

**SCANS (Secretary’s Commission on Achieving
Necessary Skills) Correlation Chart**

Areas of Competencies	Student Edition, Student Workbook, and Instructor’s Resource Binder Chapters
I. RESOURCES: Identifies, organizes, plans and allocates resources	
A. Time – Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules	1, 11, 12, 44
B. Money – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives	17, 18
C. Material and Facilities – Acquires, stores, allocates, and uses materials and space efficiently	5, 6, 8, 13
D. Human Resources – Assesses skills and distributes work accordingly, evaluates performance and provides feedback	2, 4
II. INTERPERSONAL: Works with others	
A. Participates as a Member of a Team – Contributes to group effort	2, 4
B. Teaches Others New Skills	14, 19-21, 39-41, 43, 44, 47, 49-52
C. Serves Clients/Customers – Works to satisfy customer’s expectations	1, 4, 11, 14, 21, 36, 40, 45, 48
D. Exercises Leadership – Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies	4
E. Negotiates – Works toward agreements involving exchange of resources, resolves divergent interests	4, 12
F. Works with Diversity – Works well with men and women of diverse backgrounds	4, 38
III. INFORMATION: Acquires and uses information	
A. Acquires and Evaluates Information	7, 9, 11, 15, 21, 36, 44, 49, 52
B. Organizes and Maintains Information	7, 9, 10, 12, 17, 18, 36
C. Interprets and Communicates Information	4, 11, 14, 40, 41, 43, 45, 47, 48, 49-51
D. Uses Computers to Process Information	6
IV. SYSTEMS: Understands complex inter-relationships	
A. Understands Systems – Knows how social, organizational, and technological systems work and operates effectively with them	1, 2, 6, 15-18
B. Monitors and Corrects Performance – Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems’ performance and corrects malfunctions	5, 7-10
C. Improves or Designs Systems – Suggests modifications to existing systems and develops new or alternative systems to improve performance	5-10
V. TECHNOLOGY: Works with a variety of technologies	
A. Selects Technology – Chooses procedures, tools or equipment, including computers and related technologies	5, 6, 10, 22, 38-48
B. Applies Technology to Task – Understands overall intent and	5-7, 10, 38-48,

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proper procedures for setup and operation of equipment	52, 53
C. <i>Maintains and Troubleshoots Equipment</i> – Prevents, identifies, or solves problems with equipment, including computers and other technologies	5, 6, 10, 38-48, 52, 53