



Essential Skills for
Career Programs
2020-21 School Year

Allied Health Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:			Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors					Rating
Visual Acuity	The ability to detect differences/details visually				High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time				High
Oral Communication	The ability to express/explain ideas.				High
Written Communication	The ability to communicate in a written format and record information accurately				High
Physical Mobility/Strength	Extended stooping, bending, walking, and lifting; must be able to lift a minimum of 50 pounds				High
Eye-hand Coordination	The ability to use tools				High
Auditory Acuity	The ability to detect differences in pitch and sound				High
Worker Trait Skills					Rating
Ability to get along with others					High
Ability to work independently, without close supervision					High
Ability to work toward work including tasks of minimal interest					High
Ability to work accurately, recheck and correct work, to an industry standard					High
Dependability (Attendance and Punctuality)					High
Ability to follow, interpret, and retain:					
Multi step oral instructions					High
Written instructions/technical manuals-multi step					High
Simple to complex diagram instructions					Medium
Visual models or demonstrated instructions					Medium
Ability to use tools of trade (urinalysis test strips, therapeutic heating or cooling pads or compresses, specimen collection container, glucose monitors or meters, electronic medical thermometers, blood pressure, stethoscope, spirometers, patient stabilization devices, needles, etc.)					High
Ability to use numerical data (count, measure, compute, etc.) in applied setting					High
Ability to discriminate between objects of similar:					
Size, shape, and color					Medium
Spatial Relationship					High
Ability to organize work process/follow defined procedures					High
Ability to use various measuring tools with consistency and accuracy					High
Ability to reference charts to determine course of action or equivalencies					High
Ability to follow sequence or to determine sequence of actions to a successful conclusion					High
Dexterity (fine finger)					High

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High
Service Orientation: Actively looking for ways to help people.	High
Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.	High

Academic Skills

Math Skills	Literacy
<ul style="list-style-type: none"> Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{3}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%). Convert between familiar units of money and time. Add the prices of several products together to find the total, and calculate the correct change for a customer. Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers and they can divide positive numbers. Calculate the average or mean of a set of numbers. Figure out simple ratios, simple proportions or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages Add or subtract fractions with a common denominator Multiply a mixed number by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Apply information/instructions to a situation that is the same as the situation described in the document Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data <p>• Grade level: Text Readability 9.0-12.0</p>

Additional Abilities Required

Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
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Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Near Vision	The ability to see details at close range (within a few feet of the observer).

Knowledge Required in Health Technology Field

Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Psychology	Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Additional Considerations

Solid writing and spelling skills	Moving around, stooping, and bending
Wear a uniform	Pass background screening (BCI)
Work as a team member	Visually astute and detail oriented
Enjoy helping others	STRONG memorization skills are needed
	Must be able to deal with bodily fluids, smells, and injuries

Health Technology Work Activities

Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.	Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.
Turn or reposition bedridden patients.	Supply, collect, or empty bedpans.
Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.	Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.

Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.	Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.
Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.	Exercise patients who are comatose, paralyzed, or have restricted mobility.
Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.	Remind patients to take medications or nutritional supplements.
Feed patients or assist patients to eat or drink.	Prepare or serve food trays.
Communicate with patients to ascertain feelings or need for assistance or social and emotional support.	Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers.
Undress, wash, and dress patients who are unable to do so for themselves.	Clean and sanitize patient rooms, bathrooms, examination rooms, or other patient areas.
Wash, groom, shave, or drape patients to prepare them for surgery, treatment, or examination.	Record height or weight of patients.
Assist nurses or physicians in the operation of medical equipment or provision of patient care.	Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.
Collect specimens, such as urine, feces, or sputum.	Change bed linens or make bed.
Administer medications or treatments, such as catheterizations, suppositories, irrigations, enemas, massages, or douches, as directed by a physician or nurse	Transport patients to treatment units, testing units, operating rooms, or other areas, using wheelchairs, stretchers, or moveable beds.
Set up treating or testing equipment, such as oxygen tents, portable radiograph (x-ray) equipment, or overhead irrigation bottles, as directed by a physician or nurse.	Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments.
Administer first aid treatment or life support care to sick or injured persons.	Assess nature and extent of illness or injury to establish and prioritize medical procedures.
Perform emergency diagnostic and treatment procedures	Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment.

Explain medical instructions to patients or family members.	Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
Administer drugs, orally or by injection, or perform intravenous procedures under a physician's direction.	Coordinate work with other emergency medical team members or police or fire department personnel
Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.	Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment.
Maintain vehicles and medical and communication equipment and replenish first aid equipment and supplies.	Comfort and reassure patients.
Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.	Coordinate with treatment center personnel to obtain patients' vital statistics and medical history, to determine the circumstances of the emergency, and to administer emergency treatment.
Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.	Provide medical treatment or personal care to patients in private home settings, such as cooking, keeping rooms orderly, seeing that patients are comfortable and in good spirits, or instructing family members in simple nursing tasks.
Administer prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.	Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse, and respiration.
Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.	Provide basic patient care or treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.
Answer patients' calls and determine how to assist them.	Work as part of a healthcare team to assess patient needs, plan and modify care, and implement interventions.
Supervise nurses' aides or assistants.	Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.

Evaluate nursing intervention outcomes, conferring with other healthcare team members as necessary.	Make appointments, keep records, or perform other clerical duties in doctors' offices or clinics.
Provide medical treatment or personal care to patients in private home settings, such as cooking, keeping rooms' orderly, seeing that patients are comfortable and in good spirits, or instructing family members in simple nursing tasks.	Counsel patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over-the-counter (OTC) medications, or herbal remedies.
Assemble and use equipment, such as catheters, tracheotomy tubes, or oxygen suppliers.	Record food and fluid intake and output.
Collect samples, such as blood, urine, or sputum from patients, and perform routine laboratory tests on samples.	Prepare patients for examinations, tests, or treatments and explain procedures.
Help patients with bathing, dressing, maintaining personal hygiene, moving in bed, or standing and walking.	Prepare or examine food trays for conformance to prescribed diet.
Inventory and requisition supplies and instruments.	Clean rooms and make beds.
Assist in delivery, care, or feeding of infants.	Apply compresses, ice bags, or hot water bottles.
Maintain accurate, detailed reports and records.	Record patients' medical information and vital signs.
Monitor, record, and report symptoms or changes in patients' conditions.	Consult and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.
Provide health care, first aid, immunizations, or assistance in convalescence or rehabilitation in locations such as schools, hospitals, or industry.	Direct or coordinate infection control programs, advising or consulting with specified personnel about necessary precautions.
Prepare patients for and assist with examinations or treatments.	Conduct specified laboratory tests.
Perform physical examinations, make tentative diagnoses, and treat patients en route to hospitals or at disaster site triage centers.	Prepare rooms, sterile instruments, equipment, or supplies and ensure that stock of supplies is maintained.

Technology

Word processing software	Spreadsheet software
Medical software	Office suite software

Available Certifications

Ohio State Tested Nurse Aide (STNA) (12 Points)	National Health Association (NHA)-Clinical Medical Assistant (3 Points)
National Health Association (NHA)-Certified Phlebotomy Technician (12 Points)	OSHA-10 Healthcare (1 Point)
	CPR/First Aid Certification (1 Point)

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 3 semester hours)	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none">• If you successfully completed your career-technical program and passed certain required assessments.• If you attend a similar program at a public Ohio college or university.

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Nurse assistant	Paramedic
Patient care assistant	LPN
Radiographic technician	Lab technician
Nurse practitioner	RN
Medical assistant	Physician
Respiratory therapist	Pharmacy assistant

Auto Collision Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:			
Low = Slightly Essential		Medium = Essential	High = Very Essential
Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		High
Auditory Acuity	The ability to detect differences in pitch/sound		Medium
Oral Communication	The ability to express/explain ideas.		High
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand		High
Written Communication	The ability to communicate in a written format and record information accurately		Medium
Physical Mobility/Strength	The ability to lift 50 pounds or more		High
Eye-Hand Coordination and Dexterity	The ability to use tools to ensure work is completed		High
Worker Trait Skills			Rating
Ability to get along with others			High
Ability to work independently, without close supervision			High
Ability to work toward work including tasks of minimal interest			High
Ability to stick to assigned task to a positive/expected conclusion			High
Ability to work accurately, recheck and correct work to industry standards			High
Ability to follow and retain:			
Multi step oral instructions			High
Written instructions/technical manuals-multi step			High
Simple to complex diagram instructions			High
Visual models or demonstrated instructions			High
Ability to use tools of trade (trim or molding tools, sheers, pullers, pneumatic hammer, metal cutters, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			High
Ability to discriminate between objects of similar:			
Size			High
Shape			High
Color			High
Spatial Relationship			High
Dexterity-Fine and gross finger/motor			High
Ability to organize work process/follow defined procedures			High
Able to sequence events or follow a sequence as necessary			High

Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
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Academic Skills

Math Skills	Literacy
<ul style="list-style-type: none"> Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers (such as 10 or -2), and they can divide positive numbers (such as 10). Calculate the average or mean of a set of numbers (such as $(10+11+12)/3$). For this, they may use whole numbers and decimals. Figure out simple ratios (such as $\frac{3}{4}$), simple proportions (such as 10/100 cases), or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages (such as $\frac{1}{2}$, 0.75, or 25%). Add or subtract fractions with a common denominator (such as $\frac{1}{4} + \frac{3}{4} + \frac{1}{4}$). Multiply a mixed number (such as $12 \frac{1}{8}$) by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Use the information in the document to figure out the meanings of words or phrases that are not defined for them Choose when to perform a step in a series of steps Apply information/instructions to a situation that is the same as the situation described in the document Choose what to do when changing conditions call for a different action Locate information in a graphic using information found in another graphic Identify and interpret a trend/pattern/relationship Make and justify an inference or decision Identify the graphic that accurately represents the data Compare two or more trends/patterns/relationships Identify the most effective graphic given a defined purpose

Additional Abilities/Skills Required

Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Repairing	Repairing machines or systems using the needed tools.
Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Knowledge Required in Automotive Collision

Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Activities

Follow supervisors' instructions as to which parts to restore or replace and how much time the job should take.	Review damage reports, prepare or review repair cost estimates, and plan work to be performed.
Inspect repaired vehicles for proper functioning, completion of work, dimensional accuracy, and overall appearance of paint job, and test drive vehicles to ensure proper alignment and handling.	Sand body areas to be painted and cover bumpers, windows, and trim with masking tape or paper to protect them from the paint.
Fit and weld replacement parts into place, using wrenches and welding equipment, and grind down welds to smooth them, using power grinders and other tools.	Prime and paint repaired surfaces, using paint spray guns and motorized sanders.
Remove damaged sections of vehicles using metal-cutting guns, air grinders and wrenches, and install replacement parts using wrenches or welding equipment.	Chain or clamp frames and sections to alignment machines that use hydraulic pressure to align damaged components.
Fill small dents that cannot be worked out with plastic or solder.	File, grind, sand, and smooth filled or repaired surfaces, using power tools and hand tools.
Remove upholstery, accessories, electrical window-and-seat-operating equipment, and trim to gain access to vehicle bodies and fenders.	Position dolly blocks against surfaces of dented areas and beat opposite surfaces to remove dents, using hammers.
Mix polyester resins and hardeners to be used in restoring damaged areas.	Adjust or align headlights, wheels, and brake systems.
Read specifications or confer with customers to determine the desired custom modifications for altering the appearance of vehicles.	Cut and tape plastic separating film to outside repair areas to avoid damaging surrounding surfaces during repair procedure and remove tape and wash surfaces after repairs are complete.

Remove small pits and dimples in body metal, using pick hammers and punches.	Fit and secure windows, vinyl roofs, and metal trim to vehicle bodies, using caulking guns, adhesive brushes, and mallets.
Measure and mark vinyl material and cut material to size for roof installation, using rules, straightedges, and hand shears.	Remove damaged panels, and identify the family and properties of the plastic used on a vehicle.
Replace damaged glass on vehicles.	Soak fiberglass matting in resin mixtures and apply layers of matting over repair areas to specified thicknesses.
Clean work areas, using air hoses, to remove damaged material and discarded fiberglass strips used in repair procedures.	Apply heat to plastic panels, using hot-air welding guns or immersion in hot water, and press the softened panels back into shape by hand.
Cut openings in vehicle bodies for the installation of customized windows, using templates and power shears or chisels.	

Technology

Inventory management software	Analytical or scientific software
Data base user interface and query software	Accounting software
Calendar and scheduling software	

Available Certifications

I-Car Pro Level 1 Refinishing Technician (12 points)
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Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
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Possible Career Pathways

Painter's assistant	Estimator
Auto body assistant	Automotive welding and frame repair technician
Painter	Body shop owner
Collision repair technician	

Auto Technology Essential Skills Profile

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Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		High
Auditory Acuity	The ability to detect differences in pitch/sound		High
Oral Communication	The ability to express/explain ideas.		Medium
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand		Medium
Written Communication	The ability to communicate in a written format and record information accurately		Medium
Physical Mobility/Strength	The ability to lift 50 pounds or more, bending, stooping		High
Eye-Hand-Arm Coordination and Dexterity	The ability to use tools to ensure work is completed		High
Worker Trait Skills			Rating
Ability to get along with others			Medium
Ability to work independently, without close supervision			High
Ability to work toward work including tasks of minimal interest			Medium
Ability to stick to assigned task to a positive/expected conclusion			Medium
Ability to work accurately, recheck and correct work to industry standards			High
Ability to follow and retain:			
Multi step oral instructions			High
Written instructions/technical manuals-multi step			High
Simple to complex diagram instructions			High
Visual models or demonstrated instructions			High
Ability to use tools of trade (voltage or current meters, specialty wrenches, pullers, pneumatic vacuum equipment, brake repair kits, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			High
Ability to discriminate between objects of similar:			
Size			Medium
Shape			Medium
Color			Medium
Spatial Relationship			Medium
Dexterity-Fine and gross finger/motor			High
Ability to organize work process/follow defined procedures			Medium
Able to sequence events or follow a sequence as necessary			Medium
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting			High

Required Academic Skills

Math Skills	Literacy
<ul style="list-style-type: none"> Solve problems that require one type of mathematical operation. They add or subtract either positive or negative numbers (such as 10 or -2). They multiply or divide using only positive numbers (such as 10). Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%). Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50). Add the prices of several products together to find the total, and calculate the correct change for a customer. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Use the information in the document to figure out the meanings of words or phrases that are not defined for them Choose when to perform a step in a series of steps Apply information/instructions to a situation that is the same as the situation described in the document Choose what to do when changing conditions call for a different action Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data

Additional Abilities/Skills Required

Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
Work Preferences	Detail oriented, computer savvy, dirty/greasy, inside work with crawling, bending, and stooping
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Activities

Inspect vehicles for damage and record findings so that necessary repairs can be made.	Estimate costs of vehicle repair.
Troubleshoot fuel, ignition, and emissions control systems, using electronic testing equipment.	Repair, overhaul, or adjust automobile brake systems.
Test electronic computer components in automobiles to ensure proper operation.	Repair or replace defective ball joint suspensions, brake shoes, or wheel bearings.
Align wheels, axles, frames, torsion bars, and steering mechanisms of automobiles, using special alignment equipment and wheel-balancing machines.	Tune automobile engines to ensure proper and efficient functioning.
Repair, replace, or adjust defective fuel injectors, carburetor parts, and gasoline filters.	Rebuild, repair, or test automotive fuel injection units.
Change spark plugs, fuel filters, air filters, and batteries in hybrid electric vehicles.	Conduct visual inspections of compressed natural gas fuel systems to identify cracks, gouges, abrasions, discoloration, broken fibers, loose brackets, damaged gaskets, or other problems
Diagnose and replace or repair engine management systems or related sensors for flexible fuel vehicles (FFVs) with ignition timing, fuel rate, alcohol concentration, or air-to-fuel ratio malfunctions.	Replace hydraulically assisted systems with electric-powered systems, such as power steering pumps or air conditioning compressors, to improve fuel economy.
Service or repair butane gas, ethanol, methane, or other alternative or biofuel systems.	Install or repair air conditioners and service components, such as compressors, condensers, and controls.
Service internal combustion engine systems for hybrid electric vehicles.	Install, adjust, or repair hydraulic or electromagnetic automatic lift mechanisms used to raise and lower automobile windows, seats, and tops.
Diagnose and repair regenerative braking systems or hydraulic systems in hybrid vehicles.	Repair or rebuild clutch systems.
Repair or replace automobile leaf springs.	Replace defective mufflers and tailpipes.
Service biodiesel fuel tanks for algae or sludge accumulation by cleaning, changing filters, or adding algaecides.	Diagnose, troubleshoot, repair & install the following: brakes, electrical/electronics, engine repair, steering & suspension, engine performance.

Technology

Project management software	Facilities management software
Information retrieval or search software	Database reporting software
Analytical scientific software	

Available Certifications

ASE Student Certification (3 Points each) There are 5 certifications available
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Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class
Career Technical Credit Transfer (Up to 2 semester hours)	The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university: <ul style="list-style-type: none">• If you successfully completed your Career-Technical program and passed certain required assessments.• If you attend a similar program at a public Ohio college or university.

Possible Career Pathways

Automotive Technician	Diagnostician
Master Mechanic	Service Manager

Construction Technologies Essential Skills Profile

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Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
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Key Vocational Factors		Rating
Visual Acuity	The ability to detect differences/details visually	High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time	High
Oral Communication	The ability to express/explain ideas	Medium
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand	Medium
Written Communication	The ability to communicate in a written format and record information accurately	Medium
Physical Mobility/Strength	Extended standing, bending, stooping, use of ladders, working inside and outside, and working on roofs or at high levels above the ground	High
Eye-hand Coordination	The ability to use construction tools	High
Auditory Acuity	The ability to detect differences in pitch and sound	Medium
Safety Understanding	Able to comprehend hazards of working with tools, materials, equipment, and environmental conditions; able to wear personal protective equipment suitable for task	High

Worker Trait Skills	Rating
Ability to get along with others	Medium
Ability to work independently, without close supervision	Medium
Ability to work toward work including tasks of minimal interest	High
Ability to follow and retain:	
Multi step oral instructions	High
Written instructions/technical manuals-multi step	High
Simple to complex diagram instructions	Medium
Visual models or demonstrated instructions	Medium
Ability to use tools of trade (power saws, man lift or personnel lift, levels, forklifts, blow torch, hammers, squares, power routers, ladders, etc.)	High
Ability to use numerical data (count, measure, compute, etc.) in applied setting	Medium
Ability to discriminate between objects of similar:	
Size	High
Shape	Medium
Color	Medium
Spatial relationship	Medium
Ability to organize work process/follow defined procedures	High
Coordination (eye-hand)	High
Able to sequence events or follow a sequence as necessary	High

Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
Operation Monitoring: Watching gauges, dials, or other indicators to make sure machine is working properly	High

Math Skills	Literacy
<ul style="list-style-type: none"> Convert a familiar fraction and convert from a decimal to a common fraction; OR convert between decimals to percentages Convert between familiar units of money and time. Add the prices of several products together to find the total, and calculate the correct change for a customer. Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers and they can divide positive numbers. Calculate the average or mean of a set of numbers. Figure out simple ratios, simple proportions or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages Add or subtract fractions with a common denominator Multiply a mixed number by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Apply information/instructions to a situation that is the same as the situation described in the document Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data

Additional Abilities Required

Manual Dexterity	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Multi-limb Coordination	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Additional Considerations

Inside and outside work in harsh conditions-heat, snow, rain, ice, etc.	Must be ok with heights, moving, bending, lifting, stooping and using ladders
Must understand hazards of working with tools and materials	Must wear protective equipment suitable for the task
Will get dirty	

Knowledge Required in Construction Technologies Field

Building and Construction	Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
Mechanical	Knowledge of machines and tools, including their designs, uses, repair, and maintenance
Administration and Management	Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Construction Technologies Work Activities

Control traffic passing near, in, or around work zones.	Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
Clean or prepare construction sites to eliminate possible hazards.	Read plans, instructions, or specifications to determine work activities.
Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.	Measure, mark, or record openings or distances to layout areas where construction work will be performed.
Install sewer, water, or storm drain pipes, using pipe-laying machinery or laser guidance equipment.	Operate or maintain air monitoring or other sampling devices in confined or hazardous environments.
Mix ingredients to create compounds for covering or cleaning surfaces.	Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.	Mix, pour, or spread concrete, using portable cement mixers.
Erect or dismantle scaffolding, shoring, braces, traffic barricades, ramps, or other temporary structures.	Provide assistance to craft workers, such as carpenters, plasterers, or masons.
Lubricate, clean, or repair machinery, equipment, or tools.	Position, join, align, or seal structural components, such as concrete wall sections or pipes.

Grind, scrape, sand, or polish surfaces, such as concrete, marble, terrazzo, or wood flooring, using abrasive tools or machines	Position or dismantle forms for pouring concrete, using saws, hammers, nails, or bolts.
Tend machines that pump concrete, grout, cement, sand, plaster, or stucco through spray guns for application to ceilings or walls.	Spray materials, such as water, sand, steam, vinyl, paint, or stucco, through hoses to clean, coat, or seal surfaces.
Apply caulking compounds by hand or caulking guns to protect against entry of water or air.	Smooth or finish freshly poured cement or concrete, using floats, trowels, screeds, or powered cement finishing tools.
Mop, brush, or spread paints, cleaning solutions, or other compounds over surfaces to clean them or to provide protection.	Perform site activities required of green certified construction practices, such as implementing waste management procedures, identifying materials for reuse, or installing erosion or sedimentation control mechanisms.
Operate jackhammers or drills to break up concrete or pavement.	Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge.
Raze buildings or salvage useful materials.	Perform building weatherization tasks, such as repairing windows, adding insulation, or applying weather-stripping materials.
Perform minor plumbing, welding, or concrete mixing work.	Finish surfaces of woodwork or wallboard in houses or buildings, using paint, hand tools, or paneling.
Build or repair cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, or power tools.	Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.
Follow established safety rules and regulations and maintain a safe and clean environment.	Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
Study specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.	Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.
Shape or cut materials to specified measurements, using hand tools, machines, or power saws.	Build or repair cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, or power tools.
Verify trueness of structure, using plumb bob and level	Select and order lumber or other required materials
Arrange for subcontractors to deal with special areas, such as heating or electrical wiring work.	Maintain records, document actions, and present written progress reports.
Prepare cost estimates for clients or employers.	Work with or remove hazardous material.
Assemble and fasten materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.	Finish surfaces of woodwork or wallboard in houses or buildings, using paint, hand tools, or paneling.

Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.	Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.
Perform site activities required of green certified construction practices, such as implementing waste management procedures, identifying materials for reuse, or installing erosion or sedimentation control mechanisms.	Perform building weatherization tasks, such as repairing windows, adding insulation, or applying weather-stripping materials.
Perform construction laborer duties at green building sites, such as renewable energy plants or wind turbine installations.	Read plans, instructions, or specifications to determine work activities.
Control traffic passing near, in, or around work zones.	Measure materials or distances, using square, measuring tape, or rule to lay out work.
Cut or saw boards, timbers, or plywood to required size, using handsaw, power saw, or woodworking machine.	Erect forms, framework, scaffolds, hoists, roof supports, or chutes, using hand tools, plumb rule, and level.

Available Certifications

Industrial Forklift Operations (1 point)	NCCER Core (6 Points)
OSHA 10-hour card (1 Point)	AWS Welding Qualification (9pts)
CPR/First Aid Certification (1 Point)	Aerial Life Certification (1 point)

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 3 semester hours)	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none"> • If you successfully completed your career-technical program and passed certain required assessments. • If you attend a similar program at a public Ohio college or university.

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Carpenter	Electrician
Foreperson	Engineer
Plumber	

Cosmetology Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time		High
Oral Communication	The ability to express/explain ideas.		Medium
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand		Medium
Written Communication	The ability to communicate in a written format and record information accurately		Medium
Physical Mobility/Strength	Extended standing, bending, stooping, and standing for extended times		Medium
Eye-hand Coordination	The ability to use tools		High
Auditory Acuity	The ability to detect differences in pitch and sound		Low
Worker Trait Skills			Rating
Ability to get along with others			High
Ability to work independently, without close supervision			High
Ability to work toward work including tasks of minimal interest			Medium
Ability to work accurately, recheck and correct work, to an industry standard			High
Ability to follow and retain:			
Multi step oral instructions			High
Written instructions/technical manuals-multi step			High
Simple to complex diagram instructions			Medium
Visual models or demonstrated instructions			Medium
Ability to use tools of trade (scissors, nail file, chemicals, manicure implements, combs or brushes, barrettes, applicator brushes, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			Medium
Ability to discriminate between objects of similar:			
Size			Medium
Shape			High
Color			High
Spatial relationship			Medium
Ability to organize work process/follow defined procedures			Medium
Ability to refer to charts for troubleshooting and specifications			High
Able to sequence events or follow a sequence as necessary			High
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting			High

Reading Comprehension: Understanding written sentences and paragraphs in work related documents	High
Speaking: Talking to others to convey information effectively	High
Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Service Orientation: Actively looking for ways to help people	High

Math Skills	Literacy
<ul style="list-style-type: none"> Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages. Convert between familiar units of money and time. Add the prices of several products together to find the total, and calculate the correct change for a customer. Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers and they can divide positive numbers. Calculate the average or mean of a set of numbers. Figure out simple ratios, simple proportions or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages Add or subtract fractions with a common denominator Multiply a mixed number by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Apply information/instructions to a situation that is the same as the situation described in the document Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data

Additional Requirements

Attendance	Seat hours meaning students must meet minimum hours required which requires absences made up minute for minute after school.
Anatomy and Physiology	Must like and possess strong background
Near Vision	The ability to see details at close range (within a few feet of the observer).
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Finger Dexterity	The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
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Knowledge Required in Cosmetology Field

Sales and Marketing	Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Cosmetology Work Activities

Keep work stations clean and sanitize tools such as scissors and combs.	Bleach, color, or tint hair, using applicator or brush.
Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors.	Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles.
Schedule client appointments.	Apply artificial fingernails.
Update and maintain customer information records, such as beauty services provided.	Train or supervise other hairstylists, hairdressers and assistants.
Massage and treat scalp for hygienic and remedial purposes, using hands, fingers, or vibrating equipment.	Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions.
Operate cash registers to receive payments from patrons.	Operate cash registers to receive payments from patrons.
Administer therapeutic medication and advise patron to seek medical treatment for chronic or contagious scalp conditions.	Demonstrate and sell hair care products and cosmetics.
Order, display, and maintain supplies	Comb, brush, and spray hair or wigs to set style.
Develop new styles and techniques.	Shave, trim and shape beards and moustaches.
Apply water, setting, straightening or waving solutions to hair and use curlers, rollers, hot combs and curling irons to press and curl hair.	Recommend and explain the use of cosmetics, lotions, and creams to soften and lubricate skin and enhance and restore natural appearance.
Shape eyebrows and remove facial hair, using depilatory cream, tweezers, electrolysis or wax.	Clean, shape, and polish fingernails and toenails, using files and nail polish.
Give facials to patrons, using special compounds such as lotions and creams.	Attach wigs or hairpieces to model heads and dress wigs and hairpieces according to instructions, samples, sketches or photographs.

Technology

Word processing software	Spreadsheet software
Office suite software	Calendar and scheduling software
Accounting software	

Available Certifications

Ohio State Board of Cosmetology License (12 Points)	CPR/First Aid (1 Point)
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Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class at Great Oaks.
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Possible Career Pathways

Hair stylist	Make-up consultant
Image consultant	Nail technician
Salon manager or owner	Aesthetician
Educator	Platform artist
Color consultant/artist	

Criminal Justice Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time		High
Oral Communication	The ability to express/explain ideas.		High
Written Communication	The ability to communicate in a written format and record information accurately		High
Physical Mobility/Strength	Stooping, bending, walking, using equipment, dealing with harsh environments such as heat, snow, cold, ice, and high stress		High
Eye-hand Coordination	The ability to use tools		High
Auditory Acuity	The ability to detect differences in pitch and sound		High
Worker Trait Skills			Rating
Ability to get along with others			High
Ability to work independently, without close supervision			High
Ability to work toward work including tasks of minimal interest			High
Ability to work accurately, recheck and correct work, to an industry standard			High
Dependability (Attendance and Punctuality)			High
Ability to follow, interpret, and retain:			
Multi step oral instructions			High
Written instructions/technical manuals-multi step			High
Simple to complex diagram instructions			High
Visual models or demonstrated instructions			Medium
Ability to use tools of trade (two way radios, police or security vehicles, notebook computers, handguns, biological evidence collection kits, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			High
Ability to discriminate between objects of similar:			
Size			High
Shape			High
Color			High
Spatial relationship			High
Ability to organize work process/follow defined procedures			High
Ability to follow sequence or to determine sequence of actions to a successful conclusion			High
Dexterity (fine finger)			High
Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.			High

Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	High
Speaking: Talking to others to convey information effectively	High

Academic Skills

Math Skills	Literacy
Pre-Algebra/Geometry	Text readability is 9.0-12.0

Additional Abilities Required

Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Knowledge Required in Law Enforcement Field

Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
Public Safety and Security	Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Additional Considerations

Solid writing and spelling skills	Physically fit and enjoys working out
Wear a uniform	Pass background screening (BCI)
Work as a team member	Visually astute and detail oriented

CANNOT have a police record	Drug free for last 5 years or more and pass random drug screenings
Certain drugs like heroin, cocaine,, ecstasy, etc. are automatic disqualifiers or elimination from the program	Must be able to deal with bodily fluids, smells, injuries, and aggressive/violent individuals

Law Enforcement Work Activities

Identify, pursue, and arrest suspects and perpetrators of criminal acts.	Record facts to prepare reports that document incidents and activities.
Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.	Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
Render aid to accident victims and other persons requiring first aid for physical injuries.	Review facts of incidents to determine if criminal act or statute violations were involved.
Testify in court to present evidence or act as witness in traffic and criminal cases.	Relay complaint and emergency-request information to appropriate agency dispatchers.
Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process.	Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.	Evaluate complaint and emergency-request information to determine response requirements.
Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance.	Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
Direct traffic flow and reroute traffic in case of emergencies.	Issue citations or warnings to violators of motor vehicle ordinances.
Inform citizens of community services and recommend options to facilitate longer-term problem resolution.	Act as official escorts, such as when leading funeral processions or firefighters.
Inform citizens of community services and recommend options to facilitate longer-term problem resolution	Inspect public establishments to ensure compliance with rules and regulations.

Answer alarms and investigate disturbances.	Circulate among visitors, patrons, or employees to preserve order and protect property.
Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.	Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.	Respond to medical emergencies by administering basic first aid or by obtaining assistance from paramedics.

Technology

Word Processing software	Spreadsheet software
Graphic or photo imaging software	Data base user interface and query software

Available Certifications

National Incident Management System (NIMS) (Up to 10 points)	CPR/First Aid Certification (1 point)
OSHA-10 Healthcare (1 point)	ASP Baton Certification (1 point)

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 3 semester hours)	The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university: <ul style="list-style-type: none"> • If you successfully completed your career-technical program and passed certain required assessments. • If you attend a similar program at a public Ohio college or university.

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Private security	Police officer
Detective	Police supervisor

Culinary Arts and Hospitality Services Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
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Key Vocational Factors		Rating
Visual Acuity	The ability to detect differences/details visually	High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time	High
Oral Communication	The ability to express/explain ideas.	High
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand	High
Written Communication	The ability to communicate in a written format and record information accurately	High
Physical Mobility/Strength	Extended standing, bending, stooping, and standing for extended times	High
Eye-hand Coordination	The ability to use tools	High
Auditory Acuity	The ability to detect differences in pitch and sound	Low
Worker Trait Skills		Rating
Ability to get along with others		High
Ability to work independently, without close supervision		High
Ability to work toward work including tasks of minimal interest		Medium
Ability to work accurately, recheck and correct work, to an industry standard		High
Ability to follow and retain:		
Multi step oral instructions		High
Written instructions/technical manuals-multi step		High
Simple to complex diagram instructions		Medium
Visual models or demonstrated instructions		Medium
Ability to use tools of trade (commercial use ranges, commercial use deep fryers, commercial use cutlery, commercial use convection ovens, commercial use broilers, dishwashing equipment, measuring cups/spoons, etc.)		High
Ability to use numerical data (count, measure, compute, etc.) in applied setting		High
Ability to discriminate between objects of similar:		
Size		Medium
Shape		High
Color		High
Spatial relationship		Medium
Ability to organize work process/follow defined procedures		High
Ability to refer to charts for troubleshooting and specifications		High
Able to follow recipe and/or charts		High
Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting		High
Reading Comprehension: Understanding written sentences and paragraphs in work related documents		High
Time Management: Managing one's own time and the time of others.		High

Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	High
Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.	High
Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High
Coordination: Adjusting actions in relation to others' actions.	High
Service Orientation: Actively looking for ways to help people.	High

Math Skills	Literacy
<ul style="list-style-type: none"> Solve problems that require one type of mathematical operation. They add or subtract either positive or negative numbers (such as 10 or -2). They multiply or divide using only positive numbers (such as 10). Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%). Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50). Add the prices of several products together to find the total, and calculate the correct change for a customer. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Choose when to perform a step in a series of short steps Apply information/instructions to a situation that is the same as the situation described in the document Locate and find information Identify the next step in a process

Additional Abilities Required

Information Ordering	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
Near Vision	The ability to see details at close range (within a few feet of the observer).
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.

Knowledge Required in Culinary Arts and Hospitality Field

Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
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English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
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Additional Considerations

Like to cook, clean, measure, and work with money	Creative
Enjoy wearing a uniform	Like repetitious work
Consider own food allergies, physical barriers to success, and speech needed to communicate	

Culinary Arts and Hospitality Services Work Activities

Clean, cut, and cook meat, fish, or poultry.	Apportion and serve food to facility residents, employees, or patrons.
Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.	Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
Monitor use of government food commodities to ensure that proper procedures are followed.	Direct activities of one or more workers who assist in preparing and serving meals.
Wash pots, pans, dishes, utensils, or other cooking equipment.	Compile and maintain records of food use and expenditures.
Take inventory of supplies and equipment.	Bake breads, rolls, or other pastries.
Monitor menus and spending to ensure that meals are prepared economically.	Determine meal prices, based on calculations of ingredient prices.
Plan menus that are varied, nutritionally balanced, and appetizing, taking advantage of foods in season and local availability.	Requisition food supplies, kitchen equipment, and appliances, based on estimates of future needs.
Train new employees.	Store food in designated containers and storage areas to prevent spoilage.
Clean and sanitize work areas, equipment, utensils, dishes, or silverware.	Butcher and clean fowl, fish, poultry, and shellfish to prepare for cooking or serving.
Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.	Take and record temperature of food and food storage areas, such as refrigerators and freezers.
Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.	Portion and wrap the food, or place it directly on plates for service to patrons.

Weigh or measure ingredients.	Use manual or electric appliances to clean, peel, slice, and trim foods.
Add cutlery, napkins, food, and other items to trays on assembly lines in hospitals, cafeterias, airline kitchens, and similar establishments.	Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.	Stock cupboards and refrigerators, and tend salad bars and buffet meals.
Operate cash register and manage money	

Technology

Word processing software	Spreadsheet software
Point of sale POS software	Data base user interface and query software
Analytical or scientific software	

Available Certifications

ServSafe Certification (3 points)	OSHA-10 Culinary (1 point)
CPR/First Aid Certification (1 point)	RiseUp Retail & Customer Service (up to 9 points)

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 4 semester hours)	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none"> If you successfully completed your Career-Technical program and passed certain required assessments. <p>If you attend a similar program at a public Ohio college or university.</p>

Possible Career Pathways

Cook	Sous chef
Caterer	Chef
Restaurant owner	

Early Childhood Education Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:			Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors				Rating	
Visual Acuity		The ability to detect differences/details visually			Medium
Depth Perception		The ability to detect the physical distance/depth of objects in space and time			Medium
Oral Communication		The ability to express/explain ideas.			High
Written Communication		The ability to communicate in a written format and record information accurately			High
Physical Mobility/Strength		Extended times bending, stooping, walking, and moving			Medium
Eye-hand Coordination		The ability to use tools			High
Auditory Acuity		The ability to detect differences in pitch and sound			Medium
Reasoning Skills		Deductive: ability to apply general rules to specific problems and Inductive: ability to combine pieces of information to form conclusions among seemingly unrelated events			High
Worker Trait Skills				Rating	
Ability to get along with others				High	
Ability to work independently, without close supervision				High	
Ability to work toward work including tasks of minimal interest				Medium	
Ability to work accurately, recheck and correct work, to an industry standard				High	
Ability to follow and retain:					
Multi step oral instructions				High	
Written instructions/technical manuals-multi step				High	
Simple to complex diagram instructions				Medium	
Visual models or demonstrated instructions				Medium	
Ability to use tools of trade (computers, scanners, copiers, curriculum guides and maps, etc.)				High	
Ability to use numerical data (count, measure, compute, etc.) in applied setting				High	
Ability to discriminate between objects of similar:					
Size, shape, color and spatial relationships				High	
Ability to organize work process/follow defined procedures				High	
Ability to follow sequence or to determine sequence of actions to a successful conclusion				High	
Dependability (Attendance and Punctuality)				High	
Ability to interact with small children and observe/record behavior				High	
Social Perceptiveness: Being aware of others’ reactions and understanding why they react as they do				High	
Speaking: Talking to others to convey information effectively				High	

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High
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Math	Literacy
<ul style="list-style-type: none"> Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers (such as 10 or -2), and they can divide positive numbers (such as 10). Calculate the average or mean of a set of numbers (such as $(10+11+12)/3$). For this, they may use whole numbers and decimals. Figure out simple ratios (such as $\frac{3}{4}$), simple proportions (such as 10/100 cases), or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages (such as $\frac{1}{2}$, 0.75, or 25%). Add or subtract fractions with a common denominator (such as $\frac{1}{4} + \frac{3}{4} + \frac{1}{4}$). Multiply a mixed number (such as $12 \frac{1}{8}$) by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Use the information in the document to figure out the meanings of words or phrases that are not defined for them Choose when to perform a step in a series of steps Apply information/instructions to a situation that is the same as the situation described in the document Choose what to do when changing conditions call for a different action Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data.

Additional Abilities Required

Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Speech Clarity	The ability to speak clearly so others can understand you.

Knowledge Required in Early Childhood and Education Field

Education and Training	Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
Psychology	Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Additional Considerations

Must like children	Must demonstrate concern for others, self-control, social orientation, integrity, and stress tolerance
Must pass background checks	Must be adaptable and flexible
Must be dependable	Creative
Excellent hygiene	Desire to teach and not be a baby sitter
Must possess basic computer skills	Detail oriented and not easily distracted

Activities

Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.	Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.	Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.
Enforce administration policies and rules governing students.	Assist in bus loading and unloading.
Discuss assigned duties with classroom teachers to coordinate instructional efforts.	Observe students' performance, and record relevant data to assess progress.
Carry out therapeutic regimens, such as behavior modification and personal development programs, under the supervision of special education instructors, psychologists, or speech-language pathologists.	Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.	Maintain computers in classrooms and laboratories and assist students with hardware and software use.
Distribute tests and homework assignments and collect them when they are completed.	Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.	Organize and supervise games and other recreational activities to promote physical, mental, and social development.
Take class attendance and maintain attendance records.	Participate in teacher-parent conferences regarding students' progress or problems.

Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.	Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.	Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.	Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs
Attend staff meetings and serve on committees, as required.	Type, file, and duplicate materials.
Laminate teaching materials to increase their durability under repeated use.	Requisition and stock teaching materials and supplies.
Operate and maintain audio-visual equipment.	Collect money from students for school-related projects
Monitor classroom viewing of live or recorded courses transmitted by communication satellites.	Establish and enforce rules for behavior and procedures for maintaining order.
Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.	Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.
Observe and evaluate children's performance, behavior, social development, and physical health.	Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities, such as restrooms.	Teach proper eating habits and personal hygiene.
Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists.	Enforce all administration policies and rules governing students.
Establish clear objectives for all lessons, units, and projects and communicate those objectives to children.	Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Technology

Word processing software	Learning management systems
E-mail	Electronic Gradebooks

Available Certifications

Child Development Associate Credential (CDA) (12 Points)	Child Abuse Recognition and Prevention (1 Point)
CPR/First Aid Certification (1 Point)	Communicable Diseases Training (1 Point)

Possible College Credits

College Credit Plus in Early Childhood Education, English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 5 semester hours)	The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university: <ul style="list-style-type: none">• If you successfully completed your career-technical program and passed certain required assessments.• If you attend a similar program at a public Ohio college or university.

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Preschool assistant	Preschool teacher
School counselor	Elementary teacher
Intervention specialist	Summer camp counselor
Day care director	

Engineering Academy: CCP Program Essential Skills Profile

Essential Skills Needed to Successfully Complete the Program

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
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Key Vocational Factors		Rating
Visual Acuity	The ability to detect differences/details visually	High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time	High
Oral Communication	The ability to express/explain ideas.	High
Written Communication	The ability to communicate in a written format and record information accurately	High
Physical Mobility/Strength	Extended times sitting and using computers	Medium
Eye-hand Coordination	The ability to use tools	High
Auditory Acuity	The ability to detect differences in pitch and sound	Medium
Reasoning Skills	Deductive: ability to apply general rules to specific problems and Inductive: ability to combine pieces of information to form conclusions among seemingly unrelated events	High

Worker Trait Skills	Rating
Ability to get along with others	High
Ability to work independently, without close supervision	High
Ability to work toward work including tasks of minimal interest	Medium
Ability to work accurately, recheck and correct work, to an industry standard	High
Ability to work accurately/within industry standards	High
Dependability (Attendance and Punctuality)	High
Ability to follow and retain:	
Multi step oral instructions	High
Written instructions/technical manuals-multi step	High
Simple to complex diagram instructions	High
Visual models or demonstrated instructions	High
Ability to use tools of trade (soldering iron, signal conditioners, multi-meters, microcontrollers, force or torque sensors, etc.)	High
Ability to use numerical data (count, measure, compute, etc.) in applied setting	High
Ability to discriminate between objects of similar:	
Size	High
Shape	High
Color	Medium
Spatial Relationship	High
Ability to organize work process/follow defined procedures	High
Ability to follow sequence or to determine sequence of actions to a successful conclusion	High

Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Reading Comprehension: Understanding written sentences and paragraphs in work related documents.	High
Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	High

Math Skills	Literacy
<ul style="list-style-type: none"> Solve problems that include ratios, rates, or proportions with at least one of the quantities is a fraction. Identify the reason for a mistake. Convert between units of measurement using fractions, mixed numbers, decimals, and percentages. Calculate volumes of spheres, cylinders, or cones. Calculate the volume when it may be necessary to rearrange the formula, convert units of measurement in calculations, or use the result in further calculations. Set up and manipulate ratios, rates, or proportions where at least one of the quantities is a fraction. Determine the better economic value of several alternatives by using graphics, or determining the percentage difference, or by determining unit cost. Apply basic statistical concepts for example calculate the weighted mean, interpret measures of central tendency, or interpret measure of spread and tolerance. 	<ul style="list-style-type: none"> Infer implied details Infer the meaning of an acronym, jargon, or technical term from context Apply information/instructions to a situation not directly described in the document or to a completely new situation Apply principles inferred in a passage to a situation not directly described in the document or to a completely new situation Identify the rationale behind an entire document or a section of a document Locate information in a graphic using information found in another graphic Interpret trends/patterns/relationships Make a reasonable inference or decision based on one graphic after finding information in another graphic Justify a decision using evidence found in a graphic Identify the graphic that accurately represents the data Justify an inference or decision based on information Identify and justify the most effective graphic given a defined purpose

Additional Math Skills
Algebra II and Pre-Calculus Required Coursework

Additional Abilities Required

Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
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Visualization	The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.

Knowledge Required

Engineering and Technology	Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
Software/Programming	Knowledge of software, including applications and programming.
Design	Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Additional Considerations

Must have strong critical evaluation skills and analytical thinking	Must possess strong attention to detail
Strong computer skills	Independent work
Sitting for extended time	Must be creative
Enjoy Science and Math	Strong Math background

Activities

Debug programs.	Provide technical support for systems.
Review or approve designs, calculations, or cost estimates.	Install, calibrate, operate, or maintain systems.
Design end-of-arm tooling.	Process or interpret signals or sensor data.
Investigate mechanical failures or unexpected maintenance problems.	Integrate robotics with peripherals, such as welders, controllers, or other equipment.
Design automated robotic systems to increase production volume or precision in high-throughput operations, such as automated ribonucleic acid (RNA) analysis or sorting, moving, or stacking production materials.	Make system device lists or event timing charts.
Document application development, maintenance, or changes.	Prepare reports summarizing information or trends related to manufacturing performance.

Analyze and evaluate systems or prototypes.	Design layout of equipment or workspaces to achieve maximum efficiency.
Identify opportunities or implement changes to improve products or reduce costs using knowledge of fabrication processes, tooling and production equipment, assembly methods, quality control standards, or product design, materials and parts.	Determine root causes of failures using statistical methods and recommend changes in designs, tolerances, or processing methods.
Troubleshoot new or existing product problems involving designs, materials, or processes.	Review product designs for manufacturability or completeness.
Apply continuous improvement methods such as lean manufacturing to enhance manufacturing quality, reliability, or cost-effectiveness.	Investigate or resolve operational problems, such as material use variances or bottlenecks.
Estimate costs, production times, or staffing requirements for new designs.	Evaluate manufactured products according to specifications and quality standards.

Technology

Operating system software	File versioning software
Development environment software	Computer aided design CAD software
Analytical or scientific software	

Available Certifications

FANUC Certified CNC Certificates (Up to 8 points)	OSHA-10 hour –General Industry (1 point)
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Possible College Credits

College Credit Plus in Career-Technical Courses	Must be preapproved. All Engineering courses offered at Grant are CCP.
College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 6 semester hours)	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none"> • If you successfully completed your career-technical program and passed certain required assessments.

	<ul style="list-style-type: none"> If you attend a similar program at a public Ohio college or university.
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*Additional college or post-secondary education may be required in this field.

Possible Career Pathways

Manufacturing installer	Robotic programmer
Quality control inspector	Engineer
Manufacturing maintenance	

Information Technology Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time		High
Oral Communication	The ability to express/explain ideas.		High
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand		High
Written Communication	The ability to communicate in a written format and record information accurately		Medium
Physical Mobility/Strength	Extended standing, bending, stooping, and lifting/moving computers, sitting for extended times		Medium
Eye-hand Coordination	The ability to use tools		High
Auditory Acuity	The ability to detect differences in pitch and sound		Medium
Clerical Perception	Ability to perceive pertinent detail in verbal and tabular material		High
Worker Trait Skills			Rating
Ability to get along with others			Medium
Ability to work independently, without close supervision			Medium
Ability to work toward work including tasks of minimal interest			Medium
Ability to work accurately, recheck and correct work, to an industry standard			High
Ability to follow and retain:			
Multi step oral instructions			Medium
Written instructions/technical manuals-multi step			Medium
Simple to complex diagram instructions			Medium
Visual models or demonstrated instructions			Medium
Ability to use tools of trade (computer, screwdriver, soldering iron, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			Medium
Ability to discriminate between objects of similar:			
Size			Medium
Shape			Medium
Color			Medium
Spatial relationship			Medium
Ability to organize work process/follow defined procedures			High
Ability to refer to charts for troubleshooting and specifications			High
Able to sequence events or follow a sequence as necessary			High

Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
Reading Comprehension: Understanding written sentences and paragraphs in work related documents	High
Speaking: Talking to others to convey information effectively	High
Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High

Required Academic Skills

Math Skills	Literacy
<ul style="list-style-type: none"> Decide what information, calculations, or unit conversions to use to find the answer to a problem. Add and subtract fractions with unlike denominators (such as $\frac{1}{2}$ - $\frac{1}{4}$). Convert units within or between systems of measurement (e.g., time, measurement, quantity) where the conversion factor is given either in the problem or in the formula sheet. Solve problems that require mathematical operations using mixed units (such as adding 6 feet and 4 inches to 3 feet and 10 inches, or subtracting 4 hours and 30 minutes from 3.5 hours). Identify the best deal using one or two step calculations that meet the stated conditions. Calculate the perimeter or circumference of a basic shape, or calculate the area of a basic shape. Calculate a given percentage of a given number and then use that percentage to find the solution to a problem (e.g., find the percentage and then use it to find the discount, markup, or tax). Identify where a mistake occurred in a calculation (such as identifying the row in a spreadsheet where a problem occurred). 	<ul style="list-style-type: none"> Identify specific details Infer the meaning of a word or phrase from context Apply information/instructions to a new situation that is similar to the one described in the document while considering changing conditions Apply information/instructions that include conditions to situations described in the document Identify the appropriate meaning of an acronym, jargon, or technical term defined in the document Apply technical terms and jargon to stated situations Make inferences to accomplish a goal Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data

Additional Abilities Required

Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Written Comprehension	The ability to read and understand information and ideas presented in writing.

English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
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Activities

Networking activities, program activities, web design, activities	Microsoft Office activities
Oversee the daily performance of computer systems.	Answer user inquiries regarding computer software or hardware operation to resolve problems.
Enter commands and observe system functioning to verify correct operations and detect errors.	Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.	Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.
Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.	Refer major hardware or software problems or defective products to vendors or technicians for service.
Develop training materials and procedures, or train users in the proper use of hardware or software.	Confer with staff, users, and management to establish requirements for new systems or modifications.
Prepare evaluations of software or hardware, and recommend improvements or upgrades.	Hire, supervise, and direct workers engaged in special project work, problem solving, monitoring, and installing data communication equipment and software.
Inspect equipment and read order sheets to prepare for delivery to users.	Read trade magazines and technical manuals, or attend conferences and seminars to maintain knowledge of hardware and software.
Modify and customize commercial programs for internal needs.	Conduct office automation feasibility studies, including workflow analysis, space design, or cost comparison analysis.
Back up network data.	Configure security settings or access permissions for groups or individuals.
Configure wide area network (WAN) or local area network (LAN) routers or related equipment.	Install network software, including security or firewall software.
Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, or for disaster recovery purposes.	Monitor industry websites or publications for information about patches, releases, viruses, or potential problem identification
Install and configure wireless networking equipment.	Create or revise user instructions, procedures, or manuals.
Run monthly network reports.	Document network support activities.

Technology

Web platform development software	Operating system software
Database user interface and query software	Development environment software

Available Certifications

CompTIA A+ (6 Points)	CompTIA IT Fundamentals (6 points)
Microsoft Technology Associate IT Infrastructure (6 Points)	

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (Up to 9 semester hours)	The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university: <ul style="list-style-type: none">• If you successfully completed your Career-Technical program and passed certain required assessments.• If you attend a similar program at a public Ohio college or university.

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Computer repair technician	Cable installer
Network administrator	Web designer/developer
Applications specialist	Programmer
IT manager	

Large Animal Science Essential Skills Profile

*These are the essential skills for a student to have a successful transition into the workforce.
These skills are not a requirement for participation into the program.*

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		Medium
Depth Perception	The ability to detect the physical distance/depth of objects in space and time		Medium
Oral Communication	The ability to express/explain ideas.		High
Written Communication	The ability to communicate in a written format and record information accurately		Medium
Physical Mobility/Strength	Bending, lifting more than 20 pounds, standing, lifting cages and equipment		High
Eye-hand Coordination	The ability to use tools		Medium
Auditory Acuity	The ability to detect differences in pitch and sound		Low
Worker Trait Skills			Rating
Ability to get along with others			Medium
Ability to work independently, without close supervision			High
Ability to work toward work including tasks of minimal interest			Medium
Ability to work accurately, recheck and correct work, to an industry standard			Medium
Dependability (Attendance and Punctuality)			High
Ability to follow and retain:			
Multi step oral instructions			High
Written instructions/technical manuals-multi step			Medium
Simple to complex diagram instructions			Low
Visual models or demonstrated instructions			Medium
Ability to use tools of trade (reins, pet grooming products, leashes or leads, harnesses or its accessories, domestic pet training kits, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			Low
Ability to discriminate between objects of similar:			
Size			Medium
Shape			Medium
Color			Medium
Spatial Relationship			Medium
Ability to organize work process/follow defined procedures			Medium
Ability to follow sequence or to determine sequence of actions to a successful conclusion			High
Dexterity (fine finger)			Medium
Instructing: Teaching others how to do something.			High
Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.			High
Speaking: Talking to others to convey information effectively.			High

Required Academic Skills

Math	Literacy
<ul style="list-style-type: none">• Solve problems that require one type of mathematical operation. They add or subtract either positive or negative numbers (such as 10 or -2). They multiply or divide using only positive numbers (such as 10).• Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%).• Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50).• Add the prices of several products together to find the total, and calculate the correct change for a customer.	<ul style="list-style-type: none">• Identify the main idea• Identify specific details• Choose when to perform a step in a series of short steps• Apply information/instructions to a situation that is the same as the situation described in the document• Locate information in a graphic using information found in a second graphic• Compare two or more pieces of information• Identify a trend/pattern/relationship• Make an inference or decision• Identify the graphic that accurately represents the data

Additional Abilities Required

Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Oral Comprehension	The ability to listen to and understand information and ideas presented through spoken words and sentences.

Knowledge Required in Equine Science and Management Field

Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Education and Training	Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
Psychology	Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Additional Considerations

Must be dependable	Must like working with large animals
Must like getting dirty and wearing gloves	Does not mind animal and chemical smells
Must not be allergic to pet, animal, and hay	Does not mind handling unfamiliar animals

Activities

Train horses or other equines for riding, harness, show, racing, or other work, using knowledge of breed characteristics, training methods, performance standards, and the peculiarities of each animal.	Conduct training programs to develop or maintain desired animal behaviors for competition, entertainment, obedience, security, riding, or related purposes.
Talk to or interact with animals to familiarize them to human voices or contact.	Use oral, spur, rein, or hand commands to condition horses to carry riders or to pull horse-drawn equipment.
Retrain horses to break bad habits, such as kicking, bolting, or resisting bridling or grooming.	Feed or exercise animals or provide other general care, such as cleaning or maintaining holding or performance areas.
Observe animals' physical conditions to detect illness or unhealthy conditions requiring medical care.	Evaluate animals to determine their temperaments, abilities, or aptitude for training.
Advise animal owners regarding the purchase of specific animals.	Place tack or harnesses on horses to accustom horses to the feel of equipment.
Administer prescribed medications to animals.	Organize or conduct animal shows.
Keep records documenting animal health, diet, or behavior.	Evaluate animals for trainability and ability to perform.

Technology

Word processing software	Project management software
Presentation software	Data base user interface and query software
Calendar and scheduling software	

Available Certifications

CPR/First Aid Certification (1 Point)	(OSHA-10 for Agriculture (1 Point))
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Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class.
Career Technical Credit Transfer (up to 6 semester hours)	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none">• If you successfully completed your career-technical program and passed certain required assessments.• If you attend a similar program at a public Ohio college or university.

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Assistant trainer	Riding instructor
Trainer	Farm manager

Veterinary Science

Essential Skills Profile

These are the essential skills for a student to have a successful transition into the workforce.

These skills are not a requirement for participation into the program.

Rating Key:			Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors				Rating	
Visual Acuity		The ability to detect differences/details visually			Medium
Depth Perception		The ability to detect the physical distance/depth of objects in space and time			Medium
Oral Communication		The ability to express/explain ideas			Medium
Oral Expression		The ability to verbally explain and express self in an intelligible manner so others will understand			Medium
Written Communication		The ability to communicate in a written format and record information accurately			Medium
Physical Mobility/Strength		Standing, stooping, bending, restraining/holding animals, and lifting animals/cages weighing more than 20 pounds			High
Safety Understanding		Able to comprehend hazards of working with animals, diseases, blood/animal fluids, tools, materials, equipment, and environmental conditions; able to wear personal protective equipment suitable for task			High
Worker Trait Skills				Rating	
Ability to get along with others				Medium	
Ability to work independently, without close supervision				Medium	
Ability to work toward work including tasks of minimal interest				Medium	
Ability to stick to assigned task to a positive/expected conclusion				Medium	
Ability to follow and retain:					
Multi step oral instructions				Medium	
Written instructions/technical manuals-multi step				Medium	
Simple to complex diagram instructions				Medium	
Visual models or demonstrated instructions				Medium	
Ability to use tools of trade (blades, clippers, grooming clippers, muzzles, x-rays, etc.)				High	
Ability to use numerical data (count, measure, compute, etc.) in applied setting				Medium	
Ability to discriminate between objects of similar:					
Size				Medium	
Shape				Medium	
Color				Medium	
Spatial Relationship				Medium	
Dexterity-Fine finger/motor				High	
Ability to organize work process/follow defined procedures				Medium	
Coordination (eye-hand)				High	
Able to sequence events or follow a sequence as necessary				Medium	

Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting	High
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Academic Skills

Math	Literacy
<ul style="list-style-type: none"> Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{1}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%). Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50). Add the prices of several products together to find the total, and calculate the correct change for a customer. Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers (such as 10 or -2), and they can divide positive numbers (such as 10). Calculate the average or mean of a set of numbers (such as $(10+11+12) / 3$)). Figure out simple ratios (such as $\frac{3}{4}$), simple proportions (such as 10/100 cases), or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages (such as $\frac{1}{2}$, 0.75, or 25%). Add or subtract fractions with a common denominator (such as $\frac{1}{4} + \frac{3}{4} + \frac{1}{4}$). Multiply a mixed number (such as $12\frac{1}{8}$) by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Choose when to perform a step in a series of short steps Apply information/instructions to a situation that is the same as the situation described in the document Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data

Additional Abilities

Strong memorization skills	Handle chemical and animal smells and contacts
Consideration and understanding of allergies such as pet/animal/hay	Handling excrement, getting dirty, urine, and other conditions associated with working with animals

Handling unfamiliar, dangerous, large and small animals	
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Other Knowledge

Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Biology	Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Activities

Hold or restrain animals during veterinary procedures.	Clean and maintain kennels, animal holding areas, examination or operating rooms, or animal loading or unloading facilities to control the spread of disease.
Fill medication prescriptions.	Bathe animals, clip nails or claws, and brush or cut animals' hair.
Administer anesthetics during surgery and monitor the effects on animals.	Assist veterinarians in examining animals to determine the nature of illnesses or injuries.
Monitor animals recovering from surgery and notify veterinarians of any unusual changes or symptoms.	Examine animals to detect behavioral changes or clinical symptoms that could indicate illness or injury.
Clean, maintain, and sterilize instruments or equipment.	Dust, spray, or bathe animals to control insect pests.
Administer medication, immunizations, or blood plasma to animals as prescribed by veterinarians.	Educate or advise clients on animal health care, nutrition, or behavior problems.
Collect laboratory specimens, such as blood, urine, or feces for testing.	Prepare surgical equipment and pass instruments or materials to veterinarians during surgical procedures.
Prepare feed for animals according to specific instructions, such as diet lists or schedules.	Provide emergency first aid to sick or injured animals.
Perform routine laboratory tests or diagnostic tests, such as taking or developing x-rays.	Exercise animals or provide them with companionship.
Prepare examination or treatment rooms by stocking them with appropriate supplies.	Perform enemas, catheterizations, ear flushes, intravenous feedings, or gavages.
Provide assistance with animal euthanasia and the disposal of remains.	Record information relating to animal genealogy, feeding schedules, appearance, behavior, or breeding.
Perform office reception duties, such as scheduling appointments or helping customers.	Perform hygiene-related duties, such as clipping animals' claws or cleaning and polishing teeth.

Perform accounting duties, such as bookkeeping, billing customers for services, or maintaining inventories.	Write reports, maintain research information, or perform clerical duties.
Sell pet food or supplies to customers.	Maintain instruments, equipment, or machinery to ensure proper working condition.
Observe the behavior and condition of animals and monitor their clinical symptoms.	Prepare animals for surgery, performing such tasks as shaving surgical areas.

Use of Technology

Word processing software	Spreadsheets, Databases
Medical software	Label making software
Calendar and scheduling software	

Available Certifications

NAVTA (12 point credential)

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class at Great Oaks.
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*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Veterinary assistant	Groomer/bather/brusher
Laboratory animal caretakers	Kennel operator
Pet shop employee	Zoo animal caretaker
Pet stylist	Veterinarian

Welding Essential Skills Profile

Essential Skills Needed to Successfully Complete the Program			
Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
Key Vocational Factors			Rating
Visual Acuity	The ability to detect differences/details visually		High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time		Medium
Oral Communication	The ability to express/explain ideas.		Medium
Oral Expression	The ability to verbally explain and express self in an intelligible manner so others will understand		Medium
Written Communication	The ability to communicate in a written format and record information accurately		Medium
Physical Mobility/Strength	Extended standing, bending, stooping, use of ladders, working inside and outside, working at high levels (heights), and working on roofs or at high levels above the ground, lifting and maneuvering welding equipment and materials		High
Eye-hand Coordination	The ability to use tools		High
Auditory Acuity	The ability to detect differences in pitch and sound		Medium
Safety Understanding	Able to comprehend hazards of working with tools, materials, equipment, and environmental conditions; able to wear personal protective equipment suitable for task		High
Worker Trait Skills			Rating
Ability to get along with others			Medium
Ability to work independently, without close supervision			High
Ability to work toward work including tasks of minimal interest			High
Ability to stick to assigned task to a positive/expected conclusion			High
Attendance, dependability and punctuality			High
Ability to work accurately/within industry standards			High
Ability to follow and retain:			
Multi step oral instructions			Medium
Written instructions/technical manuals-multi step			Medium
Simple to complex diagram instructions			Medium
Visual models or demonstrated instructions			Medium
Ability to use tools of trade (welding masks, man lift or personnel lift, gas welding or brazing or cutting apparatus, electrode holder, drill press or radial drill, hammers, calipers, measuring devices, etc.)			High
Ability to use numerical data (count, measure, compute, etc.) in applied setting			Medium
Ability to discriminate between objects of similar:			
Size, shape, color and spatial relationships			Medium
Dexterity-fine finger			Medium
Ability to organize work process/follow defined procedures			High

Ability to solve problems through a logical process/sequence of steps	High
Coordination (eye-hand)	High
Able to sequence events or follow a sequence as necessary	High
Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	High
Operation and Control: Controlling operations of equipment or systems.	High
Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	High

Academic Skills

Math	Literacy
<ul style="list-style-type: none"> Convert a familiar fraction (such as $\frac{1}{2}$ or $\frac{3}{4}$ to a decimal) and convert from a decimal to a common fraction; OR convert between decimals to percentages (such as 0.75 to 75%). Convert between familiar units of money and time (such as one hour equals 60 minutes or $\frac{1}{2}$ of a dollar equals \$0.50). Add the prices of several products together to find the total, and calculate the correct change for a customer. Solve problems that require one or two mathematical operations. They can add, subtract, or multiply using positive or negative numbers (such as 10 or -2), and they can divide positive numbers (such as 10). Calculate the average or mean of a set of numbers Figure out simple ratios (such as $\frac{3}{4}$), simple proportions (such as 10/100 cases), or rates (such as 10 mph). Add commonly known fractions, decimals, or percentages (such as $\frac{1}{2}$, 0.75, or 25%). Add or subtract fractions with a common denominator (such as $\frac{1}{4} + \frac{3}{4} + \frac{1}{4}$). Multiply a mixed number (such as $12 \frac{1}{8}$) by a whole number or a decimal. Put information in the right order before performing calculations. 	<ul style="list-style-type: none"> Identify the main idea Identify specific details Apply information/instructions to a situation that is the same as the situation described in the document Locate information in a graphic using information found in a second graphic Compare two or more pieces of information Identify a trend/pattern/relationship Make an inference or decision Identify the graphic that accurately represents the data

Additional Abilities Required

Near Vision	The ability to see details at close range (within a few feet of the observer).
Arm-Hand Steadiness	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
Control Precision	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Knowledge Required in Welding Field

Production and Processing	Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
Design	Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
Administration and Management	Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
Welding and Cutting Process	Knowledge of Safety, Setup and Application of the following Welding and Cutting Processes: SMAW, GMAW, GTAW, FCAW, OAC, and Thermal Cutting

Additional Considerations

Detail oriented	May get dirty
May work in harsh environments: water, heat, cold, snow, ice, heights, below ground, etc.	NEED strong computer skills
Must be an independent and dependable worker	Creative
Enjoy Science and Math	Strong Math background

Welding Work Activities

Weld components in flat, vertical, or overhead positions.	Operate safety equipment and use safe work habits.
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Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.	Examine workpieces for defects and measure workpieces with straightedges or templates to ensure conformance with specifications.
Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment.	Clamp, hold, tack-weld, heat-bend, grind or bolt component parts to obtain required configurations and positions for welding.
Weld separately or in combination, using aluminum, stainless steel, cast iron, and other alloys.	Select and install torches, torch tips, filler rods, and flux, according to welding chart specifications or types and thicknesses of metals.
Ignite torches or start power supplies and strike arcs by touching electrodes to metals being welded, completing electrical circuits.	Determine required equipment and welding methods, applying knowledge of metallurgy, geometry, and welding techniques.
Connect and turn regulator valves to activate and adjust gas flow and pressure so that desired flames are obtained.	Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material.
Operate manual or semi-automatic welding equipment to fuse metal segments, using processes such as gas tungsten arc, gas metal arc, flux-cored arc, plasma arc, shielded metal arc, resistance welding, and submerged arc welding.	Analyze engineering drawings, blueprints, specifications, sketches, work orders, and material safety data sheets to plan layout, assembly, and welding operations.
Mark or tag material with proper job number, piece marks, and other identifying marks as required.	Chip or grind off excess weld, slag, or spatter, using hand scrapers or power chippers, portable grinders, or arc-cutting equipment.
Remove rough spots from work pieces, using portable grinders, hand files, or scrapers.	Preheat work pieces prior to welding or bending, using torches or heating furnaces.
Prepare all material surfaces to be welded, ensuring that there is no loose or thick scale, slag, rust, moisture, grease, or other foreign matter.	Develop templates and models for welding projects, using mathematical calculations based on blueprint information.
Signal crane operators to move large work piece.	Use fire suppression methods in industrial emergencies.
Position and secure work pieces, using hoists, cranes, wire, and banding machines or hand tools.	Guide and direct flames or electrodes on or across work pieces to straighten, bend, melt, or build up metal.
Detect faulty operation of equipment or defective materials and notify supervisors.	Clean or degrease parts, using wire brushes, portable grinders, or chemical baths.
Cut, contour, and bevel metal plates and structural shapes to dimensions as specified by blueprints, layouts, work orders, and templates, using powered saws, hand shears, or chipping knives.	Repair products by dismantling, straightening, reshaping, and reassembling parts, using cutting torches, straightening presses, and hand tools.
Fill holes, and increase the size of metal parts	Set up and use ladders and scaffolding as necessary to complete work.

Estimate materials needed for production and manufacturing and maintain required stocks of materials.	Check grooves, angles, or gap allowances, using micrometers, calipers, and precision measuring instruments.
Operate metal shaping, straightening, and bending machines, such as brakes and shears.	Mix and apply protective coatings to products.
Join parts such as beams and steel reinforcing rods in buildings, bridges, and highways, bolting and riveting as necessary.	Weld metal assemblies or cut scrap metal, using thermal-cutting equipment such as flame-cutting torches or plasma-arc equipment.
Gouge metals, using the air-arc gouging process.	Hammer out bulges or bends in metal work pieces.
Operate brazing and soldering equipment.	Melt lead bars, wire, or scrap to add lead to joints or to extrude melted scrap into reusable form.

Technology

Computer aided design CAD software	Spreadsheet software
Calendar and scheduling software	Data base user interface and query software

Available Certifications

American Welding Society Qualifications (AWS) (9 pts each)	OHSA 10-General Industry (1 Point)
NCCER Core (6 points)	Aerial Lift Certification (10 points)
Fork Lift Certification (1 point)	First Aid/CPR (1 point)

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus
Career Technical Credit Transfer (Up to 3 semester hours)	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none"> If you successfully completed your career-technical program and passed certain required assessments. <p style="padding-left: 40px;">If you attend a similar program at a public Ohio college or university.</p>

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Welder	Inspector
Robotic welding operator/programmer	Metal fabricator