applications

Students who have been most successful in the program demonstrate the following skills:

- Ability to work in groups taking on various roles
- Ability to meet deadlines
- Ability to multi-task
- Ability to utilize given class time to complete projects
- Strong presentation skills
- Ability to complete work on the computer independently

Patient Care Technician

Students who have been most successful in the program demonstrate the following skills:

- Enjoys working with others
- Shows an interest in helping people who need medical care
- Ability to multi-task including the ability to transition between learning subjects in the classroom and performing hands-on care in the lab setting
- Basic math and computer skills
- Excellent attendance needed in order to obtain program certification
- Ability to follow safety rules
- Manual dexterity to perform bedside skills
- Ability to tolerate situations that involve the sight of bodily fluids without feeling ill of health

Plant, Turf and Landscape Management

Students who have been most successful in the program demonstrate the following skills:

- Ability to work in a traditional classroom setting as well as outside in varying weather conditions
- Prepared for lifting and carrying up to 50 pounds
- Strong work ethic to complete regular homework assignments by the due date
- Math skills including the ability to add, subtract, multiply, divide, and convert measurements (gallons, quarts, etc.)

- Ability to learn to use a ruler and tape measure with accuracy
- Ability to demonstrate on-task behaviors and work independently
- Ability to work as a team in a diverse group
- Ability to utilize basic computer skills
- Willingness to follow all safety rules and have ability to pass safety checks in order to use tools and equipment

Production and Welding Technology

Students who have been most successful in the program demonstrate the following skills:

- Strong basic math skills
- Respectful of classmates work and work spaces
- Tolerance for a noisy environment and lab related odors
- Ability to follow all classroom and lab safety rules
- Willingness to wearing safety protection at all times while in the lab
- Ability to work independently and in small groups
- Ability to complete assigned work by the due date
- Ability to stand for long periods of time
- Ability to learn to read fine increment inspection tools
- Ability to focus on multi-step projects
- Ability to take notes and attend to classroom lectures and presentations
- Ability to follow along with online curriculum and complete work by the due date

Pro Web and Game Design

Students who have been most successful in the program demonstrate the following skills:

- Logic and problem-solving skills
- Math and analytic skills
- Reading comprehension skills
- Ability to complete work using computer for extended periods of time
- Ability to use a self-guided online learning curriculum
- Ability to attend to classroom discussion and take notes
- Ability to maintain a professional level of personal hygiene

Teaching Professions Pathway

Students who have been most successful in the program demonstrate the following skills:

- Ability to interact with children and adults appropriately
- Demonstrate patience and empathy when working with children and adults
- Ability to maintain a professional appearance
- Ability to adjust to schedule changes
- Respect diversity of peers, mentor teachers, and children
- Ability to utilize critical thinking and problem-solving skills
- Ability to follow written and oral directions
- Ability to give and receive constructive feedback
- Ability to give class presentations and talk in front of a group
- Ability to work independently and in a group
- Ability to meet deadlines (classwork and field experience assignments)
- Read and comprehend at a 10th grade level with strong written expression skills
- Ability to use the Internet for research
- Fine motor skills
- Awareness of surroundings and ability to communicate a safety hazard

Technology Engineering and Design

Students who have been most successful in the program demonstrate the following skills:

- Ability to maintain focus and work ethic when given independence to pursue projects of personal interest in technology
- Ability to complete multi-step projects working both individually and as a team
- Strong spatial skills
- Ability to multi-task
- Ability to follow procedures and carry out a detailed task
- Respect for others' property
- Basic math skills including the ability to multiply
- Fine motor skills in order to use small tools
- Ability to navigate online programs
- Ability to follow all classroom safety rules

Welding

Students who have been most successful in the program demonstrate the following skills:

- Strong math skills including the ability to measure
- Ability to be a self-directed learner
- Ability to read and follow multi-step directions accurately
- Ability to participate in a structured learning environment with an assigned seat and assigned work booth
- Ability to start and complete an assigned task
- Ability to interpret charts, diagrams, and/or symbols
- Good hand/eye coordination and manual dexterity
- Strong fine motor skills and muscle memory
- Strong work ethic
- Awareness of surroundings to prevent emergency/accidents