Career Development and Occupational Studies
Standard 3A
Universal Foundation Skills

Personal Qualities
- Demonstrates: 
  - Responsibility 
  - Ability to Plan 
  - Ability to Take Independent Action 
  - Integrity/Honesty 
  - Self-determination and ability to self-evaluate knowledge, skills and abilities

Thinking Skills
- Can Think Creatively 
- Uses Decision Making Skills 
- Thinking Leads to Problem Solving 
- Knows How to Learn 
- Applies Knowledge to New Situations

Technology
- Selects /Applies Technology 
- Maintains Equipment 
- Designs and Creates To Meet Needs

Systems
- Improves & Designs Systems 
- Monitors & Corrects Performances 
- Understands How Systems Perform Related to Goals, Resources and Organizational Function

Managing Resources
- Understands how to use: 
  - Materials 
  - Facilities 
  - Time 
  - Money 
  - Human Resources 
  - Networking

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

Basic Skills
- Can Read 
- Can Write 
- Perform Math Functions 
- Listens Effectively 
- Speaks Clearly

Managing Information
- Acquires and Evaluates Information 
- Organizes/Maintains Information 
- Interprets/Communicates Information 
- Uses Computers to Enter, Modify, Retrieve and Store Data