






# Basic Skills Matrix

## Unit 1: Introduction to Preventive Maintenance

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Find information on recalls. (A.S. 1)		Reading	Reading Comprehension	Gain factual information Draw conclusions
			Research/Reference	Use computer data base
		Writing	Language	Use standard grammar, spelling, and capitalization
			Composition	Use complete sentences Compose reports
			Research	Take notes





# Basic Skills Matrix

## Unit 2: In-Cab Inspection

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform an In-Cab Inspection. (J.S. 1)		Reading	Research/ Reference	Use in-book reference tools
			Functional Reading	Interpret forms and records Follow written instructions Use content area vocabulary
			Critical Thinking	Cognitive Activities
	Identify underlying causes			
	Analyze/synthesize information			
	Draw conclusions			
		Employability	Job Acquisition/ Development	Predict results/outcomes
				Apply intuitive thinking techniques
				Transfer knowledge/training to new situations
				Develop an action plan
				Master specific job task/procedure
				Practice good work habits/situations
				Development self confidence/esteem






# Basic Skills Matrix

## Unit 3: Exterior Inspection

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Make a battery state-of-charge test. (J.S. 1)		Reading	Reading Comprehension	Gain factual information	
				Analyze cause and effect	
				Draw conclusions	
				Research/Reference	Use in-book reference tools
				Functional Reading	Follow written instructions
					Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues	
				Identify underlying causes	
				Analyze/synthesize information	
				Draw conclusions	
				Predict results/outcomes	
				Transfer knowledge/training to new situations	
				Evaluate results/outcomes	
Determine battery state-of-charge using an open circuit voltage test. (J.S. 2)		Employability	Job Acquisition/Development	Master specific job task/procedure	
				Practice good work habits/situations	
					Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information	
				Analyze cause and effect	
				Draw conclusions	
				Use in-book reference tools	
				Follow written instructions	
			Use content area vocabulary		






# Basic Skills Matrix

## Unit 3: Exterior Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Make a battery capacity (load) test. (J.S. 3)		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/ Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem





# Basic Skills Matrix

## Unit 3: Exterior Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Inspect, test, repair, and replace the components of tractor-to-trailer lights circuit. (J.S. 4)		Reading	Reading Comprehension	Gain factual information
				Analyze cause and effect
				Draw conclusions
		Critical Thinking	Research/Reference	Use in-book reference tools
			Functional Reading	Follow written instructions
				Use content area vocabulary
			Cognitive Activities	Identify critical elements/issues
				Identify underlying causes
				Analyze/synthesize information
				Draw conclusions
	Employability	Job Acquisition/Development	Master specific job task/procedure	
			Practice good work habits/situations	
			Development self confidence/esteem	
Inspect and test an air suspension system, replace the leveling valve, and adjust frame (ride) height. (J.S. 5)		Reading	Reading Comprehension	Gain factual information
				Analyze cause and effect
				Draw conclusions
		Critical Thinking	Research/Reference	Use in-book reference tools
			Functional Reading	Follow written instructions
				Use content area vocabulary






# Basic Skills Matrix

## Unit 3: Exterior Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Inspect, replace, and aim headlights/bulbs (J.S. 6)		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions React to written materials
		Critical Thinking	Research/ Reference Functional Reading Cognitive Activities	Use in-book reference tools Follow written instructions Use content area vocabulary Collect/record information Identify critical elements/issues Define a problem Analyze/synthesize information Draw conclusions Predict results/outcomes Identify/evaluate consequences Transfer knowledge/training to new situations Evaluate results/outcomes





# Basic Skills Matrix

## Unit 3: Exterior Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform an exterior inspection. (J.S. 7)		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Math	Functional Math	Make measurements
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/ Reference	Use in-book reference tools
			Functional Reading	Interpret forms and records Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem






# Basic Skills Matrix

## Unit 4: Brakes Inspection

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Inspect, clean, and measure brake calipers, pads, and rotors (air brakes). (J.S. 1)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions	
			Research/Reference	Use in-book reference tools	
			Functional Reading	Follow written instructions Use content area vocabulary	
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes	
			Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
			Math	Functional Math	Make measurements
				Reading	Reading Comprehension
	Research/Reference	Use in-book reference tools			
	Functional Reading	Follow written instructions Use content area vocabulary			
	Inspect, service, and adjust slack adjuster on front axle (air brakes). (J.S. 2)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
Research/Reference				Use in-book reference tools	
			Functional Reading	Follow written instructions Use content area vocabulary	





# Basic Skills Matrix

## Unit 4: Brakes Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Remove, clean, inspect, and measure a brake drum (hydraulic brakes). (J.S. 3)		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/ Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem





# Basic Skills Matrix

## Unit 4: Brakes Inspection (continued)

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Adjust hydraulic drum brakes. (J.S. 4)		Math	Functional Math	Make measurements	
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions	
	Research/Reference		Use in-book reference tools		
	Functional Reading		Follow written instructions Use content area vocabulary		
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes	
				Employability	Job Acquisition/Development
Reading					
		Critical Thinking	Cognitive Activities	Interpret forms and records Follow written instructions Use content area vocabulary Identify critical elements/issues Predict results/outcomes Identify/evaluate consequences Transfer knowledge/training to new situations Evaluate results/outcomes	
Reading				Functional Reading	Use in-book reference tools Interpret forms and records Follow written instructions Use content area vocabulary
	Lubricate brake component grease fittings. (J.S. 5)		Reading		Research/Reference
Critical Thinking				Cognitive Activities	





# Basic Skills Matrix

## Unit 4: Brakes Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform a brakes inspection. (J.S. 6)		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/ Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Identify/evaluate consequences Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem






# Basic Skills Matrix

## Unit 5: Tires and Wheels Inspection

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Diagnose unusual tire wear patterns, check tire pressure, measure and match tires, and re-torque lugs. (J.S. 1)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions	
			Research/Reference	Use in-book reference tools	
			Functional Reading	Follow written instructions Use content area vocabulary	
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes	
			Employability	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem	
				Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
					Development self confidence/esteem
	Check toe, adjust as needed. (J.S. 2)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
				Research/Reference	Use in-book reference tools
				Functional Reading	Follow written instructions Use content area vocabulary
Research/Reference				Use in-book reference tools	
Functional Reading				Follow written instructions Use content area vocabulary	




# Basic Skills Matrix

## Unit 5: Tires and Wheels Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Remove, inspect, clean, replace, and adjust wheel bearings and seals. (J.S. 3)		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/ Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem





# Basic Skills Matrix

## Unit 5: Tires and Wheels Inspection (continued)

Academic and Workplace Skills							
Task	Icon	Skill	Sub Skill	Description			
Perform a tires and wheels inspection. (J.S. 4)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions			
			Research/Reference	Use in-book reference tools			
			Functional Reading	Follow written instructions Use content area vocabulary			
		Critical Thinking	Cognitive Activities	Identify critical elements/issues	Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes		
				Transfer knowledge/training to new situations	Evaluate results/outcomes		
				Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations	Development self confidence/esteem
		Employability	Job Acquisition/Development				





# Basic Skills Matrix

## Unit 6: Under-Vehicle Inspection

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Check transmission oil and filter. (J.S. 1)		Reading	Reading Comprehension	Gain factual information	
				Analyze cause and effect	
				Draw conclusions	
				Research/Reference	Use in-book reference tools
				Functional Reading	Follow written instructions
					Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues	
				Identify underlying causes	
				Analyze/synthesize information	
				Draw conclusions	
				Predict results/outcomes	
				Transfer knowledge/training to new situations	
				Evaluate results/outcomes	
Check axle fluid level and condition; change oil and filter; clean magnetic plug(s). (J.S. 2)		Employability	Job Acquisition/Development	Master specific job task/procedure	
				Practice good work habits/situations	
					Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information	
				Analyze cause and effect	
				Draw conclusions	
			Use in-book reference tools		
			Research/Reference	Use in-book reference tools	
			Functional Reading	Follow written instructions	
				Use content area vocabulary	






# Basic Skills Matrix

## Unit 6: Under-Vehicle Inspection (continued)

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Inspect and service driveshaft, slip joints, yokes, drive flanges, and U-joint; check phasing of all yokes. (J.S. 3)		Critical Thinking	Cognitive Activities	Identify critical elements/issues Define a problem Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes	
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem	
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions	
				Research/ Reference	Use in-book reference tools
				Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Define a problem Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes	






# Basic Skills Matrix

## Unit 6: Under-Vehicle Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Inspect front suspension components. (J.S. 4)		Employability	Job Acquisition/ Development	Master specific job task/procedure
				Practice good work habits/situations
				Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information
				Analyze cause and effect
				Draw conclusions
				Use in-book reference tools
		Critical Thinking	Cognitive Activities	Follow written instructions
				Use content area vocabulary
				Collect/record information
Identify critical elements/issues				
Define a problem				
Identify underlying causes				
Analyze/synthesize information				
Inspect rear spring suspension components. (J.S. 5)		Employability	Job Acquisition/ Development	Master specific job task/procedure
				Practice good work habits/situations
				Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information
				Analyze cause and effect
				Draw conclusions
				Use in-book reference tools
				Follow written instructions
				Use content area vocabulary
				Research/ Reference




# Basic Skills Matrix

## Unit 6: Under-Vehicle Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform drive train lubrication. (J.S. 6)		Critical Thinking	Cognitive Activities	Collect/record information Identify critical elements/issues Define a problem Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Research/ Reference Functional Reading	Use in-book reference tools Interpret forms and records Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Predict results/outcomes Identify/evaluate consequences Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem





# Basic Skills Matrix

## Unit 6: Under-Vehicle Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform an under-vehicle inspection. (J.S. 7)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Draw conclusions Predict results/outcomes Identify/evaluate consequences Transfer knowledge/training to new situations Evaluate results/outcomes
			Employability	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
			Job Acquisition/Development	
		Employability	Job Acquisition/Development	






# Basic Skills Matrix

## Unit 7: Engine Compartment Inspection

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Inspect and adjust drive belts and tensioners. (J.S. 1)		Reading	Reading Comprehension	Gain factual information	
				Analyze cause and effect	
				Draw conclusions	
				Research/Reference	Use in-book reference tools
				Functional Reading	Follow written instructions
					Use content area vocabulary
		Critical Thinking	Cognitive Activities	Collect/record information	
				Identify critical elements/issues	
				Define a problem	
				Identify underlying causes	
			Analyze/synthesize information		
			Draw conclusions		
			Predict results/outcomes		
Take oil sample, and change oil and filter(s). (J.S. 2)		Employability	Job Acquisition/Development	Master specific job task/procedure	
				Practice good work habits/situations	
		Reading	Reading Comprehension	Gain factual information	
				Analyze cause and effect	
			Research/Reference	Use in-book reference tools	
			Functional Reading	Follow written instructions	
				Use content area vocabulary	




# Basic Skills Matrix

## Unit 7: Engine Compartment Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Inspect engine coolant level and condition. (J.S. 3)		Critical Thinking	Cognitive Activities	Identify critical elements/issues Define a problem Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/ Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Define a problem Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/ Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem







# Basic Skills Matrix

## Unit 7: Engine Compartment Inspection (continued)

Academic and Workplace Skills					
Task	Icon	Skill	Sub Skill	Description	
Pressure test coolant system and radiator cap. (J.S. 4)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions	
			Research/Reference	Use in-book reference tools	
			Functional Reading	Follow written instructions Use content area vocabulary	
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Define a problem Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes	
			Employability	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem	
			Reading	Gain factual information Analyze cause and effect Draw conclusions	
				Use in-book reference tools	
	Make a charging system output test; determine needed repairs. (J.S. 5)		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
				Research/Reference	Use in-book reference tools
				Functional Reading	Follow written instructions Use content area vocabulary







# Basic Skills Matrix

## Unit 7: Engine Compartment Inspection (continued)

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform an engine compartment inspection. (J.S. 6)		Critical Thinking	Cognitive Activities	Collect/record information Identify critical elements/issues Identify underlying causes Analyze/synthesize information Draw conclusions Predict results/outcomes Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
		Math	Data Analysis and Display	Collect/record data
		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/Reference	Use in-book reference tools
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Draw conclusions Predict results/outcomes Identify/evaluate consequences Transfer knowledge/training to new situations Evaluate results/outcomes
		Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem




# Basic Skills Matrix

## Unit 8: Cargo Handling Devices Inspection

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Lubricate cargo handling devices. (J.S. 1)		Reading	Research/Reference	Use in-book reference tools Use magazines and newspapers
			Functional Reading	Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Identify critical elements/issues Predict results/outcomes Identify/evaluate consequences
				Transfer knowledge/training to new situations Evaluate results/outcomes
Perform a cargo handling devices inspection. (J.S. 2)		Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem
				
	Research/Reference	Use in-book reference tools		
		Functional Reading	Interpret forms and records Follow written instructions Use content area vocabulary	
			Critical Thinking	
		Transfer knowledge/training to new situations Evaluate results/outcomes		
	Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem	

# Basic Skills Matrix

## Final Assessment

Academic and Workplace Skills				
Task	Icon	Skill	Sub Skill	Description
Perform a complete preventive maintenance inspection.		Reading	Reading Comprehension	Gain factual information Analyze cause and effect Draw conclusions
			Research/Reference	Use in-book reference tools
			Functional Reading	Interpret forms and records Follow written instructions Use content area vocabulary
		Critical Thinking	Cognitive Activities	Draw conclusions Predict results/outcomes Identify/evaluate consequences
				Transfer knowledge/training to new situations
				Evaluate results/outcomes
		Employability	Job Acquisition/Development	Master specific job task/procedure Practice good work habits/situations Development self confidence/esteem