

## The Manufacturing Skills Inventory for General Manufacturing covers four basic skill areas:

**Basic Measurements:** Topics include reading measurements in quarters, halves, eighths, and sixteenths, and reading measurements in millimeters and centimeters.

**Shop Math:** Topics include adding numbers, converting decimals to fractions, determining dimensions, converting measurements, and working with fractions.

**Spatial Reasoning:** Measures the participant's ability to view an object in their mind and manipulate it. Topics include folding shapes, merging shapes, stacking blocks and figure comparison

**Safety in the Workplace:** The focus is on specific occupational hazards and regulations related to material handling in an active workplace and warehouse environment.

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**Welding:** If you are interested in welding training, please make sure you are scheduled for a Manufacturing Skills Inventory session that includes the welding assessment. Topics include: welding terms, welding symbols, and welding safety

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## The Manufacturing Skills Inventory for Design/Drafting covers six basic skill areas:

**Basic Reading Comprehension:** Measures the ability to draw important information from written material.

**Math & Reasoning Skills:** Covers topics such as percentages, multiplication, fractions, word problems, patterns and comparisons.

**Mechanical Reasoning:** Topics focus on understanding simple machines, mechanical principles, pulleys, gears, levers, and pendulums.

**Print Reading – Manufacturing:** Topics include dimensioning, specialized print reading, drawings and prints, materials, welding symbols and drawing views.

**Spatial Reasoning:** Measures the participant's ability to view an object in their mind and manipulate it. Topics include folding shapes, merging shapes, stacking blocks and figure comparison

**Microsoft Excel:** Topics include the ability to create and develop a basic Excel workbook, including the most commonly used commands for formatting cells, navigation through the application, using formulas, and changing the overall appearance of the spreadsheet.

**To prepare for the Manufacturing Skills Inventory please see the resource list below:**

[GCF Learn Free](#)

Microsoft Excel, Reading Comprehension, Math

[Alison](#)

Reading Comprehension, Math

[Khan Academy](#)

Reading Comprehension, Math

**Metrix Learning** customers can access **math courses, workplace safety courses and Microsoft Excel courses.**

**For spatial reasoning** – Free apps are available for tablet/smart phone customers, rubics cube, legos and puzzles can help as well.

**PLEASE NOTE: The assessments are computer based.** Calculators, smart phones/watches and cell phones are not allowed. Pencils and scratch paper may be used.

You will need to use a “mouse” to select answers to multiple choice questions in order to complete the assessment.

If you need to brush up on your computer skills prior to the assessment, please attend Basic Computer and Email Skills for Jobseekers at the American Job Center.