

(Computer Information Systems/Web Design & Development)

The essential skill sheets are lists of the most commonly encountered qualities and skills typically necessary to be successful in a particular program or area of interest. The information contained in an essential skills sheet is not all-inclusive and is intended to be used as a guide only. Individual programs may have specific requirements or technical standards that must be met.

Physical

- Arm-hand coordination
- Bend
- Climb
- Detect difference in visual details
- Distinguish colors and changes in its variation
- Draw, sketch or form common shapes, forms and figures
- Hand-eye coordination
- Key/Type
- Lift a minimum of 35 pounds
- Maintain balance (sit, stand, squat)
- Maneuver under and around objects
- Move within confined spaces
- Reach above shoulders
- Reach below waist
- Sit for long periods of time
- Stoop
- Sustain repetitive movements

Cognitive

Accurately recall information	Adaptability
Anticipate when something is likely to go wrong	Creative
Follow and retain visual model or demonstrated instructions	Follow verbal directions
Follow and retain written instructions (technical/multi-step)	Follow written directions
Compose written notes/instructions (technical/multi-step)	Work accurately
Continuously expand professional knowledge	Identify appropriate solutions
Follow written information, charts, drawings	Identify symbols and icons
Decide course of action	Interpret information
Organize tasks to meet deadlines (hourly, daily, long-term)	Not easily distracted
Differentiate between objects of similar color	Detail oriented
Differentiate between objects of similar shape	Estimate times
Enter data into lists, tables, schedules (typed)	Problem solve
Perform multiple responsibilities concurrently	Process information
Evaluate outcomes	Sequence outcomes
Evaluate the complexity of jobs	Use a computer (email)
Focus attention on task	Use a computer (internet)
Follow and retain diagram instructions (simple to more complex)	Use a computer (other)
Follow and retain oral instruction (multi-step)	

Communication

- Collaborate with others
- Communicate in a professional/tactful manner
- Discuss ongoing projects/work
- Explain procedures
- Explain/express ideas and opinions
- Give directions
- Present supporting facts/recommendations
- Provide guidance
- Read, write, speak, and comprehend English effectively
- Record written information
- Verbalize clear and appropriate information to others

Behavioral

- Accept cognitive criticism
- Adapt to changing situations
- Complete responsibilities in a timely manner
- Cooperate with others individually or in a team setting
- Deal with difficult individuals
- Dependability
- Exercise accountability
- Exercise independent judgement
- Self-motivation and initiative
- Work carefully while maintaining efficiency and organization
- Work independently with limited supervision
- Exhibit social skills appropriate to professional interactions
- Maintain professional appearance

Essential Skills Computer

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Other

See program or desired area of employment for specifics - Prerequisites

See program or desired area of employment for specifics - Certifications/Licenses