

<p>Mathematics</p> <ul style="list-style-type: none"> ◆ Add, subtract, multiply and divide whole numbers, decimals, fractions & mixed numbers ◆ Convert decimals, fractions, ratios & percentages ◆ Conduct linear, area, volume capacity & weight measurements ◆ Calculate ratios & proportions ◆ Estimate to nearest whole numbers ◆ Apply statistical principals ◆ Apply algebraic principals ◆ Identify trends from data ◆ Create and interpret tables and graphs ◆ Use calculator 	<ol style="list-style-type: none"> 1. Perform basic computations 2. Use basic numerical concepts such as whole numbers and percentages in practical situations 3. Make reasonable estimates of arithmetic results without a calculator 4. Use tables, graphs, diagrams and charts to obtain or convert quantitative information 5. Approaches practical problems by choosing appropriately from a variety of mathematical techniques 6. Use quantitative data to construct logical explanations for real world situations 7. Express mathematical ideas and concepts orally and in writing 8. Understand the role of chance in the occurrence and prediction of events
<p>Sciences</p> <ul style="list-style-type: none"> ◆ Demonstrate basic understanding of biology ◆ Demonstrate basic understanding of chemistry and physics 	
<p>Thinking – Problem-Solving Skills</p> <ul style="list-style-type: none"> ◆ Conceive ideas ◆ Formulate problems ◆ Identify key information pertinent to problems ◆ Draw conclusions from information ◆ Predict outcomes ◆ Develop an action plan ◆ Evaluate impact of solution 	<ol style="list-style-type: none"> 1. Generate new ideas 2. Specify goals, generate alternatives, consider risks and choose between best alternatives 3. Problem solving 4. Ability to see things in mind’s eye- mental visualization 5. Ability to know how to learn and use learn techniques
<p>Computer Knowledge</p> <ul style="list-style-type: none"> ◆ Operate a personal computer ◆ Have keyboarding skills ◆ Use word processing software ◆ Use specialized software ◆ Use database software ◆ Use CD-ROMS ◆ Establish document storage ◆ Use computer communication ◆ Use computers to format ◆ Use computer bookkeeping ◆ Enter simple data ◆ Apply computers to job tasks 	<ol style="list-style-type: none"> 1. Select technology by judging which set of procedures computers and their programs will produce a desired result 2. Apply technology to a task 3. Maintain the troubleshoot technical problems 4. Use computers to process information

<p>Language Skills – Reading</p> <ul style="list-style-type: none"> ◆ Locate and use reference materials ◆ Sequence Information ◆ Compare and contrast information ◆ Interpret technical documents, manuals and tables ◆ Identify main and subordinate ideas ◆ Cross-reference information ◆ Follow directions to achieve an objective ◆ Identify cause and effect relationships ◆ Draw Conclusions from facts ◆ Predict Consequences ◆ Interpret abbreviations, symbols and graphs 	<ol style="list-style-type: none"> 1. Locate, understand and interpret written information including manuals, graphs and schedules 2. Learn from text by determining the main idea or essential message 3. Identify relevant detail, facts and specifications 4. Infer or locate the meaning of unknown or technical vocabulary 5. Judge the accuracy, appropriateness, style and plausibility of reports, proposals or theories of other writers
<p>Language Skills - Writing</p> <ul style="list-style-type: none"> ◆ Organize and relate ideas ◆ Develop preliminary outline ◆ Use standard grammar and punctuation ◆ Create clear memos and letters ◆ Proofread and edit ◆ Complete forms and applications ◆ Take notes ◆ Create and interpret graphs and charts 	<ol style="list-style-type: none"> 1. Communicate thoughts, ideas, information, and messages in writing 2. Record information completely and accurately 3. Compose and create documents such as letters, direction manuals, reports, proposal, graphs and flow charts with the language, style, organization and format appropriate to the subject matter, purpose and audience. 4. Include, where appropriate, supporting documentation 5. Attend to level of detail 6. Check edit and revise for correct information, appropriate emphasis, form, grammar, spelling and punctuation
<p>Communication Skills</p> <ul style="list-style-type: none"> ◆ Exchange Ideas ◆ Ask and answer questions ◆ Organize and express directions in logical sequence ◆ Convey thoughts upward, downward and literally ◆ Comprehend ideas and instructions ◆ Follow directions to achieve an objective ◆ Use appropriate body language ◆ Distinguish between relevant and irrelevant information ◆ Identify cause and effect ◆ Infer meaning ◆ Draw conclusions ◆ Predict consequences ◆ Apply data analysis to job tasks ◆ Demonstrate interviewing skills ◆ Demonstrate telephone skills 	<ol style="list-style-type: none"> 1. Receive, attend to, interpret and respond to verbal messages and other cues such as body language in ways that are appropriate to the purpose 2. Organize ideas and communicate oral messages appropriate to listeners and situations 3. Participate in conversation, discussion and group presentation 4. Select an appropriate medium for conveying a message 5. Use verbal language and other cues such as body language in a way appropriate in style, tone and level of complexity to the audience and occasion 6. Speak clearly and communicate a message 7. Understand and respond to listener feedback 8. Ask questions when needed

<p>Personal Attributes</p> <ul style="list-style-type: none"> ◆Takes initiative ◆Assumes responsibility ◆Displays a good self-concept ◆Persists until job is done ◆Works well without supervision ◆Takes responsibility for production/quality ◆Conflicts do not impede performance ◆Seeks new challenges ◆Applies ethics to behavior ◆Responds well to criticism ◆Maintains a professional image ◆Works well under stress ◆Displays positive behaviors ◆Follows instructions ◆Adheres to code of conduct 	<ol style="list-style-type: none"> 1. Responsibility 2. Self-esteem 3. Sociability 4. Self-management 5. Integrity and honesty 6. Allocate: time, money, human resources and material.....Facility resources 7. Participation as a member or a team 8. Teach others 9. Serve clients/customers 10. Exercise leadership- communicate to justify a position, persuade others 11. Negotiate to arrive at a decision 12. Work with cultural diversity 13. Acquire and evaluate information 14. Organize and maintain information 15. Interpret and communicate information 16. Use computer to process information 17. Understand systems- know how to work and operates effectively within them 18. Monitor and correct performance by distinguishing trends predict impacts of actions on system operations, Diagnose deviations in the functioning system and take Necessary action to correct performance 19. Improve and design systems by making suggestions to Modify existing system in order to improve the quality of products or services and develop new or alternative systems
<p>Team Work</p> <ul style="list-style-type: none"> ◆Works effectively in a team ◆Follows instructions ◆Takes initiative ◆Provides support to others ◆Fosters innovation ◆Manages relationships 	
<p>Adaptability</p> <ul style="list-style-type: none"> ◆Accepts changes ◆Performs multiple assignments ◆Shows flexibility ◆Adjusts style to the situation ◆Handles multiple tasks simultaneously ◆Adapts skills to new tasks 	