

Occupational Competencies

Industrial Education (General Mechanics)	Advanced Metal Working	Advanced Power Tool Woodworking	Architectural Drawing	Architectural Drawing & Design	The Art of Fine Woodworking	Automotive Power Trains	Automotive Systems & Maintenance	Basic Woodworking Operations	Computer Aided Drafting I	Computer Aided Drafting II	Construction Technology	Drafting & CAD Systems	Electronics	Introduction to Auto Mechanics	Introduction to Metals & Welding	Practical Electricity-Electronics	Survey of Engineering	Survey of Home Repairs
Occupational Competencies:																		
1. Inspect and identify suspension for damaged (worn) parts.							X											
2. Remove, replace, and pack wheel bearings.						X												
3. Inspect and identify steering for damaged (worn) parts.							X											
4. Remove and replace steering and suspension components.						X												
5. Identify, remove and replace worn or damaged belts and hoses.							X											
6. Test and install engine coolant, caps, and pressure test.							X											
7. Identify, remove, and replace engine temperature control components.							X											
8. Check and/or change all fluids and filters per specifications.							X							X				
9. Lubricate vehicle per specifications.							X							X				
10. Demonstrate proper handling of seals and bearings.						X												
11. Inspect tires and wheels for damage, irregular wear and pressure.							X							X				
12. Rotate and balance wheels.							X											
13. Check brake system operation including antilock system.							X											
14. Remove and replace brake system components.						X												
15. Bleed and adjust brake system components.						X												

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Industrial Education (General Mechanics)																		
Occupational Competencies (cont'd.):																		
16. Machine brake drums and rotors.						X												
17. Rebuild wheel, master cylinders, and calipers.						X												
18. Identify and test emission control systems components; remove, and replace as necessary.							X											
19. Evaluate engine operation using testing equipment.							X											
20. Remove, replace, and adjust ignition components.							X											
21. Check, remove, and replace exhaust system components.							X											
22. Evaluate operation of heating and air conditioning systems. Perform repairs on heating system.							X											
23. Identify, test, remove, and replace fuel system component parts.							X											
24. Remove and replace engine.						X	X											
25. Disassemble, evaluate and reassemble an engine.						X	X											
26. Test and evaluate automotive batteries using appropriate test equipment.							X											
27. Identify, test, and evaluate charging systems and components; remove and replace as required (includes use of appropriate diagnostic equipment).							X											
28. Identify, test, and evaluate starting systems and components; removed and replace as required (includes use of appropriate diagnostic equipment).							X											
29. Test and evaluate other electrical circuits and components using a voltmeter, ohmmeter, ammeter, and test light.						X	X											

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Industrial Education (General Mechanics)																		
Occupational Competencies (cont'd.):																		
30. Cut threads with taps and dies, remove broken fasteners and repair threads.	X					X	X							X				
31. Identify and specify SAE and metric fasteners.	X					X	X							X				
32. Inspect, remove, replace, and adjust clutch assembly and related components.						X												
33. Inspect, remove, and replace U-joints and carrier bearings.						X												
34. Remove and replace manual and automatic transmissions.						X												
35. Apply shop and equipment safety rules including hazardous materials.	X	X				X	X	X						X	X			
36. Apply first aid procedures.						X	X							X				
37. Discuss the hazards of substance abuse in the workplace.						X	X							X				
38. Identify and report unsafe shop conditions.	X	X				X	X	X						X	X			
39. Demonstrate use of measuring devices (micrometer, etc.)	X	X				X	X	X						X	X			
40. Demonstrate proper care and use of hand and power tools.	X	X				X	X	X						X	X			

Industrial Education (General Mechanics) - Competencies	Workplace																	
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Leadership & Entrepreneurship																		
(Based on Observation of Student):																		
1. Follows directions.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Speak effectively in front of others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Lead a discussion.						X	X							X				
4. Utilize time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5. Prioritize series of tasks.	X					X	X							X				
6. Define goals.						X	X							X				
7. Work effectively with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Listen effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Resolve conflict.						X	X				X			X				X
10. Adapt to environment/situation.	X	X				X	X	X			X			X	X			X

Industrial Education (General Mechanics) - Competencies	Workplace																	
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Leadership & Entrepreneurship - Employability Readiness:																		
1. Analyze business organizations.						X	X							X				
2. Identify skills required of a business owner.						X	X							X				
3. Recognize relevant, ethical issues in business.						X	X							X				
4. Analyze the contents of a business plan.						X	X							X				
Job Getting, Job Keeping:						X	X				X			X				
1. Identify requirements for a job.						X	X				X			X				
2. Complete required forms.						X	X							X				
3. Write application letter.						X	X							X				
4. Evaluate job offer.						X	X							X				
5. Interact with others in a courteous and tactful manner.						X	X							X				
6. Cooperate with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7. Accept individual differences.	XX	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Respect the property of others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Organize thoughts and clearly express point of view.						X	X											
10. Organize though and write clearly.																		
11. Exhibit dependability.						X	X				X							X
12. Demonstrate punctuality.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13. Ask for help when needed.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14. Accept new challenges.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15. Accept supervision willingly.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16. Adapt to change/demonstrate flexibility.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17. Manage time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Industrial Education (General Mechanics) - Competencies	Workplace																		
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Leadership & Entrepreneurship - Employability Readiness:																			
Job Getting, Job Keeping (cont'd.):																			
18. Follow rules and regulations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19. Produce quality work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20. Work within guidelines.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21. Take responsibilities for mistakes and/or good work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22. Comply with safety and health rules.	X	X	X	X	X	X	X	X	X	XX	X	X	X	X	X	X	X	X	X
23. Utilize equipment correctly.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24. Maintain clean and orderly work area.	X	X	X	X	X	X	X	X	X	X	X	X	XX	X	X	X	X	X	X
25. Demonstrate personal hygiene and cleanliness.						X	X							X	X				
26. Explain the concept of profit.																			
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Industrial Education (Construction)																			
Occupational Competencies:																			
1. Comply with shop and equipment safety rules (SHE).	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

2. Inspect workplaces for safe working environment and report unsafe conditions.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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Occupational Competencies (cont'd):																		
3. Correct safety hazards.	X					X	X				X			X				
4. Identify the role and function of building codes and inspectors.											X							X
5. Inspect climbing equipment and demonstrate the setup of ladders, ladder jacks, planks, and scaffolds.											X							
6. Identify career opportunities available in the construction industry.																		X
7. Follow tool check out and maintenance procedures including reporting of equipment failures.																		
8. Receive, inspect, stack, and properly store equipment, materials, and supplies on-site.											X							X
9. Complete basic time card.											X							
10. Interpret a materials list.											X							
11. Maintain and utilize basic hand and power tools properly such as a hacksaw, circular saw, hand saw, screwdrivers, drills and bits, hammers, sabre saw, reciprocating saw, chisels, jointer, planer, and file.											X							
12. Cut material to specified dimensions and shape.											X							X
13. Install and remove fasteners properly (i.e., nails, screws, and anchor bolts).											X							X
14. Demonstrate proper shoveling and lifting techniques.											X							

52. Read and interpret information given on motor nameplates.																			
53. Explain the proper procedures for preparing a surface for finishing and selecting a proper finish (i.e., wood, metal, and masonry).	X	X											X	X					X
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Industrial Education (Construction)																			
Occupational Competencies (cont'd):																			
54. Cut, prepare, and join plumbing pipe such as copper, threaded, and plastic.																			X
55. Identify anchors, hangers, and supports and their appropriate use of each trade.											X								
56. Explain the installation of water faucet and water closet replacement.																			X
57. Observe the installation and connection of an electrical service entrance and breaker box.																X			
58. Explain the difference between the components and operation of the following HVAC systems: Steam, hot water, forced air and unit ventilation, air conditioning, and solar systems.																			X
59. Identify the plumbing system in a structure (i.e., ventilation, sewage, portable water, etc.)											X					X			
60. Identify the components and functions of sanitary and storm sewer systems in a community.																			X
61. Explain the use of earth moving site preparation equipment in preparing construction sites.											X								

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Leadership and Entrepreneurship																		
(Ratings Based Upon Observation of the Student):																		
1. Follow directions.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Organize an event.											X							X
3. Communicate effectively at all levels.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4. Utilize time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5. Prioritize series of tasks.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6. Define goals.																		
7. Work effectively with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Listen effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Resolve.																		
10. Adapt to environment/situation.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Employability Readiness:																		
1. Identify skills required of a business owner.																		
2. Recognize relevant, ethical issues in business.																		
3. Analyze the contents of a business plan.																		
4. Recognize the importance of technical assistance.																		
5. explain types of business ownership and organizations.																		
6. Identify factors in obtaining finances for a new business.																		

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Job Getting, Job Keeping:																		
1. Identify requirements for a job.											x							
2. Complete required forms.											x							
3. Write application letter.																		
4. Evaluate job offer.																		
5. Interact with others in a courteous and tactful manner.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6. Cooperate with others.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7. Accept individual differences.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8. Respect the property of others.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9. Organize thoughts and clearly express point of view.																		
10. Organize thoughts and write clearly.																		
11. Exhibit dependability.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12. Demonstrate punctuality.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13. Ask for help when needed.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14. Accept new challenges.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15. Accept supervision willingly.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16. Adapt to change/demonstrate flexibility.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17. Manage time effectively.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18. Follow rules and regulations.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19. Produce quality work.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20. Work within guidelines.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21. Take responsibility for mistakes and/or good work.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
22. Comply with safety and health rules.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
23. Utilize equipment correctly.	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	XX

24. Maintain clean and orderly work area.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
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Workplace																		
Job Getting, Job Keeping (cont'd.):																		
25. Demonstrate personal hygiene and cleanliness and proper physical condition.																		
26. Take pride in self and work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27. Explain the concept of profit.																		
Industrial Education (Manufacturing)	Advanced Metal Working	Advanced Power Tool Woodworking	Architectural Drawing	Architectural Drawing & Design	The Art of Fine Woodworking	Automotive Power Trains	Automotive Systems & Maintenance	Basic Woodworking Operations	Computer Aided Drafting I	Computer Aided Drafting II	Construction Technology	Drafting & CAD Systems	Electronics	Introduction to Auto Mechanics	Introduction to Metals & Welding	Practical Electricity-Electronics	Survey of Engineering	Survey of Home Repairs
Occupational Competencies:																		
1. Apply basic emergency first aid techniques and use safety equipment.						X	X							X				
2. Comply with shop and equipment safety rules.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Inspect, clean, and organize work area and equipment for safe working environment.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

21. Recognize when cutting tools need reconditioned and determine best procedure for reconditioning.	x																		
22. Change and dress grinding wheels.	x																		
23. Set up and use a lathe and mill, manual, NC or CNC.	x	x																	
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Industrial Education (Manufacturing)																			
Occupational Competencies (cont'd.):																			
24. Explain the use of tool room and production machinery (i.e., mills, boring machines, grinders, punch press) plus correct chip geometry and coolant system on those machines.	x																		
25. Identify types of steels and general uses.	x														x				
26. Explain basic heat treatment of metals.	x														x				
27. Clean and store precision measurement tools, hand tools, cutters, jigs, fixtures, and grinding wheels.	x					x	x								x				
28. Follow basic maintenance procedures using manual (i.e., drive systems).	x																		
29. Interpret and use blueprints, charts, diagrams, tables, and graphs.	x	x			x			x	x	x	x		x		x	x			x
30. Draw sketch of desired work piece (manual or CAD).			x	x	x				x	x								x	
31. Develop bill of materials.	x				x														
32. Demonstrate welding of metals in various positions using arc, and mig or tig.	x														x				
33. Explain the use of temperature in assembly and removal of parts.	x					x	x							x					

34. Explain destructive and nondestructive methods of testing welds.	x																		
35. Identify and explain hydraulic systems including packing, seals, and bearings.						x	x												
36. Demonstrate basic pipe fitting techniques (i.e., valves and control systems) and terminology.																			
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Industrial Education (Manufacturing)																			
Occupational Competencies (cont'd.):																			
37. Differentiate between basic AC/DC principles, single phase (i.e., 110 volts) and multi-phase (i.e., 220/240 volts).													x					x	
38. Connect and troubleshoot switch, outlet, and light fixture.							x						x					x	
39. Explain different types of electrical motors and solenoids.							x						x						
40. Demonstrate use of volt/ohm meters.							x						x	x				x	
41. Explain principles of systems including heat exchange, robotics, and plastic molding.																			
42. Explain the various avenues of advancement in different industrial manufacturing occupations.																			
43. Explain labor and management roles in a manufacturing company including such concepts as unions, negotiations, strikes, ethics and contracts, etc.																			
44. Explain a CAD/CAM and CNC and describe its use in flexible manufacturing system (CIM).																			x
45. Utilize trigonometry and other math skills in material fabrication applications.																			

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Leadership and Entrepreneurship																		
(Ratings Based Upon Observation of the Student):																		
1. Follow directions.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Speak effectively in front of others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Lead a discussion.	X					X	X							X				
4. Organize an event.	X					X	X							X				
5. Delegate duties.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6. Utilize time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7. Prioritize series of tasks.	X					X	X							X	X			
8. Define goals.	X					X	X							X	X			
9. Work effectively with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10. Listen effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11. Facilitate group interaction.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12. Resolve conflict.						X	X							X				
13. Adapt to environment/situation.	X					X	X							X	X			
Employability Readiness:																		
1. Analyze business organizations.						X	X							X				
2. Identify skills required of a business owner.						X	X							X				
3. Recognize relevant, ethical issues in business.						X	X							X				
4. Explain types of business ownership.						X	X							X				
Job Getting, Job Keeping:																		
1. Identify requirements for a job.						X	X											
2. Complete required forms.						X	X											
3. Write application letter.																		

4. Evaluate job offer.																		
Industrial Education (Manufacturing) - Competencies	Advanced Metal Working	Advanced Power Tool Woodworking	Architectural Drawing	Architectural Drawing & Design	The Art of Fine Woodworking	Automotive Power Trains	Automotive Systems & Maintenance	Basic Woodworking Operations	Computer Aided Drafting I	Computer Aided Drafting II	Construction Technology	Drafting & CAD Systems	Electronics	Introduction to Auto Mechanics	Introduction to Metals & Welding	Practical Electricity-Electronics	Survey of Engineering	Survey of Home Repairs
Workplace																		
Job Getting, Job Keeping (cont'd.):																		
5. Interact with others in a courteous and tactful manner.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6. Cooperate with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7. Accept individual differences.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Respect the property of others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Organize thoughts and clearly express point of view.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10. Organize thoughts and write clearly.						X	X							X				
11. Exhibit dependability.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12. Demonstrate punctuality.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13. Ask for help when needed.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14. Accept new challenges.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15. Accept supervision willingly.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16. Adapt to change/demonstrate flexibility.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17. Manage time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18. Follow rules and regulations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19. Produce quality work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20. Work within guidelines.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21. Take responsibility for mistakes and/or good work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22. Comply with safety and health rules.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23. Utilize equipment correctly.	XX	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24. Maintain clean and orderly work area.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25. Demonstrate personal hygiene and cleanliness.	X					X	X							X	X			
26. Explain the concept of competition.	X					X	X							X	X			

27. Analyze the concept of supply and demand.	x					x	x							x	x			
28. Explain the concept of profit.	x					x	x							x	x			
	Advanced Metal Working	Advanced Power Tool Woodworking	Architectural Drawing	Architectural Drawing & Design	The Art of Fine Woodworking	Automotive Power Trains	Automotive Systems & Maintenance	Basic Woodworking Operations	Computer Aided Drafting I	Computer Aided Drafting II	Construction Technology	Drafting & CAD Systems	Electronics	Introduction to Auto Mechanics	Introduction to Metals & Welding	Practical Electricity-Electronics	Survey of Engineering	Survey of Home Repairs
Industrial Education (Engineering Related)																		
Occupational Competencies:																		
1. Use and maintain basic manual drafting equipment and machines.			x	x					x	x		x						
2. Use architect metric, civil, and mechanical engineer's scales and demonstrate scaling techniques.			x	x					x	x		x						
3. Identify and draw the various line types.			x	x								x						
4. Demonstrate correct lettering techniques (i.e., freehand, instruments).			x	x					x	x		x						
5. Reproduce drawings (i.e., blueprints, plots).			x	x					x	x		x						
6. Prepare drawings/designs using a variety of mediums (i.e., ink, lead).			x	x					x	x		x						
7. Construct and bisect lines, arcs, and angles.									x	x		x						
8. Construct perpendicular and parallel lines.			x	x					x	x		x						
9. Construct geometric shapes (e.g., pentagon, hexagon, octagon).									x	x		x						
10. Construct drawings of tangent lines, arcs, and ellipses.									x	x		x						
11. Draw orthographic views and transfer features.									x	x		x						
12. Freehand sketch orthographic and pictorial views.												x						
13. Apply basic dimensioning techniques.			x	x					x	x		x						
14. Construct basic sectional views.									x	x		x						
15. Construct drawings of primary and secondary auxiliary views.												x						

Industrial Education (Engineering Related) - Competencies	Workplace																	
	Advanced Metal Working	Advanced Power Tool Woodworking	Architectural Drawing	Architectural Drawing & Design	The Art of Fine Woodworking	Automotive Power Trains	Automotive Systems & Maintenance	Basic Woodworking Operations	Computer Aided Drafting I	Computer Aided Drafting II	Construction Technology	Drafting & CAD Systems	Electronics	Introduction to Auto Mechanics	Introduction to Metals & Welding	Practical Electricity-Electronics	Survey of Engineering	Survey of Home Repairs
Leadership and Entrepreneurship																		
(Ratings Based on Observation of the Student):																		
1. Follow directions.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Speak effectively in front of others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Lead a discussion.																		
4. Utilize time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5. Prioritize series of tasks.																		
6. Define goals.																		
7. Work effectively with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Listen effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Resolve conflict.																		
10. Adapt to environment/situation.																	X	
Employability Readiness:																		
1. Recognize relevant, ethical issues in business.																		
Job Getting, Job Keeping:																		
1. Identify requirements for a job.																		
2. Complete required forms.																		
3. Write application letter.																		
4. Evaluate job offer.																		
5. Interact with others in a courteous and tactful manner.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6. Cooperate with others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7. Accept individual differences.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8. Respect the property of others.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Organize thoughts and clearly express point of view.																		

10. Organize thoughts and write clearly.																			
11. Exhibit dependability.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Industrial Education (Engineering Related) - Competencies	Advanced Metal Working	Advanced Power Tool Woodworking	Architectural Drawing	Architectural Drawing & Design	The Art of Fine Woodworking	Automotive Power Trains	Automotive Systems & Maintenance	Basic Woodworking Operations	Computer Aided Drafting I	Computer Aided Drafting II	Construction Technology	Drafting & CAD Systems	Electronics	Introduction to Auto Mechanics	Introduction to Metals & Welding	Practical Electricity-Electronics	Survey of Engineering	Survey of Home Repairs	
Workplace																			
Job Getting, Job Keeping (cont'd.):																			
12. Demonstrate punctuality.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13. Ask for help when needed.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14. Accept supervision willingly.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15. Adapt to change/demonstrate flexibility.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16. Manage time effectively.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17. Follow rules and regulations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18. Produce quality work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19. Work within guidelines.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20. Take responsibility for mistakes and/or good work.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21. Comply with safety and health rules.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22. Utilize equipment correctly.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23. Maintain clean and orderly work area.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24. Accept new challenges.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25. Demonstrate personal hygiene and cleanliness.																			
26. Explain the concept of organized labor and business.																			
27. Explain the concept of profit.																			