**Basic Skills**

1. Active learning
2. Active listening
3. Critical thinking
4. Learning Strategies
5. Mathematics
6. Monitoring
7. Reading Comprehension
8. Science
9. Speaking
10. Writing

**Social Skills**

1. Coordination
2. Instructing
3. Negotiation
4. Persuasion
5. Service Orientation
6. Social perceptiveness

**Technical Skills**

1. Installation
2. Operation monitoring
3. Operation and control
4. Operation analysis
5. Programming
6. Technology design
7. Troubleshooting

**System skills**

1. Judgment and decision making
2. Systems analysis
3. Systems evaluation

**Resource management skills**

1. Management of financial resources
2. Management of personnel resources
3. Time management

**Desktop Computer skills**

1. Spreadsheets
2. Presentations
3. Internet
4. Navigation
5. World processing
6. Graphics
7. Databases