

Lower-Level Undergraduate Competencies for IV and V-Tabs (UNV 297)

A broad range of lower-level competencies exist, and list below is far from complete. Lower-level competencies typically involve activities where the focus is on individual tasks rather than supervision or coordination of others' carrying out tasks.

ACCOUNTING

Account Collections
Accounting Administration
Accounting Practices
Billing Practices
Bookkeeping
Records Administration

ADMINISTRATION

Project Evaluation and Analysis
Project Management
Project Planning

BROADCASTING

Radio Production
Studio Operations
Television News Production
Video Production

BUSINESS PRACTICES

Administrative Assistant
Auditing
Banking Transactions
Business Administration
Business Law
Business Organization
Business Practices
Client Relations/Services
Community Development
Computer Applications
Concepts Data Processing
Contract Monitoring
Customer Relations/Service
Document Processing
Document Translation
Documentation Control
E-Commerce
Financial Services
Information Systems
Inventory Control
Market Analysis
Market Research and Forecasting
Marketing Strategies
Merchandising
Negotiation
Organization and Management
Organization and Planning
Organizational Behavior
Organizational Skills

BUSINESS PRACTICES cont.

Process Analysis
Process Control
Process Development
Process Improvement
Process Measurement Techniques
Program Monitoring
Program Review
Record Keeping
Retail Sales and Practices
Sales
Scheduling
Small Business Administration
Small Business Practices
Social Service Practices
Stock Trading
Training Coordination
Vendor Relations

CHILD DEVELOPMENT

Adolescent Behavior/Problems
Adolescent Psychology
Caring For Disabled Child
Child Care Administration
Prenatal Development
Pre-School and Youth Instruction
Young Children Education
Youth Activities
Youth Programming

COACHING

Coaching ...
Coaching Certifications
Coaching Techniques

COMMUNICATION SKILLS

Business Communications
Business Writing
Creative Writing
Cross-Cultural Communication
Grant Writing
Interpersonal Communication
Interviewing
Mentoring
News Writing
Office Communications
Oral Communication
Public Relations
Public Speaking

COMMUNICATION SKILLS cont.

Report Writing
Team Building
Technical Reports
Technical Writing
Telemarketing
Written Communication

COMMUNITY SERVICE

Community Development
Community Leadership
Community Relations
Social Services
Volunteer Activities

COMPUTER APPLICATIONS

Computer Applications in ...
Computer Concepts
Computer Hardware
Computer Operations
Computer Programming
Computer Skills
Computer Software
Records Systems

COORDINATION

Event Planning
Planning
Problem Solving
Program Coordination
Program Development

DATA ANALYSIS

Analytical Skills
Data Communications
Data Entry
Data Processing
Database Research

EDUCATION

Classroom Assessment
Classroom Management
Grant Writing
Teacher's Aide
Teaching Strategies
Training

EXTERNAL RELATIONS

Client Relations
 Customer Relations
 Customer Service
 Labor Relations
 Public Relations
 Public Service
 Supplier / Vendor Relations
 Surveillance
 Vendor Contracts
 Vendor Relations

FAMILY LIFE

Caregiving
 Guardianship
 Home Construction/Improvement
 Home Management
 Parenting

FINANCIAL METHODS

Accounting Practices
 Bookkeeping
 Budgeting
 Cost Estimation
 Credit Analysis
 Financial Reporting
 Fiscal Control
 Income Tax Preparation
 Investment
 Loan Processing
 Payroll
 Record Checking
 Record Keeping
 Record Processing
 Record System Development

GOVERNMENT

Government Operations
 Government Procedures
 Legal Issues
 Local Government and Politics
 Political Campaigns

HEALTH CARE PRACTICES

Adult Care/Development
 Case Management
 Client Care
 Death and Dying
 Disability Benefits Services
 Emergency Medical Treatment
 Gerontological Health Care
 Health Care Education
 Health Care Services
 Health Care Systems
 Hospital Practice
 Legal Aspects of Health Care
 Life Support Certifications
 Medical Information Processing
 Medical Information Technology
 Medical Terminology
 Nutrition
 Patient Relations
 Substance Abuse

HUMAN RESOURCES

Application Processing
 Employee Benefit Packages
 Employee Compensation/Benefit
 Employee Development
 Employee Evaluation
 Employee Recruitment
 Employee Relations
 Employee Training
 Human Relations
 Interviewing
 Labor Relations
 Supervision
 Supervisory Management Tech.
 Workers Compensation Insurance

INDUSTRIAL TECHNOLOGY

Blueprint Reading
 Computer Aided Design (CAD)
 Drafting
 Hazardous Materials
 Industrial Relations
 Industrial Safety
 Inventory Control
 Logistics
 Purchasing
 Quality Assurance
 Quality Control
 Quality Engineering
 Quality Improvement
 Regulatory Compliance
 Robotics
 Shop Methods
 Work Flow Planning

INSURANCE

Auto Insurance
 Benefits Coordination
 Claims
 Home Insurance
 Medical Insurance
 Workers Compensation Insurance

INTERNAL RELATIONS**LAW ENFORCEMENT**

Court Processes
 Criminal Investigation
 Criminal Justice Practices
 Criminal Justice Report Writing
 Criminal Law
 Crisis Negotiation
 Cryptology
 Evidence and Criminal Procedures
 Investigation Techniques
 Justice Processes
 Law and Justice
 Law Enforcement
 Management For Law Enforcement
 Paralegal
 Police Field Study
 Police Procedures
 Prisoner Relations
 Substance Abuse Education/DARE
 Toxicology Processing
 Traffic and Safety Operations
 Traffic Violations

LEGAL

Legal Research
 Legal Secretarial Skills
 Legislative Process/Procedures
 Paralegal
 Real Estate Law

LEISURE PURSUITS

Aerobic Fitness
 Arts & Crafts
 Bowling
 Community Theatre
 Drawing
 French
 Gardening
 Home Remodeling
 Karate
 Massage Therapy
 Photography
 Physical Activities
 Physical Fitness
 Piano
 Reading
 Softball
 Sportsman Activities
 Therapeutic Leisure Pursuits
 Yoga

MILITARY SCIENCE**OFFICE SYSTEMS**

Applied Secretarial Skills
 Bookkeeping
 Computer Skills
 Keyboarding
 Office Assistant
 Office Management
 Office Practices
 Office Procedures
 Record Keeping
 Software Development
 Software Testing
 Typewriting
 Word Processing

ORGANIZATIONAL SKILLS**PERSONAL FINANCE**

Bankruptcy Process
 Family Financial Management

PLANNING**PROBLEM SOLVING****PROFESSIONAL DEVELOPMENT****REAL ESTATE**

Appraisal Techniques
 Property and Casualty Insurance
 Property Management
 Real Estate Law
 Real Estate License
 Real Estate Sales

RELIGIOUS ACTIVITIES

History of Religions
 Religious Administration
 Religious Education
 Religious Leadership
 Studies in Religion
 Youth Ministry

RESEARCH METHODS**SALES**

Sales Account Management
 Sales and Marketing
 Sales Techniques

SECURITY

Facility Security
 Safety
 Security Practices
 Surveillance

SOCIAL SERVICE PRACTICES

Client Services
 Community Services
 Counseling
 Substance Abuse

TECHNOLOGY

Information Security Systems
 Network Applications
 Network Testing
 System Integrated Measurements
 Telecommunications Technology
 Trouble Shooting
 Wireless Communication Tech.

TRAINING & DEVELOPMENT

Employee Development
 Employee Training
 Recruiting

VEHICLE DESIGN

Assembly Design
 Assembly Supervision
 Audio & Video Production
 Audio Operation
 Audio Performance
 Engineering Standards Development
 Basic Computer Applications
 Basic Corporate Graphic Systems
 Basic Solid Modeling
 Blueprint Reading
 Blueprinting
 Body Descriptive Geometry
 Body Design
 Body Detailing
 Body Drafting
 Body Layout
 Body shop Layout
 Body side closure design
 Brackets and Assemblies
 CAD 3D Surfaces
 CAD Design Detailing
 CAD Product Design
 CAD Auto body
 CATIA
 CATIA Kinematics Simulation
 CATIA Advanced Assembly
 Center Console Design
 Clay Modeling
 Communication Equip. Assembly
 Computer Aided Design
 Computer Aided-Assembly Design
 Concept Modeling
 Convertible Tops Design
 Cooling/HVAC
 Defective Material Tracking
 Descriptive Geometry
 Design Development
 Design for Manufacturing
 Design Graphics
 Design Modeling
 Design Practices
 Design Quality
 Design Review
 Design Technology
 Detailing
 Dimensioning
 Drafting
 Drafting and Technology
 Dye Design
 Dye Detailing
 Electrical Design
 Engine Maintenance

VEHICLE DESIGN cont.

Engineering Design Graphics
 Engineering ISO 9000
 Engineering Technology
 Equipment Maintenance
 Ergonomics
 Exterior Mirror Design
 Fuel Filter Assemblies
 Geometric Design & Tolerance
 Graphic Design
 HVAC Design
 Illustration
 Instrument Panel Design
 Interior Component Design
 Interior Trim Design
 ISO 9000 Standards
 Layout
 Manufacturing Processes
 Master Data Models Maintenance
 Materials Coordinator
 Mechanical Design
 Metal Forming
 Metal Properties
 Metal Stamping
 Product Design
 Product Development
 Seat Design
 Seat System Design
 Sheet Metal Design
 Sheet Metal Stamping
 Steering Assembly
 Surface Curves
 Surface Modeling 3-D
 Tool Design
 Tools Evaluation
 Unigraphics
 Vehicle Packaging
 Weld Gun Design

WEB DESIGN

Graphic Design
 Web Page Design
 Web Programming
 Website Design

YOUTH ACTIVITIES

Upper-Level Undergraduate Competencies for IV and V-Tabs (UNV 497)

Upper-level competencies involve knowledge that builds upon and brings together separate introductory skills. The activity often will entail supervising or coordinating the efforts of others more than carrying out specific individual tasks. The list of graduate competency titles may also be relevant in some cases.

ADMINISTRATION

Administration Assistant
Benefits Administration
Benefits Program Administration
Church Administration
City Manager
Contract Administration
Data Analysis
Data Management System
Database Administration
Document Administration
Facilities Administration
Health Benefits Administration
Health Care Administration
Human Resource Administration
International Business
Inventory Administration
Marketing
Marketing Strategies
Network Administration
Nursing Home Administration
Office Administration
Operations Administration
Operations Coordination
Payroll Administration
Personnel Administration
Production Administration
Production Planning Administration
Program Administration
Project Administration
Property Tax Administration
Public Administration
Public Health Administration
Public Safety Administration
Purchasing
Retirement Plan Administration
Risk Administration
Sales/Marketing Administration
Small Business Administration
Warranty Administration

BROADCASTING

Radio Production
Studio Operations
Television Production
Video Production

BUSINESS PRACTICES

Bidding and Quotation
Business Law
Community Policy Issues
Decision Making
International Business Practices
Payroll Accounting

COMMUNICATION SKILLS

Business Communication
Communications and Consulting
Conflict Resolution
Contract Negotiation
Decision Making
Grant Writing
International Business Comm.
Interpersonal Communication
Interviewing
Negotiation
Public Speaking
Technical Writing

COMPUTER SCIENCE

(See Information Systems)

CONTROL

Fiscal Control
Inventory control
Numerical Control Programming
Quality Assurance
Quality Control
Statistical Process Control
Time Study Processes

COORDINATION

Educational Coordination
Engineering Operations Coordination
Event Coordination
Information Coordination
Logistics Coordination
Operations Coordination
Production Coordination
Program Coordination
Project Coordination
Shipping Coordination
Team Coordination

COUNSELING

Child Counseling
Client Counseling
Family Counseling
Substance Abuse Counseling

DEVELOPMENT

Course Development
Curriculum Development
Employee Development
Product Design & Development
Professional Development
Program Design & Implementation
Program Development

DISTRIBUTION

EDUCATION

Classroom Management
Curriculum Assessment
Curriculum Development
Grant Writing
Teaching Strategies

EXTERNAL RELATIONS

Client Relations
Community Policy Issues
Customer Relations
Customer Service
Labor Relations
Manufacturer Relations
Negotiation
Public Relations
Supplier Relations
Vendor Relations

FINANCIAL METHODS

Applied Accounting Practices
 Auditing
 Banking Practices
 Bond Liaison & Analysis
 Budgeting
 Budgeting and Forecasting
 Budgeting and Purchasing
 Control Analysis
 Cost Analysis
 Cost Estimating
 Credit Analysis
 Financial Analysis
 Financial Methods Auditing
 Financial Planning
 Financial Practices
 Financial Reporting
 Financial Systems
 Financial Systems Implementation
 Fiscal Control
 Forecasting
 Forecasting and Market Analysis
 Forecasting and Statistical Analysis
 Forecasting for Purchasing
 Fundamental Accounting
 Govt. Finance and Accounting
 Income Capitalization
 Internal System Auditing
 Payroll
 Pension Plan Analysis
 Pension Plan Reporting
 Real Estate Appraisal
 Records Management
 Risk Analysis

GOVERNMENT

City Planning
 Government Accounting
 Government Bonds
 Government Regulations
 Immigration Policies
 Language Interpretation
 Law
 Legislative Process
 Policies
 Political Campaigns
 Public Service

HEALTH CARE

Case Management
 Health Care Administration
 Health Insurance
 Legal Applications in Health
 Medical Supervision
 Patient Assessment
 Patient Communication
 Patient Education
 Patient Interviewing
 Therapy Administration

HUMAN RESOURCES

Compensation & Benefits
 Employee Benefits
 Employee Development
 Employee Evaluation
 Employee Law
 Employee Relations and Comm.
 Employee Training
 Human Resource Administration
 Insurance Benefits
 Insurance Claims Administration
 Interview Design
 Interviewing
 Int'l Tax Laws & Regulations
 Labor Relations
 Performance Appraisal
 Performance Approval
 Performance Evaluations
 Personnel Administration
 Personnel Supervision
 Policy Development
 Recruiting and Training
 Reporting Earnings, Benefits & Tax
 Retirement Benefit Calculations
 Scheduling
 Staff Training
 Staffing
 Supervision & Training
 Supervision and Leadership
 Training & Development
 Transition Planning

INDUSTRIAL TECHNOLOGY

Computer Aided Design (CAD)
 Industrial Safety
 Manufacturing Processes
 Process Coordination
 Process Re-engineering
 Product Design
 Product Development
 Product Distribution Systems
 Product Management & Development
 Product Packaging
 Product Quality Planning
 Production Planning/Administration
 Quality Assurance
 Quality Auditing
 Quality Control
 Quality Engineering
 Quality Improvement
 Quality Management
 Quality of Design
 Quality Planning
 Robotics
 Safety Engineering
 Security Procedures
 Statistical Process Control
 System Coordination
 System Implementation
 Systems Administration
 Systems Analysis
 Systems Planning
 Technical Support
 Technical Troubleshooting
 Technology Marketing
 Telecom. System Analysis
 Telecommunications
 Telecommunications Technology
 Welding & Load Assessment

INFORMATION SYSTEMS

Business Applications
 Computer Applications In...
 Computer Networks
 Computer Operations
 Computer Programming
 Computer Skills
 Computer Software
 Computer Systems
 Desktop Publishing
 IT Project Management
 Network Coordination
 Network Operations
 Network Support
 Record Keeping Systems
 Servers
 System Design/Development
 System Implementation
 Systems Analysis
 Website Development

INSURANCE

Claims Administration
 Claims Investigation
 Disability Claim Administration
 Fraud Detection
 Principles of Insurance
 Unemployment Insurance Laws
 Warranty Analysis

INTERNAL RELATIONS**LAW ENFORCEMENT**

Applied Criminal Psychology
 Criminal Court Procedures
 Criminal Investigation Procedures
 Crypto logic Technician Training
 Cryptology
 Death Scene Investigations
 Emergency Preparedness
 Evidentiary Photography
 Federal and State Laws
 Forensic and Technical Services
 Law Enforcement Info. Technology
 Law Enforcement Technical Skills
 Legal Issues For Law Enforcement
 Morse Code Decrypting
 State and Fed. Political Processes
 State Police Policies & Procedures
 State Rehabilitation Laws
 State Vehicle Policy

LEADERSHIP

Educational Leadership
 Organizational Leadership
 Supervisory Leadership
 Team Leadership

LOGISTICS**MARKETING**

Advertising
 Market Analysis / Research

ORGANIZATION

Organization and Planning
 Organization Leadership
 Organizational Skills

PHYSICAL EDUCATION/TRAINING

Coaching
 Personal Trainer
 Physical Education Instruction

PLANNING

Event Planning
 Facilities Planning
 Forecasting
 Planning and Coordination
 Planning and Organizing
 Production Planning
 Strategic Planning
 Systems Planning

PROBLEM SOLVING

Analytical Skills
 Export / Import Problem Solving
 Research Methods
 Research Practices

PROCUREMENT

Negotiation
 Purchasing
 Purchasing Administration
 Supplier Relations
 Vendor Relations

PROJECT OVERSIGHT

Project Administration
 Project Coordination
 Project Engineering
 Project Leadership
 Project Management
 Project Organization
 Project Planning
 Project Supervision

REAL ESTATE

Property Acquisition
 Property Investment
 Property Management
 Property Mapping
 Property Title Research
 Real Estate Appraisal
 Real Estate Assessment

RELIGIOUS ACTIVITIES

Religious Administration
 Religious Education
 Religious Leadership
 Studies in Religion

SALES

Sales - International
 Sales Account Mapping
 Sales Administration
 Sales and Marketing Administration
 Sales Forecasting
 Sales Staff Supervision
 Sales Techniques

SECURITY

Security Administration
 Security Preparedness
 Security Procedures

SMALL BUSINESS ADMIN.

Entrepreneurship
 Small Business Practices

SOCIAL SERVICES

Agency Liaison
 Case Management
 Child Development
 Client Advocacy
 Client Relations
 Community Services
 Counseling
 Disability Services
 Parent Mentoring
 Policies and Regulations
 Social Programs
 Social Service Policies
 Social Service Programs
 Social Services Coordination
 Substance Abuse

SUPERVISION

Industrial Supervision
 Maintenance Supervision
 Medical Supervision
 Office Supervision
 Operations Oversight
 Operations Planning
 Operations Supervision
 Program Supervision
 Youth Supervision

TRAINING & DEVELOPMENT

Adult Learner Teaching
 Employee Development
 Employee Training
 Instructing / Facilitation
 Student Performance Evaluations

VEHICLE DESIGN

Advanced Body Detailing
 Advanced CAD
 Advanced CATIA
 Advanced Computer Applications
 Advanced Computer Skills
 Advanced Corp. Graphic Systems
 Advanced Descriptive Geometry
 Advanced GD and T
 Advanced Graphic System
 Advanced Income Capitalization
 Advanced Math Skills
 Advanced Surfacing
 Advanced Unigraphics
 Airframe & Power Plant Technician
 Assembly Design
 Basic CATIA
 Body Design
 Body Integration / Layout
 Body Integration and Conveyance
 Body Intersection Dept
 Body Layout

 Bumper System Design
 CATIA
 Component Bracket Design
 Computer Aided Design
 Concept Modeling
 Corporate Graphic System
 Descriptive Geometry
 Design Analysis
 Design Coordination
 Design for Manufacture & Assembly
 Design Methodology
 Design Operations
 Design Quality
 Design Standards
 Design Team Leadership
 Design Terminology
 Design Verification Process
 Die Design
 Door Systems Design
 Door Trim Design
 Electrical Harness Design
 Engineering Coordination
 Equalizer Assessing System
 Ergonomics
 Floor Console Design
 Front Airbag Design and Operations
 Front and Rear Design
 Geometric Dimensions & Tolerance
 Headlamp Modeling
 Headlamp Packaging

VEHICLE DESIGN cont.

Headline Systems Design
 iMAN
 Injection Molded Plastics
 Instrument Panel Design
 Interior Design
 Manufacturing Process Planning
 Manufacturing Processes
 Master Model Development
 Material Control
 Materials and Applications
 Mechanical Design Standards
 Metal Forming
 Molded Plastic Design
 Overhead Trim Design
 Packaging
 Part Modeling
 Plastic Component Development
 Plastic Design
 Plastic Injection Molds
 Seat Design
 Seating Systems
 Sheet Metal Design
 Side View Mirror Design
 Solid Modeling
 Structure Design & Assembly
 Surface Development
 Surface Modeling
 Surface Product Engineering
 Suspension Components
 Suspension Components Design
 Suspension Design
 Suspension System Design
 Tool and Equipment Design
 Tool Construction Process
 Tool Design
 Underbody and Shell
 Unigraphics
 Verification Process
 Welding & Load Assessment
 Wiring Design

Competencies for VI-Tabs (Life Experience)

Competency title:	ARTS & CRAFTS (give name of area)
Activity:	Lessons or self-study of a technique leading to original artistic creations. Examples might be painting, ceramics, weaving, macramé, photography, stained glass
Knowledge & skills:	Skill in the technique as demonstrated by artwork created and ability to interpret it (note that to be “art” the work must be more than a mere technical exercise but have emotional involvement)
Possible documentation:	Letter from instructor, copies of awards in judged competitions, receipts from sales, photographs of creations, etc.

Competency title:	ARTS & CRAFTS (give name of area)
Activity:	Clothing design, construction, and/or alteration; Fashion design
Knowledge & skills:	Knowledge of fabric selection, pattern fitting and layout, assembling and finishing garment, alterations and tailoring techniques for different materials, elements of garment design. Skill in sewing/knitting, drafting and draping, assembling and finishing (button holes, zippers, hems)
Possible documentation:	Letters from professional tailor, seamstress, instructor in field, photographs of slides of finished garments, costumes made and used in a production.

Competency title:	CHILD DEVELOPMENT: EARLY CHILDHOOD (and/or MIDDLE CHILDHOOD, and/or ADOLESCENT)
Activity:	Early: Primary care giver to a child from birth to five years of age. Focus may be on the child as infant (1st year of life), toddler (2nd year of life), nursery schooler (3rd and 4th years), pre-schooler (5th and 6th years). Middle: Primary care giver to child in middle childhood (elementary school, age 6-12) Adolescent: Socializer and interacter with youth age 12-18 as a parent, step parent, foster parent, big brother, big sister, other relative; counselor
Knowledge & skills:	Early: Knowledge of the principles of growth and development including heredity vs. environment, maturation, physical and motor development, cognitive development, language development, social and emotional development; skills in interacting with child in areas of physical care and health, cognitive stimulation, recreational and creative activities, discipline and socialization, learning. Middle: Knowledge of the patterns of development in areas of physical,

cognitive, and social growth and learning; of the effects of peers and other outside forces on child's development of morals and values, social skills, and intellectual functioning. Skills in interacting with child in areas of physical care and health, discipline and socialization, provision of social learning experiences.

Adolescent: Knowledge of the patterns of physical growth, sexual development, and emotional and personality changes of the age and/or of the adolescent quest for identity and its manifestations. Skills in interacting with adolescent in areas of guidance (in areas of dating, choice of friends, vocational choices, involvement with activities), discipline (including dealing with adolescent rebellion), problem solving (involving sexuality, pregnancy, school problems, problems with the law), and acceptance of indicators of adolescent development (peer group influence, child's choice in religion, dress, values, lifestyle).

Possible documentation: Diaries and logs of child's development, essay identifying principles of development relative to an individual child.
Letters from nursery / school personnel, pediatrician, or others documenting knowledge and skills; documents showing involvement in pre-school program, child care, child study organizations, workshops, counseling sessions on adolescent problems. Annotated bibliography of readings in the area.

Competency title:	CONSTRUCTION TECHNOLOGY
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Activity:	Home construction, remodeling, or maintenance and repair
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Knowledge & skills:	Knowledge of construction techniques for footings, walls and partitions, floors, plumbing, electrical systems, heating and cooling systems, and finishing. Skills in applying the construction techniques listed above.
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Possible documentation:	Building permit, building inspector reports and occupancy permits; letters from licensed contractors, building supply managers verifying projects and skills claimed.
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Competency title:	ELECTRONICS TECHNOLOGY
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Activity:	Construction and repair of electronic devices
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Knowledge & skills:	Knowledge of electrical circuit components (resistance, capacitance, inductance, reactance). AC and DC electronics, RF circuits, devices design principles, network theory Skill in designing, constructing, testing and diagnosing problems of electrical devices
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Possible documentation:	List of construction and repair projects completed, schematics of equipment build and photographs of devices, amateur radio license (technician, general or extra class)
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Competency title:	FOREIGN CULTURE (give name of culture)
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Activity:	Knowledge of a culture of other than standard U.S. culture through travel, living abroad, or family background
Knowledge & skills:	Knowledge of the customs, traditions, history, environment, language, and attitudes of a particular society
Possible documentation:	Letters from members of the culture, travel documents. Note: it is critical that the self assessment demonstrates learning, not just relates an experience such as a trip.

Competency title:	HOME MANAGEMENT (or FAMILY FINANCE or PERSONAL FINANCE MANAGEMENT)
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Activity:	Manager or co-manager of household money for a minimum of two years.
Knowledge & skills:	Knowledge of information sources, records needed and options available for analysis of financial situation and decision making on expenditures. Specific area could include financing purchases of high cost items, investing, tax planning, retirement planning, estate planning; ability to assess cost and benefits of various purchases, financing methods, investments; ability to analyze financial status and predict effects of changes in income and expenditures.
Possible documentation:	Analysis of income and expenses over time along with projections for future relative to financial goals, letter from banker, financial planner, credit counselor, case worker, attorney, or other professional in a position to verify the financial management skills claimed.

Competency title:	HOME MANAGEMENT: INTERIOR DESIGN
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Activity:	Selection and arrangement of furniture, decoration of living spaces
Knowledge & skills:	Knowledge of design elements including space requirements, use of color and texture, properties of materials, balance and proportion, period styles Skill in design and layout using drawings and scale models
Possible documentation:	Letter from interior professional or teacher; list of items read in field, workshops and seminars attended; photographs or slides of work accomplished

Competency title:	HORTICULTURE or POMOLOGY
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Activity:	Selection, arrangement and care of plants for various purposes (aesthetics, wind breaks, erosion control, food)
Knowledge & skills:	Knowledge of soils and climates required by various classes of plants,

recommended feeding schedules, treatments for diseases and insect infestations.
Skill in growing healthy plants, obtaining crops, grafting and transplanting

Possible documentation: Letters from nursery, agricultural agent, farmer, or other competent in area; specification sheets on plating, fertilizing, disease prevention and treatment of various types of plants; photographs of plants grown, crops harvested.

Competency title: LANDSCAPING

Activity: Design, planning, and layout for site development

Knowledge & skills: Concepts or terrain, drainage, siting of buildings, road and parking layout, sewer and utilities layout, appropriate types and locations of plants; physical and visual properties of materials, systems, plantings.

Possible documentation: Environmental inventory or environmental impact statement for site, drawings and site plans showing layouts, photographs of project and various stages.

Competency title: LEISURE PURSUITS: COLLECTING

Activity: Development of a significant collecting in a given field (stamps, sea shells, music, etc.) along with involvement in the field over an extended period of time.

Knowledge & skills: Knowledge of field of the collection including sub-fields and relevant literature.

Possible documentation: Weak: list of books and articles read, subscriptions held to relevant publications, and exhibits and presentations made
Medium: written evidence of membership and leadership in relevant organizations, conference participation, awards received, consultation and correspondence with others in field
Best: articles or books published in the field, programs of invited lectures to peer groups, letters from peers recognizing individual's accomplishments, training undertaken to achieve goals of the collector's activities.

Competency title: LEISURE PURSUITS: MUSIC (or give the name of some other specific activity)

Activity: Private instruction in voice or an instrument equivalent to at least two years continuous involvement.

Knowledge & skills: Knowledge of traditional music notation
Skill in the vocal technique or instrument studied

Possible documentation: Letter from studio, school, instructor, or director of group; list of lessons

and techniques mastered, recital programs, tapes.

Competency title: LEISURE PURSUITS: SPORTS (give the name of the sport)

- Activity:** Active participation in a sport or similar physical activity (dance, jogging, weight training, etc.)
- Knowledge & skills:** Knowledge of the skills required for excellence in the activity; knowledge of the rules, equipment, safety considerations, and other controlling influences on the activity. Demonstrated participation in the activity for a minimum of two seasons.
- Possible documentation:** Programs, league schedules, team records, news clippings, letters (from instructor, coach, league official), photographs and award certificates verifying participation, skill level, and knowledge of activity

Competency title: LEISURE PURSUITS: MUSIC APPRECIATION

- Activity:** Extensive self-study of musical pieces, attendance at performances and readings about music
- Knowledge & skills:** Knowledge of different types of music including composers, how it is performed, and examples of compositions.
- Possible documentation:** Lists of concerts attended and music owned along with a discussion/analysis.

Competency title: MUSIC: INSTRUCTION

- Activity:** Teaching of a musical skill to individuals or groups for a minimum of three years
- Knowledge & skills:** Knowledge of instructional techniques for various age levels
Skill in musical technique being taught
- Possible documentation:** Letter from head of school or past students, student receipts, student competition ratings, newspaper clippings, tapes showing skill of students and instructor.

Competency title: MUSIC: VOCAL PERFORMANCE or INSTRUMENTAL PERFORMANCE

- Activity:** Public performances alone or in musical ensembles
- Knowledge & skills:** Skill in the singing or playing of an instrument as demonstrated by performances for at least three years as an amateur or professional performer.
- Possible documentation:** Concert programs, letter from group director, tapes, news clippings, evidence of fees received that demonstrate participation

Competency title:	MUSIC THEORY: ARRANGING AND/OR COMPOSING
Activity:	Arrangement or composition of musical pieces
Knowledge & skills:	Knowledge of circle of fifths, major/minor scales, chord structure, chord inversion, vocal and instrumental ranges and compatibilities. Skill in arranging or composing music as demonstrated by at least six original arrangements or compositions
Possible documentation:	Letter from teacher, music director evaluating work; copyright documents, concert programs demonstrating existence and authorship; tapes of music as performed.