







	<b>Basic Skills: Math Skills</b>	Can perform basic math functions, interpret and solve algebraic equations, calculate, create and use tables and graphs, integrate information from multiple texts, charts, graphs and use seven functions of math.
	<b>Basic Skills: Reading Skills</b>	Can comprehend, explain, and analyze information from various sources, and can use context cues and higher-order processes to interpret meaning of written text.
	<b>Computer Literacy</b>	Capable of keyboarding and general data entry, able to navigate in Windows environment, understand and use computer terminology, able to use Internet, e-mail, and access web resources.
	<b>Customer Service</b>	Able to provide accurate and timely information, deliver services, deal with difficult customers, work in a team environment, help solve problems, engage customers, and make eye contact.
	<b>Problem Solving and Decision Making</b>	Able to read and follow multi-step directions, reason and think creatively, make appropriate decisions, identify and solve problems, interpret information, ask questions, and use problem solving strategies.
	<b>Interpersonal and Communication Skills</b>	Capable of teamwork, works without supervision, works with diverse backgrounds, maintains productive group relationships, cooperates, and accepts supervision.
	<b>Personal Qualities</b>	Has a can-do attitude and is a self-starter; habitually arrives on time, does not leave early, has adaptability, ability to control emotions, flexibility, demonstrates dependability and self-management, dresses appropriately and displays honesty and integrity.
	<b>Job Seeking</b>	Has a resume, cover letter, references, evidence of job searches, can “dress for success,” complete a job application, interview, network, demonstrated education attainment and work-based experiences.
	<b>Financial Literacy</b>	Has the knowledge, skills, and confidence to make responsible financial decisions.