

# Top 60 Critical Occupations in West Central Indiana

**2008 Edition**  
Revised September 2009  
Career Guide



Produced by



**Tecumseh Area Partnership, Inc.**

*A Workforce Intermediary*

For

**Alliance 4  
Advancement**

West Central Indiana Region 4 Workforce Board

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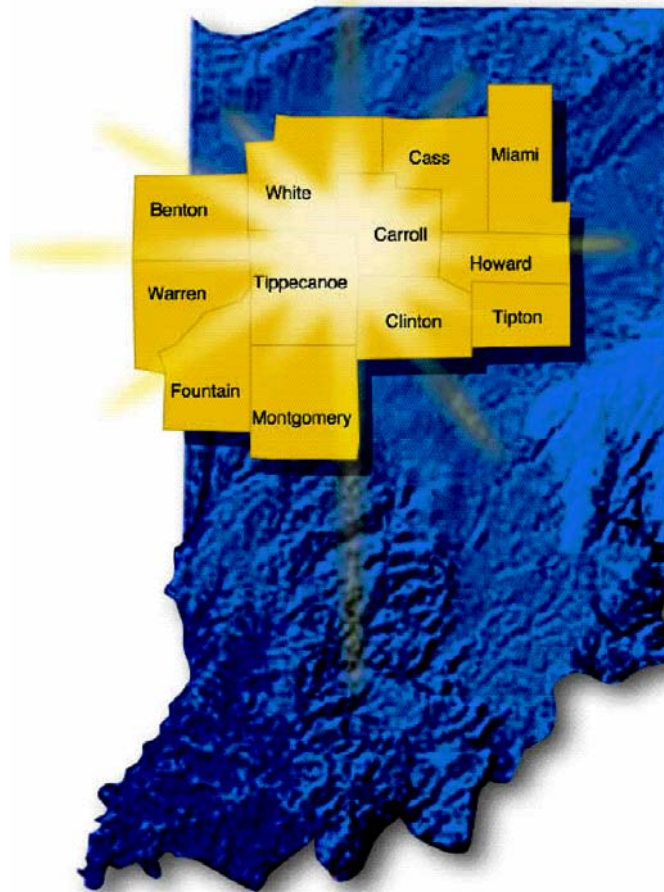
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## Table of Contents

<b>Welcome Letter</b> .....	i
<b>Understanding this Career Guide</b> .....	ii
What is WorkKeys?	
What is O*NET?	
Sources of Information and Data	
<b>Indiana Diploma Information</b> .....	iv
<b>Definitions</b> .....	vii
<b>Top 60 Occupations:</b>	
Accountant.....	1
Automotive Service Technician and Mechanic.....	2
Bus and Truck Mechanics and Diesel Engine Specialist.....	3
Child, Family, and School Social Workers.....	4
Clinical Laboratory Technologist.....	5
Computer and Information Systems Managers.....	6
Computer Numerically Control (CNC).....	7
Computer Software Engineer, Applications.....	8
Computer Software Engineer, Systems Software.....	9
Computer Support Specialist.....	10
Computer Systems Analyst.....	11
Construction Manager.....	12
Correctional Officer and Jailer.....	13
Counselor.....	14
Customer Service Representative.....	15
Dental Assistant.....	16
Dental Hygienist.....	17
Electrical Engineering Technicians.....	18
Electrician.....	19
Electronics Engineers, Except Computer.....	20
Elementary School Teacher.....	21
Emergency Medical Technician and Paramedic.....	22
Executive Secretary and Administrative Assistant.....	23
Fire Fighters.....	24
First-line Supervisor/Manager of Mechanic, Installer and Repairer.....	25
First-line Supervisor/Manager of Production and Operating Worker..	26
First-line Supervisor/Manager of Transportation and Material-Moving Machine and Vehicle Operators.....	27
General and Operations Manager.....	28
Heating and Air Conditioning Mechanics and Installers.....	29
Home Health Aides.....	30
Industrial Machinery Mechanic.....	31
Industrial Production Manager.....	32
Licensed Practical Nurse (LPN).....	33
Machinist.....	34
Material Moving Worker.....	35
Medical and Clinical Laboratory Technologists.....	36
Medical and Health Services Manager.....	37
Medical and Public Health Social Workers.....	38
Medical Assistant.....	39
Medical Records and Health Information Technician.....	40

Medical Transcriptionist.....	41
Middle School Teacher.....	42
Millwright.....	43
Network and Computer Systems Administrator.....	44
Nursing Aides, Orderlies and Attendants.....	45
Pharmacists.....	46
Pharmacy Technicians.....	47
Physician Assistants.....	48
Police and Sheriff Patrol Officer.....	49
Purchasing Manager.....	50
Radiation Therapist.....	51
Radiological Technologist.....	52
Registered Nurse (RN).....	53
Respiratory Therapist.....	54
Shipping, Receiving and Traffic Clerks.....	55
Special Education School Teacher.....	56
Speech-Language Pathologist.....	57
Surgical Technologists.....	58
Truck Driver.....	59
Welder.....	60

**Appendices:**

- A) Employment Trends for West Central Indiana
- B) University and College Program Information:
  - Indiana Business College at Lafayette
  - Indiana University at Kokomo
  - Indiana Wesleyan University at Kokomo
  - Purdue University at West Lafayette
  - Purdue University School of Technology at Kokomo and Lafayette
- C) Community College Program Information:
  - Ivy Tech Community College
- D) Career Center Program Information:
  - Century Career Center
  - Heartland Career Center
  - Kokomo Area Career Center

## Understanding this Career Guide

We are excited to present this updated 2008 Career Guide of the *Top 60 Critical Occupations in West Central Indiana, 2008 Edition*. Each occupation page has the following information to provide a beginning point for your research on the career of your choice.

1. The Job Description. This is a brief definition of what the job is all about.
2. The Tasks. This section gives information on the duties or tasks that the worker would do if they were to choose this occupation.
3. Skills. The skill section provides Work Key scores. These scores are the minimum required for the occupation. Work Keys information below.
4. Personal Characteristics Required for this Career. This section gives descriptors of the characteristics necessary to perform the duties listed in the "Tasks" section.
5. Education. This section provides information on the specific high school diploma needed, suggested classes to take while in high school and what postsecondary education, if any, is needed to perform this job.
6. Educational Institutions. The institutions listed in this section are local schools where the student can access the education necessary to perform the job.
7. Salaries/Wages. This section provides a range of wages, from entry to median, for both Indiana and the United States.
8. Employment Trends. The projected employment trends for each career can be found in Appendix A.
9. A specific website for each career to gain further information. A website is provided, however, you can always access [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco) to find information about the career.
10. ONET code. The ONET code is provided at the bottom of the page for accessing information about the career in ONET. The explanation of ONET is listed below.

### What is WorkKeys?

Work Keys is a national system for teaching and assessing workplace skills that connects knowing with doing and learning with earning. It is designed to measure workplace skills, relate those skills to specific jobs, identify skill gaps, and help individual workers acquire new skills. ACT (American College Testing), in consultation with employers, educators, and experts in employment and training requirements, has identified generic workplace skills – skills crucial to effective performance in most jobs. The WorkKeys assessment provides a valid method for measuring the skill levels of individuals in eight basic areas:

Reading for Information	Applied Mathematics	Writing	Listening
Locating Information	Applied Technology	Teamwork	Observation

The WorkKeys system enables education and business to work together to strengthen achievement in the workplace. WorkKeys is designed to help businesses fulfill their needs for workplace skills in hiring and training and to help individuals document their workplace skills.

There are three components of WorkKeys; Job Profiling, Assessment, and Instructional Support.

- Job Profiling is the process of determining the basic skills that a person needs to do a specific job successfully.
- Skill assessment to determine the current skills of individuals in the eight basic areas.
- Instructional support is provided to help educators/trainers assist the learner in improving their skills.

The scores associated with WorkKeys provided with each career, are from the job profiles completed within the State of Indiana. For those jobs not yet profiled in Indiana, the scores from the national profiles were used.

## What is O\*NET?

The O\*NET descriptors, the number at the bottom of each page, ie.59-1000.00, refer to categories of occupational information collected and available for O\*NET occupations. The careers are listed under the specific Industry, or Job Families. These Job Families are groups of occupations based upon work performed, skills, education, training, and credentials. This site can be accessed at <http://online.onetcenter.org> where specific information on each occupation can be found.

Career information is available on such elements as knowledge, skills, abilities, interests, and work values necessary to perform a particular job. Wages and projected job openings can also be accessed through this site, which compare state to national data. A specific code number is assigned to each occupation within the O\*NET system. The O\*NET code will have a two digit "family" number at the beginning and a specific number for the occupation itself. For example for the occupation of a Registered Nurse, the O\*NET code is 29-1111. The 29 is the "family" code, Health Care Practitioner and Technical and the 1111 is the position of a Registered Nurse. This site provides helpful information for career planning, whether it is for a young person who is planning their high school class schedule, or for an adult who is looking to change careers or possibly attain new skills through additional education. This site is updated regularly so that the information remains current.

### Sources of Information and Data:

Identification of careers in demand provided by the *Strategic Skills Initiative (SSI) Region 4* and The Indiana Department of Workforce Development.

The primary sources of information for this project found on the following occupational websites:

- Occupational Outlook Handbook 2006-07 Edition – [www.stats.bls.gov](http://www.stats.bls.gov)
- O\*NET – [www.online.onetcenter.org](http://www.online.onetcenter.org)
- WorkKeys – [www.ACT.org/workkeys](http://www.ACT.org/workkeys)
- Indiana Department of Workforce Development – [www.dwd.in.gov](http://www.dwd.in.gov)

# Indiana's High School Course and Credit Requirements

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*March 2008*

## Background and General Information

In 1994, Indiana's business, industry, labor, higher education, and K-12 communities came together to identify the courses necessary to provide the academic foundation for success in college and the workforce. This common set of courses was called Indiana Core 40.

The academic foundation necessary for success in college, the workforce, military training, and apprenticeship programs have converged. Recognizing that all students need and deserve the academic preparation Core 40 provides, Indiana's Education Roundtable committed to putting policies and strategies in place to move more of Indiana's students out of the general diploma track and into the more rigorous Core 40 curriculum. The resolution called for: (1) improving diploma requirements; (2) making Core 40 the default curriculum for all students with an opt-out provision; (3) adding a Core 40 with Technical Honors diploma; and (4) required Core 40 completion for admission to the state's four-year universities and to receive state financial aid to attend 4-year institutions.

The Indiana State Board of Education has adopted new course and credit requirements for earning a high school diploma. These new requirements went into effect for students entering high school in fall 2006. With these changes, students have the option of earning four diploma types:

- Core 40 with Academic Honors
- Core 40 with Technical Honors
- Core 40
- General

The Indiana General Assembly made completion of Core 40 a graduation requirement for all students beginning with those entering high school fall 2007. The legislation includes an opt-out provision for parents who determine that their student could benefit more from the General Diploma. The legislation also makes Core 40 a minimum college admission requirement for the state's public four-year universities beginning in fall 2011. The Core 40 is not required for admission to the state's two-year colleges, Ivy Tech Community College and Vincennes University. However, both institutions strongly recommend Core 40 as the best preparation for success in their programs.

The requirements for each of these diplomas are attached. The entire document can be accessed online at [www.doe.state.in.us/core40](http://www.doe.state.in.us/core40) and at [www.learnmoreindiana.org](http://www.learnmoreindiana.org).

# INDIANA DIPLOMA INFORMATION

## Core 40 Diploma Criteria

English/Language Arts	<b>8 Credits</b>
	Credits must include literature, composition, and speech
Mathematics	<b>6 Credits</b>
	2 Credits: Algebra I* 2 Credits: Geometry* 2 Credits: Algebra II* (*or complete Integrated Math series I, II, and III for 6 credits) All students are required to take a math or physics course during their junior or senior year.
Science	<b>6 Credits</b>
	2 Credits: Biology I 2 Credits: Chemistry I or Physics I or Integrated Chemistry – Physics 2 Credits: any Core 40 Science course
Social Studies	<b>6 Credits</b>
	2 Credits: U.S. History 1 Credit: U.S. Government 1 Credit: Economics 2 Credits: World History/Civilization or Geography/History of the World
Directed Electives	<b>5 Credits</b>
	World Languages                      Fine Arts                      Career/Technical
Physical Education	<b>2 Credits</b>
Health and Wellness	<b>1 Credit</b>
Electives*	<b>6 Credits</b> (Career Academic Sequence Recommended)
<b>40 Total State Credits Required</b>	
	Local schools may have additional graduation requirements that apply to all students, including those who earn the Core 40 Diploma

\*Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

### with **ACADEMIC HONORS** - *minimum 47 credits*

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits
- Earn 2 Core 40 fine arts credits
- Complete one of the following:
  - Complete AP courses (4 credits) and corresponding AP exams
  - Complete IB (Higher Level) courses (4 credits) and corresponding IB exams
  - Earn a combined score of 1200 or higher combined SAT math and critical reading
  - Score a 26 or higher composite on the ACT
  - Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
  - Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits)
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B” or above

\*\*\*SAT requirements will be modified with the addition of the writing section

### with **TECHNICAL HONORS** – *minimum 47 credits*

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40
- Complete a career-technical program (related sequence of 8-10 career-technical credits)
- Complete the following state recognized certification requirements:
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of “B” or above

Must complete two of the options below – one of which must be a) or b):

- a) Score at or above the following levels on WorkKeys: Reading for information – Level 6; Applied Mathematics – Level 6; Locating Information – Level 5
- b) Complete dual high school/college credit courses in a technical area resulting in 6 college credits
- c) Complete a Professional career internship course or Cooperative Education course (2 credits)
- d) Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours)
- e) Earn a state approved industry recognized certification

# INDIANA DIPLOMA INFORMATION

Beginning with students who enter high school in 2007-2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirement for a general diploma and the career/academic sequence the student will pursue is determined.

## Indiana General High School Diploma Criteria

English/Language Arts	<b>8 Credits</b>
	Credits must include literature, composition, and speech
Mathematics	<b>4 Credits</b>
	2 Credits: Algebra I or Integrated Mathematics I 2 Credits: any Mathematics course
Science	<b>4 Credits</b>
	2 Credits: Biology I 2 Credits: any Science course (must come from either physical science or earth and space science)
Social Studies	<b>4 Credits</b>
	2 Credits: U.S. History 1 Credit: U.S. Government 1 Credit: any Social Studies course
Physical Education	<b>2 Credits</b>
Health and Wellness	<b>1 Credit</b>
Career Academic Sequence*	<b>6 Credits</b>
Flex Credit	<b>5 Credits</b>
	To earn the 5 Flex Credits a student must complete one of the following: <ul style="list-style-type: none"> <li>• Additional courses to extend the career-academic sequence.</li> <li>• Courses involving workplace learning, which may include the following courses:               <ul style="list-style-type: none"> <li>✓ Career exploration internship</li> <li>✓ Professional career internship</li> <li>✓ Business cooperative experiences</li> <li>✓ Cooperative family and consumer sciences</li> <li>✓ Industrial cooperative education</li> <li>✓ Interdisciplinary cooperative education</li> <li>✓ Marketing field experience</li> </ul> </li> <li>• High school/college dual credit courses</li> <li>• Additional courses in:               <ul style="list-style-type: none"> <li>✓ Language Arts</li> <li>✓ Social Studies</li> <li>✓ Mathematics</li> <li>✓ Science</li> <li>✓ World Languages</li> <li>✓ Fine Arts</li> </ul> </li> </ul>
Electives**	<b>6 Credits</b>

## 40 Total State Credits Required

\*Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.  
 \*\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. Local schools may have additional graduation requirements that apply to all students.

## DEFINITIONS

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### PERSONAL CHARACTERISTICS:

***Achievement/Effort*** – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

***Adaptability/Flexibility*** – Job requires analyzing information and using logic to address work-related issues and problems.

***Analytical Thinking*** – Job requires analyzing information and using logic to address work-related issues and problems.

***Attention to Detail*** – Job requires being careful about detail and thorough in completing work tasks.

***Concern for Others*** – Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

***Cooperation*** – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

***Dependability*** – Job requires being reliable, responsible, and dependable, and fulfilling obligations.

***Independence*** – Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

***Integrity*** – Job requires being honest and ethical.

***Leadership*** – Job requires a willingness to lead, take charge, and offer opinions and direction.

***Persistence*** – Job requires persistence in the face of obstacles.

***Stress Tolerance*** – Job requires accepting criticism and dealing calmly and effectively with high stress situations.

***Self Control*** – Job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.

***Social Orientation*** – Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

## KEY TERMS

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**Apprenticeship** – A formal method of training in a skilled occupation, craft, or trade, during which the apprentice is employed to learn an occupation through a structured program of on-the-job training with related classroom technical instruction.

**Associate's Degree** – A two-year degree from a college or university. Some Associate's degrees are transferable toward a Bachelor's degree.

**Bachelor's Degree** – A four-year degree from a college or university. There are two kinds of bachelor's degrees: Bachelor of Arts and Bachelor of Science. Both require a wide variety of courses with concentration in one or two areas.

**Certification** – Completion of a specific training program. Certification does not usually have transferable credit to degree programs.

**Internship** – A form of on-the-job training to gain experience in an occupation. Internships may be paid or unpaid, and many are completed for college credit in a student's major.

**Licensure** – Passing an examination by a licensing agency, such as the state board of education for teaching licenses.

**Master's Degree** – An additional degree in a graduate program after completion of a Bachelor's degree.

**On-the-job Training** – Training given to new employees when they enter a job.

**Salaries** – Yearly rate of pay for work.

**Vocational Training** – Hands-on training in an occupation at a vocational training center.

**Wages** – Hourly compensation for work.

**Work Experience** – Experience gained while working in a related occupation.

Definitions for "Personal Characteristics" from O\*NET.  
Definitions for "Key Terms" from Webster's Dictionary.

# Accountant

**Description:** Accountants analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

**Tasks:** Prepare, examine and analyze accounting records, financial statements to assess accuracy, completeness and conformance to reporting and procedural standards. Compute taxes owed and prepare tax returns. Analyze business operations, trends, costs, revenues, commitments and obligations. Report to management regarding financial status. Establish tables of accounts and assign entries to proper accounts. Develop, maintain, and analyze budgets. Develop, implement, modify and document record keeping and accounting systems. Prepare forms and manuals for personnel. Survey operations to ascertain accounting needs and to recommend, develop and maintain solutions to business and financial problems. There are four major fields of accounting: public, management, and governmental accounting, and internal auditing.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b>	<b>6</b>	<b>Applied Technology</b>	<b>Listening</b>	<b>4</b>	<b>Locating Information</b>	<b>5</b>
<b>Observation</b>	<b>4</b>	<b>Reading Information</b>	<b>Teamwork</b>	<b>4</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Integrity, Analytical Thinking, Stress Tolerance, Cooperation, Achievement, Effort, Adaptability, Flexibility, Independence, and Self Control.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Business, Computers and Accounting.
- Postsecondary: Bachelor's Degree in accounting or a related field. Some organizations require a Certified Public Accountant (CPA) or a Master's Degree.

## Educational Institutions:

- Indiana Business College
- Indiana University Kokomo
- Indiana Wesleyan University
- Ivy Tech Community College
- Purdue University

## Salaries/Wage:

Range of Indiana wages  
\$14.78 – \$24.67/hr  
\$30,700 - \$51,300/yr

Range of US wages  
\$16.57 - \$26.26/hr  
\$34,500 – 54,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.aicpa.org](http://www.aicpa.org)

# Automotive Service Technician and Mechanic

**Description:** Diagnose, adjust, repair, or overhaul automotive vehicles.

**Tasks:** Align and repair wheels, axles, frames, torsion bars, and steering units. Convert fuel systems from gas to butane gas operations. Examine vehicles, compile estimates of repair costs, and perform repairs. Inspect and test new vehicles for damage, record findings for repairs. Install and repair air conditioners. Rebuild, repair and test fuel injection units. Remove and replace mufflers and tailpipes. Repair and rebuild clutch systems. Repair and replace auto leaf springs, balljoint suspensions, brakeshoes, etc. Repair, install and adjust hydraulic auto life systems. Repair, overhaul, adjust brake systems. Test electronic computer components. Tune engines. Use electronic test equipment to locate and correct malfunctions in fuel, ignition, and emissions control systems.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b>	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 2	

## Personal Characteristics Required for this Career:

Problem Solving, Accurately, Analytical Thinking, Dependability, and Independence.

## Education:

- High School: General Diploma, Core 40 Diploma, or a formal training program in a career center.
- Suggested High School Classes: Automotive Repair, Electronics, Physics, Chemistry, English, Computer and Mathematics.
- Postsecondary: Vocational Programs, Community College Certificate or Associate programs.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Century Career Center
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$9.38 - \$15.82/hr	\$9.17 - \$16.24/hr
	\$19,500 - \$32,900/yr	\$19,100 - \$33,800/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.nada.org](http://www.nada.org)

# Bus & Truck Mechanic and Diesel Engine Specialist

**Description:** Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

**Tasks:** Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists. Inspect brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operation condition. Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery. Adjust and reline brakes, align wheels, tighten bolts and screw, and reassemble equipment. Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists. Test drive trucks and buses to diagnose malfunctions or to ensure that they are working properly. Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyses, chassis charts, and pressure gauges. Examine and adjust protective guards, loose bolts, and specified safety devices. Inspect and verify dimensions and clearances of parts to ensure conformance to factory specifications. Specialize in repairing and maintaining parts of the engine, such as fuel injection systems.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 4	<b>Applied Technology</b> 5	<b>Listening</b> 3	<b>Locating Information</b> 4	
<b>Observation</b> 5	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 3	

## Personal Characteristics Required for this Career:

Dependability, Attention to Detail, Independence, Cooperation, Integrity, Self Control, Analytical Thinking, Innovation, Persistence, and Concern for Others.

## Education:

- High School: Core 40 and Core 40 Academic Honors Diploma.
- Suggested High School Classes: Automotive Mechanics.
- Postsecondary: Post-secondary vocational award, Associate's degree in Automotive Service Technology.

## Educational Institutions:

- Heartland Career Center
- Ivy Tech Community College
- Kokomo Career Center

Salaries/Wage:	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$11.82 - \$17.45/hr	\$11.71 - \$18.11/hr
	\$24,600 - \$36,300/yr	\$24,400 - \$37,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.natef.org](http://www.natef.org)

# Child, Family and School Social Worker

**Description:** Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers on how to deal with problem children.

**Tasks:** Interview clients individually, in families or in groups, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs. Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care. Maintain case history records and prepare reports. Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services. Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions. Counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required. Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided. Collect supplementary information needed to assist client, such as employment records, medical records, or school records. Address legal issues, such as child abuse and discipline, assisting with hearing and providing testimony to inform custody arrangements. Provide, find or arrange for support services, such as child care, homemaker service, prenatal care, substance abuse treatment, job training, counseling, or parenting classes, to prevent more serious problems from developing.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Integrity, Concern for Others, Stress Tolerance, Cooperation, Self Control, Initiative, Dependability, Adaptability/Flexibility, Social Orientation, and Persistence.

## Education:

- High School: Core 40 and Core 40 Academic Honors Diploma.
- Suggested High School Classes: English, Science, Psychology and Sociology.
- Postsecondary: Bachelor's degree in Family and Consumer Sciences or Social Work.

## Educational Institutions:

- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$10.30 - \$14.86/hr	\$11.77 - \$18.02/hr
	\$21,400 - \$30,900/yr	\$24,500 - \$37,500/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.bls.gov/oco](http://www.bls.gov/oco)

# Clinical Laboratory Technologist

**Description:** Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.

**Tasks:** Analyze laboratory findings to check the accuracy of the results. Conduct chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components. Operate, calibrate and maintain equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers. Enter data from analysis of medical tests and clinical results into computer for storage. Analyze samples of biological material for chemical content or reaction. Establish and monitor programs to ensure the accuracy of laboratory results. Set up, clean, and maintain laboratory equipment. Provide technical information about test results to physicians, family members and researchers. Supervise train, and direct lab assistants, medical and clinical laboratory technicians and technologists, and other medical laboratory workers engaged in laboratory testing. Develop, standardize, evaluate, and modify procedures, techniques and tests used in the analysis of specimens and in medical laboratory experiments.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii					
<b>Applied Math</b> 5	<b>Applied Technology</b> 4	<b>Listening</b> 4	<b>Locating Information</b> 4			
<b>Observation</b> 5	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 3			

## Personal Characteristics Required for this Career:

Attention to Detail, Analytical Thinking, Independence, Initiative, Achievement/Effort, Dependability, Persistence, Integrity, Stress Tolerance, Adaptability/Flexibility, and Working Conditions.

## Education:

- High School: Core 40 and Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Chemistry, Biological Sciences, and Statistics.
- Postsecondary: Bachelor's degree in Clinical Laboratory Science.

## Educational Institutions:

- Indiana University Kokomo – 2 years available, must complete the degree at IUPUI.
- Purdue University

Salaries/Wage:	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$15.81 - \$22.59/hr	\$16.66 - \$23.90/hr
	\$32,900 - \$43,000/yr	\$34,700 - \$49,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.naacls.org](http://www.naacls.org)

# Computer and Information Systems Manager

**Description:** Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.

**Tasks:** Manage backup, security and user help systems. Consult with users, management, vendors, and technicians to assess computing needs and system requirements. Direct daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines. Assign and review the work of systems analysts, programmers, and other computer-related workers. Stay abreast of advances in technology. Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery. Review and approve all systems charts and programs prior to their implementation. Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades. Control operational budget and expenditures. Meet with department heads, managers, supervisors, vendor, and other to solicit cooperation and resolve problems.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

**Applied Math 6**  
**Observation**

**Applied Technology**  
**Reading Information 6**

**Listening**  
**Teamwork**

**Locating Information 5**  
**Writing**

## Personal Characteristics Required for this Career:

Dependability, Self Control, Integrity, Adaptability/Flexibility, Independence, Persistence, Analytical Thinking, Cooperation, Leadership, and Attention to Detail.

## Education:

- High School: Core 40 and Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Computer Science, and English Language.
- Postsecondary: Bachelor's degree in Computer and Information Technology or Computer Information Science, some prefer Master's Degree in Business Administration.

## Educational Institutions:

- Indiana University Kokomo
- Indiana Wesleyan University
- Ivy Tech Community College
- Purdue University

## Salaries/Wage:

Range of Indiana wages  
\$23.39 - \$38.78/hr  
\$48,700 - \$80,700/yr

Range of US wages  
\$29.23 - \$48.84/hr  
\$60,800 - \$101,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.acm.org](http://www.acm.org)

# Computer Control Programmer and Operator Computer Numerically Controlled (CNC)

**Description:** Set up and operate numerical control (magnetic- or punched-tape-controlled) machine tools that automatically mill, drill, broach, and ream metal and plastic parts. May adjust machine feed and speed, change cutting tools, or adjust machine controls when automatic programming is faulty or if machine malfunctions.

**Tasks:** Selects, measures, assembles, and sets machine tools, such as drill bits and milling or cutting tools, using precision gauges and instruments. Mounts, installs, aligns, and secures tools, attachments, fixtures, and workpiece on machine, using hand tools and precision measuring instruments. Determines specifications or procedures for tooling set-up, machine operation, workpiece dimensions, or numerical control sequences, using blueprints, instructions, and machine knowledge. Calculates and sets machine controls to position tools, synchronize tape and tool, or regulate cutting depth, speed, feed, or coolant flow. Lays out and marks areas of part to be shot-peened, and fills hopper with shot. Positions and secures workpiece on machine bed, indexing table, fixture, or dispensing or holding device. Loads control media, such as tape, card, or disk, in machine controller or enters commands to retrieve programmed instructions. Starts automatic operation of numerical control machine to machine parts or test setup, workpiece dimensions, or programming. Confers with supervisor or programmer to resolve machine malfunctions and production errors and obtains approval to continue production. Maintains machines and removes and replaces broken or worn machine tools, using hand tools.

**Skills:**

WorkKeys Scores	WorkKeys explanation on page ii				
<b>Applied Math</b> 5	<b>Applied Technology</b> 3	<b>Listening</b> 3	<b>Locating Information</b> 4		
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 2		

**Personal Characteristics Required for this Career:**

Analytical Thinking, Attention to Detail, Cooperation, Initiative, Achievement/Effort, Adaptability/Flexibility, Integrity, and Dependability.

**Education:**

- High School: General Diploma, Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, and Computer Programming.
- Postsecondary: Vocational School, Community College, for some specialties a Bachelor’s degree in Engineering.

**Educational Institutions:**

- Century Career Center
- Kokomo Area Career Center - CNC training in the Machine Trades program
- Ivy Tech Community College – Associate of Applied Science or a Technical Certificate in Manufacturing & Industrial Technology with a specialty in CNC.

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$9.94 - \$15.70/hr	\$9.91 - \$15.23/hr
	\$20,700 - \$31,300/yr	\$20,600 - \$31,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.pmpa.org](http://www.pmpa.org)

# Computer Software Engineer, Applications

**Description:** Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

**Tasks:** Confer with systems analysts, engineers, programmers to design system and obtain information on project limitations, capabilities, performance requirements and interfaces. Modify existing software to correct errors. Analyze user needs and software requirements to determine feasibility of design. Consult customers about software design and maintenance. Coordinate software installation and monitor equipment functioning. Design, develop, and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequence of design. Develop and direct software testing and validation. Plan specifications, layouts, and equipment modifications. Supervise programmers, technologists, technicians, engineering and scientific personnel. Obtain and evaluate information to determine hardware configuration.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 7	<b>Applied Technology</b> 5	<b>Listening</b> 4	<b>Locating Information</b> 5
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Analytical Thinking, Attention to Detail, Dependability, Cooperation, Achievement/Effort, Innovation, Adaptability/Flexibility, Persistence, Initiative, and Integrity.

## Education:

- High School: Core 40 or Core 40 Honors Diploma.
- Suggested High School Classes: Mathematics, Computer Science, and English Language.
- Postsecondary: Bachelor's degree in Computer Science

## Educational Institutions:

- Purdue University College of Technology
- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$21.55 - \$31.89/hr

\$44,800 - \$66,300/yr

Range of US wages

\$23.73 - \$38.36/hr

\$49,400 - \$79,800/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.acm.org](http://www.acm.org)

# Computer Software Engineer, Systems Software

**Description:** Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. Apply principles and techniques of computer science, engineering, and mathematical analysis.

**Tasks:** Modify existing software to correct errors. Design, develop software systems, using scientific analysis and mathematical models to predict and measure outcome and consequence of design. Consult with engineering staff to evaluate interface between hardware and software. Analyze information to determine, recommend, and plan installation of a new system or modification of an existing one. Develop and direct system testing and validation. Direct software programming and development of documentation. Consult on project status, proposals and technical issues. Advise customer about or perform maintenance of system. Coordinate installation of software system. Monitor functioning to ensure system operates in conformance with specifications.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 5	<b>Listening</b>	<b>Locating Information</b> 4
<b>Observation</b>	<b>Reading Information</b> 5	<b>Teamwork</b>	<b>Writing</b>

## Personal Characteristics Required for this Career:

Analytical Thinking, Attention to Detail, Cooperation, Initiative, Achievement/Effort, Adaptability/Flexibility, Innovation, Integrity, Dependability, and Leadership.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, English Language, and Computer Science.
- Postsecondary: Bachelor's degree in Computer Science or Computer Information Systems.

## Educational Institutions:

- Purdue University College of Technology
- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$21.33 - \$33.31/hr

\$44,400 - \$69,300/yr

Range of US Wages

\$25.76 - \$41.04/hr

\$53,600 - \$85,400/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.acm.org](http://www.acm.org)

# Computer Support Specialist

**Description:** Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

**Tasks:** Answer users' inquiries regarding software and hardware operation. Enter commands and observe system functioning. Install and perform minor repairs to hardware, software and peripheral equipment. Oversee the daily performance of system. Set up equipment for employee use. Maintain record of daily data communication transactions, problems and action taken. Read manuals, confer with users, and conduct diagnostics to investigate and resolve problems. Provide technical assistance and support. Confer with staff, users, and management for modifications. Develop training materials and procedures and/or train users. Refer major problems to vendors or technicians for service.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b>	<b>5</b>	<b>Applied Technology</b>	<b>5</b>	<b>Listening</b>	<b>4</b>	<b>Locating Information</b>	<b>4</b>
<b>Observation</b>	<b>5</b>	<b>Reading Information</b>	<b>5</b>	<b>Teamwork</b>	<b>4</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Attention to Detail, Adaptability/Flexibility, Analytical Thinking, Dependability, Cooperation, Independence, Integrity, Persistence, and Concern for Others.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, and Computer Science.
- Postsecondary: Career Center, Community College, or College degree in Computer Science.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Century Career Center
- Ivy Tech Community College
- Indiana University Kokomo
- Indiana Wesleyan University
- Purdue University College of Technology
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$10.50 - \$17.00/hr	\$12.16 - 19.94/hr
	\$21,800 - \$35,400/yr	\$25,300 - \$41,500/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.acss.org](http://www.acss.org)

# Computer Systems Analyst

**Description:** Analyze science, engineering, business, and all other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. May supervise computer programmers.

**Tasks:** Provide staff and users with assistance solving computer related problems. Test, maintain, and monitor computer programs and systems. Use object-oriented programming languages, as well as client/server applications development processes and multimedia and internet technology. Confer with clients regarding the nature of the information processing or computation needs a computer program is to address. Coordinate and link the computer systems within an organization. Consult with management to ensure agreement on system principles. Expand or modify system to serve new purposes or improve work flow. Interview or survey workers, observe job performance and/or perform the job in order to determine what information is processed and how it is processed. Determine computer software/hardware needed to set up system. Train staff and users to work with computer systems and programs.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii				
<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b> 5	<b>Locating Information</b> 4		
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 3		

## Personal Characteristics Required for this Career:

Adaptability/Flexibility, Attention to Detail, Analytical Thinking, Persistence, Dependability, Initiative, Integrity, Cooperation, Achievement/Effort, Stress Tolerance, Independence, and Achievement.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Computers, Mathematics, and English Language.
- Postsecondary: Bachelor's Degree in Computer Science, Information Science, or Management Information Systems (MIS). Some businesses require a Master's degree in Business Administration.

## Educational Institutions:

- Indiana University Kokomo
- Indiana Wesleyan University
- Purdue University College of Technology
- Purdue University
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$19.47 – \$29.80/hr	\$20.57 - \$33.54/hr
	\$40,500 - \$62,000/yr	\$42,800 – \$69,800/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.acm.org](http://www.acm.org)

# Construction Manager

**Description:** Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation.

**Tasks:** Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems. Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems. Schedule the project in logical steps and budget time required to meet deadlines. Determine labor requirements and dispatch workers to construction sites. Inspect and review projects to monitor compliance with building and safety codes, and other regulations. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the developer. Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, supplies and subcontractors. Obtain all necessary permits and licenses. Direct and supervise workers. Study job specifications to determine appropriate construction methods.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 3	<b>Applied Technology</b> 4	<b>Listening</b>	<b>Locating Information</b> 3
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b>

## Personal Characteristics Required for this Career:

Integrity, Attention to Detail, Dependability, Leadership, Self Control, Stress Tolerance, Cooperation, Innovation, Adaptability/Flexibility, and Initiative.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, Physics, Mechanical Drawing, and Communication.
- Postsecondary: Associate's or Bachelor's Degree.

## Educational Institutions:

- Indiana Business College
- Indiana University Kokomo
- Ivy Tech Community College
- Purdue University

## Salaries/Wage:

Range of Indiana wages  
\$22.60 - \$34.73/hr  
\$47,000 - \$72,200/yr

Range of US wages  
\$20.78 - \$35.43/hr  
\$43,200 - \$73,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.aicnet.org](http://www.aicnet.org)

# Correctional Officer and Jailer

**Description:** Guard inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

**Tasks:** Monitor conduct of prisoners, according to established policies, regulations, and procedures, to prevent escape or violence. Inspect conditions of locks, window bars, grills, doors, and gates to prevent escape. Search prisoners, cells, and vehicles for weapons, valuables, or drugs. Guard facility entrances to screen visitors. Search for and recapture escapees. Inspect mail for contraband. Take prisoners into custody and escort to locations within and outside of facility. Record information, such as identification, charges, and incidences of disturbance. Use weapons, handcuffs, and physical force to maintain discipline and order among prisoners. Conduct fire, safety, and sanitation inspections.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 3	<b>Applied Technology</b> 3	<b>Listening</b> 3	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Self Control, Dependability, Integrity, Stress Tolerance, Attention to Detail, Cooperation, Adaptability/Flexibility, Concern for Others, Initiative, and Leadership.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Psychology, Sociology, English Language, Clerical, Education and Training.
- Postsecondary: Associate's or Bachelor's degree in General Studies, Criminal Justice, or Sociology.

## Educational Institutions:

- Indiana Wesleyan University
- Ivy Tech Community College
- Indiana University Kokomo

## Salaries/Wage:

Range of Indiana wages

\$10.72 – 12.63/hr

\$22,300 - \$26,300/yr

Range of US wages

\$10.79 – 15.98/hr

\$22,400 - \$33,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.aca.org](http://www.aca.org)

# Counselor

**Description:** Counselors assist people with personal, family, educational, mental health, and career decisions and problems. Their duties depend on the individuals they serve and on the settings in which they work.

**Tasks:** School counselors help students evaluate their abilities, interests, talents, and personality characteristics in order to develop realistic academic and personal goals. Vocational counselors help individuals make career decisions. Rehabilitation counselors help people deal with the personal, social and vocational effects of disabilities. Family counselors help families resolve emotional conflicts. Mental Health counselors work to promote optimum mental health and prevent substance abuse among their clients.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 4	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 4	

## Personal Characteristics Required for this Career:

Adaptability/Flexibility, Analytical Thinking, Attention to Detail, Concern for Others, Dependability, Integrity, Persistence, Self Control, and Social Orientation.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma
- Suggested High School Classes: Mathematics, English, Science, Psychology, and Sociology
- Postsecondary: Bachelor's and Master's degree

## Educational Institutions:

- Indiana University Kokomo

<b>Salaries/Wage:</b>	<u>Range of Indiana wages:</u>	<u>Range of US wages:</u>
	\$9.32 – \$13.25/hr	\$10.52 - \$18.37/hr
	\$19,400 - \$27,600/yr	\$21,900 - \$38,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.counseling.org](http://www.counseling.org)

# Customer Service Representative

**Description:** Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.

**Tasks:** Confer with customers by telephone or in person to provide information about products and services. Keep records of customer interactions and transactions, recording details of inquiries, complaints and comments, as well as actions taken. Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money and adjusting bills. Make sure changes were made to resolve problems. Contact customer to respond to inquiries with results or adjustments. Refer unsolved grievances to designated department for investigation. Determine charges for services requested, collect deposits for payment or arrange billing. Complete contract forms, prepare address changes and issue discontinuance orders using computers. Obtain and examine information to assess validity of complaints and to determine causes. Solicit sale of new or additional services or products.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 5	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b>	<b>Writing</b> 3	

## Personal Characteristics Required for this Career:

Cooperation, Dependability, Attention to Detail, Self Control, Stress Tolerance, Adaptability/Flexibility, Initiative, Concern for Others, Independence, and Persistence.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Typing, Spelling, Written Communication, English, and Business.
- Postsecondary: Associate's or Bachelor's degree in General Studies.

## Educational Institutions:

- Indiana University Kokomo
- Ivy Tech Community College

Salaries/Wage:	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$8.90 - \$13.26/hr	\$8.71 - \$13.62/hr
	\$18,500 - \$27,600/yr	\$18,100 - \$28,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.bls.gov/oco/ocos280.htm](http://www.bls.gov/oco/ocos280.htm)

# Dental Assistant

**Description:** Assist dentist, set up patient and equipment, and keep records.

**Tasks:** Prepare patient, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist dentist during dental procedures. Expose dental diagnostic x-rays. Record treatment information in patient records. Take and record medical and dental histories and vital signs of patients. Provide postoperative instructions prescribed by dentist. Assist dentist in management of medical and dental emergencies. Pour, trim, and polish study casts. Instruct patients in oral hygiene and plaque control programs. Make preliminary impressions for study casts and occlusal registrations for mounting study casts. Clean and polish removable appliances.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 3	<b>Listening</b> 3	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 2

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Cooperation, Self Control, Social Orientation, Concern for Others, Integrity, Initiative, Adaptability/Flexibility, and Stress Tolerance.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Biology, Chemistry, Health, and Office Practices.
- Postsecondary: Community College, Career Center.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Ivy Tech Community College

## Salaries/Wage:

Range of Indiana wages  
\$9.73 - \$14.94/hr  
\$20,200 - \$31,100/yr

Range of US wages  
\$9.98 - \$14.53/hr  
\$20,500 - \$30,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.danb.org](http://www.danb.org)

# Dental Hygienist

**Description:** Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x-rays, or apply fluoride or sealants.

**Tasks:** Clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments. Feel and visually examine gums for sores and signs of disease. Chart conditions of decay and disease for diagnosis and treatment by dentist. Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer. Apply fluorides and other cavity preventing agents to arrest dental decay. Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease. Expose and develop x-ray film. Provide clinical services and health education to improve and maintain oral health of school children. Remove excess cement from coronal surfaces of teeth. Make impressions for study casts.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b>	<b>Applied Technology</b>	<b>Listening</b>	<b>4</b>	<b>Locating Information</b>
<b>Observation</b> 5	<b>Reading Information</b>	<b>Teamwork</b>	<b>3</b>	<b>Writing</b>

## Personal Characteristics Required for this Career:

Dependability, Cooperation, Attention to Detail, Concern for Others, Independence, Integrity, Self Control, Stress Tolerance, Initiative, and Achievement/Effort.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, Chemistry, Biology, and English Language.
- Postsecondary: Certificate program or Associate's degree.

## Educational Institutions:

- Indiana University Kokomo (1 year program) Program must be completed at the IU School of Dentistry in Indianapolis.

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$22.40 - \$29.85/hr	\$19.45 - \$30.19/hr
	\$46,600 - \$62,100/yr	\$40,500 - \$62,800/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.adha.org](http://www.adha.org)

# Electrical Engineering Technician

**Description:** Apply electrical theory and related knowledge to test and modify developmental or operational electrical machinery and electrical control equipment and circuitry in industrial or commercial plants and laboratories. Usually work under direction of engineering staff.

**Tasks:** Provide technical assistance and resolution when electrical or engineering problems are encountered before, during, and after construction. Assemble electrical and electronic systems and prototypes according to engineering data and knowledge of electrical principles, using hand tools and measuring instruments. Install and maintain electrical control systems and solid state equipment. Modify electrical prototypes, parts, assemblies, and systems to correct functional deviations. Set up and operate test equipment to evaluate performance of development parts, assemblies, or systems under simulated operating conditions, and record results. Collaborate with electrical engineers and other personnel to identify, define, and solve developmental problems. Analyze and interpret test information to resolve design-related problems. Write commissioning procedures for electrical installations. Prepare project cost and work-time estimates.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 6	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 5
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Initiative, Integrity, Cooperation, Analytical Thinking, Innovation, Persistence, Leadership, and Achievement/Effort.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, and English Language.
- Postsecondary: Associate's Degree or Bachelor's Degree

## Educational Institutions:

- Kokomo Area Career Center
- Century Career Center
- Heartland Career Center
- Ivy Tech Community College
- Purdue University
- Purdue University College of Technology

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$15.30 - \$24.37/hr	\$14.48 - \$24.35/hr
	\$31,800 - \$50,700/yr	\$30,100 - \$50,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.necanet.org](http://www.necanet.org)

# Electrician

**Description:** Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

**Tasks:** Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause and correct the problem. Connect wires to circuit breakers, transformers, or other components. Inspect electrical systems, equipment, and components to identify hazards, defects and the need for repair. Advise management on whether continued operation of equipment could be hazardous. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures. Maintain current electrician's license or identification card to meet governmental regulations. Plan layout and installation of electrical wiring, equipment and fixtures. Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures. Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 5	<b>Applied Technology</b> 5	<b>Listening</b> 3	<b>Locating Information</b> 5	
<b>Observation</b> 5	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 3	

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Initiative, Integrity, Cooperation, Independence, Adaptability/Flexibility, Innovation, Leadership, and Persistence.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, and English Language.
- Postsecondary: Apprenticeship programs, On-the-job training, Associate of Applied Science or Technical Certificate in Manufacturing & Industrial Technology with a specialty in Industrial Electrician.

## Educational Institutions:

- Kokomo Area Career Center
- Century Career Center
- Heartland Career Center
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$14.27 - \$24.57/hr	\$12.76 - \$20.97/hr
	\$29,700 - \$51,100/yr	\$26,500 - \$43,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.necanet.org](http://www.necanet.org)

# Electronics Engineer, Except Computer

**Description:** Research, design, develop, and test electronic components and systems for commercial, industrial, military or scientific use utilizing knowledge of electronic theory and materials properties. Design electronic circuits and components for use in fields such as telecommunications, aerospace guidance and propulsion control, acoustics or instruments and controls.

**Tasks:** Design electronic components, software, products or systems for commercial, industrial, medical, military or scientific applications. Provide technical support and instruction to staff or customers regarding equipment standards, assisting with specific, difficult in-service engineering. Operate computer-assisted engineering and design software and equipment to perform engineering tasks. Analyze system requirements, capacity, cost and customer needs to determine feasibility of project and develop system plan. Confer with engineers, customers, vendor or others to discuss existing and potential engineering projects of products. Review and evaluate work of others, inside and outside the organization, to ensure effectiveness, technical adequacy and compatibility in the resolution of complex engineering problems. Determine material and equipment needs and order supplies. Inspect electronic equipment, instruments, products and systems to ensure conformance to specifications, standards, and applicable codes and regulations. Evaluate operational systems, prototypes and proposals and recommend repair or design modifications, based on factors such as environment, service, cost and system capabilities. Prepare documentation containing information such as confidential descriptions and specifications of proprietary hardware and software, product development and introduction schedules, product costs, and information about product performance weaknesses.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math 6</b>	<b>Applied Technology 5</b>	<b>Listening</b>		<b>Locating Information 5</b>
<b>Observation</b>	<b>Reading Information 6</b>	<b>Teamwork 5</b>		<b>Writing</b>

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Initiative, Integrity, Analytical Thinking, Innovation, Stress Tolerance, Cooperation, Independence, Achievement/Effort.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, and English Language.
- Postsecondary: Bachelor's Degree in Electrical, Electronics and Communications Engineering

## Educational Institutions:

- Purdue University
- Purdue University College of Technology

Salaries/Wage:	Range of Indiana wages	Range of US wages
	\$23.72 - \$36.12/hr	\$25.03 - \$38.97/hr
	\$49,300 - \$75,100/yr	\$52,100 - \$81,100/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.necanet.org](http://www.necanet.org)

# Elementary School Teacher

**Description:** Teach pupils in public or private schools at the elementary level basic academic, social and other formative skills.

**Tasks:** Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible. Observe and evaluate students' performance, behavior, social development, and physical health. Prepare materials and classrooms for class activities. Adapt teaching methods and instructional materials to meet students' varying needs and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Instruct students individually and in groups, using various teaching methods. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students. Assign and grade class work and homework. Read books to entire classes or small groups. Prepare, administer, and grade tests and assignments in order to evaluate students' progress.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b>	<b>4</b>	<b>Applied Technology</b>	<b>3</b>	<b>Listening</b>	<b>5</b>	<b>Locating Information</b>	<b>4</b>
<b>Observation</b>	<b>5</b>	<b>Reading Information</b>	<b>4</b>	<b>Teamwork</b>	<b>4</b>	<b>Writing</b>	<b>3</b>

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, English, Science, Psychology, and Sociology
- Postsecondary: Bachelor's degree in Education.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

Range of Indiana wages:  
\$27,900 - \$46,100/yr

Range of US wages:  
\$28,600 - \$45,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ncate.org](http://www.ncate.org)

# Emergency Medical Technician and Paramedic

**Description:** Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

**Tasks:** Administer first-aid treatment and life-support care to sick or injured persons in prehospital setting. Operate equipment such as ECG's, external defibrillators and bag-valve mask resuscitators in advanced life-support environments. Assess nature and extent of illness or injury to establish and prioritize medical procedures. Maintain vehicles and medical and communication equipment, and replenish first-aid equipment and supplies. Observe, record, and report to physician the patient's condition or injury, the treatment provided and reactions to drugs and treatment. Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management and heart monitoring, during ambulance ride. Administer drugs, orally or by injection, and perform intravenous procedures under a physician's direction. Comfort and reassure patients. Coordinate work with other emergency medical team members and police and fire department personnel. Communicate with dispatchers and treatment center personnel to provide information about situation, to arrange reception of victims, and to receive instructions for further treatment.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b>	<b>3</b>	<b>Applied Technology</b>	<b>Listening</b>	<b>4</b>	<b>Locating Information</b>	<b>5</b>
<b>Observation</b>	<b>5</b>	<b>Reading Information</b>	<b>Teamwork</b>	<b>4</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Stress Tolerance, Dependability, Attention to Detail, Self Control, Adaptability/Flexibility, Concern for Others, Integrity, Cooperation, Initiative, and Social Orientation.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, Writing, and Computers
- Postsecondary: Associate's degree in Applied Science, Vocational-Technical, Community College, Certificate program.

## Educational Institutions:

- Ivy Tech Community College
- Indiana University Kokomo – 2 years, completion at IUPUI

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$8.39 - \$12.90/hr	\$8.32 - \$13.01/hr
	\$17,500 - \$26,800/yr	\$17,300 - \$27,100/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.naemt.org](http://www.naemt.org)

# Executive Secretary and Administrative Assistant

**Description:** Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

**Tasks:** Manage and maintain executives' schedules. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software. Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution. Open, sort, and distribute incoming correspondence, including faxes and email. File and retrieve corporate documents, records, and reports. Greet visitors and determine whether they should be given access to specific individuals. Prepare responses to correspondence containing routine inquires. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work. Prepare agendas and make arrangements for committee, board, and other meetings. Make travel arrangements for executives.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 4	

## Personal Characteristics Required for this Career:

Cooperation, Attention to Detail, Dependability, Integrity, Concern for Others, Self Control, Adaptability, Flexibility, Stress Tolerance, Independence, and Initiative.

## Education:

- High School: General Diploma, Core 40 Diploma.
- Suggested High School Classes: Typing, Software Applications, English.
- Postsecondary: Vocational programs, Office administration programs, Community college, Bachelor's degrees are becoming important as business continues to become more global.

## Educational Institutions:

- Indiana Business College
- Kokomo Area Career Center
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$11.22 – \$15.72/hr	\$12.11 - \$17.90/hr
	\$23,300 - \$32,700/yr	\$25,200 – 37,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.iaap-hq.org](http://www.iaap-hq.org)

# Fire Fighter

**Description:** Control and extinguish municipal fires, protect life and property and conduct rescue efforts.

**Tasks:** Administer first aid and cardiopulmonary resuscitation to injured persons. Rescue victims from burning buildings and accident sites Search burning buildings to locate fire victims. Drive and operate fire fighting vehicles and equipment. Dress with equipment such as fire resistant clothing and breathing apparatus. Move toward the source of a fire using knowledge of types of fires, construction design, building materials, and physical layout of properties. Position and climb ladders to gain access to upper levels of buildings, or to rescue individuals from burning structures. Take action to contain hazardous chemicals that might catch fire, leak or spill. Assess fires and situations and report conditions to superiors to receive instructions, using two-way radios. Respond to fire alarms and other calls for assistance, such as automobile and industrial accidents.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 5	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Dependability, Cooperation, Attention to Detail, Self Control, Stress Tolerance, Initiative, Concern for Others, Analytical Thinking, Persistence and Social Orientation.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: English Language.
- Postsecondary: Long term on-the-job training

## Educational Institutions:

- Kokomo Area Career Center
- Century Career Center
- Heartland Career Center

## Salaries/Wage:

Range of Indiana wages

\$9.90 - \$18.68/hr

\$20,600 - \$38,900/yr

Range of US wages

\$9.93 - \$19.80/hr

\$20,700 - \$41,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.indfa.org](http://www.indfa.org)

# First-line Supervisor/Manager of Mechanic, Installer, and Repairer

**Description:** Supervise and coordinate the activities of mechanics, installers, and repairers.

**Tasks:** Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel. Patrol and monitor work areas and examine tools and equipment in order to detect unsafe conditions or violations of procedures or safety rules. Monitor employees' work levels and review work performance. Examine objects, systems, or facilities; and analyze information to determine needed installations, services, or repairs. Participate in budget preparation and administration, coordinating purchasing and documentation, and monitoring departmental expenditures. Counsel employees about work-related issues and assist employees to correct job-kill deficiencies. Requisition materials and supplies, such as tools, equipment, and replacement parts. Compute estimates and actual costs of factors such as materials, labor, and outside contractors. Interpret specifications, blueprints, and job orders in order to construct templates and lay out reference points for workers. Conduct or arrange for worker training in safety, repair, and maintenance techniques; operational procedures; and equipment use.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii					
<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 4	<b>Locating Information</b> 4			
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 3			

## Personal Characteristics Required for this Career:

Dependability, Attention to Detail, Initiative, Integrity, Leadership, Self-Control, Cooperation, Stress Tolerance, Adaptability/Flexibility, and Persistence.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Computers, Mathematics, and Science.
- Postsecondary: Associate's or Bachelor's degree in Management.

## Educational Institutions:

- Indiana Business College
- Indiana University Kokomo
- Ivy Tech Community College
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages:</u>	<u>Range of US Wages:</u>
	\$15.74 - \$24.87/hr	\$15.78 - \$25.91/hr
	\$32,700 - \$51,700/yr	\$32,800 - \$53,900/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco)

# First-line Supervisor/Manager of Production and Operating Worker

**Description:** Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.

**Tasks:** Calculate labor and equipment requirements and production specifications using standard formulas. Confer with management or subordinates to resolve worker problems, complaints, or grievances. Confer with other supervisors to coordinate operations and activities within or between departments. Demonstrate equipment operations and work and safety procedures to new employees, or assign employees to experienced workers for training. Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators. Inspect materials, products, or equipment to detect defects or malfunctions. Interpret specifications, blueprints, job orders, and company policies and procedures for workers. Maintain operations data such as time, production, and cost records, and prepare management reports of production results. Observe work, and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards. Plan and establish work schedules, assignments, and production sequences to meet production goals.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii					
Applied Math 4	Applied Technology 4	Listening 4	Locating Information 4			
Observation 4	Reading Information 4	Teamwork 4	Writing 3			

## Personal Characteristics Required for this Career:

Dependability, Attention to Detail, Initiative, Integrity, Leadership, Self-Control, Cooperation, Stress Tolerance, Adaptability/Flexibility, and Persistence.

## Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Computers and Mathematics
- Postsecondary: Vocational school, Associate's or Bachelor's degree in Management

## Educational Institutions:

- Indiana Business College
- Indiana University Kokomo
- Ivy Tech Community College
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages:</u>	<u>Range of US Wages:</u>
	\$14.51 - \$21.90/hr	\$14.09 - \$22.74/hr
	\$30,200 - \$45,600/yr	\$29,300 - \$47,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco)

# First-line Supervisor/Manager of Transportation and Material-Moving Machine and Vehicle Operators

**Description:** Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.

**Tasks:** Enforce safety rules and regulations. Plan work assignments and equipment allocations in order to meet transportation, operations or production goals. Confer with customers, supervisors, contractors and other personnel to exchange information and to resolve problems. Direct workers in transportation or related services, such as pumping, moving, storing, and loading/unloading of materials or people. Resolve worker problems, or collaborate with employees to assist in problem resolution. Review orders, production schedules, blueprints and shipping/receiving notices to determine work sequences and material shipping dates, types, volumes and destinations. Monitor field work to ensure that it is being performed properly and that materials are being used as they should be. Recommend and implement measures to improve worker motivation, equipment performance, work methods and customer services. Maintain or verify records of time, materials, expenditures and crew activities. Interpret transportation and tariff regulations, shipping orders, safety regulations and company policies and procedures for workers.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b>	<b>4</b>	<b>Applied Technology</b>	<b>Listening</b>	<b>4</b>	<b>Locating Information</b>	<b>3</b>
<b>Observation</b>	<b>4</b>	<b>Reading Information</b>	<b>Teamwork</b>	<b>3</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Stress Tolerance, Integrity, Leadership, Initiative, Self Control, Adaptability/Flexibility, Persistence and Cooperation.

## Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Computers and Mathematics
- Postsecondary: Vocational school, Associate's or Bachelor's degree in Management

## Educational Institutions:

- Indiana Business College
- Indiana University Kokomo
- Ivy Tech Community College
- Purdue University

## Salaries/Wage:

Range of Indiana wages:

\$14.46 - \$22.53/hr  
\$30,100 - \$46,900/yr

Range of US Wages:

\$13.88 - \$23.24/hr  
\$28,900 - \$48,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco)

# General and Operations Manager

**Description:** Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative service. Includes owners and managers who head small business establishments whose duties are primarily managerial.

**Tasks:** Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, and/or distribution of products. Manage staff, preparing work schedules and assigning specific duties. Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary. Determine staffing requirements and interview, hire, and train new employees, or oversee those personnel processes. Monitor businesses and agencies to ensure that they efficiently and effectively provide needed services while staying within budgetary limits. Oversee activities directly related to making products or providing services. Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency. Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand. Manage the movement of goods into and out of production facilities.

## Skills:

WorkKeys Score	WorkKeys explanation on page ii			
<b>Applied Math</b> 7	<b>Applied Technology</b>	<b>Listening</b>		<b>Locating Information</b> 6
<b>Observation</b> 5	<b>Reading Information</b> 7	<b>Teamwork</b> 5		<b>Writing</b>

## Personal Characteristics Required for this Career:

Dependability, Leadership, Integrity, Attention to Detail, Initiative, Cooperation, Self Control, Analytical Thinking, Concern for Others, and Independence.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Science, Psychology, and English.
- Postsecondary: Bachelor's degree in Business Administration, Management, or Liberal Arts. Master's and Doctoral degrees.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$20.70 - \$38.71/hr	\$20.29 - \$40.94/hr
	\$43,100 - \$80,500/yr	\$42,200 - \$85,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.amanet.org](http://www.amanet.org)

# Heating and Air Conditioning Mechanic and Installer

**Description:** Install, service, and repair heating and air conditioning systems in residences and commercial establishments.

**Tasks:** Obtain and maintain required certifications. Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area. Repair or replace defective equipment, components, or wiring. Test electrical circuits and components for continuity, using electrical test equipment. Reassemble and test equipment following repairs. Inspect and test system to verify system compliance with plans and specifications and to detect and locate malfunctions. Discuss heating-cooling system malfunctions with users to isolate problems or to verify that malfunctions have been corrected. Record and report all faults, deficiencies and other unusual occurrences, as well as the time and materials expended on work orders. Test pipe or tubing joints and connections for leaks, using pressure gauge or soap-and-water solution. Adjust system controls to setting recommended by manufacturer to balance system, using hand tools.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 3	<b>Locating Information</b> 4
<b>Observation</b> 3	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Dependability, Integrity, Cooperation, Attention to Detail, Initiative, Stress Tolerance, Independence, Persistence, Self Control and Leadership.

## Education:

- High School: General Diploma, Core 40 Diploma.
- Suggested High School Classes: Mathematics, Science, and Computers.
- Postsecondary: Long term on-the-job training, Vocational or Technical school, Associate's degree.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$12.07 - \$17.71/hr	\$11.38 - \$18.11/hr
	\$25,100 - \$36,800/yr	\$23,700 - \$37,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.bls.gov/oco/ocos192.htm](http://www.bls.gov/oco/ocos192.htm)

# Home Health Aide

**Description:** Provide routine, personal healthcare, such as bathing, dressing or grooming, to elderly, convalescent or disabled persons in the home of patients or in a residential care facility.

**Tasks:** Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager. Provide patients with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming. Provide patients and families with emotional support and instruction in areas such as caring for infants, preparing healthy meals, living independently or adapting to disability or illness. Change bed linens, wash and iron patients' laundry and clean patients' quarters. Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert. Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets. Direct patients in simple prescribed exercises or in the use of braces or artificial limbs. Check patients' pulse, temperature and respiration. Change dressing. Perform a variety of duties as requested by client, such as obtaining household supplies or running errands.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4
<b>Observation</b> 5	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 2

## Personal Characteristics Required for this Career:

Dependability, Adaptability/Flexibility, Integrity, Attention to Detail, Self Control, Stress Tolerance, Concern for Others, Cooperation, Independence and Achievement/Effort.

## Education:

- High School: General Diploma, Core 40 Diploma.
- Suggested High School Classes: Health and Psychology.
- Postsecondary: Short term on-the-job training, Vocational or Technical school, Associate's degree.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$7.59 - \$9.40/hr	\$7.06 - \$9.34/hr
	\$15,800 - \$19,600/yr	\$14,700 - \$19,400/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ind-homecare.org](http://www.ind-homecare.org)

# Industrial Machinery Mechanic

**Description:** Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.

**Tasks:** Analyze test results, machine error messages, and information obtained from operators in order to diagnose equipment problems. Clean, lubricate, and adjust parts, equipment, and machinery. Disassemble machinery and equipment to remove parts and make repairs. Examine parts for defects such as breakage and excessive wear. Observe and test the operation of machinery and equipment in order to diagnose malfunctions, using voltmeters and other testing devices. Operate newly repaired machinery and equipment to verify the adequacy of repairs. Reassemble equipment after completion of inspections, testing, or repairs. Repair and maintain the operating condition of industrial production and processing machinery and equipment. Repair and replace broken or malfunctioning components of machinery and equipment. Study blueprints and manufacturers' manuals to determine correct installation and operation of machinery.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 3	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Adaptability/Flexibility, Attention to Detail, Integrity, Dependability, Initiative, Cooperation, Self Control, and Stress Tolerance.

## Education:

- High School: General Diploma, Core 40 Diploma.
- Suggested High School Classes: Mathematics, Science, and Computers.
- Postsecondary: Vocational or Technical school, Associate's degree.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Ivy Tech Community College

## Salaries/Wage:

Range of Indiana wages

\$14.61 - \$22.18/hr  
\$30,400 - \$46,100/yr

Range of US Wages

\$12.84 - \$19.74/hr  
\$26,700 - \$41,100/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ntma.org](http://www.ntma.org)

# Industrial Production Manager

**Description:** Plan, direct, or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

**Tasks:** Direct and coordinate production, processing, distribution, and marketing activities of industrial organization. Develop products and approve expenditures for supplies, materials, and human resources, ensuring that materials, labor and equipment are used efficiently to meet production targets. Review processing schedules and production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints. Review operations and confer with technical or administrative staff to resolve production or processing problems. Hire, train, evaluate, and discharge staff, and resolve personnel grievances. Initiate and coordinate inventory and cost control programs. Prepare and maintain production reports and personnel records. Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality. Develop and implement production tracking and quality control systems, analyzing production, quality control, maintenance, and other operational reports. Review plans and confer with research and support staff to develop new products and processes.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b>	<b>4</b>	<b>Applied Technology</b>	<b>4</b>	<b>Listening</b>	<b>3</b>	<b>Locating Information</b>	<b>4</b>
<b>Observation</b>	<b>5</b>	<b>Reading Information</b>	<b>4</b>	<b>Teamwork</b>	<b>4</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Leadership, Adaptability/Flexibility, Attention to Detail, Integrity, Dependability, Initiative, Cooperation, Self Control, Stress Tolerance, and Independence.

## Education:

- High School: General Diploma, Core 40 Diploma.
- Suggested High School Classes: Mathematics, Science, and Computers.
- Postsecondary: Bachelor's degree in Business Administration, Management, Industrial Technology or Industrial Engineering.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

Range of Indiana wages  
\$21.30 - \$33.95/hr  
\$44,300 - \$70,600/yr

Range of US Wages  
\$22.71 - \$37.34/hr  
\$47,200 - \$77,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.bls.gov/oco/ocos016.htm](http://www.bls.gov/oco/ocos016.htm)

# Licensed Practical Nurse (LPN)

**Description:** Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

**Tasks:** Observe patients, charting and reporting changes in patients' conditions. Administer prescribed medications or start intravenous fluids, and chart information. Answer patients' calls and determine assistance. Measure and record patients' vital signs. Provide basic patient care and treatments, such as temperatures, blood pressure, etc. Help patients with bathing, dressing, personal hygiene, etc. Supervise nurses' aides and assistants. Work as part of a health care team to assess patient needs. Record food and fluid intake and output. Evaluate nursing intervention outcomes.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 3	

## Personal Characteristics Required for this Career:

Concern for Others, Dependability, Stress Tolerance, Attention to Detail, Self Control, Integrity, Cooperation, Adaptability/Flexibility, Leadership, and Achievement/Effort.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, English, Biology, Chemistry, and Psychology.
- Postsecondary: Technical Vocational, Community College.

## Educational Institutions:

- Indiana University Kokomo
- Ivy Tech Community College
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$12.94 - \$17.00/hr	\$12.68 - \$17.57/hr
	\$26,900 - \$35,400/yr	\$26,900 - \$35,400/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco)

# Machinist

**Description:** Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

**Tasks:** Calculate dimensions and tolerances using knowledge of mathematics and instruments such as micrometers and veneer calipers. Machine parts to specifications using machine tools such as lathes, milling machines, shapers, or grinders. Measure, examine, and test completed units in order to detect defects and ensure conformance to specifications, using precision instruments such as micrometers. Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools in order to perform precision machining operations. Align and secure holding fixtures, cutting tools, attachments, accessories, and materials onto machines. Monitor the feed and speed of machines during the machining process. Study sample parts, blueprints, drawings, and engineering information in order to determine methods and sequences of operations needed to fabricate products, and determine product dimensions and tolerances. Select the appropriate tools, machines, and materials to be used in preparation of machinery work. Lay out, measure, and mark metal stock in order to display placement of cuts. Observe and listen to operating machines or equipment in order to diagnose machine malfunctions and to determine need for adjustments or repairs.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii				
<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 4	<b>Locating Information</b> 4		
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 2		

## Personal Characteristics Required for this Career:

Attention to Detail, Analytical Thinking, Dependability, Initiative, Innovation, Independence, Persistence, Adaptability/Flexibility, Achievement/Effort, and Cooperation.

## Education:

- High School: General Diploma, Core 40 Diploma
- Suggested High School Classes: Mathematics, Physics, and Science.
- Postsecondary: Vocational or Technical school, Associate degree in Machine Tool Technology.

## Educational Institutions:

- Kokomo Area Career Center
- Heartland Career Center
- Century Career Center
- Ivy Tech Community College

Salaries/Wage:	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$10.62 - \$17.20/hr	\$10.29 - \$16.71/hr
	\$22,100 - \$35,800/yr	\$21,400 - \$34,800/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.pmpa.org](http://www.pmpa.org)

# Material Moving Worker

**Description:** Load, unload and move materials at plant, yard, or other site.

**Tasks:** Loads and unloads materials to and from designated storage areas, such as racks and shelves, or vehicles, such as trucks. Stacks or piles materials, such as lumber, boards, or pallets. Bundles and bands material, such as fodder and tobacco leaves, using banding machines. Sorts and stores items according to specifications. Assembles product containers and crates, using hand tools and precut lumber. Adjusts or replaces equipment parts, such as rollers, belts, plugs and caps, using hand tools. Records number of units handled and moved, using daily production sheet or work tickets. Attaches identifying tags or marks information on containers. Cleans work area, using brooms, rags, and cleaning compounds. Installs protective devices, such as bracing, padding or strapping, to prevent shifting or damage to items being transported.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b>	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 2

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Persistence, Adaptability/Flexibility, and Cooperation.

## Education:

- High School: General Diploma or GED.
- Suggested High School Classes: Basic Mathematics.
- Postsecondary: Not applicable

## Educational Institutions:

- Not applicable

## Salaries/Wage:

Range of Indiana wages:  
\$9.64 - \$18.43/hr  
\$20,100 - \$38,300/yr

Range of US Wages:  
\$8.13 - \$14.55/hr  
\$16,900 - \$30,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.indtrk.org](http://www.indtrk.org)

# Medical and Clinical Laboratory Technologist

**Description:** Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.

**Tasks:** Analyze laboratory findings to check the accuracy of the results. Conduct chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components. Operate, calibrate and maintain equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers. Enter data from analysis of medical tests and clinical results into computer for storage. Analyze samples of biological material for chemical content or reaction. Establish and monitor programs to ensure the accuracy of laboratory results. Set up, clean and maintain laboratory equipment. Provide technical information about test results to physicians, family members and researchers. Supervise train and direct lab assistants, medical and clinical laboratory technicians and technologists, and other medical laboratory workers engaged in laboratory testing. Develop, standardize, evaluate and modify procedures, techniques and tests used in the analysis of specimens and in medical laboratory experiments.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b> 6	<b>Applied Technology</b>	<b>Listening</b>	4	<b>Locating Information</b> 3
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b>		<b>Writing</b>

## Personal Characteristics Required for this Career:

Attention to Detail, Analytical Thinking, Independence, Initiative, Achievement/Effort, Persistence, Dependability, Integrity, Stress Tolerance, Adaptability/Flexibility.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Biology, Chemistry, and Health.
- Postsecondary: Bachelor's, Master's degree in Clinical Laboratory Science or Medical Technology.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$15.81 - \$22.59/hr  
\$32,900 - \$47,000/yr

Range of US wages

\$16.66 - \$23.90/hr  
\$34,700 - \$49,700/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.naacls.org](http://www.naacls.org)

# Medical and Health Services Manager

**Description:** Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

**Tasks:** Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel. Establish objectives and evaluative or operational criteria for units they manage. Direct or conduct recruitment, hiring and training of personnel. Develop and maintain computerized record management systems to store and process data, such as personnel activities and information, and to produce reports. Develop and implement organizational policies and procedures for the facility or medical unit. Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting. Establish work schedules and assignments for staff, according to workload, space and equipment availability. Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning. Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services. Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 3
<b>Observation</b> 4	<b>Reading Information</b> 3	<b>Teamwork</b> 4	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Attention to Detail, Leadership, Dependability, Integrity, Adaptability/Flexibility, Cooperation, Concern for Others, Self Control, Independence, and Initiative.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Biology, Chemistry, and Health.
- Postsecondary: Bachelor's, Master's or Doctoral degrees in Health Administration or Nursing.

## Educational Institutions:

- Indiana University Kokomo

## Salaries/Wage:

Range of Indiana wages

\$19.42 - \$31.48/hr

\$40,400 - \$65,500/yr

Range of US wages

\$21.66 - \$35.26/hr

\$45,100 - \$73,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.cahmeweb.org](http://www.cahmeweb.org)

# Medical and Public Health Social Worker

**Description:** Provide persons, families or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses, such as Alzheimer's, cancer, or AIDS. Services include advising family care givers, providing patient education and counseling and making necessary referrals for other social services.

**Tasks:** Collaborate with other professionals to evaluate patients' medial or physical condition and to assess client needs. Investigate child abuse or neglect cases and take authorized protective action when necessary. Refer patient, client or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education. Counsel clients and patients in individual and group sessions to help them overcome dependencies, recover from illness, and adjust to life. Organize support groups or counsel family members to assist them in understanding, dealing with and supporting the client or patient. Advocate for clients or patients to resolve crises. Identify environmental impediments to client or patient progress through interviews and review of patient records. Utilize consultation data and social work experience to plan and coordinate client or patient care and rehabilitation following through to ensure service efficacy. Modify treatment plans to comply with changes in clients' status. Monitor, evaluate and record client progress according to measurable goals described in treatment and care plan.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b> 3	<b>Applied Technology</b> 3	<b>Listening</b> 5	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Dependability, Integrity, Concern for Others, Persistence, Self Control, Attention to Detail, Cooperation, Initiative, Adaptability/Flexibility and Stress Tolerance.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Biology, Chemistry, and Health.
- Postsecondary: Bachelor's degree in Clinical/Medical Social Work.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$12.82 - \$19.368/hr

\$26,700 - \$40,300/yr

Range of US wages

\$13.12 - \$20.69/hr

\$27,300 - \$43,000/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.naswin.org](http://www.naswin.org)

# Medical Assistant

**Description:** Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Tasks:** Interview patients to obtain medical information and measure their vital signs, weight, and height. Show patients to examination rooms and prepare them for the physician. Record patients' medical history, vital statistics and information such as test results in medical records. Prepare and administer medications as directed by a physician. Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing. Explain treatment procedures, medications, diets and physicians' instructions to patients. Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections and removing sutures. Authorize drug refills and provide prescription information to pharmacies. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. Clean and sterilize instruments and dispose of contaminated supplies.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 3	<b>Locating Information</b> 5
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Concern for Others, Integrity, Cooperation, Self Control, Attention to Detail, Dependability, Social Orientation, Initiative, Adaptability/Flexibility, Persistence, Relationships, and Support.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, Typing, and Recordkeeping.
- Postsecondary: Vocational Technical School, Associate's Degree.

## Educational Institutions:

- Kokomo Area Career Center
- Century Career Center
- Indiana Business College
- Ivy Tech Community College

## Salaries/Wage:

Range of Indiana wages  
\$9.27 - \$12.08/hr  
\$19,300 - \$25,100/yr

Range of US wages  
\$9.07 - \$12.64/hr  
\$18,900 - \$26,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.aama-ntl.org](http://www.aama-ntl.org)

# Medical Records and Health Information Technician

**Description:** Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

**Tasks:** Protect the security of medical records to ensure that confidentiality is maintained. Process patient admission and discharge documents. Review records for completeness, accuracy and compliance with regulations. Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts. Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer. Release information to persons and agencies according to regulations. Plan, develop, maintain and operate a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information. Manage the department and supervise clerical workers, directing and controlling activities of personnel in the medical records department. Transcribe medical reports. Identify, compile, abstract and code patient data, using standard classification systems.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b> 3	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 3	

## Personal Characteristics Required for this Career:

Cooperation, Stress Tolerance, Attention to Detail, Dependability, Integrity, Concern for Others, Independence, Adaptability/Flexibility, Initiative, Self Control, Relationships, and Working Conditions.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Biology, Chemistry, Health, and Computer Science.
- Postsecondary: Associate's degree and Bachelor's degree in Health Information Administration (HIA).

## Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$9.22 - \$12.45/hr	\$9.16 - \$13.48/hr
	\$19,200 - \$25,900/yr	\$19,100 - \$28,000/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ahima.org](http://www.ahima.org)

# Medical Transcriptionist

**Description:** Use transcribing machines with headset and foot pedal to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports, such as emergency room visits, diagnostic imaging studies, operations, chart reviews and final summaries. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms. Edit as necessary and return reports in either printed or electronic form to the dictator for review and signature, or correction.

**Tasks:** Decide which information should be included or excluded in reports. Distinguish between homonyms, and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology and medicine. Identify mistakes in reports and check with doctors to obtain the correct information. Perform data entry and data retrieval services, providing the data for inclusion in medical records and for transmission to physicians. Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material. Return dictated reports in printed or electronic form for physicians' review, signature, and corrections and for inclusion in patients' medical records. Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology. Take dictation using either shorthand or a stenotype machine; then convert dictated materials to written form. Transcribe dictation for a variety of medical reports such as patient histories, physical exams, emergency room visits, operations and chart reviews. Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b>	<b>Applied Technology</b>	<b>Listening</b>	<b>5</b>	<b>Locating Information</b>	<b>5</b>
<b>Observation</b>	<b>Reading Information</b>	<b>Teamwork</b>		<b>Writing</b>	<b>5</b>

Personal Characteristics Required for this Career:

Attention to Detail, Independence, Adaptability/Flexibility, Integrity, Self Control, and Achievement/Effort.

Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Biology, English Grammar and Computer Science.
- Postsecondary: Vocational School Certificate program, Associate's degree.

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Range of Indiana wages

Range of US wages

\$10.01 - \$13.27/hr

\$10.22 - \$14.40/hr

\$20,800 - \$27,600/yr

\$21,300 - \$30,000/yr

Employment Trends: Appendix A

Website for further information: [www.aamt.org](http://www.aamt.org)

# Middle School Teacher

**Description:** Teach pupils in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable State laws and regulations.

**Tasks:** Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible. Observe and evaluate students' performance, behavior, social development, and physical health. Prepare materials and classrooms for class activities. Adapt teaching methods and instructional materials to meet students' varying needs and interests. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Instruct students individually and in groups, using various teaching methods. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students. Assign and grade class work and homework. Instruct through lectures, discussions, and demonstrations in one or more subjects such as English, mathematics, or social studies. Prepare, administer, and grade tests and assignments in order to evaluate students' progress. Maintain accurate, complete and correct student records as required by law, district policies and administrative regulations.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 3	<b>Listening</b> 4	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 5

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, English, Science, Psychology, and Sociology.
- Postsecondary: Bachelor's degree in Education.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

**Salaries/Wage:**      Range of Indiana wages      Range of US wages  
\$30,300 - \$47,100/yr      \$31,500 - \$46,300/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ncate.org](http://www.ncate.org)

# Millwright

**Description:** Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings.

**Tasks:** Replace defective parts of machine or adjust clearances and alignment of moving parts. Align machines and equipment, using hoists, jacks, hand tools, squares, rules, micrometers, and plumb bobs. Connect power unit to machines or steam piping to equipment, and test unit to evaluate its mechanical operation. Repair and lubricate machines and equipment. Assemble and install equipment, using hand tools and power tools. Position steel beams to support bedplates of machines and equipment, using blueprints and schematic drawings, to determine work procedures. Signal crane operator to lower basic assembly units to bedplate, and align unit to centerline. Insert shims, adjust tension on nuts and bolts, or position parts, using hand tools and measuring instruments to set specified clearances between moving and stationary parts. Move machinery and equipment, using hoists, dollies, rollers, and trucks. Attach moving parts and subassemblies to basic assembly unit, using hand tools and power tools.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 3	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Attention to Detail, Independence, Dependability, Concern for Others, Analytical Thinking, Innovation, Cooperation, Initiative, Persistence, and Self Control.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Mathematics, Computers, and Machine Shop.
- Postsecondary: Apprenticeship program.

## Educational Institutions:

- United Brotherhood of Carpenters and Joiners of America approved programs

## Salaries/Wage:

Range of Indiana wages

\$16.09 - \$26.24/hr

\$33,500 - \$44,600/yr

Range of US Wages

\$13.84 - \$21.94/hr

\$28,800 - \$45,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ntma.org](http://www.ntma.org)

# Network and Computer Systems Administrator

**Description:** Install, configure, and support an organization's local area network (LAN) wide area network (WAN), and Internet system or a segment of a network system. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

**Tasks:** Diagnose hardware and software problems, and replace defective components. Perform data backups and disaster recovery operations. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software and all configurations. Plan, coordinate, and implement network security measures in order to protect data, software, and hardware. Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use. Perform routine network startup and shutdown procedures, and maintain control records. Design, configure, and test computer hardware, networking software and operating system software. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes. Confer with network users about how to solve existing system problems. Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b>	<b>6</b>	<b>Applied Technology</b>	<b>Listening</b>	<b>5</b>	<b>Locating Information</b>	<b>5</b>
<b>Observation</b>	<b>5</b>	<b>Reading Information</b>	<b>Teamwork</b>	<b>5</b>	<b>Writing</b>	<b>4</b>

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Analytical Thinking, Cooperation, Initiative, Stress Tolerance, Adaptability/Flexibility, Achievement./Effort, Independence, and Integrity.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Computers Science, Mathematics.
- Postsecondary: Bachelor's degree in Computer Science.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$16.07- \$25.17/hr

\$33,400 - \$52,400/yr

Range of US wages

\$18.56 - \$29.87/hr

\$38,600 - \$62,100/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.nwcet.org](http://www.nwcet.org)

# Nursing Aide, Orderlies, and Attendant

**Description:** Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom or move patients or change linens.

**Tasks:** Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores. Answer patients' call signals. Feed patients who are unable to feed themselves. Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff. Provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines. Provide patients with help walking, exercising, and moving in and out of bed. Bathe, groom, shave, dress, or drape patients to prepare them for surgery, treatment, or examination. Collect specimens such as urine, feces, or sputum. Prepare, serve and collect food trays. Clean rooms and change linens.

## Skills:

<u>WorkKeys Scores</u>	<u>WorkKeys explanation on page ii</u>				
<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b>	<b>3</b>	<b>Locating Information</b>	<b>4</b>
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b>	<b>3</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Concern for Others, Integrity, Cooperation, Dependability, Self Control, Stress Tolerance, Adaptability/Flexibility, Social Orientation, Attention to Detail and Initiative.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Biology, Chemistry, and Health.
- Postsecondary: Post-secondary vocational award.

## Educational Institutions:

- Ivy Tech Community College
- Kokomo Career Center

## Salaries/Wage:

Range of Indiana wages

\$8.04 - \$10.36/hr

\$16,700 - \$21,500/yr

Range of US wages

\$7.78 - \$10.67/hr

\$16,200 - \$22,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.cahmeweb.org](http://www.cahmeweb.org)

# Pharmacist

**Description:** Compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

**Tasks:** Review prescriptions to assure accuracy, to ascertain the needed ingredients, and to evaluate their suitability. Provide information and advice regarding drug interactions, side effects, dosage and proper medication storage. Analyze prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions. Order and purchase pharmaceutical supplies, medical supplies and drugs, maintaining stock, and storing and handling it properly. Maintain records, such as pharmacy files, patient profiles, charge system files, inventories, control record for radioactive nuclei, and registries of poisons, narcotics, and controlled drugs. Provide specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, or high blood pressure. Advise customers on the selection of medication brands, medical equipment and health-care supplies. Collaborate with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of drugs and drug regimens, providing advice on drug applications and characteristics. Compound and dispense medications as prescribed by doctors and dentists, by calculating, weighting, measuring and mixing ingredients, or oversee these activities. Offer health promotion and prevention activities, for example, training people to use devices such as blood pressure or diabetes monitors.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b> 6	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 6	<b>Teamwork</b> 4	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Integrity, Stress Tolerance, Concern for Others, Cooperation, Analytical Thinking, Independence, Self Control and Adaptability/Flexibility.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, Computer Science, and Writing.
- Postsecondary: First professional degree in Pharmacy and Pharmaceutical Sciences.

## Educational Institutions:

- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$32.22 – \$43.88/hr

\$67,000 - \$91,300/yr

Range of US wages

\$32.63 - \$45.44/hr

\$67,900 - \$94,500/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.nabp.net](http://www.nabp.net)

# Pharmacy Technician

**Description:** Prepare medications under the direction of a pharmacist. May measure, mix, count out, label and record amounts and dosages of medications.

**Tasks:** Receive written prescription or refill requests and verify that information is complete and accurate. Maintain proper storage and security conditions for drugs. Answer telephones, responding to questions or requests. Fill bottles with prescribed medications and type and affix labels. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information. Price and file prescriptions that have been filled. Clean, and help maintain equipment and work areas, and sterilize glassware according to prescribed methods. Establish and maintain patient profiles, including lists of medications taken by individual patients. Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into computer. Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 5	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 5
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Cooperation, Integrity, Self Control, Concern for Others, Social Orientation, Stress Tolerance, Initiative, Adaptability/Flexibility.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, Computer Science, and Writing.
- Postsecondary: Moderate term on-the-job training, First professional degree in Pharmacy Technician/Assistant.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$8.56 – \$11.63/hr	\$8.56 - \$12.32/hr
	\$17,800 - \$24,200/yr	\$17,800 - \$25,600/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ashp.org](http://www.ashp.org)

# Physician Assistant

**Description:** Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants.

**Tasks:** Examine patients to obtain information about their physical condition. Interpret diagnostic test results for deviations from normal. Make tentative diagnoses and decisions about management and treatment of patients. Obtain, compile and record patient medical data, including health history, progress notes and results of physical examination. Administer or order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests. Prescribe therapy or medication with physician approval. Perform therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management. Instruct and counsel patients about prescribed therapeutic regimens, normal growth and development, family planning, emotional problems of dialing living, and health maintenance. Provide physicians with assistance during surgery or complicated medical procedures. Supervise and coordinate activities of technicians and technical assistants..

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 6	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 6	<b>Teamwork</b> 4	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Concern for Others, Attention to Detail, Cooperation, Stress Tolerance, Integrity, Self Control, Dependability, Adaptability/Flexibility, Persistence, and Initiative.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, Science, and Writing.
- Postsecondary: Bachelor's degree.

## Educational Institutions:

- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$13.71 – \$33.77/hr

\$28,500 - \$70,200/yr

Range of US wages

\$20.72- \$36.05/hr

\$43,100 - \$75,000/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.aapa.org](http://www.aapa.org)

# Police and Sheriff Patrol Officer

**Description:** Police: Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators. Sheriff: Enforce law and order in rural or unincorporated districts or serve legal processes of courts. May patrol courthouse, guard court or grand jury, or escort defendants.

**Tasks:** Police: 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. Identify, pursue, and arrest suspects and perpetrators of criminal acts. Record facts to prepare reports that document incidents and activities. Review facts of incidents to determine if criminal act or statute violations were involved. Render aid to accident victims and other persons requiring first aid for physical injuries. Testify in court to present evidence or act as witness in traffic and criminal cases. 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. Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.

Sheriff: Drive vehicles or patrol specific areas to detect law violators, issue citations, and make arrests. Execute arrest warrants. Investigate illegal or suspicious activities. Notify patrol units to take violators into custody or provide assistance or medical aid. Question individuals entering secured areas. Record daily activities and submit logs. Serve statements of claims, subpoenas, summonses, jury summonses, orders to pay alimony. Take control of accident scenes. Patrol and guard the courthouse, and jury rooms.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b> 3	<b>Locating Information</b> 3
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Integrity, Self Control, Stress Tolerance, Attention to Detail, Dependability, Concern for Others, Independence, Initiative, Adaptability/Flexibility and Cooperation.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Psychology, Writing, English Language.
- Postsecondary: Associate's degree in Criminal Justice.

## Educational Institutions:

- Century Career Center
- Ivy Tech Community College
- Indiana University Kokomo
- Indiana Wesleyan University
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$14.24 – \$19.98/hr	\$13.13 – \$22.82/hr
	\$29,600 - \$41,600/yr	\$27,300 - \$47,500/yr

**Employment Trends:** Appendix A

**Website for more information:** [www.sheriffs.org](http://www.sheriffs.org)

# Purchasing Manager

**Description:** Plan, direct or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, and services.

**Tasks:** Maintain records of good ordered and received. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for supplies and equipment. Control purchasing department budgets, interview and hire staff, and oversee staff training. Review purchase order claims and contracts for conformance to company policy. Analyze market and delivery systems in order to assess present and future material availability. Develop and implement purchasing and contract management instructions, policies, and procedures. Participate in the development of specifications for equipment, products or substitute materials. Resolve vendor or contractor grievances, and claims against suppliers.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 5	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b>

## Personal Characteristics Required for this Career:

Integrity, Dependability, Achievement/Effort, Stress Tolerance, Attention to Detail, Persistence, Initiative, Leadership, Adaptability/Flexibility, and Cooperation.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Applied Sciences, and Computers.
- Postsecondary: Bachelor's or Master's degree in Engineering, Business, Economics, or Applied Sciences.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

Range of Indiana wages

\$21.32 - \$34.721/hr  
\$44,300 - \$72,200/yr

Range of US Wages

\$22.38 - \$39.22/hr  
\$46,600 - \$81,600/yr

**Employment Trends:** Appendix A

**Website for more information:** [www.ism.ws](http://www.ism.ws)

# Radiation Therapist

**Description:** Provide radiation therapy to patients as prescribed by a radiologist according to established practices and standards. Duties may include reviewing prescription and diagnosis; acting as liaison with physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. May assist in dosimetry procedures and tumor localization.

**Tasks:** Administer prescribed doses of radiation to specific body parts, using radiation therapy equipment according to established practices and standards. Position patients for treatment with accuracy according to prescription. Enter data into computer and set controls to operate and adjust equipment and regulate dosage. Follow principles of radiation protection for patient, self, and others. Maintain records, reports and files as required, including such information as radiation dosages, equipment settings and patients' reactions. Review prescription, diagnosis, patient chart, and identification. Conduct most treatment sessions independently, in accordance with the long-term treatment plan and under the general direction of the patient's physician. Check radiation therapy equipment to ensure proper operation. Observe and reassure patients during treatment and report unusual reactions to physician or turn equipment off if unexpected adverse reactions occur. Check for side effects such as skin irritation, nausea and hair loss to assess patients' reaction to treatment.

## Skills:

WorkKeys Scores

WorkKeys explanation on page ii

<b>Applied Math</b>	<b>3</b>	<b>Applied Technology</b>	<b>3</b>	<b>Listening</b>	<b>3</b>	<b>Locating Information</b>	<b>4</b>
<b>Observation</b>	<b>4</b>	<b>Reading Information</b>	<b>5</b>	<b>Teamwork</b>	<b>3</b>	<b>Writing</b>	<b>3</b>

## Personal Characteristics Required for this Career:

Dependability, Integrity, Self Control, Concern for Others, Adaptability, Flexibility, Attention to Detail, Cooperation, Social Orientation, Achievement/Effort, and Stress Tolerance.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, Computer Science, and Writing.
- Postsecondary: Bachelor's degree in Radiology program and additional certificate program.

## Educational Institutions:

- Indiana University Kokomo
- St. Vincent Health/St. Joseph Hospital Kokomo – Certificate program

## Salaries/Wage:

Range of Indiana wages

\$18.95 – \$28.02/hr

\$39,400 - \$58,300/yr

Range of US wages

\$21.56 - \$31.81/hr

\$44,800 - \$66,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.arrt.org](http://www.arrt.org)

# Radiological Technologist

**Description:** Take X-rays and CAT scans or administer non-radioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computer tomography, ultrasound, and magnetic resonance.

**Tasks:** Review and evaluate developed x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff. Explain procedures and observe patients to ensure safety and comfort during scan. Operate or oversee operation of radiologic and magnetic imaging equipment to produce images of the body for diagnostic purposes. Position and immobilize patient on examining table. Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination. Key commands and data into computer to document and specify scan sequences, adjust transmitters and receivers, or photograph certain images. Monitor video display of area being scanned and adjust density or contrast to improve picture quality. Monitor patients' conditions and reactions, reporting abnormal signs to physician. Set up examination rooms, ensuring that all necessary equipment is ready.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 4	<b>Applied Technology</b> 3	<b>Listening</b> 4	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 4

## Personal Characteristics Required for this Career:

Dependability, Integrity, Self Control, Concern for Others, Adaptability, Flexibility, Attention to Detail, Cooperation, Initiative, Achievement/Effort, Stress Tolerance, Persistence, and Relationships.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, and Biology.
- Postsecondary: Radiology certificate program, Associate's or Bachelor's degree.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University
- St. Vincent Health/St. Joseph Hospital Kokomo – Certificate program

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$15.75 – \$21.69/hr	\$15.75 - \$23.16/hr
	\$32,800 - \$45,100/yr	\$32,800 - \$48,200/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.artt.org](http://www.artt.org)

# Registered Nurse (RN)

**Description:** Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes advance practice nurse such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles.

**Tasks:** Maintain accurate detailed reports and records. Monitor, record and report symptoms and changes in patients' conditions. Record medical information and vital signs. Modify treatment plans. Consult and coordinate with health care team. Order, interpret, and evaluate diagnostic tests to identify and assess patient condition. Monitor all aspects of patient care, diet and physical activity. Direct and supervise other personnel. Assist patient with exams and treatment. Ensure proper nursing care to patients.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 4	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 5	<b>Teamwork</b> 4	<b>Writing</b> 4	

## Personal Characteristics Required for this Career:

Dependability, Integrity, Self Control, Concern for Others, Adaptability, Flexibility, Attention to Detail, Cooperation, Stress Tolerance, Initiative, and Independence.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Biology, Chemistry, English, and Psychology.
- Postsecondary: Associate's or Bachelor's degrees and licensing examination. Master's degree necessary for teaching.

## Educational Institutions:

- Ivy Tech Community College
- Indiana University Kokomo
- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$17.95 – \$24.90/hr	\$19.35 - \$27.54/hr
	\$37,200 - \$51,800/yr	\$40,200 - \$57,300/yr

**Employment Trends:** Appendix A

**Website for more information:** [www.nin.org](http://www.nin.org)

# Respiratory Therapist

**Description:** Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check and operate equipment.

**Tasks:** Set up and operate devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators, following specified parameters of treatment. Provide emergency care, including artificial respiration, external cardiac massage and assistance with cardiopulmonary resuscitation. Determine requirements for treatment, such as type, method and duration of therapy, precautions to be taken and medication and dosages, compatible with physicians' orders. Monitor patient's physiological responses to therapy, such as vital signs, arterial blood gases, and blood chemistry changes and consult with physician if adverse reactions occur. Read prescription, measure arterial blood gases, and review patient information to assess patient condition. Work as part of a team of physicians, nurses, and other health care professionals to manage patient care. Enforce safety rules and ensure careful adherence to physicians' orders. Maintain charts that contain patients' pertinent identification and therapy information. Inspect, clean, test, and maintain respiratory therapy equipment to ensure equipment is functioning safely and efficiently, ordering repairs when necessary. Educate patients and their families about their conditions and teach appropriate disease management techniques, such as breathing exercises and the use of medications and respiratory equipment.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 5	<b>Applied Technology</b>	<b>Listening</b> 4	<b>Locating Information</b> 5
<b>Observation</b> 5	<b>Reading Information</b> 5	<b>Teamwork</b> 5	<b>Writing</b>

## Personal Characteristics Required for this Career:

Dependability, Integrity, Self Control, Concern for Others, Adaptability, Flexibility, Attention to Detail, Cooperation, Analytical thinking, Independence, and Stress Tolerance.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, Computer Science, and Writing.
- Postsecondary: Bachelor's degree.

## Educational Institutions:

- Indiana University Kokomo – 2 years available – must complete at IUPUI

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$17.26 - \$21.90/hr	\$16.92 - \$22.80/hr
	\$35,900 - \$45,600/yr	\$35,200 - \$47,400/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.arcc.org](http://www.arcc.org)

# Shipping, Receiving and Traffic Clerk

**Description:** Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.

**Tasks:** Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment. Prepare documents, such as work orders, bills of lading, and shipping orders to route materials. Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates. Record shipment data, such as weight, charges, space availability, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes. Contact carrier representative to make arrangements and to issue instructions for shipping and delivery of materials. Confer and correspond with establishment representatives to rectify problems, such as damages, shortages, and nonconformance to specifications. Requisition and store shipping materials and supplies to maintain inventory of stock. Deliver or route materials to departments, using work devices, such as handtruck, conveyor, or sorting bins. Compute amounts, such as space available, and shipping, storage, and demurrage charges, using calculator or price list. Pack, seal, label, and affix postage to prepare materials for shipping, using work devices such as hand tools, power tools, and postage meter.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii			
<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b> 3	<b>Locating Information</b> 4	
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 4	<b>Writing</b> 3	

## Personal Characteristics Required for this Career:

Attention to Detail, Integrity, Dependability, Cooperation, Stress Tolerance, Concern for Others, Initiative, Self Control, Adaptability/Flexibility, and Independence.

## Education:

- High School: General Diploma.
- Suggested High School Classes: Computers and Recordkeeping.
- Postsecondary: Not Applicable

## Educational Institutions:

- Not Applicable

<b>Salaries/Wage:</b>	<u>Range of Indiana wages:</u>	<u>Range of US Wages:</u>
	\$8.43 - \$12.48/hr	\$8.16 - \$12.53/hr
	\$17,500 - \$26,000/yr	\$17,000 - \$26,100/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.stats.bls.gov/oco](http://www.stats.bls.gov/oco)

# Special Education School Teacher

**Description:** Teach elementary, middle, and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired.

**Tasks:** Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws, district policies, and administrative regulations. Teach socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement. Prepare materials and classrooms for class activities. Establish and enforce rules for behavior and policies and procedures to maintain order among students. Confer with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development. Instruct through lectures, discussions, and demonstrations in one or more subjects such as English, mathematics, or social studies. Employ special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory. Teach personal development skills such as goal setting, independence, and self-advocacy.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b> 2	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b>	<b>Writing</b> 2

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, English, Science, Psychology, and Sociology.
- Postsecondary: Bachelor's, Master's and Doctoral degree in Special Education.

## Educational Institutions:

- Indiana University Kokomo
- Purdue University

## Salaries/Wage:

	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
Elementary	\$29,200 - \$44,700/yr	\$31,300 - \$46,400/yr
Middle	\$32,300 - \$43,800/yr	\$32,400 - \$47,700/yr
Secondary	\$32,000 - \$45,900/yr	\$32,800 - \$48,300/yr

**Employment Trends:** Appendix A

**Website for more information:** [www.cec.sped.org](http://www.cec.sped.org)

# Speech-Language Pathologist

**Description:** Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

**Tasks:** Monitor patients' progress and adjust treatments accordingly. Evaluate hearing and speech/language evaluations, tests, or examinations to patients to collect information on type and degree of impairments, using written and oral tests and special instruments. Record information on the initial evaluation, treatment, progress, and discharge of clients. Develop and implement treatment plans for problems such as stuttering, delayed language, swallowing disorders and inappropriate pitch or harsh voice problems, based on own assessments and recommendations of physicians, psychologists, and social workers. Develop individual or group programs in schools to deal with speech or language problems. Instruct clients in techniques for more effective communication, including sign language, lip reading, and voice improvement. Teach clients to control or strengthen tongue, jaw, face muscles, and breathing mechanisms. Develop speech exercise programs to reduce disabilities. Consult with and advise educators or medical staff on speech or hearing topics such as communication strategies and speech and language stimulation.

## Skills:

WorkKeys Scores – No Work Keys Scores are available for this occupation

<b>Applied Math Observation</b>	<b>Applied Technology Reading Information</b>	<b>Listening Teamwork</b>	<b>Locating Information Writing</b>
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## Personal Characteristics Required for this Career:

Concern for Others, Dependability, Independence, Attention to Detail, Self Control, Integrity, Cooperation, Adaptability/Flexibility, Social Orientation, and Analytical Thinking.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Science, and English.
- Postsecondary: Bachelor's, Master's degree in Speech Pathology and Audiology and Doctoral degree in Audiology.

## Educational Institutions:

- Purdue University

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US wages</u>
	\$17.48 - \$27.70/hr	\$18.26 - \$27.74/hr
	\$36,400 - \$57,600/yr	\$38,000 - \$57,700/yr

**Employment Trends:** Appendix A

**Website for more information:** [www.asha.org](http://www.asha.org)

# Surgical Technologist

**Description:** Assist in operations, under the supervision of surgeons, registered nurses or other surgical personnel. May help set up operating room, prepare and transport patients for survey, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

**Tasks:** Count sponges, needles, and instruments before and after operation. Hand instruments and supplies to surgeons and surgeons' assistants, hold retractors and cut sutures, and perform other tasks as directed by surgeon during operation. Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing. Position patients on the operating table and cover them with sterile surgical drapes to prevent exposure. Provide technical assistance to surgeons, surgical nurses and anesthesiologists. Wash and sterilize equipment using germicides and sterilizers. Prepare, care for and dispose of tissue specimens taken for laboratory analysis. Clean and restock the operating room, lacing equipment and supplies and arranging instruments according to instruction. Prepare dressing or bandages and apply or assist with their application following surgery. Operate, assemble, adjust or monitor sterilizers, lights, suction machines, and diagnostic equipment to ensure proper operation.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii				
<b>Applied Math</b> 4	<b>Applied Technology</b> 4	<b>Listening</b> 3	<b>Locating Information</b> 4		
<b>Observation</b> 5	<b>Reading Information</b> 5	<b>Teamwork</b> 3	<b>Writing</b> 4		

## Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Stress Tolerance, Self Control, Cooperation, Concern for Others, Social Orientation, Adaptability/Flexibility, Integrity, and Persistence.

## Education:

- High School: Core 40 or Core 40 Academic Honors Diploma.
- Suggested High School Classes: Mathematics, Physics, and Biology.
- Postsecondary: Associate's degree in Surgical Technology.

## Educational Institutions:

- Ivy Tech Community College

## Salaries/Wage:

Range of Indiana wages  
\$12.89 – \$17.24/hr  
\$28,800 - \$35,900/yr

Range of US wages  
\$12.26 - \$17.35/hr  
\$25,500 - \$36,100/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.ast.org](http://www.ast.org)

# Truck Driver

**Description:** Drive tractor-trailer combination or a truck to transport and deliver good, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. May require use of automated routing equipment. Requires commercial drivers' license.

**Tasks:** Follow appropriate safety procedures when transporting dangerous goods. Check vehicles before driving them to ensure that mechanical, safety and emergency equipment is in good working order. Maintain logs of working hours and of vehicle service and repair status, following applicable state and federal regulations. Obtain receipts or signatures when loads are delivered, and collect payment for services when required. Check all load-related documentation to ensure that it is complete and accurate. Maneuver trucks into loading or unloading positions, following signals for loading crew as needed; check that vehicle position is correct and any special loading equipment is properly positioned. Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, in order to transport and deliver products, livestock, or other materials. Secure cargo for transport, using ropes, blocks, chain, binders and/or covers. Read bills of lading to determine assignment details. Report vehicle defects, accidents, traffic violations or damage to the vehicle.

## Skills:

WorkKeys Scores      WorkKeys explanation on page ii

<b>Applied Math</b> 3	<b>Applied Technology</b>	<b>Listening</b>	<b>Locating Information</b> 4
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 3

## Personal Characteristics Required for this Career:

Dependability, Self Control, Stress Tolerance, Attention to Detail, Independence, Cooperation, Integrity, Adaptability/Flexibility, Concern for Others, and Initiative.

## Education:

- High School: General Diploma.
- Suggested High School Classes: Driver Training, Automotive Mechanics.
- Postsecondary: Moderate-term on-the-job training, Vocational Technical School, CDL license required.

## Educational Institutions:

- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages</u>	<u>Range of US Wages</u>
	\$11.48 - \$17.93/hr	\$10.80 - \$16.85/hr
	\$23,900 - \$37,300/yr	\$22,500 - \$35,000/yr

**Employment Trends:** Appendix A

**Website for more information:** [www.trucking.org](http://www.trucking.org)

# Welder

**Description:** Use hand welding and flame-cutting equipment to weld together metal components and parts or to cut, trim, or scarf metal objects to dimensions, as specified by layouts, work orders, or blueprints.

**Tasks:** Weld metal parts or components together, using brazing, gas, or arc welding equipment. Repairs broken or cracked parts, fills holes and increases size of metal parts, using welding equipment. Welds in flat, horizontal, vertical, or overhead position. Cleans or degreases parts, using wire brush, portable grinder, or chemical bath. Inspects finished workpiece for conformance to specifications. Chips or grinds off excess weld, slag, or spatter, using hand scraper or power chipper, portable grinder, or arc-cutting equipment. Positions workpieces and clamps together or assembles in jigs or fixtures. Preheats workpiece, using hand torch or heating furnace. Ignites torch or starts power supply and strikes arc. Reviews layouts, blueprints, diagrams, or work orders in preparation for welding or cutting metal components.

## Skills:

WorkKeys Scores	WorkKeys explanation on page ii				
<b>Applied Math</b> 3	<b>Applied Technology</b> 3	<b>Listening</b> 3	<b>Locating Information</b> 4		
<b>Observation</b> 4	<b>Reading Information</b> 4	<b>Teamwork</b> 3	<b>Writing</b> 2		

## Personal Characteristics Required for this Career:

Analytical Thinking, Attention to Detail, Cooperation, Initiative, Achievement/Effort, Adaptability/Flexibility, Integrity, and Dependability.

## Education:

- High School: General Diploma or Core 40 Diploma.
- Suggested High School Classes: Computers, Shop, and Mathematics.
- Postsecondary: Career Center, Vocational School, Community College Associate of Applied Science or Technical certificate in Manufacturing & Industrial Technology with a specialty in Welding.

## Educational Institutions:

- Century Career Center
- Heartland Career Center
- Kokomo Area Career Center
- Ivy Tech Community College

<b>Salaries/Wage:</b>	<u>Range of Indiana wages:</u>	<u>Range of US Wages:</u>
	\$10.61 - \$15.37/hr	\$10.08 - \$15.10/hr
	\$22,100 - \$32,000/yr	\$21,000 - \$31,400/yr

**Employment Trends:** Appendix A

**Website for further information:** [www.aws.org](http://www.aws.org)

## Appendix A - Occupational Trends for West Central Indiana

Occupational Title	Employment 2004	Projected Employment 2014	Annual Avg. Projected Job Openings*	Projected Growth Rate
Accountants and Auditors	880	1,000	29	14.37%
Automotive Service Technician and Mechanic	890	1,010	35	13.16%
Bus, Truck Mechanics, Diesel Engine Specialists	330	390	14	17.27%
Child, Family, and School Social Workers	390	440	12	14.25%
Clinical, Counseling, and School Psychologists	70	80	3	18.57%
Computer and Information Systems Managers	190	220	7	17.74%
Computer Software Engineers, Applications	340	460	16	37.61%
Computer Software Engineers, Systems Software	180	250	9	42.13%
Computer Support Specialists	470	540	13	15.01%
Computer Systems Analysts	370	470	14	26.88%
Computer-Controlled Machine Tool Operators	160	180	5	11.73%
Construction Managers	140	140	3	3.68%
Correctional Officers and Jailers	480	490	11	2.50%
Counselors, Social Workers, Other Community	1,760	2,070	65	17.75%
Customer Service Representatives	1,720	1,870	41	8.73%
Dental Assistants	440	540	23	23.13%
Dental Hygienists	380	470	12	24.07%
Electrical and Electronic Engineering Technicians	310	370	13	20.71%
Electricians	1,520	1,610	39	6.14%
Electronics Engineers, Except Computer	160	200	7	20.25%
Elementary School Teachers, Except Special Education	2,540	2,920	94	14.91%
Emergency Medical Technicians and Paramedics	270	310	8	17.74%
Executive Secretaries and Administrative Assistants	1,550	1,670	42	7.94%
Fire Fighters	360	420	17	17.50%
First-Line Supervisors/Mgrs of Mechanics, Installers	960	1,020	30	6.06%
First-Line Supervisors/Mgrs of Production and Operating	2,060	2,140	51	3.83%
First-Line Supervisors/Mgrs of Transp and Material Moving	450	480	14	7.37%
General and Operations Managers	1,740	1,860	45	6.85%
Heating, Air Conditioning Mechanics and Installers	740	930	28	24.90%
Home Health Aides	360	500	18	37.78%
Industrial Machinery Mechanics	1,210	1,260	29	3.80%
Industrial Production Managers	440	440	9	1.38%
Licensed Practical and Licensed Vocational Nurses	1,220	1,310	36	7.35%
Machinists	1,660	1,780	51	7.43%
Material Moving Workers	8,010	8,120	229	1.34%
Medical and Clinical Laboratory Technologists	190	220	8	15.96%
Medical and Health Services Managers	370	440	14	17.52%
Medical and Public Health Social Workers	50	70	2	26.92%
Medical Assistants	320	420	16	30.84%
Medical Records and Health Information Technicians	220	250	7	17.05%
Medical Transcriptionist	140	170	5	15.28%
Middle School Teachers, Except Special and Voc. Ed.	810	890	26	9.59%
Millwrights	380	410	12	6.01%
Network and Computer Systems Administrators	270	350	12	31.84%
Nursing Aides, Orderlies, and Attendants	1,860	2,170	56	16.80%
Pharmacists	390	450	13	14.95%
Pharmacy Technicians	600	680	17	14.79%
Police and Sheriff's Patrol Officers	590	660	22	11.97%
Purchasing Managers	90	90	2	-3.41%
Radiation Therapists	20	20	1	14.29%
Radiological Technologists and Technicians	290	350	11	19.38%

Occupational Title	Employment 2004	Projected Employment 2014	Annual Avg. Projected Job Openings*	Projected Growth Rate
Registered Nurses	2,940	3,630	131	23.49%
Respiratory Therapists	290	350	16	22.57%
Shipping, Receiving, and Traffic Clerks	830	820	17	-1.68%
Special Ed Teachers, Preschool, Kindergarten, and Elem.	290	370	15	26.64%
Special Education Teachers, Middle School	70	90	3	22.22%
Special Education Teachers, Secondary School	90	100	4	18.60%
Speech-Language Pathologists	120	130	4	9.57%
Surgical Technologists	130	160	5	22.56%
Truck Drivers, Heavy and Tractor-Trailer	3,370	4,110	129	22.08%
Welders, Cutters, Solderers, and Brazers	1,080	1,170	39	8.05%

Source: Indiana Department of Workforce Development

\* **Annual Avg. Projected Job Openings** includes replacement jobs due to attrition and new jobs created.

**INDIANA BUSINESS COLLEGE  
ACADEMIC PROGRAMS AND DEGREES**

Associate's Degree

- Accounting
- Accounting Assistant
- Administrative Professional
- Business Administration
- Human Resources
- Medical Assistant
- Medical Billing
- Medical Coding Technology

**Contact Information**

Indiana Business College - Lafayette  
4705 Meijer Ct.  
Lafayette, IN 47907  
Phone: (765) 477-9550  
Website: [www.ibcschools.edu](http://www.ibcschools.edu)

# INDIANA UNIVERSITY KOKOMO

## ACADEMIC PROGRAMS AND DEGREES

### Certificate Programs

- Coding Technology
- Contemporary Entrepreneurship
- Corrections Management
- Homeland Security/Emergency Management
- Labor Studies
- Public Safety

### Associate's Degree

- Associate of Arts in General Studies
- Associate of Science in Applied Business Studies
- Associate of Science in Criminal Justice
- Associate of Science in Labor Studies
- Associate of Science in Radiography

### Bachelor's Degree

- Bachelor of Arts in Biological and Physical Sciences
- Bachelor of Arts in Biology
- Bachelor of Science in Business (with the following concentrations)
  - Accounting
  - e-Business
  - Finance and Economics
  - Management and Human Resources
  - Marketing and Distribution
- Bachelor of Arts in Chemistry
- Bachelor of Arts in Communication Arts
- Bachelor of Science in Information Systems
- Bachelor of Science in Criminal Justice
- Bachelor of Science in Early Childhood Education
- Bachelor of Science in Education/Elementary
- Bachelor of Arts in Health and Aging
- Bachelor of Arts in History and Political Science
- Bachelor of Arts in Humanities
- Bachelor of Sciences in Informatics
- Bachelor of Science in Labor Studies
- Bachelor of Arts in Mathematics
- Bachelor of Science in Medical Imaging Technology
- Bachelor of Science in Pre-Occupational Therapy
- Bachelor of Arts in New Media Communication
- Bachelor of Science in Nursing
- Bachelor of Arts in Psychology
- Bachelor of Arts in Public Affairs
- Bachelor of Arts in Sociology

### Post-Baccalaureate Certificates

- Accounting
- Computer Information Systems
- Mathematics
- Nursing Management
- Public Management

### Master's Degree

- Business Administration
- Education
- Liberal Studies
- Nursing

Undergraduate preparation and advising for the following professional programs:

- Dentistry
- Law
- Medicine
- Optometry
- Pharmacy
- Veterinary Science

## INDIANA UNIVERSITY SCHOOL OF INFORMATICS

Bachelor's Degree & Certificate programs

- Health Information Administration

Master's Degree

- Master of Science in Health Informatics

### Contact Information

Indiana University Kokomo  
2300 South Washington Street  
Kokomo, IN 46904-9003  
Phone: (765) 453-2000  
Website: [www.iuk.edu](http://www.iuk.edu)

Indiana University School of Informatics  
535 W. Michigan St. IT 585  
Indianapolis, IN 46202  
Phone: (317) 274-5555  
Website: [www.informatics.iupui.edu](http://www.informatics.iupui.edu)

**INDIANA WESLEYAN UNIVERSITY  
ACADEMIC PROGRAMS AND DEGREES**

Associate of Science Degrees

- Accounting
- Business
- Computer Information Technology
- Criminal Justice

Bachelor of Science Degrees

- Business Administration
- Accounting
- Business Information Systems
- Criminal Justice
- Management
- Marketing

Master of Business Degrees

- Accounting
- Administration
- Applied Management
- Health Care

**Contact Information**

Indiana Wesleyan University

1916 E. Markland

Kokomo, IN 46901

Phone: (765) 868-7305

Website: [www.indianawesleyanunivcentral.com](http://www.indianawesleyanunivcentral.com)

## PURDUE UNIVERSITY – WEST LAFAYETTE ACADEMIC PROGRAMS AND DEGREES

### Bachelor Degrees

- Accounting
- Aeronautical Technology
- Agribusiness Management
- Agricultural and Biological Sciences
- Biomedical
- Building Construction Management Technology
- Chemistry
- Communication
- Computer Engineering Technology
- Computer and Information Technology
- Computer Sciences
- Criminal Justice
- Early Childhood Education and Exceptional Needs
- Early Intervention
- Education
- Electrical and Computer Engineering Technology
- Engineering
- Family and Consumer Sciences Education
- Human Resource Management
- Industrial Management
- Industrial Technology
- Information Technology
- Management
- Management Information Systems
- Manufacturing Management
- Marketing
- Mechanical Engineering Technology
- Medical Technology
- Movement and Sport Sciences
- Networking Engineering Technology
- Nursing
- Occupational Health Science
- Organizational Leadership and Supervision
- Pre-dentistry
- Pre-law
- Pre-medical Studies
- Pre-occupational Therapy
- Pre-pharmaceutical Sciences
- Pre-pharmacy
- Pre-physical Therapy
- Pre-physician's Assistant
- Radiological Health Science
- Special Education

- Youth, Adult, and Family Services

### **Contact Information**

Purdue University  
West Lafayette, IN 47907  
Phone: (765) 494-4600  
Website: [www.purdue.edu](http://www.purdue.edu)

## **PURDUE UNIVERSITY COLLEGE OF TECHNOLOGY ACADEMIC PROGRAMS AND DEGREES**

### Associate of Science

- Computer Technology
- Computer Integrated Manufacturing Technology
- Electrical Engineering Technology
- Mechanical Engineering Technology
- Organizational Leadership and Supervision
- Computer Graphics Technology

### Bachelor of Science

- Electrical Engineering Technology  
Option in Computer Engineering Technology
- Organizational Leadership and Supervision
- Computer and Information Technology

### Certificate Programs

- Industrial Maintenance Technician Certificate
- Microprocessor and Embedded Controller Certificate
- Organizational Leadership Certificate

Students completing an Associate's degree, for which a corresponding Bachelor's degree is not offered at this location, may complete the Bachelor's degree at another Purdue University campus.

### **Contact Information**

Purdue Univ. College of Technology - Kokomo  
2300 South Washington Street  
P.O. Box 9003  
Kokomo, IN 46904-9003  
Phone: (765) 455-9339  
Website: [www.tech.purdue.edu/kokomo](http://www.tech.purdue.edu/kokomo)

Purdue Univ. College of Technology - Lafayette  
5500 State Rd. 38E, AD 2900  
P.O. Box 5689  
Lafayette, IN 47903  
Phone: (765) 496-6886  
Website: [www.tech.purdue.edu/lafayette](http://www.tech.purdue.edu/lafayette)

## Appendix C – Community College Program Information

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### IVY TECH COMMUNITY COLLEGE ACADEMIC PROGRAMS AND DEGREES

All programs listed below, unless otherwise noted, are one of the following Associate degrees:

- Associate of Arts (transferable to Bachelor's degree)
- Associate of Science (transferable to Bachelor's degree)
- Associate of Applied Science

#### Business Division

- Accounting
- Business Administration
- Computer Information Systems
- Computer Information Technology
- Computer Network Concentration
- Computer Software Applications
- Office Administration
- Management

#### Health Sciences Division

- Medical Assisting
- Practical Nursing
- Paramedic Science
- Surgical Technology
- Nursing
- Dental Assistant
- Respiratory Care
- Radiological Technology
- Emergency Med Tech (EMT) – (Courses Only)
- Nurse Aid (CNA) – (Courses Only)

#### Public Services

- Criminal Justice
- Early Childhood Education
- Education
- Human Services
- Library Technical Assistance (Distance Education)
- Paralegal (Distance Education)
- Public Safety

#### Technology Division

- Automotive Technology
- Construction Technology
- Design Technology
- Manufacturing & Industrial Technology
- Heating, Ventilation and Air

#### General Education

- Liberal Arts
- General Studies
- Professional Communications

## Arts and Design

- Visual Technologies

## Career Development Certificates

- Accounting – Automated Accounting Clerk
- Accounting – General Bookkeeper
- Business Administrator – Operations Management
- Office Administration – Software Specialty
- Office Administration – Medical Transcription
- Office Administration – Office Assistant
- Early Childhood Education
- Human Services – Generalist/Mental Health I
- Human Services – Generalist/Mental Health II
- Human Services – Substance Abuse I
- Human Services – Substance Abuse II
- Construction – Heating, Vent & Air Conditioning
- Manufacturing & Industrial Technology – Welding
- Construction – Framing Carpenter
- Construction – Finish Carpenter

NOTE: Ivy Tech provides several degree options and specialty area options to students. Some programs are also available through distance education. Prospective students should seek advice from an Ivy Tech counselor for specifics.

### Contact Information

Ivy Tech Community College – Crawfordsville  
1825 Elmore St.  
Crawfordsville, IN 47933  
Phone: (765) 359-0570  
Website: [www.laf.ivytech.edu](http://www.laf.ivytech.edu)

Ivy Tech Community College - Lafayette  
3101 S. Creasy Ln., PO Box 6299  
Lafayette, IN 47903  
Phone: (765) 269-5000  
Website: [www.laf.ivytech.edu](http://www.laf.ivytech.edu)

Ivy Tech Community College - Wabash  
277 North Thorne St.  
Wabash, IN 46992  
Phone: (260) 563-8828  
Website: [www.ivytech.edu/wabash](http://www.ivytech.edu/wabash)

Ivy Tech Community College - Kokomo  
1815 East Morgan St., PO Box 1373  
Kokomo, IN 46901  
Phone: (800) 459-0561  
Website: [www.ivytech.edu/kokomo](http://www.ivytech.edu/kokomo)

Ivy Tech Community College - Logansport  
2815 East Market St.  
Logansport, IN 46947  
Phone: (866) 753-5102  
Website: [www.ivytech.edu/logansport](http://www.ivytech.edu/logansport)

Ivy Tech Community College - Peru  
425 West Main St.  
Peru, IN 46970  
Phone: (765) 472-3562  
Website: [www.ivytech.edu/kokomo](http://www.ivytech.edu/kokomo)

## Appendix D – Career Center Program Information

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### CENTURY CAREER CENTER - LOGANSPORT ACADEMIC PROGRAMS

#### School of Advance Manufacturing

- Transportation/Logistics Technology
- Manufacturing Technology
- Construction Technology
- Mechanical Repair

#### School of Arts & Communication

- Performing & Visual Arts
- Communication/Media Production

#### School of Business & Information Technology

- Academy of Finance
- Business Management
- Academy of Marketing
- Information Technology Academy

#### School of Global/Judicial

- Global & Judicial Studies
- Social/Personal/Education Services

#### School of Medical/Allied Health

- Food Science & Allied Health and Physician

#### School of Science/Engineering

- Academy of Engineering and Engineering Technology

#### Contact Information

Century Career Center  
2500 Hopper Street  
P.O. Box 1168  
Logansport, IN 46947  
Phone: (574) 722-3811  
Website: [www.lcsc.k12.in.us](http://www.lcsc.k12.in.us)

## HEARTLAND CAREER CENTER - WABASH ACADEMIC PROGRAMS

- Auto Collision Repair Technology
- Automotive Service Technology
- Building Trades Technology
- Business Technology Lab
- Commercial Foods Technology
- Computer Networking/Programming
- Cosmetology
- Design/Graphic Technology
- Gas/Diesel Power Technology
- Interdisciplinary Cooperative Education
- Machine Tool Technology
- Medical Careers Technology
- Robotics, Computers & Electronics Technology
- Technical Communications I and II
- Welding Technology
- Work Experience

### **Contact Information**

Heartland Career Center

79 South 200 West

Wabash, IN 46992

Phone: (260) 563-7481

Website: [www.geocities.com/hccin](http://www.geocities.com/hccin)

## KOKOMO AREA CAREER CENTER ACADEMIC PROGRAMS

- Administrative Support Lab
- Auto Collision Repair
- Automotive Service Technology
- Building Trades Technology
- Child Care Training Lab
- Culinary Arts
- Computer-Aided Design
- Cosmetology
- Dental Health Careers
- Electronics and Robotics
- Graphic Design
- Interdisciplinary Cooperative Education
- Machine Trades Technology
- Marketing Education
- Medical Health Careers CNA Program
- TV Production
- Welding Technology

### **Contact Information**

Kokomo Area Career Center

2415 South Berkley Road

Kokomo, IN 46902

Phone: (765) 455-8021

Website: [www.kokomo.k12.in.us/kacc/index.html](http://www.kokomo.k12.in.us/kacc/index.html)