

Top 60 Critical Occupations in West Central Indiana

2010 Edition

Career Guide



Produced by



Tecumseh Area Partnership, Inc.

A Workforce Intermediary

For

**Alliance 4
Advancement**

West Central Indiana Region 4 Workforce Board

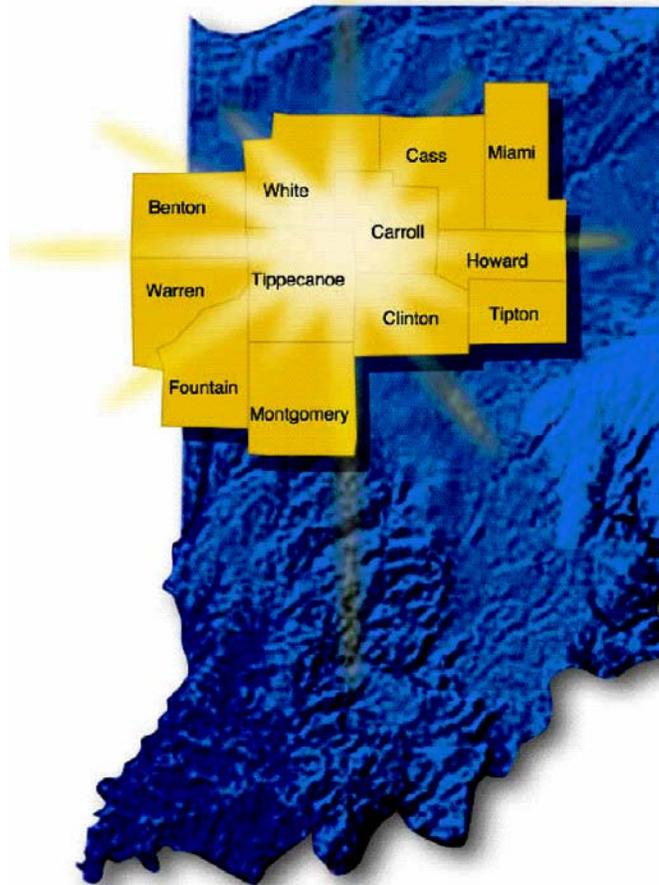
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www.wcA4A.org

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Understanding this Career Guide

We are excited to present this updated 2010 Career Guide of the *Top 60 Critical Occupations in West Central Indiana, 2010 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. **Website for Further Information** – When available, a specific website for each career is provided, however, you can always access www.stats.bls.gov/oco to find information about the career.
10. **O*NET code** - The O*NET code is provided at the bottom of the page for accessing information about the career in O*NET. The explanation of O*NET 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
Locating Information

Applied Mathematics
Applied Technology

Writing
Teamwork

Listening
Observation

The WorkKeys system enables education and business to work together to strengthen achievement in the workplace. WorkKeys has been 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.O*NETcenter.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 2010-11 Edition – www.stats.bls.gov/oco
- O*NET – www.online.O*NETcenter.org
- WorkKeys – www.ACT.org/workkeys
- Indiana Department of Workforce Development – www.in.gov/dwd

Indiana's High School Course and Credit Requirements

June 2010

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 and at www.learnmoreindiana.org.

INDIANA DIPLOMA INFORMATION

Core 40 Diploma Criteria

English/Language Arts	8 Credits
	Credits must include literature, composition, and speech
Mathematics	6 Credits
	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	6 Credits
	2 Credits: Biology I 2 Credits: Chemistry I or Physics I or Integrated Chemistry – Physics 2 Credits: any Core 40 Science course
Social Studies	6 Credits
	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	5 Credits
	World Languages Fine Arts Career/Technical
Physical Education	2 Credits
Health and Wellness	1 Credit
Electives*	6 Credits (Career Academic Sequence Recommended)
40 Total State Credits Required	
	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	8 Credits
	Credits must include literature, composition, and speech
Mathematics	4 Credits
	2 Credits: Algebra I or Integrated Mathematics I 2 Credits: any Mathematics course
Science	4 Credits
	2 Credits: Biology I 2 Credits: any Science course (must come from either physical science or earth and space science)
Social Studies	4 Credits
	2 Credits: U.S. History 1 Credit: U.S. Government 1 Credit: any Social Studies course
Physical Education	2 Credits
Health and Wellness	1 Credit
Career Academic Sequence*	6 Credits
Flex Credit	5 Credits
	To earn the 5 Flex Credits a student must complete one of the following: <ul style="list-style-type: none"> • Additional courses to extend the career-academic sequence. • Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"> ✓ Career exploration internship ✓ Professional career internship ✓ Business cooperative experiences ✓ Cooperative family and consumer sciences ✓ Industrial cooperative education ✓ Interdisciplinary cooperative education ✓ Marketing field experience • High school/college dual credit courses • Additional courses in: <ul style="list-style-type: none"> ✓ Language Arts ✓ Social Studies ✓ Mathematics ✓ Science ✓ World Languages ✓ Fine Arts
Electives**	6 Credits

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

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

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 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.



*Indicates "Green Occupation"

Accountant and Auditor

Description: 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, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Report to management regarding the finances of establishment. Establish tables of accounts and assign entries to proper accounts. Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements. Maintain or examine the records of government agencies. Advise clients in areas such as compensation, employee health care benefits, the design of accounting or data processing systems, or long-range tax or estate plans. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Provide internal and external auditing services for businesses or individuals. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 6	Applied Technology	Listening 4	Locating Information 5
Observation 4	Reading Information 5	Teamwork 4	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Professional, Scientific, and Technical Services](#)

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:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$17.66	\$22.07	\$28.57	\$37.60	\$49.22
	Yearly	\$36,700	\$45,900	\$59,400	\$78,200	\$102,400
Indiana	Hourly	\$16.16	\$20.44	\$26.64	\$35.02	\$45.69
	Yearly	\$33,600	\$42,500	\$55,400	\$72,800	\$95,000

Employment Trends: Appendix A

Website for further information: www.aicpa.org

Bus Driver, School

Description: Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

Tasks: Follow safety rules as students board and exit buses or cross streets near bus stops. Comply with traffic regulations to operate vehicles in a safe and courteous manner. Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order. Maintain order among pupils during trips to ensure safety. Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules. Report any bus malfunctions or needed repairs. Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received. Maintain knowledge of first-aid procedures. Keep bus interiors clean for passengers.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 3	Locating Information 4
Observation 4	Reading Information 3	Teamwork	Writing 2

Personal Characteristics Required for this Career:

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

Top Industries: [Educational Services](#) and [Transportation and Warehousing](#)

Education:

- High School: General Diploma, Core 40 Diploma
- Postsecondary: Moderate-term on-the-job training, Truck and Bus Driver/Commercial Vehicle Operation

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$7.38	\$9.61	\$12.79	\$15.78	\$19.11
	Yearly	\$15,400	\$20,000	\$26,600	\$32,800	\$39,700
Indiana	Hourly	\$7.20	\$9.88	\$14.44	\$19.55	\$23.45
	Yearly	\$15,000	\$20,600	\$30,000	\$40,700	\$48,800

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos242.htm

Business Operation Specialist

Description: **Energy Auditors** - Conduct energy audits of buildings, building systems and process systems. May also conduct investment grade audits of buildings or systems. **Security Management Specialists** - Conduct security assessments for organizations, and design security systems and processes. May specialize in areas such as physical security, personnel security, and information security. May work in fields such as health care, banking, gaming, security engineering, or manufacturing. **Sustainability Specialists** - Address organizational sustainability issues, such as waste stream management, green building practices, and green procurement plans.

Tasks:

Energy Auditors  - Identify and prioritize energy saving measures, prepare audit reports containing energy analysis results and recommendations for energy cost savings, collect and analyze field data related to energy usage, inspect or evaluate building envelopes, mechanical systems, electrical systems, or process systems to determine the energy consumption of each system, perform tests such as blower-door tests to locate air leaks, educate customers on energy efficiency or answer questions on topics such as the costs of running household appliances and the selection of energy efficient appliances, calculate potential for energy savings, prepare job specification sheets for home energy improvements such as attic insulation, window retrofits, and heating system upgrades, recommend energy efficient technologies or alternate energy sources, quantify energy consumption to establish baselines for energy use and need.

Security Management Specialist - Conduct security audits to identify potential problems related to physical security, staff safety, or asset protection, design or implement security systems, video surveillance, motion detection, or closed-circuit television systems to ensure proper installation and operation, design security policies, programs, or practices to ensure adequate security relating to issues such as protection of assets, alarm response, and access card use, develop or review specifications for design or construction of security systems, recommend improvements in security systems or procedures, engineer, install, maintain, or repair security systems, programmable logic controls, or other security-related electronic systems, inspect fire, intruder detection, or other security systems, inspect security design features, installations, or programs to ensure compliance with applicable standards or regulations, monitor the work of contractors in the design, construction, and startup phases of security systems, prepare, maintain, or update security procedures, security system drawings, or related documentation.

Sustainability Specialist  - develop sustainability project goals, objectives, initiatives, or strategies in collaboration with other sustainability professionals, monitor or track sustainability indicators, such as energy usage, natural resource usage, waste generation, and recycling, assess or propose sustainability initiatives, considering factors such as cost effectiveness, technical feasibility, and acceptance, collect information about waste stream management or green building practices to inform decision-makers, create marketing or outreach media, such as brochures or web sites, to communicate sustainability issues, procedures, or objectives, create or maintain plans or other documents related to sustainability projects, develop reports or presentations to communicate the effectiveness of sustainability initiatives, identify or procure needed resources to implement sustainability programs or projects, provide technical or administrative support for sustainability programs or issues, write grant applications, rebate applications, or project proposals to secure funding for sustainability projects.

Skills:

WorkKeys Scores [WorkKeys explanation on page ii](#)

Not available at this time

- Continued on next page -

Personal Characteristics Required for this Career:

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

Top Industries: [Government](#) and [Educational Services](#)

Education:

- Bachelor's Degree: Business, Management, Marketing, Related Support Services

Educational Institutions:

- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$15.72	\$21.10	\$28.81	\$38.56	\$49.64
	Yearly	\$32,700	\$43,900	\$59,900	\$80,200	\$103,300
Indiana	Hourly	\$14.20	\$19.38	\$26.82	\$35.84	\$46.35
	Yearly	\$29,500	\$40,300	\$55,800	\$74,500	\$96,400

Employment Trends: Appendix A

Website for further information: www.careerinfo*NET.org

Carpenter

Description: Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Include brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to the working places.

Tasks: Study specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and materials required. Shape or cut materials to specified measurements, using hand tools, machines, or power saw. Follow established safety rules and regulations and maintain a safe and clean environment. Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge. Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools. Verify trueness of structure, using plumb bob and level. Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools. Assemble and fasten materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue. Remove damaged or defective parts or sections of structures and repair or replace, using hand tools. Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 3	Applied Technology 4	Listening	Locating Information 4
Observation 4	Reading Information 4	Teamwork 4	Writing 3

Personal Characteristics:

Attention to Detail, Dependability, Initiative, Cooperation, Integrity, Independence, Leadership, Analytical Thinking, Concern for Others, Innovation

Top Industries: [Construction](#) and [Self-Employed](#)

Education:

- High School: Core 40
- Suggested High School Classes: Carpentry
- Postsecondary: Long-term on-the-job training, instruction in Carpentry

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$11.66	\$14.42	\$18.72	\$25.37	\$33.34
	Yearly	\$24,300	\$30,000	\$38,900	\$52,800	\$69,300
Indiana	Hourly	\$11.13	\$13.97	\$17.91	\$23.92	\$30.36
	Yearly	\$23,200	\$29,100	\$37,300	\$49,800	\$63,100

Employment Trends: Appendix A

Website for further information: www.agc.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: 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. Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs. Serve as liaison between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts, to help children who face problems such as disabilities, abuse, or poverty. Maintain case history records and prepare reports. Counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required. Refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply. Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions. Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students' problems and arranging for needed services. Address legal issues, such as child abuse and discipline, assisting with hearings and providing testimony to inform custody arrangements. Develop and review service plans in consultation with clients, and perform follow-ups assessing the quantity and quality of services provided.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 4	Locating Information 4
Observation 4	Reading Information 5	Teamwork 3	Writing 4

Personal Characteristics Required for this Career:

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

Top Industries: [Government](#) and [Health Care and Social Assistance](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$12.44	\$14.92	\$19.01	\$25.04	\$31.94
	Yearly	\$25,900	\$31,000	\$39,500	\$52,100	\$66,400
Indiana	Hourly	\$11.41	\$13.62	\$16.31	\$18.83	\$22.64

Employment Trends: Appendix A

Website for further information: <http://www.bls.gov/oco/ocos060.htm>

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: Modify existing software to correct errors, allow it to adapt to new hardware, or to improve its performance. Develop and direct software system testing and validation procedures, programming, and documentation. Confer with systems analysts, engineers, programmers and others to design system and to obtain information on project limitations and capabilities, performance requirements and interfaces. Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design. Store, retrieve, and manipulate data for analysis of system capabilities and requirements. Consult with customers about software system design and maintenance. Supervise the work of programmers, technologists and technicians and other engineering and scientific personnel. Coordinate software system installation and monitor equipment functioning to ensure specifications are met. Obtain and evaluate information on factors such as reporting formats required, costs, and security needs to determine hardware configuration.

Skills:

WorkKeys Scores [WorkKeys explanation on page ii](#)

Not available at this time

Personal Characteristics Required for this Career:

Analytical Thinking, Attention to Detail, Dependability, Innovation, Cooperation, Achievement/Effort, Independence, Leadership, Persistence, Initiative

Top Industries: [Professional, Scientific, and Technical Services](#) and [Information](#)

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:

- Ivy Tech Community College
- Purdue University College of Technology
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$25.83	\$32.59	\$41.07	\$50.42	\$61.95
	Yearly	\$53,700	\$67,800	\$85,400	\$104,900	\$128,900
Indiana	Hourly	\$21.23	\$26.87	\$33.47	\$41.27	\$50.36
	Yearly	\$44,200	\$55,900	\$69,600	\$85,800	\$104,700

Employment Trends: Appendix A

Website for further information: 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, to adapt it to new hardware or to upgrade interfaces and improve performance. Advise customer about, or perform maintenance of software system. Analyze information to determine, recommend and plan installation of a new system or modification of an existing system. Consult with engineering staff to evaluate interface between hardware and software, develop specifications and performance requirements and resolve customer problems. Direct software programming and development of documentation. Store, retrieve, and manipulate data for analysis of system capabilities and requirements. Confer with data processing and project managers to obtain information on limitations and capabilities for data processing projects. Consult with customers or other departments on project status, proposals and technical issues such as software system design and maintenance. Coordinate installation of software system. Prepare reports and correspondence concerning project specifications, activities and status.

Skills:

WorkKeys Scores

WorkKeys explanation on page ii

Applied Math 4	Applied Technology 5	Listening	Locating Information 4
Observation	Reading Information 5	Teamwork	Writing

Personal Characteristics Required for this Career:

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

Top Industries: [Professional, Scientific, and Technical Services](#) and [Manufacturing](#)

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:

- Ivy Tech Community College
- Purdue University College of Technology
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$27.80	\$35.19	\$44.44	\$54.79	\$65.28
	Yearly	\$57,800	\$73,200	\$92,400	\$114,000	\$135,800
Indiana	Hourly	\$24.71	\$29.87	\$36.92	\$44.83	\$50.85
	Yearly	\$51,400	\$62,100	\$76,800	\$93,200	\$105,800

Employment Trends: Appendix A

Website for further information: 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 user inquiries regarding computer software or hardware operation to resolve problems. Conduct office automation feasibility studies, including workflow analysis, space design, or cost comparison analysis. Confer with staff, users, and management to establish requirements for new systems or modifications. Develop training materials and procedures, or train users in the proper use of hardware or software. Enter commands and observe system functioning to verify correct operations and detect errors. Hire, supervise, and direct workers engaged in special project work, problem solving, monitoring, and installing data communication equipment and software. Inspect equipment and read order sheets to prepare for delivery to users. Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications. Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities. Modify and customize commercial programs for internal needs. Oversee the daily performance of computer systems. Prepare evaluations of software or hardware, and recommend improvements or upgrades. Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 5	Applied Technology 5	Listening 4	Locating Information 4
Observation 5	Reading Information 5	Teamwork 4	Writing 3

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: Associate degree in Computer Science

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$12.78	\$16.19	\$20.89	\$26.92	\$34.01
	Yearly	\$26,600	\$33,700	\$43,500	\$56,000	\$70,700
Indiana	Hourly	\$11.40	\$14.37	\$18.65	\$24.30	\$29.98
	Yearly	\$23,700	\$29,900	\$38,800	\$50,500	\$62,400

Employment Trends: Appendix A

Website for further information: 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: Expand or modify system to serve new purposes or improve workflow. Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems. Develop, document and revise system design procedures, test procedures, and quality standards. Provide staff and users with assistance solving computer related problems, such as malfunctions and program problems. Review and analyze computer printouts and performance indicators to locate code problems, and correct errors by correcting codes. Consult with management to ensure agreement on system principles. Confer with clients regarding the nature of the information processing or computation needs a computer program is to address. Read manuals, periodicals, and technical reports to learn how to develop programs that meet staff and user requirements. Coordinate and link the computer systems within an organization to increase compatibility and so information can be shared. Determine computer software or hardware needed to set up or alter system.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	3	Applied Technology	5	Listening	5	Locating Information	4
Observation	4	Reading Information	5	Teamwork	4	Writing	3

Personal Characteristics Required for this Career:

Attention to Detail, Analytical Thinking, Dependability, Integrity, Adaptability/Flexibility, Innovation, Cooperation, Initiative, Stress Tolerance, Persistence

Top Industries: [Professional, Scientific, and Technical Services](#) and [Finance and Insurance](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$21.82	\$28.10	\$36.30	\$46.06	\$56.94
	Yearly	\$45,400	\$58,400	\$75,500	\$95,800	\$118,400
Indiana	Hourly	\$20.64	\$24.76	\$31.31	\$38.85	\$47.67
	Yearly	\$42,900	\$51,500	\$65,100	\$80,800	\$99,200

Employment Trends: Appendix A

Website for further information: www.acm.org

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. Provide postoperative instructions prescribed by dentist. Assist dentist in management of medical and dental emergencies. Take and record medical and dental histories and vital signs of patients. Instruct patients in oral hygiene and plaque control programs. Order and monitor dental supplies and equipment inventory. Clean and polish removable appliances. Make preliminary impressions for study casts and occlusal registrations for mounting study casts.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology 3	Listening 3	Locating Information 4
Observation 4	Reading Information 5	Teamwork 4	Writing 2

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Biology, Chemistry, Health, and Office Practices
- Postsecondary: Associate degree and Moderate-term on-the-job training

Educational Institutions:

- Kokomo Area Career Center
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$10.71	\$12.97	\$15.57	\$18.73	\$22.19
	Yearly	\$22,300	\$27,000	\$32,400	\$39,000	\$46,200
Indiana	Hourly	\$11.11	\$13.38	\$15.80	\$18.82	\$22.08
	Yearly	\$23,100	\$27,800	\$32,900	\$39,100	\$45,900

Employment Trends: Appendix A

Website for further information: 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. Record and review patient medical histories. Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease. Provide clinical services and health education to improve and maintain the oral health of patients and the general public. Feel and visually examine gums for sores and signs of disease. Expose and develop x-ray film. Chart conditions of decay and disease for diagnosis and treatment by dentist. Maintain dental equipment and sharpen and sterilize dental instruments. Apply fluorides and other cavity preventing agents to arrest dental decay. Feel lymph nodes under patient's chin to detect swelling or tenderness that could indicate presence of oral cancer.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	Applied Technology	Listening	4	Locating Information
Observation 5	Reading Information	Teamwork	3	Writing

Personal Characteristics Required for this Career:

Dependability, Integrity, Attention to Detail, Cooperation, Self Control, Concern for Others, Independence, Social Orientation, Stress Tolerance, Initiative

Top Industries: [Health Care and Social Assistance](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$21.24	\$26.55	\$32.00	\$37.98	\$43.98
	Yearly	\$44,200	\$55,200	\$66,600	\$79,000	\$91,500
Indiana	Hourly	\$22.41	\$27.37	\$31.45	\$36.14	\$39.18
	Yearly	\$46,600	\$56,900	\$65,400	\$75,200	\$81,500

Employment Trends: Appendix A

Website for further information: www.adha.org

Electrical & Electronics Repairer, Commercial and Industrial Equipment

Description: Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas.

Tasks: Test faulty equipment to diagnose malfunctions, using test equipment and software, and applying knowledge of the functional operation of electronic units and systems. Inspect components of industrial equipment for accurate assembly and installation and for defects such as loose connections and frayed wires. Install repaired equipment in various settings, such as industrial or military establishments. Examine work orders and converse with equipment operators to detect equipment problems and to ascertain whether mechanical or human errors contributed to the problems. Perform scheduled preventive maintenance tasks, such as checking, cleaning, and repairing equipment, to detect and prevent problems. Study blueprints, schematics, manuals, and other specifications to determine installation procedures. Set up and test industrial equipment to ensure that it functions properly. Repair and adjust equipment, machines, and defective components, replacing worn parts such as gaskets and seals in watertight electrical equipment. Maintain equipment logs that record performance problems, repairs, calibrations, and tests. Calibrate testing instruments and installed or repaired equipment to prescribed specifications.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 5	Applied Technology	Listening	Locating Information 5
Observation	Reading Information 5	Teamwork	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Manufacturing](#) and [Government](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, and English Language
- Postsecondary: Postsecondary Vocational Award

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$14.39	\$18.40	\$23.29	\$28.73	\$33.81
	Yearly	\$29,900	\$38,300	\$48,400	\$59,800	\$70,300
Indiana	Hourly	\$13.01	\$16.87	\$24.41	\$30.87	\$36.61
	Yearly	\$27,100	\$35,100	\$50,800	\$64,200	\$76,100

Employment Trends: Appendix A

Website for further information: 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: Maintain current electrician's license or identification card to meet governmental regulations. Connect wires to circuit breakers, transformers, or other components. Repair or replace wiring, equipment, and fixtures, using hand tools and power tools. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system. Use a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test lamps. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Direct and train workers to install, maintain, or repair electrical wiring, equipment, and fixtures. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.

Skills:

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

Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Cooperation, Leadership, Integrity, Initiative, Independence, Adaptability/Flexibility, Analytical Thinking, Stress Tolerance

Top Industries: [Construction](#)

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
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$13.54	\$17.00	\$22.32	\$29.88	\$38.18
	Yearly	\$28,200	\$35,400	\$46,400	\$62,200	\$79,400
Indiana	Hourly	\$15.12	\$19.25	\$25.65	\$31.64	\$37.19
	Yearly	\$31,400	\$40,000	\$53,400	\$65,800	\$77,400

Employment Trends: Appendix A

Website for further information: 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, vendors or others to discuss existing and potential engineering projects or 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, safety 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

Applied Math 6	Applied Technology 5	Listening	Locating Information 5
Observation	Reading Information 6	Teamwork 5	Writing

Personal Characteristics Required for this Career:

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

Top Industries: [Manufacturing](#) and [Information](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$26.60	\$32.88	\$41.52	\$51.38	\$62.46
	Yearly	\$55,300	\$68,400	\$86,400	\$106,900	\$129,900
Indiana	Hourly	\$23.12	\$28.30	\$36.05	\$44.98	\$52.09
	Yearly	\$48,100	\$58,900	\$75,000	\$93,600	\$108,300

Employment Trends: Appendix A

Website for further information: 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 such as lectures, discussions, and demonstrations. 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 to evaluate students' progress.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

Self control, Concern for Others, Cooperation, Dependability, Initiative, Integrity, Persistence, Adaptability/Flexibility, Stress Tolerance, Achievement/Effort

Top Industries: [Educational Services](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	—	—	—	—	—
	Yearly	\$33,400	\$39,900	\$49,300	\$62,500	\$78,000
Indiana	Hourly	—	—	—	—	—
	Yearly	\$26,800	\$36,500	\$47,700	\$59,700	\$66,200

Employment Trends: Appendix A

Website for further information: 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 pre-hospital setting. Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management or heart monitoring, during ambulance ride. Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment. Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device. Maintain vehicles and medical and communication equipment, and replenish first-aid equipment and supplies. Assess nature and extent of illness or injury to establish and prioritize medical procedures. Communicate with dispatchers and treatment center personnel to provide information about situation, to arrange reception of victims, and to receive instructions for further treatment. Comfort and reassure patients. Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities. Operate equipment such as electrocardiograms (EKGs), external defibrillators and bag-valve mask resuscitators in advanced life-support environments.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	3	Applied Technology	Listening	4	Locating Information	5
Observation	5	Reading Information	Teamwork	4	Writing	3

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#) and [Government](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.08	\$11.13	\$14.10	\$18.28	\$23.77
	Yearly	\$18,900	\$23,200	\$29,300	\$38,000	\$49,400
Indiana	Hourly	\$8.80	\$10.79	\$13.50	\$17.18	\$20.32
	Yearly	\$18,300	\$22,400	\$28,100	\$35,700	\$42,300

Employment Trends: Appendix A

Website for further information: 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 inquiries. 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					
Applied Math 4	Applied Technology	Listening 4	Locating Information 4			
Observation 4	Reading Information 4	Teamwork 3	Writing 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

Top Industries: [Educational Services](#) and [Professional, Scientific, and Technical Services](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$13.00	\$15.58	\$19.24	\$24.17	\$29.84
	Yearly	\$27,000	\$32,400	\$40,000	\$50,300	\$62,100
Indiana	Hourly	\$12.17	\$14.13	\$17.01	\$20.27	\$24.64
	Yearly	\$25,300	\$29,400	\$35,400	\$42,200	\$51,300

Employment Trends: Appendix A

Website for further information: 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

Not available at this time

Personal Characteristics Required for this Career:

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

Top Industries: [Government](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$10.79	\$14.99	\$21.28	\$28.10	\$34.72
	Yearly	\$22,400	\$31,200	\$44,300	\$58,400	\$72,200
Indiana	Hourly	\$12.90	\$17.32	\$20.48	\$23.82	\$27.43
	Yearly	\$26,800	\$36,000	\$42,600	\$49,500	\$57,100

Employment Trends: Appendix A

Website for further information: 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. Monitor employees' work levels and review work performance. Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions. Investigate accidents and injuries, and prepare reports of findings. Recommend or initiate personnel actions, such as hires, promotions, transfers, discharges, and disciplinary measures. Compile operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results. Develop, implement, and evaluate maintenance policies and procedures. Counsel employees about work-related issues and assist employees to correct job-skill deficiencies. Examine objects, systems, or facilities, and analyze information to determine needed installations, services, or repairs. Conduct or arrange for worker training in safety, repair, and maintenance techniques, operational procedures, or equipment use.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology 4	Listening 3	Locating Information 4
Observation 4	Reading Information 4	Teamwork 3	Writing 2

Personal Characteristics Required for this Career:

Dependability, Integrity, Leadership, Self-Control, Cooperation, Stress Tolerance, Persistence, Adaptability/Flexibility, Independence and Initiative

Top Industries: [Retail Trade](#) and [Manufacturing](#)

Education:

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

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$16.75	\$21.21	\$27.55	\$34.95	\$41.77
	Yearly	\$34,800	\$44,100	\$57,300	\$72,700	\$86,900
Indiana	Hourly	\$16.54	\$20.43	\$25.92	\$33.04	\$39.71
	Yearly	\$34,400	\$42,500	\$53,900	\$68,700	\$82,600

Employment Trends: Appendix A

Website for further information: 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: Oversee activities directly related to making products or providing services. Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products. 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. Manage staff, preparing work schedules and assigning specific duties. Direct and coordinate organization's financial and budget activities to fund operations, maximize investments, and increase efficiency. 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. Plan and direct activities such as sales promotions, coordinating with other department heads as required. Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand. Locate, select, and procure merchandise for resale, representing management in purchase negotiations.

Skills:

WorkKeys Score

WorkKeys explanation on page ii

Applied Math 7	Applied Technology	Listening	Locating Information 6
Observation 5	Reading Information 7	Teamwork 5	Writing

Personal Characteristics Required for this Career:

Dependability, Attention to Detail, Leadership, Self Control, Initiative, Integrity, Stress Tolerance, Cooperation, Analytical Thinking, Persistence

Top Industries: [Manufacturing](#) and [Retail Trade](#)

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 and Management, Entrepreneurial Studies, Public Administration

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$21.83	\$30.24	\$44.02	\$65.87	\$80.00+
	Yearly	\$45,400	\$62,900	\$91,600	\$137,000	\$166,400+
Indiana	Hourly	\$23.02	\$31.15	\$43.34	\$62.16	\$80.00+
	Yearly	\$47,900	\$64,800	\$90,100	\$129,300	\$166,400+

Employment Trends: Appendix A

Website for further information: www.amanet.org

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 dressings. 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

Applied Math 4	Applied Technology	Listening 4	Locating Information 4
Observation 5	Reading Information 4	Teamwork 3	Writing 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

Top Industries: [Health Care and Social Assistance](#)

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
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$7.65	\$8.52	\$9.84	\$11.69	\$13.93
	Yearly	\$15,900	\$17,700	\$20,500	\$24,300	\$29,000
Indiana	Hourly	\$8.10	\$8.74	\$9.79	\$11.56	\$13.63
	Yearly	\$16,800	\$18,200	\$20,400	\$24,000	\$28,400

Employment Trends: Appendix A

Website for further information: 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: Disassemble machinery and equipment to remove parts and make repairs. Repair and replace broken or malfunctioning components of machinery and equipment. Repair and maintain the operating condition of industrial production and processing machinery and equipment. Examine parts for defects such as breakage and excessive wear. Reassemble equipment after completion of inspections, testing, or repairs. 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. Clean, lubricate, and adjust parts, equipment, and machinery. Analyze test results, machine error messages, and information obtained from operators in order to diagnose equipment problems. Record repairs and maintenance performed.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	4	Applied Technology	4	Listening	3	Locating Information	4
Observation	4	Reading Information	4	Teamwork	4	Writing	3

Personal Characteristics Required for this Career:

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

Top Industries: [Manufacturing](#) and [Other Services \(Except Public Administration\)](#)

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 in Industrial Mechanics and Maintenance Technology

Educational Institutions:

- Kokomo Area Career Center
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$13.63	\$16.87	\$20.99	\$25.82	\$31.40
	Yearly	\$28,400	\$35,100	\$43,700	\$53,700	\$65,300
Indiana	Hourly	\$14.37	\$17.47	\$21.67	\$26.90	\$32.35
	Yearly	\$29,900	\$36,300	\$45,100	\$56,000	\$67,300

Employment Trends: Appendix A

Website for further information: 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. 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. Develop and implement production tracking and quality control systems, analyzing production, quality control, maintenance, and other operational reports, to detect production problems. Hire, train, evaluate, and discharge staff, and resolve personnel grievances. Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality. Prepare and maintain production reports and personnel records. Coordinate and recommend procedures for facility and equipment maintenance or modification, including the replacement of machines. Initiate and coordinate inventory and cost control programs. Institute employee suggestions or involvement programs.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	4	Applied Technology	4	Listening	3	Locating Information	4
Observation	5	Reading Information	4	Teamwork	4	Writing	3

Personal Characteristics Required for this Career:

Leadership, Dependability, Initiative, Self Control, Adaptability/Flexibility, Attention to Detail, Integrity, Analytical Thinking, Cooperation, Innovation

Top Industries: [Manufacturing](#)

Education:

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

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$24.20	\$30.96	\$40.04	\$52.26	\$67.56
	Yearly	\$50,300	\$64,400	\$83,300	\$108,700	\$140,500
Indiana	Hourly	\$23.10	\$29.27	\$37.61	\$48.56	\$63.46
	Yearly	\$48,000	\$60,900	\$78,200	\$101,000	\$132,000

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos016.htm

Lawyer

Description: Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

Tasks: Represent clients in court or before government agencies. Present evidence to defend clients or prosecute defendants in criminal or civil litigation. Select jurors, argue motions, meet with judges and question witnesses during the course of a trial. Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases. Interpret laws, rulings and regulations for individuals and businesses. Present and summarize cases to judges and juries. Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal. Analyze the probable outcomes of cases, using knowledge of legal precedents. Examine legal data to determine advisability of defending or prosecuting lawsuit. Evaluate findings and develop strategies and arguments in preparation for presentation of cases.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 5	Applied Technology	Listening	Locating Information 5
Observation 4	Reading Information 7	Teamwork	Writing

Personal Characteristics Required for this Career:

Integrity, Analytical Thinking, Attention to Detail, Dependability, Stress Tolerance, Achievement/Effort, Persistence, Initiative, Independence, Self Control

Top Industries: [Professional, Scientific, and Technical Services](#) and [Self-Employed](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, English, and Psychology
- Postsecondary: First professional degree

Educational Institutions:

- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$26.18	\$36.05	\$53.17	\$78.52	\$80.00+
	Yearly	\$54,500	\$75,000	\$110,600	\$163,300	\$166,400+
Indiana	Hourly	\$19.01	\$25.29	\$38.01	\$55.17	\$80.00+
	Yearly	\$39,500	\$52,600	\$79,100	\$114,800	\$166,400+

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos053.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: Administer prescribed medications or start intravenous fluids, and note times and amounts on patients' charts. Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action. Provide basic patient care and treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations. Sterilize equipment and supplies, using germicides, sterilizer, or autoclave. Answer patients' calls and determine how to assist them. Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse and respiration. Work as part of a health care team to assess patient needs, plan and modify care and implement interventions. Collect samples such as blood, urine and sputum from patients, and perform routine laboratory tests on samples. Prepare patients for examinations, tests or treatments and explain procedures. Assemble and use equipment such as catheters, tracheotomy tubes, and oxygen suppliers.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 4	Locating Information 4
Observation 4	Reading Information 4	Teamwork 4	Writing 3

Personal Characteristics Required for this Career:

Dependability, Integrity, Attention to Detail, Concern for Others, Self Control, Cooperation, Social Orientation, Stress Tolerance, Initiative, Independence

Top Industries: [Health Care and Social Assistance](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$13.59	\$16.04	\$18.77	\$22.46	\$25.76
	Yearly	\$28,300	\$33,400	\$39,000	\$46,700	\$53,600
Indiana	Hourly	\$13.80	\$16.01	\$18.02	\$20.14	\$23.45
	Yearly	\$28,700	\$33,300	\$37,500	\$41,900	\$48,800

Employment Trends: Appendix A

Website for further information: www.napnes.org

Logistician

Description: Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.

Tasks: Maintain and develop positive business relationships with a customer's key personnel involved in or directly relevant to a logistics activity. Develop an understanding of customers' needs and take actions to ensure that such needs are met. Direct availability and allocation of materials, supplies, and finished products. Collaborate with other departments as necessary to meet customer requirements, to take advantage of sales opportunities or, in the case of shortages, to minimize negative impacts on a business. Protect and control proprietary materials. Review logistics performance with customers against targets, benchmarks and service agreements. Develop and implement technical project management tools such as plans, schedules, and responsibility and compliance matrices. Direct team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources. Report project plans, progress, and results. Direct and support the compilation and analysis of technical source data necessary for product development.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

Integrity, Analytical Thinking, Dependability, Attention to Detail, Cooperation, Persistence, Self Control, Initiative, Stress Tolerance, Adaptability/Flexibility

Top Industries: [Government](#) and [Manufacturing](#)

Education:

- High School: General Diploma, Core 40 Diploma
- Suggested High School Classes: Mathematics
- Postsecondary: Bachelor's degree in Logistics and Materials Management, Operations Management and Supervision

Educational Institutions:

- Ivy Tech Community College
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$18.99	\$24.62	\$31.96	\$40.16	\$49.11
	Yearly	\$39,500	\$51,200	\$66,500	\$83,500	\$102,100
Indiana	Hourly	\$17.55	\$22.76	\$30.52	\$39.02	\$46.94
	Yearly	\$36,500	\$47,300	\$63,500	\$81,200	\$97,600

Employment Trends: Appendix A

Website for further information: <http://www.bls.gov/oco/oco20051.htm#13-1081>

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 vernier calipers. Align and secure holding fixtures, cutting tools, attachments, accessories, and materials onto machines. Select the appropriate tools, machines, and materials to be used in preparation of machinery work. Monitor the feed and speed of machines during the machining process. Machine parts to specifications using machine tools such as lathes, milling machines, shapers, or grinders. Set up, adjust, and operate all of the basic machine tools and many specialized or advanced variation tools to perform precision machining operations. Measure, examine, and test completed units to detect defects and ensure conformance to specifications, using precision instruments such as micrometers. Set controls to regulate machining, or enter commands to retrieve, input, or edit computerized machine control media. Position and fasten work pieces. Maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

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 3	Writing 2			

Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Cooperation, Independence, Initiative, Integrity, Adaptability/Flexibility, Self Control, Persistence, and Achievement/Effort

Top Industries: [Manufacturing](#)

Education:

- High School: General Diploma, Core 40 Diploma
- Suggested High School Classes: Mathematics, Physics, and Science
- Postsecondary: Long-term on-the-job training, Vocational or Technical school, Associate degree in Machine Tool Technology/Machinist and Machine Shop Technology/Assistant

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$10.79	\$13.66	\$17.41	\$21.85	\$26.60
	Yearly	\$22,400	\$28,400	\$36,200	\$45,400	\$55,300
Indiana	Hourly	\$11.28	\$14.15	\$17.84	\$22.63	\$28.11
	Yearly	\$23,500	\$29,400	\$37,100	\$47,100	\$58,500

Employment Trends: Appendix A

Website for further information: www.pmpa.org

Maintenance and Repair Worker, General

Description: Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Tasks: Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment. Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate. Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists. Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices. Assemble, install or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment. Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary. Inspect, operate, and test machinery and equipment to diagnose machine malfunctions. Record type and cost of maintenance or repair work. Clean and lubricate shafts, bearings, gears, and other parts of machinery. Dismantle devices to access and remove defective parts, using hoists, cranes, hand tools, and power tools.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	5	Applied Technology	5	Listening	3	Locating Information	5
Observation	4	Reading Information	4	Teamwork	6	Writing	3

Personal Characteristics Required for this Career:

Dependability, Attention to Detail, Cooperation, Self Control, Integrity, Initiative, Analytical Thinking, Concern for Other, Stress Tolerance, and Adaptability/Flexibility

Top Industries: [Manufacturing](#) and [Real Estate and Rental and Leasing](#)

Education:

- High School: General Diploma or GED
- Suggested High School Classes: Basic Mathematics
- Postsecondary: Moderate-term on-the-job training

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.78	\$12.44	\$16.21	\$21.09	\$25.94
	Yearly	\$20,300	\$25,900	\$33,700	\$43,900	\$54,000
Indiana	Hourly	\$10.14	\$13.08	\$17.22	\$22.13	\$27.20
	Yearly	\$21,100	\$27,200	\$35,800	\$46,000	\$56,600

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos194.htm

Management Analyst

Description: Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.

Tasks: Gather and organize information on problems or procedures. Analyze data gathered and develop solutions or alternative methods of proceeding. Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures. Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program. Review forms and reports and confer with management and users about format, distribution, and purpose, and to identify problems and improvements. Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used. Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes. Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy. Design, evaluate, recommend, and approve changes of forms and reports. Plan study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 4	Locating Information 4
Observation 4	Reading Information 5	Teamwork 3	Writing

Personal Characteristics Required for this Career:

Dependability, Adaptability/Flexibility, Cooperation, Stress Tolerance, Integrity, Concern for Other, Leadership, Persistence, Analytical Thinking, and Initiative

Top Industries: [Professional, Scientific, and Technical Services](#) and [Self-Employed](#)

Education:

- High School: General Diploma, Core 40 Diploma
- Suggested High School Classes: English, Mathematics, Business
- Postsecondary: Bachelor's or higher degree, plus work experience, Business Administration and Management, Business/Commerce, General

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$20.15	\$26.39	\$35.37	\$47.93	\$64.35
	Yearly	\$41,900	\$54,900	\$73,600	\$99,700	\$133,800
Indiana	Hourly	\$18.15	\$23.01	\$30.72	\$41.34	\$55.44
	Yearly	\$37,800	\$47,900	\$63,900	\$86,000	\$115,300

Employment Trends: Appendix A

Website for further information: www.amcf.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

Applied Math 4	Applied Technology	Listening	Locating Information 4
Observation 4	Reading Information 4	Teamwork 4	Writing

Personal Characteristics Required for this Career:

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

Top Industries: [Transportation and Warehousing](#) and [Administrative and Support Services](#)

Education:

- High School: General Diploma or GED
- Suggested High School Classes: Basic Mathematics
- Postsecondary: Moderate on-the-job training

Educational Institutions:

- Not applicable

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$8.45	\$10.79	\$15.68	\$21.37	\$26.06
	Yearly	\$17,600	\$22,400	\$32,600	\$44,400	\$54,200
Indiana	Hourly	\$9.90	\$11.35	\$16.55	\$19.05	\$23.10
	Yearly	\$20,600	\$23,600	\$34,400	\$39,600	\$48,000

Employment Trends: Appendix A

Website for further information: 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: Conduct chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components. Analyze laboratory findings to check the accuracy of the results. Enter data from analysis of medical tests and clinical results into computer for storage. Operate, calibrate and maintain equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers. Establish and monitor quality assurance programs and activities 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. Collect and study blood samples to determine the number of cells, their morphology, or their blood group, blood type, and compatibility for transfusion purposes, using microscopic techniques. Analyze samples of biological material for chemical content or reaction.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 6	Applied Technology	Listening	Locating Information 4
Observation 4	Reading Information 4	Teamwork	Writing

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

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/Medical Technology

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$17.39	\$21.42	\$25.72	\$30.49	\$35.90
	Yearly	\$36,200	\$44,600	\$53,500	\$63,400	\$74,700
Indiana	Hourly	\$14.40	\$18.76	\$23.40	\$28.05	\$31.42
	Yearly	\$30,000	\$39,000	\$48,700	\$58,300	\$65,400

Employment Trends: Appendix A

Website for further information: 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: Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting. Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel. Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning. Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization. Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff. Direct or conduct recruitment, hiring and training of personnel. Establish work schedules and assignments for staff, according to workload, space and equipment availability. Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options. 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. Develop and maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 4	Locating Information 3
Observation 4	Reading Information 3	Teamwork 4	Writing 4

Personal Characteristics Required for this Career:

Integrity, Leadership, Initiative, Dependability, Stress Tolerance, Adaptability/Flexibility, Cooperation, Self Control, Achievement/Effort, and Analytical Thinking

Top Industries: [Health Care and Social Assistance](#)

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 Administration

Educational Institutions:

- Indiana University Kokomo

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$23.22	\$29.89	\$38.58	\$50.06	\$66.25
	Yearly	\$48,300	\$62,200	\$80,200	\$104,100	\$137,800
Indiana	Hourly	\$21.18	\$26.82	\$33.43	\$42.07	\$55.90
	Yearly	\$44,100	\$55,800	\$69,500	\$87,500	\$116,300

Employment Trends: Appendix A

Website for further information: www.cahmeweb.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: Record patients' medical history, vital statistics and information such as test results in medical records. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. Interview patients to obtain medical information and measure their vital signs, weight, and height. Authorize drug refills and provide prescription information to pharmacies. Clean and sterilize instruments and dispose of contaminated supplies. Prepare and administer medications as directed by a physician. Show patients to examination rooms and prepare them for the physician. 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 or removing sutures. Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 3	Locating Information 5
Observation 4	Reading Information 5	Teamwork 4	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, Typing, and Recordkeeping
- Postsecondary: Moderate-term on-the-job training, Vocational Technical School, Associate's Degree in Allied Health and Medical Assisting Services

Educational Institutions:

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.90	\$11.39	\$13.60	\$15.89	\$19.02
	Yearly	\$20,600	\$23,700	\$28,300	\$33,100	\$39,600
Indiana	Hourly	\$10.00	\$11.08	\$12.78	\$14.81	\$16.99
	Yearly	\$20,800	\$23,000	\$26,600	\$30,800	\$35,300

Employment Trends: Appendix A

Website for further information: 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. Review records for completeness, accuracy and compliance with regulations. Retrieve patient medical records for physicians, technicians, or other medical personnel. 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. Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer. Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts. Process and prepare business and government forms. Process patient admission and discharge documents. Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 3	Applied Technology	Listening 3	Locating Information 4
Observation 4	Reading Information 5	Teamwork 4	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Biology, Chemistry, Health, and Computer Science
- Postsecondary: Associate degree and Bachelor's degree in Health Information/Medical Records Technology/Technician

Educational Institutions:

- Harrison College
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.83	\$11.68	\$14.71	\$18.98	\$24.07
	Yearly	\$20,400	\$24,300	\$30,600	\$39,500	\$50,100
Indiana	Hourly	\$9.56	\$11.23	\$13.79	\$17.37	\$21.69
	Yearly	\$19,900	\$23,400	\$28,700	\$36,100	\$45,100

Employment Trends: Appendix A

Website for further information: 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: Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries. Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology. Distinguish between homonyms and recognize inconsistencies and mistakes in medical terms, referring to dictionaries, drug references, and other sources on anatomy, physiology, and medicine. Return dictated reports in printed or electronic form for physician's review, signature, and corrections and for inclusion in patients' medical records. Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records. Take dictation using either shorthand or a stenotype machine, or using headsets and transcribing machines; then convert dictated materials or rough notes to written form. Identify mistakes in reports and check with doctors to obtain the correct information. Perform data entry and data retrieval services, providing 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. Answer inquiries concerning the progress of medical cases, within the limits of confidentiality laws.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#) and [Self-Employed](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Biology, English Grammar and Computer Science
- Postsecondary: Postsecondary vocational award, Associate's degree

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$10.76	\$13.02	\$15.41	\$18.55	\$21.81
	Yearly	\$22,400	\$27,100	\$32,100	\$38,600	\$45,400
Indiana	Hourly	\$10.95	\$12.86	\$14.55	\$16.59	\$18.98
	Yearly	\$22,800	\$26,700	\$30,300	\$34,500	\$39,500

Employment Trends: Appendix A

Website for further information: 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 students. Adapt teaching methods and instructional materials to meet students' varying needs and interests. 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 to evaluate students' progress. Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate. Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations. Observe and evaluate students' performance, behavior, social development, and physical health. Prepare materials and classrooms for class activities. Assign lessons and correct homework.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

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

Top Industries: [Educational Services](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	—	—	—	—	—
	Yearly	\$34,000	\$40,300	\$49,700	\$63,000	\$78,100
Indiana	Hourly	—	—	—	—	—
	Yearly	\$31,500	\$37,900	\$48,900	\$60,400	\$67,700

Employment Trends: Appendix A

Website for further information: www.ncate.org

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

Applied Math 4	Applied Technology 4	Listening 3	Locating Information 4
Observation 4	Reading Information 4	Teamwork 4	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Construction](#) and [Manufacturing](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, Computers, and Machine Shop
- Postsecondary: Long-term on-the-job training, Apprenticeship program

Educational Institutions:

- United Brotherhood of Carpenters and Joiners of America approved programs

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$14.37	\$17.85	\$22.87	\$30.53	\$37.02
	Yearly	\$29,900	\$37,100	\$47,600	\$63,500	\$77,000
Indiana	Hourly	\$16.16	\$20.77	\$24.65	\$33.31	\$37.94
	Yearly	\$33,600	\$43,200	\$51,300	\$69,300	\$78,900

Employment Trends: Appendix A

Website for further information: www.ntma.org

Multiple Machine Tool Setters, Operators, and Tenders, Metal & Plastic

Description: Set up, operate, or tend more than one type of cutting or forming machine tool or robot.

Tasks: Inspect workpieces for defects, and measure workpieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments. Observe machine operation to detect workpiece defects or machine malfunctions, adjusting machines as necessary. Read blueprints or job orders to determine product specifications and tooling instructions and to plan operational sequences. Set up and operate machines, such as lathes, cutters, shears, borers, millers, grinders, presses, drills, and auxiliary machines, to make metallic and plastic workpieces. Position, adjust, and secure stock material or workpieces against stops, on arbors, or in chucks, fixtures, or automatic feeding mechanisms, manually or using hoists. Select, install, and adjust alignment of drills, cutters, dies, guides, and holding devices, using templates, measuring instruments, and hand tools. Change worn machine accessories, such as cutting tools and brushes, using hand tools. Make minor electrical and mechanical repairs and adjustments to machines and notify supervisors when major service is required. Start machines and turn handwheels or valves to engage feeding, cooling, and lubricating mechanisms. Perform minor machine maintenance, such as oiling or cleaning machines, dies, or workpieces, or adding coolant to machine reservoirs.

Skills:

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

Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Independence, Initiative, Persistence, Cooperation, Adaptability/Flexibility, Self Control, Innovation, and Analytical Thinking

Top Industries: [Manufacturing](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, Computers, and Machine Shop
- Postsecondary: Moderate-term on-the-job training, Associate Degree in Machine Shop Technology

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.77	\$11.86	\$14.87	\$18.76	\$23.76
	Yearly	\$20,300	\$24,700	\$30,900	\$39,000	\$49,400
Indiana	Hourly	\$10.22	\$12.70	\$15.49	\$19.88	\$29.00
	Yearly	\$21,300	\$26,400	\$32,200	\$41,400	\$60,300

Employment Trends: Appendix A

Website for further information: www.pmpa.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: Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations. Perform data backups and disaster recovery operations. Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary. Plan, coordinate, and implement network security measures to protect data, software, and hardware. Configure, monitor, and maintain email applications or virus protection software. Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use. Load computer tapes and disks, and install software and printer paper or forms. Design, configure, and test computer hardware, networking software and operating system software. Monitor network performance to determine whether adjustments need to be made, and to determine where changes will need to be made in the future. Confer with network users about how to solve existing system problems.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

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

Top Industries: [Professional, Scientific, and Technical Services](#) and [Information](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$19.71	\$24.85	\$31.88	\$40.44	\$50.03
	Yearly	\$41,000	\$51,700	\$66,300	\$84,100	\$104,100
Indiana	Hourly	\$16.86	\$21.45	\$27.72	\$33.88	\$39.79
	Yearly	\$35,100	\$44,600	\$57,700	\$70,500	\$82,800

Employment Trends: Appendix A

Website for further information: www.nwcet.org

Network Systems and Data Communications Analyst

Description: Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Includes telecommunications specialists who deal with the interfacing of computer and communications equipment. May supervise computer programmers.

Tasks: Maintain needed files by adding and deleting files on the network server and backing up files to guarantee their safety in the event of problems with the network. Test and evaluate hardware and software to determine efficiency, reliability, and compatibility with existing system, and make purchase recommendations. Design and implement systems, network configurations, and network architecture, including hardware and software technology, site locations, and integration of technologies. Assist users to diagnose and solve data communication problems. Monitor system performance and provide security measures, troubleshooting and maintenance as needed. Work with other engineers, systems analysts, programmers, technicians, scientists and top-level managers in the design, testing and evaluation of systems. Identify areas of operation that need upgraded equipment such as modems, fiber optic cables, and telephone wires. Consult customers, visit workplaces or conduct surveys to determine present and future user needs. Train users in use of equipment. Maintain the peripherals, such as printers, that are connected to the network.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

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

Top Industries: [Professional, Scientific, and Technical Services](#) and [Self-Employed](#)

Education:

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

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$20.03	\$26.12	\$34.18	\$43.63	\$53.33
	Yearly	\$41,700	\$54,300	\$71,100	\$90,800	\$110,900
Indiana	Hourly	\$17.89	\$23.26	\$30.82	\$38.90	\$47.63
	Yearly	\$37,200	\$48,400	\$64,100	\$80,900	\$99,100

Employment Trends: Appendix A

Website for further information: www.bls.gov/oes/current/oes151081.htm

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

Skills:

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

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$8.34	\$9.71	\$11.46	\$13.76	\$15.97
	Yearly	\$17,300	\$20,200	\$23,800	\$28,600	\$33,200
Indiana	Hourly	\$8.50	\$9.62	\$11.08	\$12.59	\$14.66
	Yearly	\$17,700	\$20,000	\$23,000	\$26,200	\$30,500

Employment Trends: Appendix A

Website for further information: www.cahmeweb.org

Occupational Therapist

Description: Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons.

Tasks: Plan, organize, and conduct occupational therapy programs in hospital, institutional, or community settings to help rehabilitate those impaired because of illness, injury or psychological or developmental problems. Test and evaluate patients' physical and mental abilities and analyze medical data to determine realistic rehabilitation goals for patients. Select activities that will help individuals learn work and life-management skills within limits of their mental and physical capabilities. Evaluate patients' progress and prepare reports that detail progress. Complete and maintain necessary records. Train caregivers how to provide for the needs of a patient during and after therapy. Recommend changes in patients' work or living environments, consistent with their needs and capabilities. Develop and participate in health promotion programs, group activities, or discussions to promote client health, facilitate social adjustment, alleviate stress, and prevent physical or mental disability. Consult with rehabilitation team to select activity programs and coordinate occupational therapy with other therapeutic activities. Plan and implement programs and social activities to help patients learn work and school skills and adjust to handicaps.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 1	Locating Information 4
Observation 4	Reading Information 4	Teamwork 3	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#) and [Educational Services](#)

Education:

- High School: Core 40 or Core 40 Academic Honors Diploma
- Suggested High School Classes: Mathematics, Physics, Computer Science, and Writing
- Postsecondary: Master's degree in Occupation Therapy/Therapist

Educational Institutions:

- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$20.59	\$26.49	\$32.10	\$39.08	\$47.27
	Yearly	\$42,800	\$55,100	\$66,800	\$81,300	\$98,300
Indiana	Hourly	\$21.58	\$26.38	\$31.32	\$38.32	\$48.29
	Yearly	\$44,900	\$54,900	\$65,100	\$79,700	\$100,400

Employment Trends: Appendix A

Website for further information: www.aota.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. Assess the identity, strength and purity of medications. Maintain records, such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, and registries of poisons, narcotics, and controlled drugs. Compound and dispense medications as prescribed by doctors and dentists, by calculating, weighing, measuring, and mixing ingredients, or oversee these activities. Plan, implement, and maintain procedures for mixing, packaging, and labeling pharmaceuticals, according to policy and legal requirements, to ensure quality, security, and proper disposal. Teach pharmacy students serving as interns in preparation for their graduation or licensure. Advise customers on the selection of medication brands, medical equipment and health-care supplies. Provide specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, or high blood pressure. 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.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 6	Applied Technology	Listening 4	Locating Information 4
Observation 4	Reading Information 6	Teamwork 4	Writing 4

Personal Characteristics Required for this Career:

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

Top Industries: [Retail Trade](#) and [Health Care and Social Assistance](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$37.21	\$44.55	\$51.16	\$58.32	\$63.19
	Yearly	\$77,400	\$92,700	\$106,400	\$121,300	\$131,400
Indiana	Hourly	\$40.61	\$44.21	\$49.03	\$54.45	\$60.57
	Yearly	\$84,500	\$92,000	\$102,000	\$113,300	\$126,000

Employment Trends: Appendix A

Website for further information: 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. Establish and maintain patient profiles, including lists of medications taken by individual patients. Maintain proper storage and security conditions for drugs. Answer telephones, responding to questions or requests. Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels. Mix pharmaceutical preparations according to written prescriptions. Clean and help maintain equipment and work areas, and sterilize glassware according to prescribed methods. Price and file prescriptions that have been filled. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information. Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 5	Applied Technology	Listening 4	Locating Information 5
Observation 4	Reading Information 5	Teamwork 3	Writing 4

Personal Characteristics Required for this Career:

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

Top Industries: [Retail Trade](#) and [Health Care and Social Assistance](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.27	\$10.95	\$13.32	\$15.88	\$18.98
	Yearly	\$19,300	\$22,800	\$27,700	\$33,000	\$39,500
Indiana	Hourly	\$9.32	\$10.63	\$12.44	\$14.70	\$16.72
	Yearly	\$19,400	\$22,100	\$25,900	\$30,600	\$34,800

Employment Trends: Appendix A

Website for further information: www.ashp.org

Physical Therapist

Description: Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.

Tasks: Perform and document an initial exam, evaluating data to identify problems and determine a diagnosis prior to intervention. Plan, prepare and carry out individually designed programs of physical treatment to maintain, improve or restore physical functioning, alleviate pain and prevent physical dysfunction in patients. Record prognosis, treatment, response, and progress in patient's chart or enter information into computer. Identify and document goals, anticipated progress and plans for reevaluation. Administer manual exercises, massage or traction to help relieve pain, increase patient strength, or decrease or prevent deformity or crippling. Evaluate effects of treatment at various stages and adjust treatments to achieve maximum benefit. Test and measure patient's strength, motor development and function, sensory perception, functional capacity, and respiratory and circulatory efficiency and record data. Instruct patient and family in treatment procedures to be continued at home. Confer with the patient, medical practitioners and appropriate others to plan, implement and assess the intervention program. Review physician's referral and patient's medical records to help determine diagnosis and physical therapy treatment required.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	Applied Technology	Listening	4	Locating Information	5
Observation 5	Reading Information	Teamwork	5	Writing	4

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

Education:

- High School: Core 40 Academic Honors Diploma
- Suggested High School Classes: Mathematics, Physics, Science, and Writing
- Postsecondary: Bachelor's degree and Master's degree in Physical Therapy

Educational Institutions:

- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$24.21	\$28.99	\$35.00	\$41.12	\$50.17
	Yearly	\$50,400	\$60,300	\$72,800	\$85,500	\$104,400
Indiana	Hourly	\$17.24	\$27.12	\$33.76	\$39.74	\$51.06
	Yearly	\$35,900	\$56,400	\$70,200	\$82,700	\$106,200

Employment Trends: Appendix A

Website for further information: www.ama-assn.org/ama1/pub/upload/mm/40/physther0809.pdf

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. Obtain, compile and record patient medical data, including health history, progress notes and results of physical examination. Make tentative diagnoses and decisions about management and treatment of patients. Prescribe therapy or medication with physician approval. Administer or order diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests. 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 daily living, and health maintenance. Provide physicians with assistance during surgery or complicated medical procedures. Visit and observe patients on hospital rounds or house calls, updating charts, ordering therapy, and reporting back to physician.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

Dependability, Concern for Others, Integrity, Attention to Detail, Analytical Thinking, Cooperation, Initiative, Stress Tolerance, Social Orientation, and Achievement/Effort

Top Industries: [Health Care and Social Assistance](#)

Education:

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

Educational Institutions:

- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$24.69	\$32.79	\$39.05	\$46.67	\$53.00
	Yearly	\$51,400	\$68,200	\$81,200	\$97,100	\$110,200
Indiana	Hourly	\$19.57	\$30.74	\$36.65	\$42.24	\$48.09
	Yearly	\$40,700	\$63,900	\$76,200	\$87,900	\$100,000

Employment Trends: Appendix A

Website for further information: www.aapa.org

Plating & Coating Machine Setter, Operators & Tenders

Description: Set up, operate, or tend plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Includes electrolytic processes.

Tasks: Inspect coated or plated areas for defects such as air bubbles or uneven coverage. Immerse objects to be coated or plated into cleaning solutions, or spray objects with conductive solutions to prepare them for plating. Immerse workpieces in coating solutions or liquid metal or plastic for specified times. Set up, operate, or tend plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Position and feed materials into processing machines, by hand or by using automated equipment. Test machinery to ensure that it is operating properly. Operate hoists to place workpieces onto machine feed carriages or spindles. Maintain production records. Adjust controls to set temperatures of coating substances and speeds of machines and equipment. Remove objects from solutions at periodic intervals and observe objects to verify conformance to specifications.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

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

Top Industries: [Manufacturing](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, Computers, and Machine Shop
- Postsecondary: Moderate-term on-the-job training

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$8.93	\$10.77	\$13.65	\$17.37	\$21.38
	Yearly	\$18,600	\$22,400	\$28,400	\$36,100	\$44,500
Indiana	Hourly	\$9.63	\$11.39	\$14.92	\$20.47	\$29.18
	Yearly	\$20,000	\$23,700	\$31,000	\$42,600	\$60,700

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos224.htm

Plumbers, Pipefitters and Steamfitter

Description: Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.

Tasks: Plumbers - Measure, cut, thread, and bend pipe to required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines. Study building plans and inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring. Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels. Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks. Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment. Install pipe assemblies, fittings, valves, appliances such as dishwashers and water heaters, and fixtures such as sinks and toilets, using hand and power tools. Direct workers engaged in pipe cutting and preassembly and installation of plumbing systems and components. Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools. Review blueprints and building codes and specifications to determine work details and procedures. Install underground storm, sanitary and water piping systems and extend piping to connect fixtures and plumbing to these systems.

Pipefitters and Steamfitters - Cut, thread, and hammer pipe to specifications, using tools such as saws, cutting torches, and pipe threaders and benders. Assemble and secure pipes, tubes, fittings, and related equipment, according to specifications, by welding, brazing, cementing, soldering, and threading joints. Attach pipes to walls, structures and fixtures, such as radiators or tanks, using brackets, clamps, tools or welding equipment. Inspect, examine, and test installed systems and pipe lines, using pressure gauge, hydrostatic testing, observation, or other methods. Measure and mark pipes for cutting and threading. Lay out full scale drawings of pipe systems, supports, and related equipment, following blueprints. Plan pipe system layout, installation, or repair according to specifications. Select pipe sizes and types and related materials, such as supports, hangers, and hydraulic cylinders, according to specifications. Cut and bore holes in structures, such as bulkheads, decks, walls, and mains, prior to pipe installation, using hand and power tools. Modify, clean, and maintain pipe systems, units, fittings, and related machines and equipment, following specifications and using hand and power tools.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math	4	Applied Technology	3	Listening	3	Locating Information	4
Observation	3	Reading Information	3	Teamwork	3	Writing	2

Personal Characteristics Required for this Career:

Dependability, Attention to Detail, Cooperation, Integrity, Achievement/Effort, Leadership, Independence, Initiative, Self Control, and Persistence

Top Industries: [Construction](#) and [Self-Employed](#)

Education:

- High School: General Diploma or Core 40 Diploma
- Suggested High School Classes: Mathematics, Computers, and Machine Shop
- Postsecondary: Long-term on-the-job training

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$13.22	\$16.63	\$21.94	\$29.66	\$37.93
	Yearly	\$27,500	\$34,600	\$45,600	\$61,700	\$78,900
Indiana	Hourly	\$14.82	\$18.80	\$25.10	\$31.12	\$37.51
	Yearly	\$30,800	\$39,100	\$52,200	\$64,700	\$78,000

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos211.htm

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

Applied Math 3	Applied Technology	Listening 3	Locating Information 3
Observation 4	Reading Information 4	Teamwork 3	Writing 4

Personal Characteristics Required for this Career:

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

Top Industries: [Government](#)

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
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$14.46	\$18.68	\$24.72	\$31.22	\$38.31
	Yearly	\$30,100	\$38,900	\$51,400	\$64,900	\$79,700
Indiana	Hourly	\$15.55	\$17.84	\$21.34	\$25.64	\$29.47
	Yearly	\$32,300	\$37,100	\$44,400	\$53,300	\$61,300

Employment Trends: Appendix A

Website for more information: www.sheriffs.org

Postsecondary Teacher

Description: Teach courses pertaining to specific line of study. (i.e. Physics, English, Science, Education, etc.)

Tasks: Initiate, facilitate, and moderate classroom discussions. Evaluate and grade students' class work, assignments, and papers. Prepare course materials such as syllabi, homework assignments, and handouts. Prepare and deliver lectures to undergraduate or graduate students on topics such as poetry, novel structure, and translation and adaptation. Maintain student attendance records, grades, and other required records. Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction. Compile, administer, and grade examinations, or assign this work to others. Maintain regularly scheduled office hours to advise and assist students. Keep abreast of developments in the field by reading current literature, talking with colleagues, and participating in professional conferences. Select and obtain materials and supplies such as textbooks.

Skills:

WorkKeys Scores _____ WorkKeys explanation on page ii

Not available at this time

Personal Characteristics Required for this Career:

Dependability, Integrity, Independence, Initiative, Analytical Thinking, Concern for Others, Achievement/Effort, Innovation, Persistence, and Attention to Detail

Top Industries: [Educational Services](#)

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, most require a Doctorate degree

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	—	—	—	—	—
	Yearly	\$34,000	\$45,600	\$61,400	\$86,400	\$123,400
Indiana	Hourly	—	—	—	—	—
	Yearly	\$15,600	\$33,800	\$56,100	\$76,500	\$105,800

Employment Trends: Appendix A

Website for further information: www.bls.gov/oco/ocos066.htm

Purchasing Manager

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

Tasks: Represent companies in negotiating contracts and formulating policies with suppliers. Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies. Interview and hire staff, and oversee staff training. Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales. Prepare and process requisitions and purchase orders for supplies and equipment. Develop and implement purchasing and contract management instructions, policies, and procedures. Maintain records of goods ordered and received. Participate in the development of specifications for equipment, products or substitute materials. Analyze market and delivery systems to assess present and future material availability. Resolve vendor or contractor grievances, and claims against suppliers.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 5	Locating Information 4
Observation 4	Reading Information 4	Teamwork 4	Writing

Personal Characteristics Required for this Career:

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

Top Industries: [Manufacturing](#) and [Management of Companies and Enterprises](#)

Education:

- High School: Core 40 or Core 40 Academic Honors Diploma
- Suggested High School Classes: Mathematics, Business, and Computers
- Postsecondary: Bachelor's plus higher degree plus work experience

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$24.75	\$32.39	\$42.86	\$55.69	\$68.54
	Yearly	\$51,500	\$67,400	\$89,100	\$115,800	\$142,600
Indiana	Hourly	\$24.51	\$29.49	\$37.48	\$47.98	\$60.78
	Yearly	\$51,000	\$61,300	\$78,000	\$99,800	\$126,400

Employment Trends: Appendix A

Website for more information: www.ism.ws

Radiological Technologist and Technician

Description: Take x-rays and Computerized Axial Tomography (CAT or CT) scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other modalities, such as computed tomography, ultrasound, and magnetic resonance.

Tasks: Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patients and staff. Review and evaluate developed x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes. Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination. Explain procedures and observe patients to ensure safety and comfort during scan. Key commands and data into computer to document and specify scan sequences, adjust transmitters and receivers, or photograph certain images. 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. Record, process and maintain patient data and treatment records, and prepare reports. Take thorough and accurate patient medical histories. Remove and process film.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology 3	Listening 3	Locating Information 4
Observation 4	Reading Information 4	Teamwork 4	Writing 3

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

Education:

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

Educational Institutions:

- Indiana University Kokomo
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$16.87	\$20.54	\$25.10	\$30.29	\$36.04
	Yearly	\$35,100	\$42,700	\$52,200	\$63,000	\$75,000
Indiana	Hourly	\$17.29	\$20.35	\$23.76	\$27.85	\$31.21
	Yearly	\$36,000	\$42,300	\$49,400	\$57,900	\$64,900

Employment Trends: Appendix A

Website for further information: www.arrt.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: Monitor, record and report symptoms and changes in patients' conditions. Maintain accurate, detailed reports and records. Record patients' medical information and vital signs. Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition. Modify patient treatment plans as indicated by patients' responses and conditions. Direct and supervise less skilled nursing or health care personnel or supervise a particular unit. Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans. Monitor all aspects of patient care, including diet and physical activity. Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs. Prepare patients for, and assist with, examinations and treatments.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology	Listening 4	Locating Information 4
Observation 4	Reading Information 5	Teamwork 4	Writing 4

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

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

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$20.87	\$24.83	\$30.03	\$36.81	\$44.35
	Yearly	\$43,400	\$51,600	\$62,500	\$76,600	\$92,200
Indiana	Hourly	\$19.13	\$22.33	\$26.91	\$31.77	\$37.35
	Yearly	\$39,800	\$46,400	\$56,000	\$66,100	\$77,700

Employment Trends: Appendix A

Website for more information: 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: Provide emergency care, including artificial respiration, external cardiac massage and assistance with cardiopulmonary resuscitation. Read prescription, measure arterial blood gases, and review patient information to assess patient condition. 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. Set up and operate devices such as mechanical ventilators, therapeutic gas administration apparatus, environmental control systems, and aerosol generators, following specified parameters of treatment. Enforce safety rules and ensure careful adherence to physicians' orders. Explain treatment procedures to patients to gain cooperation and allay fears. Relay blood analysis results to a physician. Maintain charts that contain patients' pertinent identification and therapy information. Work as part of a team of physicians, nurses, and other health care professionals to manage patient care by assisting with medical procedures and related duties. Inspect, clean, test and maintain respiratory therapy equipment to ensure equipment is functioning safely and efficiently, ordering repairs when necessary.

Skills:

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

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

Education:

- High School: Core 40 or Core 40 Academic Honors Diploma
- Suggested High School Classes: Mathematics, Physics, and Science
- Postsecondary: Associate degree

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$18.23	\$21.39	\$25.10	\$29.67	\$33.56
	Yearly	\$37,900	\$44,500	\$52,200	\$61,700	\$69,800
Indiana	Hourly	\$17.87	\$20.81	\$24.00	\$27.65	\$30.52
	Yearly	\$37,200	\$43,300	\$49,900	\$57,500	\$63,500

Employment Trends: Appendix A

Website for further information: www.arcc.org

Sales Representative

Description: Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.

Tasks: Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services. Answer customers' questions about products, prices, availability, product uses, and credit terms. Quote prices, credit terms and other bid specifications. Emphasize product features based on analyses of customers' needs, and on technical knowledge of product capabilities and limitations. Negotiate prices and terms of sales and service agreements. Maintain customer records, using automated systems. Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences. Prepare sales contracts for orders obtained, and submit orders for processing. Select the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations. Collaborate with colleagues to exchange information such as selling strategies and marketing information.

Skills:

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

Personal Characteristics Required for this Career:

Initiative, Independence, Achievement/Effort, Persistence, Dependability, Attention to Detail, Adaptability/Flexibility, Integrity, Stress Tolerance, and Self Control

Education:

- High School: Core 40 or Core 40 Academic Honors Diploma
- Suggested High School Classes: Business, English, and Mathematics
- Postsecondary: Bachelor’s degree and work experience in related occupation

Top Industries: [Wholesale Trade](#) and [Manufacturing](#)

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$16.82	\$23.34	\$33.75	\$47.87	\$63.96
	Yearly	\$35,000	\$48,500	\$70,200	\$99,600	\$133,000
Indiana	Hourly	\$17.05	\$23.09	\$32.48	\$41.29	\$61.68
	Yearly	\$35,500	\$48,000	\$67,600	\$85,900	\$128,300

Employment Trends: Appendix A

Website for further information: www.stats.bls.gov/oco

Secondary School Teacher

Description: Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.

Tasks: Establish and enforce rules for behavior and procedures for maintaining order among students. Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies. Establish clear objectives for all lessons, units, and projects and communicate those objectives to students. Prepare, administer, and grade tests and assignments to evaluate students' progress. Prepare materials and classrooms for class activities. Adapt teaching methods and instructional materials to meet students' varying needs and interests. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations. Assign and grade class work and homework. Observe and evaluate students' performance, behavior, social development, and physical health. Enforce all administration policies and rules governing students.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Not available at this time.

Personal Characteristics Required for this Career:

Dependability, Integrity, Concern for Others, Self Control, Persistence, Social Orientation, Stress Tolerance, Leadership, Cooperation, and Initiative

Top Industries: [Educational Services](#)

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

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	—	—	—	—	—
	Yearly	\$34,300	\$41,200	\$51,200	\$65,100	\$81,000
Indiana	Hourly	—	—	—	—	—
	Yearly	\$25,000	\$36,400	\$48,100	\$60,300	\$67,900

Employment Trends: Appendix A

Website for more information: www.bls.gov/oes/current/oes252031.htm

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

Applied Math 3	Applied Technology	Listening 2	Locating Information 4
Observation 4	Reading Information 4	Teamwork	Writing 2

Personal Characteristics Required for this Career:

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

Top Industries: [Educational Services](#)

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 Special Education

Educational Institutions:

- Indiana University Kokomo
- Purdue University

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	—	—	—	—	—
	Yearly	\$35,200	\$41,700	\$50,800	\$63,500	\$78,200
Indiana	Hourly	—	—	—	—	—
	Yearly	\$35,100	\$39,600	\$50,000	\$60,600	\$67,600

Employment Trends: Appendix A

Website for more information: www.cec.sped.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 surgery, 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: Maintain a proper sterile field during surgical procedures. 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. Prepare patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure. Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing. Wash and sterilize equipment using germicides and sterilizers. Monitor and continually assess operating room conditions, including patient and surgical team needs. Prepare dressings or bandages and apply or assist with their application following surgery. Clean and restock operating room, gathering and placing equipment and supplies and arranging instruments according to instructions, such as a preference card. Operate, assemble, adjust, or monitor sterilizers, lights, suction machines, and diagnostic equipment to ensure proper operation.

Skills:

WorkKeys Scores WorkKeys explanation on page ii

Applied Math 4	Applied Technology 4	Listening 3	Locating Information 4
Observation 5	Reading Information 5	Teamwork 3	Writing 4

Personal Characteristics Required for this Career:

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

Top Industries: [Health Care and Social Assistance](#)

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:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$13.23	\$15.62	\$18.62	\$22.56	\$26.11
	Yearly	\$27,500	\$32,500	\$38,700	\$46,900	\$54,300
Indiana	Hourly	\$13.63	\$15.97	\$18.35	\$20.97	\$24.15
	Yearly	\$28,400	\$33,200	\$38,200	\$43,600	\$50,200

Employment Trends: Appendix A

Website for further information: www.ast.org

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					
Applied Math 3	Applied Technology	Listening	Locating Information	4		
Observation 4	Reading Information 4	Teamwork 3	Writing	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

Top Industries: [Transportation and Warehousing](#) and [Wholesale Trade](#)

Education:

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

Educational Institutions:

- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$11.63	\$14.21	\$17.92	\$22.56	\$27.07
	Yearly	\$24,200	\$29,600	\$37,300	\$46,900	\$56,300
Indiana	Hourly	\$10.97	\$13.90	\$17.68	\$22.38	\$26.82
	Yearly	\$22,800	\$28,900	\$36,800	\$46,600	\$55,800

Employment Trends: Appendix A

Website for more information: www.trucking.org

Description: Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Tasks: Operate safety equipment and use safe work habits. Weld components in flat, vertical, or overhead positions. Ignite torches or start power supplies and strike arcs by touching electrodes to metals being welded, completing electrical circuits. Clamp, hold, tack-weld, heat-bend, grind or bolt component parts to obtain required configurations and positions for welding. Detect faulty operation of equipment or defective materials and notify supervisors. Operate manual or semi-automatic welding equipment to fuse metal segments, using processes such as gas tungsten arc, gas metal arc, flux-cored arc, plasma arc, shielded metal arc, resistance welding, and submerged arc welding. Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material. Examine workpieces for defects and measure workpieces with straightedges or templates to ensure conformance with specifications. Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment. Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.

Skills:

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

Personal Characteristics Required for this Career:

Attention to Detail, Dependability, Self Control, Independence, Stress Tolerance, Achievement/Effort, Persistence, Analytical Thinking, Cooperation, and Innovation

Top Industries: [Manufacturing](#) and [Construction](#)

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
- Kokomo Area Career Center
- Ivy Tech Community College

Salaries/Wage:

Location	Period	10%	25%	Median	75%	90%
United States	Hourly	\$10.85	\$13.20	\$16.13	\$19.61	\$24.38
	Yearly	\$22,600	\$27,500	\$33,600	\$40,800	\$50,700
Indiana	Hourly	\$10.89	\$12.99	\$15.52	\$18.98	\$23.62
	Yearly	\$22,700	\$27,000	\$32,300	\$39,500	\$49,100

Employment Trends: Appendix A

Website for further information: www.aws.org

Appendix A - Occupational Trends for West Central Indiana

SOC Code	Occupational Title	2006 Employment	2016 Projection	Total Growth	% Change
13-2011	Accountants and Auditors	828	912	84	10.1%
53-3022	Bus Drivers, School	952	1,035	83	8.7%
13-1199	Business Operations Specialists, All Other	493	601	108	21.9%
47-2031	Carpenters	1,828	1,925	97	5.3%
21-1021	Child, Family, and School Social Workers	383	420	37	9.7%
15-1031	Computer Software Engineers, Applications	368	466	98	26.6%
15-1032	Computer Software Engineers, Systems Software	159	187	28	17.6%
15-1041	Computer Support Specialists	472	508	36	7.6%
15-1051	Computer Systems Analysts	370	490	120	32.4%
31-9091	Dental Assistants	407	504	97	23.8%
29-2021	Dental Hygienists	297	372	75	25.3%
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	504	589	85	16.9%
47-2111	Electricians	1,335	1,389	54	4.0%
17-2072	Electronics Engineers, Except Computer	216	249	33	15.3%
25-2021	Elementary School Teachers, Except Special Education	1,988	2,261	273	13.7%
29-2041	Emergency Medical Technicians and Paramedics	365	421	56	15.3%
43-6011	Executive Secretaries and Administrative Assistants	1,609	1,772	163	10.1%
33-2011	Fire Fighters	490	542	52	10.6%
49-1011	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	968	991	23	2.4%
11-1021	General and Operations Managers	1,229	1,156	-73	-5.9%
31-1011	Home Health Aides	287	383	96	33.4%
49-9041	Industrial Machinery Mechanics	1,446	1,617	171	11.8%
11-3051	Industrial Production Managers	589	571	-18	-3.1%
23-1011	Lawyers	381	440	59	15.5%
29-2061	Licensed Practical and Licensed Vocational Nurses	1,093	1,227	134	12.3%
13-1081	Logisticians	86	101	15	17.4%
51-4041	Machinists	1,079	1,088	9	0.8%
49-9042	Maintenance and Repair Workers, General	3,306	3,404	98	3.0%
13-1111	Management Analysts	162	202	40	24.7%
53-7000	Material Moving Workers	8,829	8,102	-727	-8.2%
29-2011	Medical and Clinical Laboratory Technologists	139	160	21	15.1%
11-9111	Medical and Health Services Managers	336	396	60	17.9%
31-9092	Medical Assistants	436	571	135	31.0%
29-2071	Medical Records and Health Information Technicians	222	256	34	15.3%
31-9094	Medical Transcriptionist	139	151	12	8.6%
25-2022	Middle School Teachers, Except Special and Vocational Education	957	1,068	111	11.6%
49-9044	Millwrights	419	442	23	5.5%
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	1,835	1,837	2	0.1%
15-1071	Network and Computer Systems Administrators	319	401	82	25.7%
15-1081	Network Systems and Data Communications Analysts	88	118	30	34.1%
31-1012	Nursing Aides, Orderlies, and Attendants	2,094	2,383	289	13.8%
29-1122	Occupational Therapists	109	137	28	25.7%
29-1051	Pharmacists	324	379	55	17.0%
29-2052	Pharmacy Technicians	564	714	150	26.6%
29-1123	Physical Therapists	280	345	65	23.2%
51-4193	Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic	445	446	1	0.2%
47-2152	Plumbers, Pipefitters, and Steamfitters	710	770	60	8.5%
33-3051	Police and Sheriff's Patrol Officers	716	795	79	11.0%
25-1065	Postsecondary Teachers	39	48	9	23.1%
11-3061	Purchasing Managers	69	67	-2	-2.9%
29-2034	Radiology Technologists and Technicians	340	393	53	15.6%
29-1111	Registered Nurses	2,837	3,545	708	25.0%

29-1126	Respiratory Therapists	163	205	42	25.8%
41-4000	Sales Representatives, Wholesale and Manufacturing	1,537	1,682	145	9.4%
25-2031	Secondary School Teachers, Except Special and Vocational Education	1,414	1,502	88	6.2%
25-2042	Special Education Teachers, Middle School	372	430	58	17.0%
29-2055	Surgical Technologists	190	240	50	26.3%
53-3032	Truck Drivers, Heavy and Tractor-Trailer	3,682	4,028	346	9.4%
51-4121	Welders, Cutters, Solderers, and Brazers	962	1,044	82	8.5%

1) Replacements are "Net replacement" openings. Net replacement openings estimate the difference between the movement of experienced workers who change jobs to enter other occupations, retire, or leave the workforce for other reasons and the movement of experienced workers filling the openings. The openings that remain unfilled by experienced workers are net replacement openings, available to new workforce entrants. In most occupations, net replacement openings significantly understate the total number of job openings because net replacement openings measure the difference between the number of workers in the workforce who leave an occupation and the number who enter the occupation.

HARRISON 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

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

Contact Information

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

INDIANA WESLEYAN UNIVERSITY

ACADEMIC PROGRAMS AND DEGRESS

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

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

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

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

Appendix C – Community College Program Information

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

Ivy Tech Community College - Lafayette
3101 S. Creasy Ln., PO Box 6299
Lafayette, IN 47903
Phone: (765) 269-5000
Website: 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

Ivy Tech Community College - Kokomo
1815 East Morgan St., PO Box 1373
Kokomo, IN 46901
Phone: (800) 459-0561
Website: 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

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

Appendix D – Career Center Program Information

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

INDIAN TRAILS CAREER COOP CENTER

Contact Information

Indian Trails Career Coop Center
807 North 6th Street, Monticello, IN 47960
Phone: (574) 583-9638

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 Rd., Kokomo, IN 46902
Phone: (765) 455-8021
Website: www.kokomo.k12.in.us/kacc/index.html