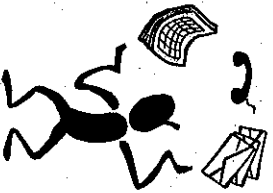# SCANS & CDOS SKILLS

Information

- Acquires/Evaluates Information
- Organizes/Maintains Information
- Interprets/Communicates Information
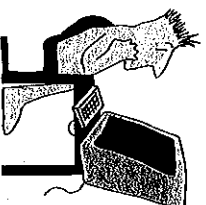- Uses computers to process

Interpersonal

- Teaches Others
- Serves Clients
- Exercises Leadership
- Negotiates
- Works as a Member of a Team
- Works with Diversity

Basic Skills

- Can Read
- Can Write
- Can use Basic Math Skills
- Listens Effectively
- Speaks Clearly

Resources

Understands how to use:

- Time
- Money
- Materials
- Facilities
- Human Resources
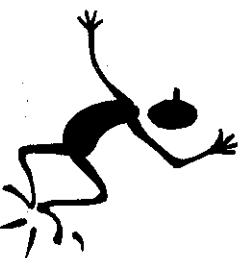
Thinking Skills

- Can Think Creatively
- Uses Decision Making Skills
- Uses Problem Solving Skills
- Can Visualize in One's Mind
- Knows How to Learn

Personal Qualities

Demonstrates

- Responsibility
- Positive self-esteem
- Self Management
- Social Skills
- Integrity/Honesty

Systems

- Improves & Designs Systems
- Monitors & Corrects Performances
- Understands Systems

Technology

- Selects and Applies Technology
- Maintains Equipment