

## CORRELATION OF CASAS AND SCANS COMPETENCIES (TABLE 1)

CASAS competencies address the competencies that appear in *Skills and Tasks for Jobs: A SCANS Report for America 2000* by the Secretary's Commission on Achieving Necessary Skills (U.S. Dept. of Labor 1992). This table shows which CASAS competencies relate to SCANS competencies.

SCANS Areas	SCANS Competencies	CASAS Competencies
Resources	C1 Allocates time	7.1.2
	C2 Allocates money	4.7.1
	C3 Allocates material and facility resources	4.7.2
	C4 Allocates human resources	4.7.3
Information	C5 Acquires and evaluates information	4.7.4
	C6 Organizes and maintains information	4.7.4
	C7 Interprets and communicates information	4.6.5
	C8 Uses computers to process information	4.5.5
Interpersonal	C9 Participates as a member of a team	4.8.1
	C10 Teaches others	4.8.2
	C11 Serves clients /customers	4.8.3, 4.8.4
	C12 Exercises leadership	4.8.5
	C13 Negotiates to arrive at a decision	4.8.6
	C14 Works with cultural diversity	4.8.7
Systems	C15 Understands systems	4.9.1, 4.9.2, 4.9.3
	C16 Monitors and corrects performance	4.9.4
	C17 Improves and designs systems	4.9.4
Technology	C18 Selects technology	4.5.6
	C19 Applies technology to task	4.5.6
	C20 Maintains and troubleshoots technology	4.5.7
Basic Skills	F1 Reading F2 Writing F3 Arithmetic F5 Listening F6 Speaking	These skills are inherent throughout CASAS competencies
Thinking Skills	F7 Creative thinking	7.2.6
	F8 Decision making	7.2.7
	F9 Problem solving	7.3 (all)
	F10 Seeing things in the mind's eye	7.4.8
Personal Qualities	F13 Responsibility	7.1.3
	F15 Social	4.8.1, 4.8.3
	F16 Self-management	7.1.1, 7.1.3

## CORRELATION OF CASAS AND SCANS COMPETENCIES (TABLE 2)

CASAS competencies address the competencies that appear in *Skills and Tasks for Jobs: A SCANS Report for America 2000* by the Secretary's Commission on Achieving Necessary Skills (U.S. Dept. of Labor 1992). This table shows how SCANS competencies relate to CASAS competencies.

CASAS Competency Areas	SCANS Competencies
4.5 Effectively utilize common workplace technology and systems (computer, fax, office equipment)	C8 Uses computers to process information C18 Selects technology C19 Applies technology to task C20 Maintains and troubleshoots technology
4.6 Communicate effectively in the workplace (i.e., written and oral communication skills)	C7 Interprets and communicates information
4.7 Effectively manage workplace resources (financial, informational and human resources)	C2 Allocates money C3 Allocates material and facility resources C4 Allocates human resources C5 Acquires and evaluates information C6 Organizes and maintains information
4.8 Demonstrate effectiveness in working with other people	C9 Participates as a member of a team C10 Teaches others C11 Serves clients/customers C12 Exercises leadership C13 Negotiates to arrive at a decision C14 Works with cultural diversity F15 Personal qualities: Social
4.9 Understand how social, organizational, and technological systems work, and operate effectively within them	C15 Understands systems C16 Monitors and corrects performance C17 Improves and designs systems
7.1 Identify or practice effective organizational and time management skills in accomplishing goals	C1 Allocates time F13 Personal qualities: Responsibility F16 Personal qualities: Self-management
7.2 Demonstrate ability to use thinking skills	F7 Creative thinking F8 Decision making
7.3 Demonstrate ability to use problem solving skills	F9 Problem solving
7.4 Demonstrate study skills	F10 Seeing things in the mind's eye
0.1 to 8.2 [All competency areas]	F1 Basic skills: Reading F2 Basic skills: Writing F3 Basic skills: Arithmetic F5 Basic skills: Listening F6 Basic skills: Speaking