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 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

**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

**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

**COMPUTER APPLICATIONS**
- Computer Applications in ...
- Computer Concepts
- Computer Hardware
- Computer Operations
- Computer Programming
- Computer Skills
- Computer Software
- Records Systems

**DOCUMENTATION**
- Event Planning
- Planning
- Problem Solving
- Program Coordination
- Program Development

**EDUCATION**
- Classroom Assessment
- Classroom Management
- Grant Writing
- Teacher’s Aide
- Teaching Strategies
- Training

**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
<table>
<thead>
<tr>
<th>EXTERNAL RELATIONS</th>
<th>HEALTH CARE PRACTICES</th>
<th>INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Relations</td>
<td>Adult Care/Development</td>
<td>Auto Insurance</td>
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<td>Customer Relations</td>
<td>Case Management</td>
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<td>Customer Service</td>
<td>Client Care</td>
<td>Claims</td>
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<td>Death and Dying</td>
<td>Home Insurance</td>
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<td>Emergency Medical Treatment</td>
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<td>Gerontological Health Care</td>
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<td>Health Care Education</td>
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<td>Caregiving</td>
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<td>Guardianship</td>
<td>Employee Benefit Packages</td>
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<td>FINANCIAL METHODS</td>
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<td>Accounting Practices</td>
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### 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

**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

**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

**DISTRIBUTION**
- Course Development
- Curriculum Development
- Employee Development
- Product Design & Development
- Professional Development
- Program Design & Implementation
- Program Development

**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
Staffing
Staff Training
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
Graduate-Level Competencies for IV and V-Tabs (UNV 697)

**ADMINISTRATION**
- Accounting Systems Administration
- Acquisition Administration
- Auditing Administration
- Contract Administration
- Facilities Administration
- Fiscal Operations Administration
- Government Administration
- Health Care Administration
- Human Resources Administration
- Laboratory Administration
- Operations Administration
- Personnel Administration
- Production Administration
- Program Administration
- Project Administration
- Public Administration
- Public Utility Administration
- Sales Administration
- Security Administration
- Small Business Administration
- Telecommunications Administration
- Training Administration

**COMMUNICATION SKILLS**
- Consulting
- Grant Writing
- Interpersonal Communication
- Negotiation
- Public Relations

**CONTROL**
- Audit and Quality control
- Fiscal Control
- Inventory Control
- Operations Control
- Quality Assurance
- Quality Control

**COORDINATION**
- Instructional Coordination
- Operations Coordination
- Program Coordination
- Project Coordination

**COUNSELING**
- Counseling

**DEVELOPMENT**
- Community Development
- Computer Program Development
- Curriculum Development
- Program Development
- Small Business Development
- Training & Development

**LOGISTICS**
- Marketing
- Marketing Planning
- Marketing Strategy

**MARKETING**
- Organizational Behavior
- Organizational Development
- Organizational Psychology

**ORGANIZATION**
- Government Administration
- Organizational Behavior
- Health Care Administration
- Government Administration
- Organizational Behavior

**FINANCIAL METHODS**
- Auditing
- Budgeting
- Cost Analysis
- Financial Analysis
- Financial Control
- Financial Planning
- Fiscal Control
- Personal Financial Planning

**HUMAN RESOURCES**
- Compensation & Benefits
- Human Resource Administration
- Labor Relations
- Performance Appraisal
- Personnel Administration
- Training and Development

**INFORMATION SYSTEMS**
- Computer Operations
- Computer Program Development
- Computer Systems
- Electronic Data Interchange
- Systems Analysis
- Systems Development

**INSTRUCTIONAL STRATEGIES**
- Curriculum Development
- Training & Development

**LEADERSHIP**
- Community Leadership
- Educational Leadership

**EXTERNAL RELATIONS**
- Community Relations
- Customer/Client Relations
- Vendor Relations

**PLANNING**
- Facilities Planning
- Financial Planning
- Fiscal Planning
- Long-Range Planning
- Marketing Planning
- Operations Planning
- Policy Planning
- Product Planning
- Program Planning
- Strategic Planning

**PERSONNEL ADMINISTRATION**
- Auditing
- Training and Development
- Quantitative Decision Making
- Statistical Analysis

**POLITICAL SCIENCE**
- International Relations
- Local Government
- Public Policy

**PROBLEM SOLVING**
- Program Analysis
- Program Evaluation
- Quantitative Decision Making
- Statistical Analysis

**PROCUREMENT**
- Purchasing

**QUALITY CONTROL**
- Laboratory Supervision
- Maintenance Supervision
- Office Supervision
- Operations Supervision
- Personnel Supervision
- Production Supervision
- Program Supervision

**TRAINING & DEVELOPMENT**
- Employee Development
- Employee Training
<table>
<thead>
<tr>
<th>Competency title:</th>
<th>ARTS &amp; CRAFTS (give name of area)</th>
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</thead>
<tbody>
<tr>
<td><strong>Activity:</strong></td>
<td>Lessons or self-study of a technique leading to original artistic creations. Examples might be painting, ceramics, weaving, macramé, photography, stained glass</td>
</tr>
<tr>
<td><strong>Knowledge &amp; skills:</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>Possible documentation:</strong></td>
<td>Letter from instructor, copies of awards in judged competitions, receipts from sales, photographs of creations, etc.</td>
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<th>Competency title:</th>
<th>ARTS &amp; CRAFTS (give name of area)</th>
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<tbody>
<tr>
<td><strong>Activity:</strong></td>
<td>Clothing design, construction, and/or alteration; Fashion design</td>
</tr>
<tr>
<td><strong>Knowledge &amp; skills:</strong></td>
<td>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)</td>
</tr>
<tr>
<td><strong>Possible documentation:</strong></td>
<td>Letters from professional tailor, seamstress, instructor in field, photographs of slides of finished garments, costumes made and used in a production.</td>
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<tr>
<th>Competency title:</th>
<th>CHILD DEVELOPMENT: EARLY CHILDHOOD (and/or MIDDLE CHILDHOOD, and/or ADOLESCENT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity:</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Knowledge &amp; skills:</strong></td>
<td>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,</td>
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</table>
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**

**Activity:** Home construction, remodeling, or maintenance and repair

**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.

**Possible documentation:** Building permit, building inspector reports and occupancy permits; letters from licensed contractors, building supply managers verifying projects and skills claimed.

Competency title: **ELECTRONICS TECHNOLOGY**

**Activity:** Construction and repair of electronic devices

**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

**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)
<table>
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<tr>
<th>Competency title:</th>
<th>FOREIGN CULTURE (give name of culture)</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Knowledge of a culture of other than standard U.S. culture through travel, living abroad, or family background</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>Knowledge of the customs, traditions, history, environment, language, and attitudes of a particular society</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>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.</td>
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<tr>
<th>Competency title:</th>
<th>HOME MANAGEMENT (or FAMILY FINANCE or PERSONAL FINANCE MANAGEMENT)</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Manager or co-manager of household money for a minimum of two years.</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>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.</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>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.</td>
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<tr>
<th>Competency title:</th>
<th>HOME MANAGEMENT: INTERIOR DESIGN</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Selection and arrangement of furniture, decoration of living spaces</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>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</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>Letter from interior professional or teacher; list of items read in field, workshops and seminars attended; photographs or slides of work accomplished</td>
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<tr>
<th>Competency title:</th>
<th>HORTICULTURE or POMOLOGY</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Selection, arrangement and care of plants for various purposes (aesthetics, wind breaks, erosion control, food)</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>Knowledge of soils and climates required by various classes of plants,</td>
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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.

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<tr>
<th>Competency title:</th>
<th>LEISURE PURSUITS: SPORTS (give the name of the sport)</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Active participation in a sport or similar physical activity (dance, jogging, weight training, etc.)</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>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.</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>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</td>
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<tr>
<th>Competency title:</th>
<th>LEISURE PURSUITS: MUSIC APPRECIATION</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Extensive self-study of musical pieces, attendance at performances and readings about music</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>Knowledge of different types of music including composers, how it is performed, and examples of compositions.</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>Lists of concerts attended and music owned along with a discussion/analysis.</td>
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<tr>
<th>Competency title:</th>
<th>MUSIC: INSTRUCTION</th>
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<tbody>
<tr>
<td>Activity:</td>
<td>Teaching of a musical skill to individuals or groups for a minimum of three years</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>Knowledge of instructional techniques for various age levels Skill in musical technique being taught</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>Letter from head of school or past students, student receipts, student competition ratings, newspaper clippings, tapes showing skill of students and instructor.</td>
</tr>
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<tr>
<th>Competency title:</th>
<th>MUSIC: VOCAL PERFORMANCE or INSTRUMENTAL PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity:</td>
<td>Public performances alone or in musical ensembles</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>Skill in the singing or playing of an instrument as demonstrated by performances for at least three years as an amateur or professional performer.</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>Concert programs, letter from group director, tapes, news clippings, evidence of fees received that demonstrate participation</td>
</tr>
<tr>
<td>Competency title:</td>
<td>MUSIC THEORY: ARRANGING AND/OR COMPOSING</td>
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<tr>
<td>Activity:</td>
<td>Arrangement or composition of musical pieces</td>
</tr>
<tr>
<td>Knowledge &amp; skills:</td>
<td>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</td>
</tr>
<tr>
<td>Possible documentation:</td>
<td>Letter from teacher, music director evaluating work; copyright documents, concert programs demonstrating existence and authorship; tapes of music as performed.</td>
</tr>
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