Conover Online™
Changes the Game

Assessment & Skill Building
Anytime. Anywhere.
Interest Assessment

The Interest Indicator™

- Assesses individual career interests
- Places users into areas of interest in the MECA® system
- Contains an audio option for individuals with limited reading skills
- Works with assistive technology devices such as touch screens, switches, screen readers and more
- Can be used by individuals with little or no work experience
- Links to Guide for Occupational Exploration (G.O.E.) and John Holland Scales® for access to O*Net and other occupational information systems

THE INTEREST INDICATOR is an assessment of interests based upon personal likes and dislikes of general everyday activities.

The assessment is delivered in a multimedia format with full audio.

The assessment is electronically scored and results are presented and thoroughly explained. The system correlates to most career information systems.

Activities related to the areas of highest interest are assigned and delivered.
Career Exploration and Assessment

Work Samples

- Can be used in maker education programs linking hands-on projects to post-secondary careers
- Provides age-appropriate transition assessments
- Provides an opportunity to try out jobs in a non-threatening way
- Contains three Work Samples for each career area
- Takes about 30-40 minutes to complete each Work Sample, allowing users to experience some entry-level, mid-level and advanced-level job activities
- Contains all items necessary to administer the activity
- Uses quality hand tools from the workplace
- Presents each task with full video/audio
- Contains over 2000 video clips

The Work Samples are hands-on simulations of an actual part of a job. The Work Samples provide opportunities to try out jobs in a non-threatening way. Each career kit contains all of the tools, supplies and hardware needed to perform all activities. Each career area contains three Work Samples. This allows exposure to entry-level, mid-level and advanced-level job activities.

The computer administers and then scores the Work Samples (time and quality). Work Samples take approximately 30-40 minutes to complete. Each job task is analyzed and broken down into very easy and understandable steps. Every step is presented through a video clip coupled with audio. If the video is too fast, the program can be slowed down by using the still image with audio and/or text options.

Package Contents

Each career area contains all related hardware and quality hand tools, used in the three Work Samples. All items are packaged in a sturdy carrying case. Each MECA® kit is specifically designed to be portable and easy to administer and maintain. Extensive use of computer simulations keeps consumable supplies at a minimum. Supplies can be replaced locally.
Users are introduced to some of the common diagnostic and repair issues facing today’s automotive technician. Activities included are: repairing a wheel cylinder, diagnosing electrical problems in the ignition system and diagnosing and repairing electrical problems in the chassis of an automobile.

Users:
- disassemble, bore, and reassemble a brake cylinder
- perform diagnostics using common diagnostic tools, charts and logic trees
- make simple electrical repairs on an automobile chassis

- follow proper health and safety procedures

Users are introduced to some of the common repairs performed by building maintenance workers. Activities included are repairing a faucet, preparing electrical cable and installing new electrical cable.

Users:
- diagnose problems in a single lever faucet
- do repairs on a single lever faucet
- learn about local and national building codes
- prepare romex cable ends

- install romex cable into two receptacles
- follow basic health and safety procedures

Users will have an opportunity to use 3D printing software and a 3D printer to create designs and learn about 21st century technology. Activities include setting up a 3D printer to be print-ready and general maintenance, using 3D printing software to design and print two different paperclips, and using 3D printing software to design and print a keychain accessory.

Users:
- learn how to use presentation software
- learn general maintenance on a 3D printer
- build a 3D printed object from a library
- resize and shift objects within 3D printing software

- print an object without a template
- repair objects within 3D printing software
- create objects that can be used for everyday tasks

*These three work samples have no hardware. They are all simulation.*
Users are introduced to some of the most common activities related to using computer software. Activities included are using presentation software, using a spread sheet and using a data base.

**Users:**
- learn how to use presentation software
- build a sample presentation
- build and enter data into a spread sheet
- enter basic spread sheet formulas

**Users:**
- build and enter data into a data base
- perform simple data base functions

*These three work samples have no hardware. They are all simulation.

Users are introduced to some of the fundamentals of the computer graphics industry. Activities included are scanning images, editing images and creating a project using Photoshop® Elements.

**Users:**
- scan and save five photo images
- learn common file formats, types and resolutions for images
- resize images
- adjust images for contrast, brightness and color
- enhance images using special effects and filters
- repair images
- create a calendar project using scanned and edited images
- perform additional optional special projects including the creation of cards, pages, certificates, labels and T-shirts

Users are introduced to some of the most common activities related to carpentry. Activities included are making a butt joint, making a miter joint and installing a lock assembly.

**Users:**
- measure, mark and cut a piece of wood to form a butt joint
- measure, mark, cut and assemble a piece of wood to form a miter joint
- remove an old lock assembly

**Users:**
- measure mark and cut new holes for a lock assembly
- install a lock assembly in new holes
- follow proper health and safety procedures
- learn relevance of local and state building codes
Users are exposed to some of the fundamental tasks required of a cosmetologist. Activities included are giving a manicure, curling long hair, and giving a facial.

Users:
- clean and file fingernails
- use a blow dryer to style long hair
- use a curling iron to curl long hair
- apply and remove facial cleanser
- apply facial toner and moisturizer
- follow proper health and safety procedures

Users do some of the most common tasks related to custodial housekeeping. Activities included are dust mopping a floor, cleaning windows and cleaning furniture.

Users:
- clean floors of mud and gum
- apply mop oil to dust mop
- mop floors
- use hand broom and dust pan to clean up dirt
- mix window cleaning solution
- wash and dry windows
- remove gum and hardened dirt from furniture
- clean and polish furniture
- follow proper health and safety procedures

Users are introduced to some of the most common tasks performed by a digital video producer. Includes a High-Definition digital video camera, tripod and Adobe® Premiere® Elements. Activities included are the basics of shooting digital video, the basics of editing digital video and producing a video project using Premiere®.

Users:
- operate a digital video camera
- shoot a short segment of digital video
- capture video using FireWire technology
- edit digital video
- make transitions and special effects
- create title screens
- follow a storyboard to shoot a video project
- add audio to video clips
- produce a completed video project
Users experience some of the most common jobs performed in a warehouse distribution center. Activities included are filling customer orders, shipping customer orders and inventory control.

Users:
- gather, weigh and package various pieces of hardware to fill several orders
- complete a packing list for each order
- seal shipping boxes for each order
- complete address labels for each order
- fill out shipping records and ship each order
- inventory all items
- track inventory items
- order inventory items that are low

Users have an opportunity to do some jobs related to the electronics industry. Activities included are checking electronic circuits, soldering electronic components, and building a police siren.

Users:
- check electronic circuits using a simulated continuity tester
- install and solder electronic components to circuit boards
- install and solder electronic components to a circuit board to make a police siren
- test work
- remove and clean electronic components from circuit boards
- follow proper health and safety procedures

Users are given the opportunity to experience three common jobs found in the food service industry. Activities included are setting a restaurant cover, taking orders, and preparing food.

Users:
- set up a four-place restaurant cover
- remove a restaurant cover
- take orders for food from five customers
- prepare six no bake energy bites
- clean dishes and utensils
- follow all health codes related to sanitary preparation and storage of food
**GRAPHIC DESIGN**

Users experience several job-related tasks performed by a graphic designer. Activities included are designing a business card and a magazine cover using Photoshop® Elements and using an air brush.

Users:
- create, design and print ten business cards
- create and design a magazine cover
- use frisket film to cut out a design
- paint designs using an air brush
- clean air brushes
- follow proper health and safety procedures

**HEALTH CARE**

Users have an opportunity to do some of the common entry-level jobs in the health care industry. Activities included are wrapping an arm with an elastic bandage, taking temperature readings and taking pulse and blood pressure readings.

Users:
- wrap, then unwrap an arm using an elastic bandage
- take, read and record patients’ temperatures using digital and instant thermometers
- take, read and record patients’ pulse rates using a stethoscope
- take, read and record patients’ blood pressures using a stethoscope and a sphygmomanometer
- follow proper health and safety procedures

**HEATING, VENT. & AIR COND. (HVAC)**

Users are introduced to some of the fundamental tasks performed daily by HVAC technicians. Activities included are installing pipes, installing heating and cooling systems and maintaining and repairing heating and cooling systems.

Users:
- read blueprints to assemble galvanized pipe
- measure, cut and assemble common PVC pipe
- measure, cut, and prepare copper tubing
- learn to diagnose common problems in HVAC systems
- read blueprints to form ducts
- read specifications and wire a thermostat
- perform common maintenance service
- replace IFC
- follow proper health and safety procedures
- learn and apply local and state building codes
Users are introduced to some of the most common jobs in the field of fabrication and assembly of manufactured goods. Activities included are note pad assembly, assembly of a bike wheel, and assembly of a fishing reel.

Users:
- measure and cut several pieces of paper and chipboard
- collate and glue cut pieces to make note pads
- assemble a 30+-piece bike wheel assembly using step-by-step instructions
- assemble a 30+-piece fishing reel assembly using step-by-step instructions
- disassemble products and return parts to parts tray
- follow proper health and safety procedures

Users are introduced to the industry of small parts assembly and the proper use of common hand tools. Activities include assembly and disassembly of 40 bolts, installation and removal of 136 screws into a screw block and assembly and disassembly of an electrical wiring project. Performance of repetitive tasks and frustration tolerance are tested.

Users:
- install 40 common washers, nuts and bolts
- tighten assemblies using a variety of wrenches
- install 136 common screws in a hardened stainless steel screw block
- tighten screws using a variety of screwdrivers
- assemble 21 electrical wires into a wiring harness
- tighten assemblies using a wrench and screwdriver
- disassemble products and return parts to parts tray
- follow proper health and safety procedures

Users experience several jobs related to the horticulture industry. Activities included are planting seeds, mixing high porosity soil, and soil testing.

Users:
- fill trays with seed starting soil
- plant seeds in trays
- mix high porosity soil using several ingredients
- perform soil quality tests for pH, nitrogen, potash and phosphorus levels
- follow proper health and safety procedures
Users experience several jobs related to office occupations. Activities included are: filing, taking messages and typing letters.

Users:
- file cards alphabetically
- file cards numerically
- take several verbal messages using phone message pads and e-mail
- type a written letter
- type an orally transmitted letter

Users are introduced to several jobs within the sales industry. Activities included are: working as a cashier/sales clerk, working as a sales representative and taking a sales assessment.

Users:
- total bills
- receive money
- make change
- figure returns and exchanges
- figure discounts and markdowns
- use barcodes
- take inventory
- take the Sales Skills Map
- learn the nine-step process to selling
- use the nine-step process to sell a product

Users have a chance to do some of the common tasks in repairing small engines. Activities included are servicing air cleaners, servicing the ignition system and cleaning the cooling system.

Users:
- disassemble, clean, lubricate and reassemble the air cleaner
- remove old spark plugs
- test spark plugs
- set gap on spark plugs
- install spark plugs
- remove blower housing, cylinder head baffle and flywheel screen
- clean all parts related to the engine cooling system
- reassemble engine
- follow proper health and safety procedures

*These three work samples have no hardware. They are all simulation.
Users are introduced to some of the basics of the telecommunications industry. Users learn the fundamentals of transmitting sound using fiber optics. Activities included are modulating laser light to telecommunications signals, modulating radio signals, and bending laser light in fiber optic cable using a laser, adapter, and a photometer/receiver.

Users:
- set up and use a laser, fiber optic cable, and a photometer/receiver.
- convert laser light into telecommunications signals
- modulate radio signals to transmit music or voice signals over a laser beam
- transmit voice using laser beam and fiber optic cable
- send electronic signals in laser light by bending laser light in fiber optic cable
- follow proper health and safety procedures
How many times does a teacher hear a discouraged learner utter the question, “When am I ever going to need to use this information in the real world?” This can be a tough question for a teacher to answer. Learning Assessment Programs were designed to help create an academic course of study that directly relates to a learner’s post-secondary goals. Each LAP demonstrates how math, communication, and problem solving skills relate to the actual demands of the workplace. There are three LAPs per career area with 12-15 job-specific assessments. Each assessment takes about 20-30 minutes to complete and includes full audio. Each LAP addresses entry-level, mid-level and more advanced-level skill requirements for the job.

LAPs address the most challenging requirement of the special education law – the course of study needed to assist learners in developing and achieving their transition goals. LAPs are correlated to all 50 state content standards and the Common Core State Standards. This means you can now easily create annual academic goal statements related to each learner’s post-secondary goals and tie their goal statements to your state content standards or the Common Core State Standards, as well as ensure adequate yearly progress.

<table>
<thead>
<tr>
<th>Learning Assessment Program</th>
<th>Competency</th>
<th>Common Core State Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service LAP 3</td>
<td>1. Measurement</td>
<td>Mathematics Grade 5: Measurement &amp; Data</td>
</tr>
</tbody>
</table>

- Represent and interpret data.
- Standard 2 Make a line plot to display a data set of measurements in fractions of a unit (1/2, 1/4, 1/8). Use operations on fractions for this grade to solve problems involving information presented in line plots. For example, given different measurements of liquid in identical beakers, find the amount of liquid each beaker would contain if the total amount in all the beakers were redistributed equally.

### Career Areas

- Accountant
- Automotive Technology
- Biotechnology
- Building Maintenance
- Case Aide
- Commercial Fishing
- Computer-Aided Design
- Computer Applications
- Computer Graphics
- Construction Technology
- Cosmetology
- Custodial Housekeeping/Janitor
- Customer Service Representative
- Day Care Worker
- Dietetic Technician
- Digital Video Producer
- Distribution/Warehouse
- Doctor
- Electronics
- Emergency Medical Technician
- Entrepreneur
- Environmental Technician
- Fast Foods Worker
- Firefighter
- Food Service
- Graphic Design
- Health Care
- Heating, Ventilation and Air Conditioning (HVAC)
- Home Health Aide
- Horticulture
- Manufacturing–Fabrication & Assembly
- Manufacturing–Small Parts Assembly
- Medical/Dental Assistant
- Medical Laboratory Specialist
- Medical Records Technician
- Multimedia Designer
- Nursing
- Office Technology
- Painter
- Performing Artist
- Physical/Occupational Therapist Assistant
- Police Officer
- Postal Worker
- Professional Athlete
- Quality Assurance
- Radiologic Technician
- Sales
- Security Guard
- Small Engines
- Taxi Driver
- Teacher Aide
- Telecommunications
- Telemarketer
- Truck Driver
- Vending Machine Operator
- Veterinary Assistant/Technician
- Welder
Career Exploration and Assessment

The Career Planner™

If users feel that a post-secondary goal is being forced onto them, resentment may result. It is vital that individuals are actively involved in mapping out their own post-secondary goals. Of course users must be provided with relevant information in order to set appropriate goals. The Career Planner provides information and planning activities for each occupation in the MECA® System, including:

- Job requirements
- Related jobs
- Related interests
- Physical demands
- Working conditions
- Academic/technical skills
- Where to obtain these skills
- Ways to get a job
- Helpful high school courses
- Licensing and certification
- Wages
- Job outlook

Career planning should be something that users get excited about since it revolves around their specific interests. If the process involves reading page after page of boring text, users will likely become overwhelmed and frustrated. The Career Planner was designed to hold interest through extensive use of pictures, video clips and limited use of text (4th – 5th grade reading/listening level), as well as full audio for low and non-readers.

After completing an occupation in The Career Planner, a simple questionnaire begins the “reality check” needed for creating appropriate post-secondary goals. The Career Planner creates a career portfolio or summary of performance, documenting post-secondary goals and setting a plan for achieving these goals.

Job Information

Recommended High School Courses for Food Service

Family and Consumer Science

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>101, Food Service</td>
</tr>
<tr>
<td>10th</td>
<td>201, Food &amp; Nutrition</td>
</tr>
<tr>
<td>11th</td>
<td>301, Culinary Arts</td>
</tr>
<tr>
<td>12th</td>
<td>401, Hospitality</td>
</tr>
</tbody>
</table>

Course Correlation

Post-secondary education/training

- School: Coral Gables Vocational Center
- Address: 1234 Sierra Mist Drive
- City: Coral Gables
- State: FL
- Zip Code: 33121
- Phone Number: 305-666-6686
- Program of Courses: Food Preparation
- Full/Part Time: Part Time
- Starting Date: 6/15/XX

Community Resource Correlation

Career Areas

- Accountant
- Automotive Technology
- Biotechnology
- Building Maintenance
- Case Aide
- Commercial Fishing
- Computer-Aided Design
- Computer Applications
- Computer Graphics
- Construction Technology
- Cosmetology
- Custodial Housekeeping/Janitor
- Customer Service Representative
- Day Care Worker
- Dietetic Technician
- Digital Video Producer
- Distribution/Warehouse
- Doctor
- Electronics
- Emergency Medical Technician
- Entrepreneur
- Environmental Technician
- Fast Foods Worker
- Firefighter
- Food Service
- Graphic Design
- Health Care
- Heating, Ventilation and Air Conditioning (HVAC)
- Home Health Aide
- Horticulture
- Manufacturing–Fabrication & Assembly
- Manufacturing–Small Parts Assembly
- Medical/Dental Assistant
- Medical Laboratory Specialist
- Medical Records Technician
- Multimedia Designer
- Nursing
- Office Technology
- Painter
- Performing Artist
- Physical/Occupational Therapist Assistant
- Police Officer
- Postal Worker
- Professional Athlete
- Quality Assurance
- Radiologic Technician
- Sales
- Security Guard
- Small Engines
- Taxi Driver
- Teacher Aide
- Telecommunications
- Telemarketer
- Truck Driver
- Vending Machine Operator
- Veterinary Assistant/Technician
- Welder
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Our webinars are structured to fit your time frames and needs. All you have to do is email us, call us, or go to our website and let us know the dates and times you have available. **We do the rest. Here is how it works:**

**STEP 1**
Select a date and time and sign up for a webinar.

**STEP 2**
On the date and the time you choose, we will send you an email with a link to our computers.

**STEP 3**
Click the link. It will automatically connect with us. We can connect up to 15 sites.

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