

DOCUMENT RESUME

ED 115 875

CE 005 713

TITLE Fall Department Head Report--Reporting Booklet 2.0 to the Massachusetts Division of Occupational Education (Fiscal Year Ending June 30, 1975) for Business and Office Occupations.

INSTITUTION Management and Information System for Occupational Education, Winchester, Mass.

SPONS AGENCY Massachusetts State Dept. of Education, Boston. Div. of Occupational Education.

PUB DATE 30 Jun 75

NOTE 264p.; For related documents, see ED 062 553; ED 068 646-647; ED 072 225; ED 072 228; ED 072 303-304; CE 005,687-727; Instructions for completing the booklet are available in CE 005 701

EDRS PRICE MF-\$0.76 HC-\$13.32 Plus Postage

DESCRIPTORS Annual Reports; Business Education; Census Figures; Data Collection; Demonstration Projects; *Educational Objectives; Job Skills; *Management Information Systems; *Office Occupations Education; Program Design; Program Evaluation; *Records (Forms); State Programs; *Vocational Education

IDENTIFIERS Census Data System; *Management Information System Occupational Educa; MISOE; Terminal Performance Objectives: TERMOBS

ABSTRACT

The reporting booklet is required for the Census Data System (CDS) of the Management Information System for Occupational Education (MISOE); it contains the reporting forms which collect data that describe program structure and job-entry skill outcomes expected of program completors in the individual occupational education area of business and office occupations. Utilization of instructional area is also determined. This booklet contains the terminal performance objectives (TERMOBS) for this project area. They are actually the forms by which the skills of program completors are reported by department heads. CDS, one of two major subsystems of the integrated management information system, was developed to provide occupational education managers with comprehensive data on which to base rational management decisions. Essentially, CDS contains descriptive information systematically structured in a manner which allows it to be used as a basis for sampling evaluative research studies. CDS collects and stores census data for all school systems offering occupational education programs, including all data formerly collected by the Annual Federal Report for Occupational Information, except followup data. (Author/AJ)

ED115875

Misoe Number		Due Date
Name of School System		System ID No.
Name of School		School ID No.
Name of Preparer of Report	Title	Telephone No.
Name of Department or Instructional Area		

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION
(Fiscal Year Ending June 30, 1975)

for

BUSINESS AND OFFICE OCCUPATIONS

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

CE 005-713

Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.
(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION
(Fiscal Year Ending June 30, 1975)

for

BUSINESS AND OFFICE OCCUPATIONS

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRO-
DUCED EXACTLY AS RECEIVED FROM
THE PERSON OR ORGANIZATION ORIGIN-
ATING IT. POINTS OF VIEW OR OPINIONS
STATED DO NOT NECESSARILY REPRESENT
OFFICIAL NATIONAL INSTITUTE OF
EDUCATION POSITION OR POLICY

Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.

(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

(Date)

Superintendent of Schools

(Date)

Chairman of School Committee

CE 005 713

TABLE OF CONTENTS

	Page
Table 2.1 Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBs)	2
Table 2.11 Enrollment in Lower Grades by Student Group	6
Table 2.2 Utilization of Student Class Time: Final Grade	10
Table 2.21 Utilization of Student Class Time: Lower Grades	12
Table 2.3 Utilization of Departmental Instructional Area By Rooms	14

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBs)

Table T-1 Instructional Division and Unit Outline	T-2
Table T-1A Additional Instructional Divisions and Units	T-7
Table T-2 TERMOB Division and Unit Outline	T-8
Table T-2A Additional TERMOB Divisions and Units	T-9

TERMOBs

Table T-3 List of Basic Supplies	T-210
Table T-4 Additional TERMOB Performance Statements	T-212
Index of TERMOB Statements	T-215

Table 2.1: Enrollment In Final Grade by Student Group & Terminal Objectives (TERMOB)

		2					3					
1.	Grade											
2.	Student Group Name and Number	101					102					
3.	USOE Code(s)											
4.	Level Code											
5.	Type Code											
6.	Session Code											
7.	Program Length (Years)	<1	1	2	3	4	<1	1	2	3	4	
8.	Cooperative	Yes	No				Yes	No				
9.	Workstudy	Yes	No				Yes	No				
10.	Exploratory	Yes	No				Yes	No				
11.	Instructors and Teacher's Aides											
	A. Full Time											
	B. Percentage of Time											
12.	Enrollment	Male		Female			Male		Female			

TERMOB Applicability

13. TERMOB Numbers											

7.	Program Length (Years)	<1	1	2	3	4	<1	1	2	3	4
8.	Cooperative	Yes	No				Yes	No			
9.	Workstudy	Yes	No				Yes	No			
10.	Exploratory	Yes	No				Yes	No			
11.	Instructors and Teacher's Aides										
	A. Full Time										
	B. Percentage of Time										
12.	Enrollment	Male	Female				Male	Female			

TERMOB Applicability

13. TERMOB Numbers											



Table 2.1 (Cont'd) Enrollment In Final Grade by Student Group

	4				5				6						
1.															
2.	103				104				105						
3.															
4.															
5.															
6.															
7.	<	1	2	3	4	<	1	2	3	4	<	1	2	3	4
8.	Yes		No		Yes		No		Yes		No				
9.	Yes		No		Yes		No		Yes		No				
10.	Yes		No		Yes		No		Yes		No				
11.															
12.	Male		Female		Male		Female		Male		Female				

TERMOB Applicability

13.															

6.												
7.	1	2	3	4	1	2	3	4	1	2	3	4
8.	Yes		No		Yes		No		Yes		No	
9.	Yes		No		Yes		No		Yes		No	
10.	Yes		No		Yes		No		Yes		No	
11.												
12.	Male		Female		Male		Female		Male		Female	

TERMOB Applicability

13.												

Table 2.1 Enrollment In Final Grade by Student Group & Terminal Objective (TERMOB)

		7					8					9									
1.	Grade																				
2.	Student Group Name and Number						106					107									
3.	USOE Code(s)																				
4.	Level Code																				
5.	Type Code																				
6.	Session Code																				
7.	Program Length (Years)	<	1	2	3	4	<	1	2	3	4	<	1	2	3	4					
8.	Cooperative	Yes No					Yes No					Yes No									
9.	Workstudy	Yes No					Yes No					Yes No									
10.	Exploratory	Yes No					Yes No					Yes No									
11.	Instructors and Teacher's Aides																				
		A. Full Time																			
		B. Percentage of Time																			
12.	Enrollment	Male					Female					Male					Female				

TERMOB Applicability

13. TERMOB Numbers																			

7. Program Length (Years)		<1	1	2	3	4	<1	1	2	3	4		
8.	Cooperative	Yes	No				Yes	No					
9.	Workstudy	Yes	No				Yes	No					
10.	Exploratory	Yes	No				Yes	No					
11.	Instructors and Teacher's Aides												
		A. Full Time											
		B. Percentage of Time											
12.	Enrollment	Male			Female			Male			Female		

TERMOB Applicability

13. TERMOB Numbers																				



Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBS)

	10					11					12				
1.															
2.															
3.	108					109					110				
4.															
5.															
6.															
7.	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4
8.	Yes		No			Yes		No			Yes		No		
9.	Yes		No			Yes		No			Yes		No		
10.	Yes		No			Yes		No			Yes		No		
11.															
12.	Male		Female			Male		Female			Male		Female		

TERMOB Applicability

13.															

5.																			
6.																			
7.	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4				
8.	Yes	No				Yes	No				Yes	No							
9.	Yes	No				Yes	No				Yes	No							
10.	Yes	No				Yes	No				Yes	No							
11.																			
12.	Male	Female			Male	Female			Male	Female									

TERMOB Applicability

13.																			

Table 2.11 Enrollment in Lower Grades by Student Group

5

2

4

3

1. Grade	201				202				203				204							
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
2. Student Group Name and Number																				
3. USOE Code(s)																				
4. LEVEL Code																				
5. Type Code																				
6. Session Code																				
7. Program Length (Years)	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4
8. Cooperative	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
9. Workstudy	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
10. Exploratory	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
11. Instructors and Teacher's Aides	A. Full Time																			
B. Percentage of Time	Male				Female				Male				Female							
12. Enrollment																				

Table 2.11 (Cont'd) Enrollment in Lower Grades by Student Group

1. Grade	206	207	208	209
2. Student Group Name and Number				
3. USOE Code(s)				
4. Level Code				
5. Type Code				
6. Session Code				
7. Program Length (Years)	< 1 2 3 4	< 1 2 3 4	< 1 2 3 4	< 1 2 3 4
8. Cooperative	Yes No	Yes No	Yes No	Yes No
9. Workstudy	Yes No	Yes No	Yes No	Yes No
10. Exploratory	Yes No	Yes No	Yes No	Yes No
11. Instructors and Teacher's Aides				
A. Full Time				
B. Percentage of Time				
12. Enrollment	Male Female	Male Female	Male Female	Male Female

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

	14				15				16				17				18			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
211																				
212																				
213																				
214																				
215																				
Years)	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4
	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
Full Time																				
of Time																				
	Male	Female	Male	Female	Male	Male	Female	Male	Female	Male	Male	Female	Male	Female	Male	Male	Female	Male	Female	Female

IN

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

		13				14				15				16				17			
1.	Grade																				
2.	Student Group Name and Number			211				212				213				214					
3.	USOE Code(s)																				
4.	Level Code																				
5.	Type Code																				
6.	Session Code																				
7.	Program Length (Years)	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4
8.	Cooperative	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
9.	Workstudy	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
10.	Exploratory	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No	Yes	No	No	No	No
11. Instructors and Teacher's Aides																					
A. Full Time																					
B. Percentage of Time																					
12. Enrollment		Male				Female				Male				Female				Male			

	20				21				22				23				24			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
216																				
217																				
218																				
219																				
220																				
Years)	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
	Yes	No	No	No																
	Yes	No	No	No																
	Yes	No	No	No																
Time																				
Time																				
	Male	Female																		

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

23

22

21

20

19

1. Grade	2. Student Group Name and Number	3. USOE Code(s)	4. Level Code	5. Type Code	6. Session Code	7. Program Length (Years)	8. Cooperative	9. Workstudy	10. Exploratory	11. Instructors and Teacher's Aides	12. Enrollment
	216					1 2 3 4	Yes No	Yes No	Yes No		
	217					1 2 3 4	Yes No	Yes No	Yes No		
	218					1 2 3 4	Yes No	Yes No	Yes No		
	219					1 2 3 4	Yes No	Yes No	Yes No		
<p>A. Full Time</p> <p>B. Percentage of Time</p>											
<p>Enrollment</p>											

Table 2.2 Utilization of Student Class Time: Final Grade

	1	2	3	4	5	6	7	8	9	10
1. Student Group Number		101	102	103	104	105	106	107		
2. Grade										
3. USOE Code(s)										
4. Shop/Lab Area(s)										
5. In Occupational Related Area(s)										
6. Total Occupational Time (Lines 4 + 5)										
7. In Nonoccupational Areas										
8. Total All Areas (Lines 6 + 7)										
9. Length of Grade Session (weeks)										
10. Schedule Variation										
Additional Notes Necessary to Explain Lines 4 through 10										

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

	12	13	14	15	16	17	18	19	20
1. Student Group Number		111	112	113	114	115	116	117	118
2. Grade									
3. LSOE Code(s)									
4. In Occupational Shop/Lab Area(s)									
5. In Occupational Related Area(s)									
6. Total Occupational Time (Lines 4 + 5)									
7. In Nonoccupational Areas									
8. Total All Areas (Lines 6 + 7)									
9. Length of Grade Session (weeks)									
10. Schedule Variation									
Additional Notes Necessary to Explain Lines 4 through 10									

Table 2.21 Utilization of Student Class Time: Lower Grade

	1	2	3	4	5	6	7	8
1. Student Group Number		201	202	203	204	205	206	207
2. Grade								
3. USOE Code(s)								
4. In Occupational Shop/Lab Area(s)								
5. In Occupational Related Area(s)								
6. Total Occupational Time (Lines 4 + 5)								
7. In Nonoccupational Areas								
8. Total All Areas (Lines 6 + 7)								
9. Length of Grade Session (Weeks)								
10. Schedule Variation								
11. Additional Notes Necessary to Explain Lines 4 through 10								

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	12	13	14	15	16	17	18	19
1. Student Group Number		211	212	213	214	215	216	217
2. Grade								
3. USOE Code(s)		-						
4. In Occupational Shop/Lab Area(s)								
5. In Occupational Related Area(s)								
6. Total Occupational Time (Lines 4 + 5)								
7. In Nonoccupational Areas								
8. Total All Areas (Lines 6 + 7)								
9. Length of Grade Session (Weeks)								
10. Schedule Variation								
Additional Notes Necessary to Explain Lines 4 through 10								

Misc Number

Table 2.3 Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

- 1. a. Weekly
- b. Alternating
- c. Variable

- 2. a. Semester Schedule Change
- b. No Semester Schedule Change

WEEKLY OR SCHEDULE A									
1		2		3		4		5	
Room	Day	Morning		Afternoon		Evening			
No. or Name	of the Week	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.			
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.		
1A	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
2A	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
3A	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
4A	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
5A	Mon.								
	Tues.								
	Wed.								

Room No. or Name	Day of the Week	Morning		Afternoon		Evening	
		7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. Weekly
 b. Alternating
 c. Variable

2. a. Semester Schedule Change
 b. No Semester Schedule Change

WEEKLY OR SCHEDULE B											
		6		7		8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.					
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.		
1 B	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
2 B	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
3 B	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
4 B	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
TOTALS											
5 B	Mon.										

6		7		8		9		10	
Room No. or Name	Day of the Week	Morning		Afternoon		Evening			
		7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.			
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.		
1 B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
2 B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
3 B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
4 B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
5 B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. Weekly
 b. Alternating
 c. Variable

2. a. Semester Schedule Change
 b. No Semester Schedule Change

WEEKLY OR SCHEDULE A											
		11		12		13		14		15	
Room	Day	Morning		Afternoon		Evening					
No. or	of the	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.					
Name	Week	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
7A	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
8A	Mon.										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
9A	Mon										
	Tues.										
	Wed.										
	Thurs.										
	Fri.										
LS C	Sat.										
TOTALS											
10A	Mon.										
	Tues.										

		11	12	13	14	15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
		6A	Mon.				
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. Weekly
 b. Alternating
 c. Variable
2. a. Semester Schedule Change
 b. No Semester Schedule Change

WEEKLY OR SCHEDULE B							
		18		19		20	
Room	Day	Morning		Afternoon		Evening	
No. or	of the	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.	
Name	Week.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						

WEEKLY OR SCHEDULE B

		16	17	18	19	20	
Room	Day	Morning		Afternoon		Evening	
No. or	of the	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.	
Name	Week	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

- 1. a. Weekly
- b. Alternating
- c. Variable

- 2. a. Semester Schedule Change
- b. No Semester Schedule Change

WEEKLY OR SCHEDULE A							
		21	22	23	24		25
Room	Day	Morning		Afternoon		Evening	
No. of	of the	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.	
Name	Week	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						

WEEKLY OR SCHEDULE A

		21	22	23	24	25	
Room	Day	Morning		Afternoon		Evening	
No. or Name	of the Week	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

WEEKLY OR SCHEDULE B

		26	27	28	29	30	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
		11B	Mon.				
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misc Number

Table 2.3 Utilization of Departmental Instructional Area By Room

Check Applicable Program Schedule

- 1. a. Weekly
- b. Alternating
- c. Variable

- 2. a. Semester Schedule Change
- b. No Semester Schedule Change

WEEKLY OR SCHEDULE A

31 32 33 34 35

Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
		16A	Mon.				
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
	Sat.						

b. Alternating
 c. Variable

b. No Semester Schedule Change

WEEKLY OR SCHEDULE A

31 32 33 34 35

Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
		16A	Mon.				
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Table 2.3 (Cont) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. Weekly
 b. Alternating
 c. Variable
2. a. Semester Schedule Change
 b. No Semester Schedule Change

WEEKLY OR SCHEDULE B									
36		37		38		39		40	
Room	Day	Morning		Afternoon		Evening			
No. or	of the	7:00 a.m.-12:00N		12:00N-6:00 p.m.		6:00 p.m.-11:00 p.m.			
Name	Week	No. of Hrs. Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.		
16B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
17B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
18B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
19B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
20B	Mon.								
	Tues.								

36		37		38		39		40	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.			
		No. of Hrs. Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.		
		16B	Mon.						
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
17B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
18B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
19B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									
20B	Mon.								
	Tues.								
	Wed.								
	Thurs.								
	Fri.								
LS C	Sat.								
TOTALS									

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

DOES THIS OUTLINE CONTAIN ALL OF THE INSTRUCTIONAL CONTENT OF YOUR PROGRAM? YES _____ NO _____

CODE	DIVISION	CODE	UNIT
01	TYPEWRITING	01	INTRODUCTION TO THE TYPEWRITER
		02	DEVELOPMENT OF BASIC TECHNIQUES
		03	DEVELOPMENT OF KEYBOARD CONTROL
		04	CONTROL OF OPERATIVE PARTS OF THE MACHINE
		05	MACHINE MAINTENANCE
		06	TABULATION
		07	TYPING A ROUGH DRAFT
		08	TYPING FROM A ROUGH DRAFT
		09	OUTLINE
		10	BUSINESS REPORT
		11	BUSINESS LETTERS
		12	LETTER OF APPLICATION
		13	TABLES
		14	TYPING FOR DUPLICATION
		15	DEVELOPMENT OF SPEED AND ACCURACY
		16	DEVELOPMENT OF PROOFREADING SKILL
		17	ALIGNING, SQUEEZING AND SPREADING
		18	CORRECT ERASING TECHNIQUES
		19	REFINEMENT OF KEY-STROKING TECHNIQUE
		20	MASTERY OF ALL CONTROL MECHANISMS OF THE TYPEWRITER
		21	ROUTINE CARD OF THE TYPEWRITER, INCLUDING MACHINE CLEANING AND RIBBON CHANGING
		22	DRILLS FOR SPEED BUILDING AND DEVELOPMENT OF ACCURACY
		23	TIMED WRITINGS
		24	PROOFREADING
		25	TYPING FROM ROUGH DRAFTS
		26	MANUSCRIPTS
		27	LETTERS
		28	TABULATION
		29	POSTAL CARDS, INDEX CARDS, LABELS
		30	ENVELOPES
		31	PRINTED BUSINESS FORMS
		32	SNAP-OUT FORMS
		33	USE OF ODD SIZES OF LETTERHEADS
		34	CARBON COPIES, INCLUDING ONIONSKIN
		35	PUNCTUATION, CAPITALIZATION, WORD DIVISION, EXPRESSION OF NUMBERS
		36	DICTATION AT THE TYPEWRITER
		37	LEGAL TYPING
		38	COMPOSITION AT THE TYPEWRITER
		39	CORRECTION TECHNIQUES
02	GENERAL BUSINESS	01	WHAT BUSINESS DOES FOR YOU
		02	BUSINESS AND OUR ECONOMIC SYSTEM
		03	THE LAW IN THE BUSINESS WORLD
		04	MONEY AND BANKING
		05	INVESTMENT OPPORTUNITIES
		06	PLANNING AND SPENDING INCOME

MACHINE

- 05 MACHINE MAINTENANCE
- 06 TABULATION
- 07 TYPING A ROUGH DRAFT
- 08 TYPING FROM A ROUGH DRAFT
- 09 OUTLINE
- 10 BUSINESS REPORT
- 11 BUSINESS LETTERS
- 12 LETTER OF APPLICATION
- 13 TABLES
- 14 TYPING FOR DUPLICATION
- 15 DEVELOPMENT OF SPEED AND ACCURACY
- 16 DEVELOPMENT OF PROOFREADING SKILL
- 17 ALIGNING, SQUEEZING AND SPREADING
- 18 CORRECT ERASING TECHNIQUES
- 19 REFINEMENT OF KEY-STROKING TECHNIQUE
- 20 MASTERY OF ALL CONTROL MECHANISMS
OF THE TYPEWRITER
- 21 ROUTINE CARD OF THE TYPEWRITER,
INCLUDING MACHINE CLEANING
AND RIBBON CHANGING
- 22 DRILLS FOR SPEED BUILDING AND
DEVELOPMENT OF ACCURACY
- 23 TIMED WRITINGS
- 24 PROOFREADING
- 25 TYPING FROM ROUGH DRAFTS
- 26 MANUSCRIPTS
- 27 LETTERS
- 28 TABULATION
- 29 POSTAL CARDS, INDEX CARDS, LABELS
- 30 ENVELOPES
- 31 PRINTED BUSINESS FORMS
- 32 SNAP-OUT FORMS
- 33 USE OF ODD SIZES OF LETTERHEADS
- 34 CARBON COPIES, INCLUDING ONIONSKIN
- 35 PUNCTUATION, CAPITALIZATION, WORD
DIVISION, EXPRESSION OF NUMBERS
- 36 DICTATION AT THE TYPEWRITER
- 37 LEGAL TYPING
- 38 COMPOSITION AT THE TYPEWRITER
- 39 CORRECTION TECHNIQUES

- 02 GENERAL BUSINESS
- 01 WHAT BUSINESS DOES FOR YOU
- 02 BUSINESS AND OUR ECONOMIC SYSTEM
- 03 THE LAW IN THE BUSINESS WORLD
- 04 MONEY AND BANKING
- 05 INVESTMENT OPPORTUNITIES
- 06 PLANNING AND SPENDING INCOME
- 07 YOU AS A CONSUMER
- 08 EFFECTIVE USE OF CREDIT
- 09 PROTECTION FOR THE CONSUMER
- 10 COMMUNICATING AND USING TRANSPORTATION
SERVICES
- 11 YOU AS A CITIZEN
- 12 SHARING ECONOMIC RISKS
- 13 THE BUSINESS OF GOVERNMENT

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
 BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT		
02	GENERAL BUSINESS (CONT.)	14	LABOR AND AMERICAN BUSINESS		
		15	PLANNING TO EARN A LIVING		
		16	BUSINESS ETHICS		
		17	PERSONAL BANKING		
		18	PLANNING AND SPENDING PERSONAL INCOME		
		19	CONSUMERISM		
		20	COMMUNICATIONS SYSTEM		
		21	TRANSPORTATIONS SYSTEM		
		22	INSURANCE		
		03	BUSINESS MATHEMATICS	01	FUNDAMENTALS
				02	COMPUTING INTEREST
03	RECONCILING BANK BALANCES				
04	TAKING CASH AND TRADE DISCOUNTS				
05	DETERMINING SELLING PRICES				
06	DETERMINING COMMISSIONS				
07	DETERMINING BANK DISCOUNT				
08	COMPUTING SOCIAL SECURITY TAXES				
09	PREPARING PAYROLLS				
10	COMPUTING COST OF PROPERTY INSURANCE				
11	DISTRIBUTING PARTNERSHIP PROFITS				
12	COMPUTING DEPRECIATION				
13	FINANCING				
14	INVESTMENTS				
15	PROPERTY TAXES				
16	READING GRAPHS AND TABLES				
17	ADDITION SKILLS				
18	SUBTRACTION SKILLS				
19	MULTIPLICATION SKILLS				
20	DIVISION SKILLS				
21	FRACTIONS				
22	PERCENTAGES				
23	INVOICES				
24	DISCOUNTS				
25	INTEREST				
26	WAGES AND PAYROLL				
27	DEPRECIATION				
04	RECORDKEEPING	01	INTRODUCTION TO RECORDS		
		02	PROCESSING CASH RECEIPTS		
		03	PROCESSING CHECKS & BANK STATEMENTS		
		04	PROCESSING SALES ON ACCOUNT		
		05	USING PURCHASE RECORDS		
		06	PROCESSING WHOLESALE BUSINESS RECORDS		
		07	PROCESSING PAYROLL RECORDS		
		08	REPORTING INCOME FOR TAX PURPOSES		
		09	REPORTING INCOME, COST AND EXPENSE TO MANAGEMENT		
			CLERICAL OFFICE PRACTICES	01	FILING
02	CALCULATING MACHINES				
03	TYPEWRITER				

		21	TRANSPORTATIONS SYSTEM
		22	INSURANCE
03	BUSINESS MATHEMATICS	01	FUNDAMENTALS
		02	COMPUTING INTEREST
		03	RECONCILING BANK BALANCES
		04	TAKING CASH AND TRADE DISCOUNTS
		05	DETERMINING SELLING PRICES
		06	DETERMINING COMMISSIONS
		07	DETERMINING BANK DISCOUNT
		08	COMPUTING SOCIAL SECURITY TAXES
		09	PREPARING PAYROLLS
		10	COMPUTING COST OF PROPERTY INSURANCE
		11	DISTRIBUTING PARTNERSHIP PROFITS
		12	COMPUTING DEPRECIATION
		13	FINANCING
		14	INVESTMENTS
		15	PROPERTY TAXES
		16	READING GRAPHS AND TABLES
		17	ADDITION SKILLS
		18	SUBTRACTION SKILLS
		19	MULTIPLICATION SKILLS
		20	DIVISION SKILLS
		21	FRACTIONS
		22	PERCENTAGES
		23	INVOICES
		24	DISCOUNTS
		25	INTEREST
		26	WAGES AND PAYROLL
		27	DEPRECIATION
04	RECORDKEEPING	01	INTRODUCTION TO RECORDS
		02	PROCESSING CASH RECEIPTS
		03	PROCESSING CHECKS & BANK STATEMENTS
		04	PROCESSING SALES ON ACCOUNT
		05	USING PURCHASE RECORDS
		06	PROCESSING WHOLESALE BUSINESS RECORDS
		07	PROCESSING PAYROLL RECORDS
		08	REPORTING INCOME FOR TAX PURPOSES
		09	REPORTING INCOME, COST AND EXPENSE TO MANAGEMENT
05	CLERICAL OFFICE PRACTICES	01	FILING
		02	CALCULATING MACHINES
		03	TYPEWRITER
		04	DUPLICATING MACHINES
		05	OTHER OFFICE MACHINES
		06	RECORDKEEPING
		07	BUSINESS FORMS
		08	DATA PROCESSING
		09	OFFICE COMMUNICATIONS SYSTEMS
06	OFFICE MACHINES	01	DESK CALCULATORS
		02	DUPLICATING MACHINES
		03	TYPEWRITERS

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
06	OFFICE MACHINES (CONT.)	04	RELATED MACHINES (COLLATOR, STAPLES, FOLDER, ETC.)
		05	TRANSCRIBING MACHINES
		06	BOOKKEEPING MACHINES
07	SHORTHAND	01	SHORTHAND THEORY
		02	ABBREVIATING PRINCIPLES
		03	READING
		04	WRITING
		05	REVIEW AND DRILL
		06	DEVELOPMENT OF SHORTHAND VOCABULARY
		07	SPEEDBUILDING
		08	OFFICE-STYLE DICTATION
		09	MECHANICS OF WRITTEN ENGLISH
		10	DICTATION AND TRANSCRIPTION
		11	TYPING
		12	ENGLISH
		13	PRACTICAL APPLICATION OF TRANSCRIPTION TECHNIQUES
		14	SPECIAL TRANSCRIPTION PROBLEMS
		15	PERSONAL DEVELOPMENT
08	BOOKKEEPING	01	STARTING A BOOKKEEPING SYSTEM
		02	THE BOOKKEEPING CYCLE (SIMPLEST FORM)
		03	THE BOOKKEEPING CYCLE (ADVANCED FORM)
		04	AUTOMATION
09	SECRETARIAL OFFICE PRACTICE	01	WHAT IS A SECRETARY?
		02	BUSINESS BEHAVIOR
		03	PERSONALITY
		04	WORK ORGANIZATION
		05	DICTATION AND TRANSCRIPTION TECHNIQUES
		06	THE MAILABLE LETTER
		07	EDITING
		08	COMPOSITION OF LETTERS
		09	SECRETARIAL TYPEWRITING
		10	COMMUNICATION
		11	FINANCIAL RECORDS
		12	TRAVEL AND TRANSPORTATION
		13	BUSINESS FILING AND RECORDS CONTROL
		14	INFORMATION - SOURCE AND USE
		15	OFFICE MACHINES
		16	AUTOMATION IN TODAY'S BUSINESS
		17	OCCUPATIONAL INFORMATION
10	BUSINESS ENGLISH AND COMMUNICATION	01	LISTENING SKILLS
		02	SPEAKING SKILLS
		03	READING SKILLS
		04	GRAMMAR
		05	WORD SKILLS
		06	FORM AND COMPOSITION
		07	BUSINESS LITERATURE
		08	SOURCES OF BUSINESS INFORMATION
		09	

		05	REVIEW AND DRILL
		06	DEVELOPMENT OF SHORTHAND VOCABULARY
		07	SPEEDBUILDING
		08	OFFICE-STYLE DICTATION
		09	MECHANICS OF WRITTEN ENGLISH
		10	DICTATION AND TRANSCRIPTION
		11	TYPING
		12	ENGLISH
		13	PRACTICAL APPLICATION OF TRANSCRIPTION TECHNIQUES
		14	SPECIAL TRANSCRIPTION PROBLEMS
		15	PERSONAL DEVELOPMENT
08	BOOKKEEPING	01	STARTING A BOOKKEEPING SYSTEM
		02	THE BOOKKEEPING CYCLE (SIMPLEST FORM)
		03	THE BOOKKEEPING CYCLE (ADVANCED FORM)
		04	AUTOMATION
09	SECRETARIAL OFFICE PRACTICE	01	WHAT IS A SECRETARY?
		02	BUSINESS BEHAVIOR
		03	PERSONALITY
		04	WORK ORGANIZATION
		05	DICTATION AND TRANSCRIPTION TECHNIQUES
		06	THE MAILABLE LETTER
		07	EDITING
		08	COMPOSITION OF LETTERS
		09	SECRETARIAL TYPEWRITING
		10	COMMUNICATION
		11	FINANCIAL RECORDS
		12	TRAVEL AND TRANSPORTATION
		13	BUSINESS FILING AND RECORDS CONTROL
		14	INFORMATION - SOURCE AND USE
		15	OFFICE MACHINES
		16	AUTOMATION IN TODAY'S BUSINESS
		17	OCCUPATIONAL INFORMATION
10	BUSINESS ENGLISH AND COMMUNICATION	01	LISTENING SKILLS
		02	SPEAKING SKILLS
		03	READING SKILLS
		04	GRAMMAR
		05	WORD SKILLS
		06	FORM AND COMPOSITION
		07	BUSINESS LITERATURE
		08	SOURCES OF BUSINESS INFORMATION
11	ACCOUNTING	01	THE ACCOUNTING EQUATION
		02	ASSETS-DEFINITION AND CLASSIFICATION
		03	LIABILITIES
		04	OWNER'S EQUITY
		05	ACCOUNTING
		06	THE BALANCE SHEET
		07	THE INCOME STATEMENT
		08	THE T-ACCOUNT
		09	DEBITS AND CREDITS

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
 BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
11	ACCOUNTING (CONT.)	10	THE GENERAL JOURNAL
		11	THE LEDGER
		12	SPECIAL JOURNALS
		13	INVENTORIES-MERCHANDISING
		14	INVENTORIES-MANUFACTURING
		15	RATES ANALYSIS
		16	FIXED ASSETS-DEPRECIATION
		17	COST ACCOUNTING CONCEPTS
		18	STANDARD COSTS
		19	BAD DEBTS
		20	STOCK
12	ECONOMICS	01	SUPPLY CURVE
		02	DEMAND CURVE
		03	MARKET EQUILIBRIUM
		04	NATIONAL INCOME ACCOUNTING
		05	PURE COMPETITION
		06	MONOPOLY
		07	OLIGOPOLY
		08	ELASTICITY (DEMAND)
		09	ELASTICITY (INCOME)
		10	CROSS ELASTICITY
		11	FEDERAL RESERVE SYSTEM
		12	CIRCULAR FLOW OF INCOME
		13	DEFINITIONS
		14	STATISTICAL ANALYSIS
		15	INTERNATIONAL TRADE
13	BUSINESS LAW	01	SOURCES OF LAWS
		02	COURTS
		03	THE LAWSUIT
		04	TORTS
		05	FELONIES
		06	MISDEMEANORS
		07	CONTRACTS
		08	AGREEMENT
		09	REALITY OF CONSENT
		10	COMPETENT PARTIES
		11	CONSIDERATION
		12	ASSIGNABILITY
		13	DISCHARGE OF CONTRACTS
		14	BAILMENTS
		15	UNIFORM COMMERCIAL CODE
		16	NEGOTIABLE INSTRUMENTS
		17	AGENCY
14	BUSINESS MATH	01	BASIC SKILLS
		02	OFFICE WORK
		03	DISTRIBUTION
5	ADVANCED OFFICE MACHINES	01	EXECUTIVE TYPEWRITER
		02	THERMOFAX
		03	MAGNETIC CARD TYPEWRITER

		16	FIXED ASSETS-DEPRECIATION
		17	COST ACCOUNTING CONCEPTS
		18	STANDARD COSTS
		19	BAD DEBTS
		20	STOCK
12	ECONOMICS	01	SUPPLY CURVE
		02	DEMAND CURVE
		03	MARKET EQUILIBRIUM
		04	NATIONAL INCOME ACCOUNTING
		05	PURE COMPETITION
		06	MONOPOLY
		07	OLIGOPOLY
		08	ELASTICITY (DEMAND)
		09	ELASTICITY (INCOME)
		10	CROSS ELASTICITY
		11	FEDERAL RESERVE SYSTEM
		12	CIRCULAR FLOW OF INCOME
		13	DEFINITIONS
		14	STATISTICAL ANALYSIS
		15	INTERNATIONAL TRADE
13	BUSINESS LAW	01	SOURCES OF LAWS
		02	COURTS
		03	THE LAWSUIT
		04	TORTS
		05	FELONIES
		06	MISDEMEANORS
		07	CONTRACTS
		08	AGREEMENT
		09	REALITY OF CONSENT
		10	COMPETENT PARTIES
		11	CONSIDERATION
		12	ASSIGNABILITY
		13	DISCHARGE OF CONTRACTS
		14	BAILMENTS
		15	UNIFORM COMMERCIAL CODE
		16	NEGOTIABLE INSTRUMENTS
		17	AGENCY
14	BUSINESS MATH	01	BASIC SKILLS
		02	OFFICE WORK
		03	DISTRIBUTION
15	ADVANCED OFFICE MACHINES	01	EXECUTIVE TYPEWRITER
		02	THERMOFAX
		03	MAGNETIC CARD TYPEWRITER
		04	IBM SELECTRIC II
		05	IBM CORRECTING TYPEWRITER
		06	MANUAL TYPEWRITER
		07	029 KEY PUNCH

TABLE T-1 (CONT.) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE
 BUSINESS AND OFFICE OCCUPATIONS

CODE	DIVISION	CODE	UNIT
16	INTRODUCTION TO DATA PROCESSING	01	CAREERS IN DATA PROCESSING
		02	HISTORY
		03	FUNDAMENTALS OF DATA PROCESSING
		04	THE DATA PROCESSING CARD
17	CARD PUNCHES	01	FUNCTION
		02	EXTERNAL FEATURES
		03	KEYBOARD
		04	PROGRAM UNIT
		05	MACHINE OPERATION
18	VERIFIERS	01	FUNCTION
		02	EXTERNAL FEATURES
		03	MACHINE OPERATION
19	SORTERS	01	FUNCTION
		02	SPEEDS
		03	EXTERNAL FEATURES
		04	OPERATING PRINCIPLES
20	CONTROL PANEL WIRING	01	FUNCTION
		02	DIAGRAMMING
21	INTERPRETER	01	FUNCTION
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
22	REPRODUCING PUNCH	01	FUNCTIONS
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
23	COLLATORS	01	FUNCTION
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
24	ACCOUNTING MACHINES	01	FUNCTIONS
		02	FEATURES
		03	OPERATING PROCEDURES
		04	WIRING TECHNIQUES
25	INTRODUCTION TO COMPUTERS		
26	SYSTEMS APPROACH TO PROCESSING DATA		

TABLE T-1A - ADDITIONAL INSTRUCTIONAL DIVISION AND UNIT OUTLINE

CODE	DIVISION	CODE	UNIT
------	----------	------	------

TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE

BUSINESS AND OFFICE OCCUPATIONS

DOES THIS OUTLINE CONTAIN ALL TOPICS IN WHICH GRADUATES ACQUIRE JOB-ENTRY SKILLS? YES _____ NO _____

CODE	DIVISION	CODE	UNIT
01	TYPEWRITING	01	SPEED AND ACCURACY
		02	DICTION AT TYPEWRITER
		03	COMPOSITION AT TYPEWRITER
		04	BUSINESS FORMS
		05	LEGAL DOCUMENTS
		06	PROOFREADING
		07	CARE AND MAINTENANCE
02	OFFICE MACHINES	01	DUPLICATING
		02	CALCULATING
		03	TRANSCRIBING
		04	BOOKKEEPING
03	OFFICE PRACTICE AND PROCEDURE	01	COMMUNICATION
		02	PUBLIC CONTACT
		03	MAIL
		04	CASHIERING
04	STENOGRAPHY	01	DICTATION
		02	TRANSCRIPTION
05	RECORDKEEPING	01	PREPARATION
		02	POSTING
		03	FILING
		04	MONEY HANDLING
06	BOOKKEEPING AND ACCOUNTING	01	JOURNALIZING
		02	POSTING
		03	TRIAL BALANCE
		04	WORKSHEET PREPARATION
		05	FINANCIAL STATEMENTS
		06	CLOSING ENTRIES
		07	RULING AND BALANCING
		08	ADJUSTING ENTRIES
		09	POST CLOSING TRIAL BALANCE
07	DATA PROCESSING	01	PREPARATION
		02	COMPILATION
		03	PUNCH CARD PROCESSING
		04	COMPUTER OPERATIONS

TABLE T-2-A - ADDITIONAL TERMOB DIVISION AND UNIT OUTLINE

CODE	DIVISION	CODE	UNIT
------	----------	------	------

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

and

REPORTING FORMS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-001

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 HANDWRITTEN BUSINESS LETTER WHICH, WHEN TYPED, WILL BE 1 PAGE LONG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

() 2.01 TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN BLOCK FORM, EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TYPE LETTER IN CENTER OF PAGE
- () 2.04 TYPE LETTER AT PROFICIENT SPEED
- () 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY
- () 2.06 TYPE RETURN ADDRESS ON ENVELOPE
- () 2.07 TYPE DESTINATION ON ENVELOPE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

() 3.01 BLOCK FORM BUSINESS LETTER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
- () 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.05 LESS THAN 5 ERRORS, CORRECTED
- () 3.06 PROPERLY SPACED AND POSITIONED
- () 3.07 PROPERLY SPACED AND POSITIONED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

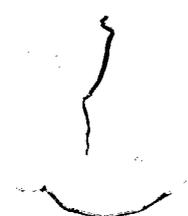
UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-001

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME



3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-002

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 HANDWRITTEN BUSINESS LETTER WHICH, WHEN TYPED, WILL BE ONE AND ONE HALF PAGES
- () 1.03 THREE ENCLOSURES OF ONE PAGE EACH

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN MODIFIED BLOCK FORM, EMPLOYING THE FOLLOWING OPERATIONS:
 - () 2.02 CONVERT WORK STATION FOR TASK
 - () 2.03 TYPE LETTER IN CENTER OF PAGE
 - () 2.04 TYPE LETTER AT PROFICIENT SPEED
 - () 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY
 - () 2.06 ATTACH ENCLOSURES
 - () 2.07 TYPE RETURN ADDRESS ON ENVELOPE
 - () 2.08 TYPE DESTINATION ON ENVELOPE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 SIMPLIFIED LETTER FORM BUSINESS LETTER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY.
- () 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
- () 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.05 LESS THAN 5 ERRORS, CORRECTED
- () 3.06 IN CORRECT ORDER
- () 3.07 PROPERLY SPACED AND POSITIONED
- () 3.08 PROPERLY SPACED AND POSTIONED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

MISOE CODE NO(S) _____

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-002

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-003

1.00 CONDITION

- () 1.01 HANDWRITTEN DRAFT OF A STATISTICAL REPORT WITH COLUMN HEADINGS AND NUMERIC DATA APPROXIMATELY ONE PAGE LONG
- () 1.02 BASIC OFFICE SUPPLIES (TABLE T-3)

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE A STATISTICAL REPORT FROM HANDWRITTEN COPY EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TYPE REPORT IN CENTER OF PAGE
- () 2.04 TYPE REPORT AT PROFICIENT SPEED
- () 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 STATISTICAL REPORT IS TYPED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
- () 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.05 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-003

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-004

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 HANDWRITTEN INTER-OFFICE MEMO WHICH, WHEN TYPED, WILL FILL 1/2 OF MEMO SHEET, 8-1/2 x 11"

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE A SHORT MEMO FROM HANDWRITTEN COPY WITH 3 CARBON COPIES EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ASSEMBLE CARBON PACK
- () 2.04 TYPE MEMO IN CENTER OF PAGE
- () 2.05 TYPE MEMO AT PROFICIENT SPEED
- () 2.06 TYPE MEMO WITH ACCEPTABLE ACCURACY
- () 2.07 SEPARATE CARBONS AND ORIGINAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 SHORT MEMO IS TYPED IN MAILABLE FORM WITH 3 COPIES TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY
- () 3.04 IN CENTER WITH MARGINS AND SPACING CORRECT
- () 3.05 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.06 LESS THAN 5 ERRORS, CORRECTED
- () 3.07 MEMO AND COPIES ARE FREE FROM SMUDGES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-004

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01

TYPEWRITING

UNIT 01

SPEED AND ACCURACY

TERMOB NO.

20-005

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 HANDWRITTEN COPIES OF ARTICLES EACH IN DIFFERENT HANDWRITING, ARRANGED IN ORDER FOR INCLUSION IN COMPANY NEWSPAPER WHICH WHEN TYPED WILL FILL FIVE LEGAL SIZE PAGES.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE THE COMPANY NEWSPAPER INTO TWO COLUMN FORM EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TYPE HEADLINES
- () 2.04 TYPE BY-LINES
- () 2.05 TYPE TEXT
- () 2.06 TYPE NEWSPAPER AT PROFICIENT SPEED
- () 2.07 TYPE NEWSPAPER AT ACCEPTABLE ACCURACY
- () 2.08 JUSTIFY RIGHT MARGIN
- () 2.09 RETYPE NEWSPAPER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 COMPANY NEWSPAPER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CENTERED ON COLUMN WITH CORRECT SPACING
- () 3.04 PROPERLY POSITIONED AND SPACED
- () 3.05 COLUMN PROPERLY POSITIONED, MARGINS AND SPACING CORRECT
- () 3.06 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.07 LESS THAN 6 ERRORS PER PAGE, CORRECTED
- () 3.08 EXACTLY
- () 3.09 ALL MARGINS MATCH

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 01 SPEED AND ACCURACY

TERMOB NO. 20-005

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 02 DICTION AT
TYPEWRITER

TERMOB NO. 20-006

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 SHORT BUSINESS LETTER DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TYPE LETTER AT PROFICIENT SPEED
- 2.04 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 SHORT LETTER IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 SUFFICIENT SPEED NOT TO STALL THE FLOW OF DICTATION
- 3.04 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01

TYPEWRITING

USOE CODE NO(S) _____

UNIT 02

DICTION AT

TYPEWRITER

TERMOB NO.

20-006

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 02 DICTATION AT
TYPEWRITER

TERMOB NO. 20-007

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 TELEGRAM DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION
EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TYPE TELEGRAM AT PROFICIENT SPEED
- 2.04 TYPE TELEGRAM WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 TELEGRAM IS TYPED IN MAILABLE FORM TO APPROVAL OF
BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10
MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY

- 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR
EFFICIENCY
- 3.03 SUFFICIENT SPEED NOT TO STALL THE FLOW OF DICTATION
- 3.04 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 01 TYPEWRITING
UNIT 02 DICTATION AT
TYPEWRITER
TERMOB NO. 20-007

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 02 DICTION AT
TYPEWRITER

TERMOB NO. 20-008

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SHORT MEMO DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE A SHORT MEMO DIRECTLY FROM DICTATION EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TYPE MEMO AT PROFICIENT SPEED
- () 2.04 TYPE MEMO WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 SHORT MEMO IS TYPED IN MAILABLE FORM TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 AT SUFFICIENT SPEED NOT TO STALL THE FLOW OF DICTATION
- () 3.04 LESS THAN 3 ERRORS, UNCORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 02 DICTATION AT
TYPEWRITER

TERMOB NO. 20-008

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 03 COMPOSITION AT
TYPEWRITER

TERMOB NO. 20-009

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 COPY OF AN UNPAID BILL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 COMPOSE A COLLECTION LETTER AT THE TYPEWRITER
ASSUMING THE CUSTOMER HAS FORGOTTEN TO PAY
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 COMPOSE LETTER
- () 2.04 TYPE LETTER AT PROFICIENT SPEED
- () 2.05 TYPE WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 LETTER IS COMPOSED AND TYPED IN MAILABLE FORM TO
APPROVAL OF BOARD OF EXPERT RATERS. TO BE COM-
PLETED WITHIN 20 MINUTES WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR
EFFICIENCY
- () 3.03 LETTER CONVEYS DESIRED ATTITUDE
- () 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.05 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 03 COMPOSITION AT

TERMOB NO. 20-009

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 03 COMPOSITION AT
TYPEWRITER

TERMOB NO. 20-010

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 COPY OF AN UNPAID BILL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 COMPOSE A COLLECTION LETTER AT THE TYPEWRITER
ASSUMING THE CUSTOMER WILL PAY ONLY IF HE IS
MADE TO PAY EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 COMPOSE LETTER
- 2.04 TYPE LETTER AT PROFICIENT SPEED
- 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 LETTER IS COMPOSED AND TYPED IN MAILABLE FORM TO
APPROVAL OF BOARD OF EXPERT RATERS. TO BE COM-
PLETED WITHIN 20 MINUTES WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR
EFFICIENCY
- 3.03 LETTER CONVEYS DESIRED ATTITUDE
- 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- 3.05 LESS THAN 3 ERRORS, CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 03 COMPOSITION AT
TYPEWRITER

TERMOB NO. 20-010

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

2.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-011

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT DATA TO COMPLETE PURCHASE ORDER INCLUDING BUT NOT LIMITED TO:
 - () 1.03 PURCHASE ORDER NUMBER
 - () 1.04 COMPANY TO BE PURCHASED FROM
 - () 1.05 SHIPPING DATA
 - () 1.06 DESCRIPTIONS OF EQUIPMENT TO BE ORDERED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

() 2.01 TYPE A SHORT 6 ITEM PURCHASE ORDER IN DUPLICATE EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ASSEMBLE CARBON PACK
- () 2.04 TYPE PURCHASE ORDER
- () 2.05 TYPE PURCHASE ORDER AT PROFICIENT SPEED
- () 2.06 TYPE PURCHASE ORDER WITH ACCEPTABLE ACCURACY
- () 2.07 SEPARATE ORIGINAL AND CARBON

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

() 3.01 PURCHASE ORDER IS NEATLY TYPED IN DUPLICATE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY AND CORRECTLY
- () 3.04 ALL NECESSARY INFORMATION CORRECTLY ENTERED
- () 3.05 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.06 ALL ERRORS CORRECTED
- () 3.07 PURCHASE ORDER AND COPY ARE FREE OF SMUDGES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-011

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-012

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 HANDWRITTEN EXPENSE REPORT FORM WITH ENTRIES EQUAL TO 200 TYPEWRITTEN WORDS
- () 1.03 RECEIPTS FOR ALL EXPENSES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TRANSCRIBE EXPENSE REPORT TO TYPEWRITTEN FORM IN DUPLICATE EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 COMPARE INDIVIDUAL ENTRIES WITH RECEIPTS
- () 2.04 CHECK DAILY TOTALS
- () 2.05 CHECK ITEM TOTALS
- () 2.06 CHECK EXPENSE TOTAL
- () 2.07 TYPE EXPENSE REPORT
- () 2.08 TYPE EXPENSE REPORT AT PROFICIENT SPEED
- () 2.09 TYPE EXPENSE REPORT AT ACCEPTABLE ACCURACY
- () 2.10 SEPARATE ORIGINAL AND CARBON

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 EXPENSE REPORT IS TYPED NEATLY IN DUPLICATE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ALL INCORRECT ENTRIES CORRECTED
- () 3.04 SUMS ARE CORRECT
- () 3.05 SUMS ARE CORRECT
- () 3.06 SUM IS CORRECT
- () 3.07 ALL NECESSARY INFORMATION CORRECTLY ENTERED
- () 3.08 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.09 ALL ERRORS CORRECTED
- () 3.10 EXPENSE REPORT AND COPY ARE FREE OF SMUDGES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

USOE CODE NO(S) _____

UNIT 04 BUSINESS FORMS

TERMOB NO. 20-012

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-013

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT DATA TO COMPLETE PRINTED LEGAL DEED INCLUDING BUT NOT LIMITED TO:
 - () 1.03 NAMES OF PARTIES INVOLVED
 - () 1.04 CONSIDERATION
 - () 1.05 DESCRIPTION OF PROPERTY BEING TRANSFERRED
 - () 1.06 ENCUMBRANCES
 - () 1.07 ENTRIES EQUAL TO 175 TYPEWRITTEN WORDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE A PROPERTY TRANSFER DEED IN DUPLICATE EMPLOYING THE FOLLOWING PROCEDURE:
 - () 2.02 CONVERT WORK STATION FOR TASK
 - () 2.03 ASSEMBLE CARBON PACK
 - () 2.04 TYPE DEED
 - () 2.05 TYPE DEED AT PROFICIENT SPEED
 - () 2.06 TYPE DEED WITH ACCEPTABLE ACCURACY
 - () 2.07 SEPARATE ORIGINAL AND CARBON

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PROPERTY TRANSFER DEED IS TYPED NEATLY IN DUPLICATE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 45 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY AND CORRECTLY
- () 3.04 ALL NECESSARY INFORMATION CORRECTLY ENTERED
- () 3.05 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.06 ALL ERRORS CORRECTED
- () 3.07 DEED AND COPY ARE FREE OF SMUDGES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING
UNIT 05 LEGAL DOCUMENTS
TERMOB NO. 20-013

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-014

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 HANDWRITTEN LEGAL AGREEMENT 600 TYPEWRITTEN WORDS LONG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 TYPE LEGAL AGREEMENT FROM HANDWRITTEN COPY WITH TWO COPIES EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ASSEMBLE CARBONS
- () 2.04 TYPE AGREEMENT AT PROFICIENT SPEED
- () 2.05 TYPE AGREEMENT WITH ACCEPTABLE ACCURACY
- () 2.06 SEPARATE ORIGINAL AND COPIES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 LEGAL AGREEMENT IS TYPED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY AND CORRECTLY
- () 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.05 ALL ERRORS CORRECTED
- () 3.06 ORIGINAL AND COPIES FREE OF SMUDGES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01

TYPEWRITING

USOE CODE NO(S) _____

UNIT 05

LEGAL DOCUMENTS

TERMOB NO. _____

20-014

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 05 LEGAL DOCUMENTS

TERMOB NO. 20-015

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT DATA TO PREPARE A LEGAL BACK INCLUDING
BUT NOT LIMITED TO:
- () 1.03 NAMES OF PARTIES INVOLVED
- () 1.04 TITLE
- () 1.05 NAME AND ADDRESS OF DRAWING LAWYER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE A LEGAL BACK EMPLOYING THE FOLLOWING
OPERATIONS
- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 FOLD BACK
- () 2.04 TYPE BACK AT PROFICIENT SPEED
- () 2.05 TYPE BACK WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 LEGAL BACK IS PREPARED NEATLY TO APPROVAL OF BOARD
OF EXPERT RATERS. TO BE COMPLETED WITHIN 20
MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY
- () 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR
EFFICIENCY
- () 3.03 FORMING ONE 1 INCH GROOVE AND 4 EQUAL FOLDS
BELOW GROOVE
- () 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- () 3.05 ALL ERRORS CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING
UNIT 05 LEGAL DOCUMENTS
TERMOB NO. 20-015

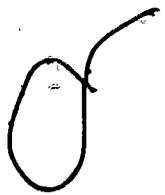
1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 06 PROOFREADING

TERMOB NO. 20-016

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 ONE PAGE ROUGH DRAFT MANUSCRIPT WITH 10-15
TYPOGRAPHICAL AND/OR GRAMMATICAL ERRORS
- 1.03 TABLE OF PROOFREADERS' MARKS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- ~~2.01~~ PROOFREAD ROUGH DRAFT MARKING ALL ERRORS
EMPLOYING THE FOLLOWING OPERATIONS

- 2.02 PROOFREAD DRAFT
- 2.03 INDICATE ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 ROUGH DRAFT IS PROOFREAD AND READY FOR RETYPING TO
APPROVAL OF BOARD OF EXPERT RATERS. TO BE COM-
PLETED WITHIN 20 MINUTES WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 CAREFULLY
- 3.03 USING APPROPRIATE PROOFREADERS' MARKS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01

TYPEWRITING

USOE CODE NO(S) _____

UNIT

06

PROOFREADING

TERMOB NO.

20-016

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01 TYPEWRITING

UNIT 07 CARE AND MAINTENANCE

TERMOB NO. 20-017

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 TYPEWRITER CLEANING KIT:
 - TYPE CLEANING FLUID
 - TYPE CLEANING GUM
 - BRUSH
 - TYPEWRITER OIL
- () 1.03 REPLACEMENT RIBBON
- () 1.04 SERVICE MANUAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PERFORM ROUTINE MAINTENANCE ON TYPEWRITER
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CLEAN TYPE
- () 2.03 OIL TYPEWRITER
- () 2.04 REMOVE OLD RIBBON
- () 2.05 INSTALL NEW RIBBON
- () 2.06 WASH EXTERIOR OF TYPEWRITER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 ROUTINE MAINTENANCE IS PERFORMED ON TYPEWRITER TO
APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS
SATISFACTORY OR UNSATISFACTORY

- () 3.02 ALL INK REMOVED, ENCLOSED LETTERS FREE OF MATERIAL
- () 3.03 NEATLY AT POINTS INDICATED IN MANUAL
- () 3.04 WITHOUT DAMAGING SMALL PARTS
- () 3.05 NEW RIBBON NOT KINKED AND IS OPERATING PROPERLY
- () 3.06 EXTERIOR FREE OF DIRT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 01

TYPEWRITING

USOE CODE NO(S) _____

UNIT 07

CARE AND MAINTENANCE

TERMOB NO. _____

20-017

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-018

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 ELECTRONIC STENCIL MAKING MACHINE
- () 1.03 PRINTED ORIGINAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

() 2.01 MAKE A STENCIL EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 INSERT ORIGINAL
- () 2.04 INSERT BLANK STENCIL
- () 2.05 OPERATE MACHINE
- () 2.06 REMOVE STENCIL
- () 2.07 REMOVE ORIGINAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

() 3.01 STENCIL IS MADE NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 ALL SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NO WRINKLES, PROPERLY ALIGNED
- () 3.04 NO WRINKLES, PROPERLY ALIGNED
- () 3.05 SMOOTHLY AND PROPERLY
- () 3.06 NO WRINKLES
- () 3.07 NO WRINKLES OR SMUDGES

MISOE NO. _____

PROGRAM	<u>BUSINESS AND OFFICE</u>	DIVISION	02	<u>OFFICE MACHINES</u>
	<u>OCCUPATIONS</u>			
USOE CODE NO(S)	_____	UNIT	01	<u>DUPLICATING</u>

	_____	TERMOB NO.		<u>20-018</u>

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 01 DUPLICATING

TERMOB NO. 20-019

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 STENCIL MIMEOGRAPHING MACHINE
- () 1.03 PREPARED STENCIL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 MIMEOGRAPH 10 COPIES OF STENCIL EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 INSERT ORIGINAL
- () 2.04 OPERATE MACHINE
- () 2.05 REMOVE COPIES
- () 2.06 REMOVE ORIGINAL
- () 2.07 RESTORE MACHINE TO ORIGINAL CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MACHINE LOADED WITH PAPER AND INK, ALL SETTINGS CORRECT
- () 3.03 CENTERED WITH NO WRINKLES
- () 3.04 SMOOTHLY AND PROPERLY
- () 3.05 COPIES ARE FREE OF SMUDGES
- () 3.06 ORIGINAL IS WRINKLE FREE AND PREPARED FOR STORAGE
- () 3.07 ALL SWITCHES OFF, READINGS AT ZERO

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

USOE CODE NO(S) _____

UNIT 01 DUPLICATING

TERMOB NO. 20-019

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISQE NO. _____

PROGRAM BUSINESS AND OFFICE DIVISION 02 OFFICE MACHINES
OCCUPATIONS
UNIT 01 DUPLICATING
TERMOB NO. 20-020

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 FLUID DUPLICATING MACHINE
- () 1.03 PREPARED MASTER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 DUPLICATE 10 COPIES OF MASTER EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 INSERT ORIGINAL
- () 2.04 OPERATE MACHINE
- () 2.05 REMOVE COPIES
- () 2.06 REMOVE ORIGINAL
- () 2.07 RESTORE MACHINE TO ORIGINAL CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
- () 3.02 MACHINE LOADED WITH PAPER AND FLUID, ALL SETTINGS CORRECT
- () 3.03 CENTERED WITH NO WRINKLES
- () 3.04 SMOOTHLY AND PROPERLY
- () 3.05 COPIES ARE FREE OF SMUDGES
- () 3.06 ORIGINAL IS WRINKLE FREE AND PREPARED FOR STORAGE
- () 3.07 ALL SWITCHES OFF, READINGS AT ZERO

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES
UNIT 01 DUPLICATING
TERMOB NO. 20-020

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM	<u>BUSINESS AND OFFICE</u> <u>OCCUPATIONS</u>	DIVISION 02	<u>OFFICE MACHINES</u>
		UNIT 01	<u>DUPLICATING</u>
		TERMOB NO.	<u>20-021</u>

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 PHOTOCOPY DUPLICATING MACHINE
- () 1.03 TYPEWRITTEN ORIGINAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 DUPLICATE 10 COPIES OF ORIGINAL EMPLOYING THE FOLLOWING PROCEDURE:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 INSERT ORIGINAL
- () 2.04 OPERATE MACHINE
- () 2.05 REMOVE COPIES
- () 2.06 REMOVE ORIGINAL
- () 2.07 RESTORE MACHINE TO ORIGINAL CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 10 COPIES ARE PREPARED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MACHINE LOADED WITH PAPER AND TONER, ALL SETTINGS CORRECT
- () 3.03 CENTERED WITH NO WRINKLES
- () 3.04 SMOOTHLY AND PROPERLY
- () 3.05 COPIES ARE FREE OF WRINKLES AND EXTRANEIOUS MARKS
- () 3.06 ORIGINAL IS WRINKLE AND SMUDGE FREE
- () 3.07 ALL SWITCHES OFF, READINGS AT ZERO

98A

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES
UNIT 01 DUPLICATING
TERMOB NO. 20-021

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

98B

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 02 CALCULATING

TERMOB NO. 20-022

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 FULL KEYBOARD ADDING MACHINE WITH PRINTED TAPE READOUT
- () 1.03 SAMPLE PROBLEM INVOLVING ADDITION
- () 1.04 SAMPLE PROBLEM INVOLVING SUBTRACTION
- () 1.05 SAMPLE PROBLEM INVOLVING MULTIPLICATION
- () 1.06 SAMPLE PROBLEM INVOLVING DIVISION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 SOLVE PROBLEMS ON ADDING MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 PERFORM ADDITION OPERATION
- () 2.04 PERFORM SUBTRACTION OPERATION
- () 2.05 PERFORM MULTIPLICATION OPERATION
- () 2.06 PERFORM DIVISION OPERATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PROBLEMS ARE SOLVED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 WITH NO ERRORS, SUM IS CORRECT
- () 3.04 WITH NO ERRORS, DIFFERENCE IS CORRECT
- () 3.05 WITH NO ERRORS, PRODUCT IS CORRECT
- () 3.06 WITH NO ERRORS, QUOTIENT IS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 02 OFFICE MACHINES
UNIT 02 CALCULATING
TERMOB NO. 20-022

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 02 CALCULATING

TERMOB NO. 20-023

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 TEN KEY ADDING MACHINE WITH PRINTED TAPE READOUT
- () 1.03 SAMPLE PROBLEM INVOLVING ADDITION
- () 1.04 SAMPLE PROBLEM INVOLVING SUBTRACTION
- () 1.05 SAMPLE PROBLEM INVOLVING MULTIPLICATION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 SOLVE PROBLEMS ON ADDING MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 PERFORM ADDITION OPERATION
- () 2.04 PERFORM SUBTRACTION OPERATION
- () 2.05 PERFORM MULTIPLICATION OPERATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PROBLEMS ARE SOLVED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY.
- () 3.03 WITH NO ERRORS, SUM IS CORRECT
- () 3.04 WITH NO ERRORS, DIFFERENCE IS CORRECT
- () 3.05 WITH NO ERRORS, PRODUCT IS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 02

OFFICE MACHINES

USOE CODE NO(S) OCCUPATIONS

UNIT 02

CALCULATING

TERMOB NO.

20-023

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 02 CALCULATING

TERMOB NO. 20-024

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 ELECTRONIC CALCULATOR WITH ILLUMINATED DIGITAL READOUT
- () 1.03 SAMPLE PROBLEM INVOLVING ADDITION
- () 1.04 SAMPLE PROBLEM INVOLVING SUBTRACTION
- () 1.05 SAMPLE PROBLEM INVOLVING MULTIPLICATION
- () 1.06 SAMPLE PROBLEM INVOLVING DIVISION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 SOLVE PROBLEMS ON CALCULATOR EMPLOYING THE
FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 PERFORM ADDITION OPERATION
- () 2.04 PERFORM SUBTRACTION OPERATION
- () 2.05 PERFORM MULTIPLICATION OPERATION
- () 2.06 PERFORM DIVISION OPERATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PROBLEMS ARE SOLVED ACCURATELY TO APPROVAL OF BOARD
OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES
WITH EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED
FOR EFFICIENCY
- () 3.03 WITH NO ERRORS, SUM IS CORRECT
- () 3.04 WITH NO ERRORS, DIFFERENCE IS CORRECT
- () 3.05 WITH NO ERRORS, PRODUCT IS CORRECT
- () 3.06 WITH NO ERRORS, QUOTIENT IS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 02 OFFICE MACHINES
UNIT 02 CALCULATING
TERMOB NO. 20-024

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 03 TRANSCRIBING

TERMOB NO. 20-025

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 TRANSCRIBING MACHINE
- 1.03 TAPE, DISC OR BELT WITH SHORT MEMO (LESS THAN 200 WORDS) RECORDED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 TRANSCRIBE SHORT MEMO FROM TAPE TO TYPEWRITTEN FORM EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TYPE MEMO IN CENTER OF PAGE
- 2.04 TYPE MEMO WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 SHORT MEMO TRANSCRIBED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

- 3.02 ALL SETTINGS CORRECT, MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 CENTERED, MARGINS AND SPACING CORRECT
- 3.04 ALL ERRORS CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02

OFFICE MACHINES

USOE CODE NO(S) _____

UNIT 03

TRANSCRIBING

TERMOB NO.

20-025

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 02 OFFICE MACHINES

UNIT 04 BOOKKEEPING

TERMOB NO. 20-026

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 POSTING MACHINE
- 1.03 25 INVOICES
- 1.04 FILE OF ACCOUNTS RECEIVABLE LEDGER CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 POST INVOICE ITEMS TO ACCOUNT CARDS EMPLOYING THE
FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 PICK UP OLD BALANCE
- 2.04 PRINT INVOICE NUMBER
- 2.05 ENTER AMOUNT TO BE POSTED
- 2.06 ENTER NEW BALANCE

3.00 ~~EXTENT~~

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 INVOICE ITEMS POSTED TO ACCOUNT CARDS ACCURATELY TO
APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY

- 3.02 ALL MACHINE SETTINGS CORRECT, MATERIALS POSITIONED
FOR EFFICIENCY
- 3.03 ACCURATELY
- 3.04 ACCURATELY.
- 3.05 ACCURATELY
- 3.06 BALANCE IS CORRECT, NO ERRORS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 02 OFFICE MACHINES
UNIT 04 BOOKKEEPING
TERMOB NO. 20-026

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURE
UNIT 01 COMMUNICATIONS

TERMOB NO. 20-027

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 RINGING TELEPHONE
- 1.03 BOSS IS OUT FOR THE DAY

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 EXTEND SERVICE TO TELEPHONE CALLER EMPLOYING THE
FOLLOWING OPERATIONS:

- 2.02 ANSWER THE PHONE
- 2.03 TALK INTO THE MOUTHPIECE
- 2.04 LISTEN TO THE CALLER
- 2.05 OBTAIN SUFFICIENT INFORMATION FOR MESSAGE
- 2.06 TERMINATE THE TELEPHONE CALL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 SERVICE IS EXTENDED COURTEOUSLY TO APPROVAL OF
BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN
5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY

- 3.02 PROMPTLY
- 3.03 DISTINCTLY AND SLOWLY
- 3.04 ATTENTIVELY
- 3.05 RECORDED ACCURATELY
- 3.06 POLITELY REPLACING PHONE GENTLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03

OFFICE PRACTICE

USOE CODE NO(S) _____

UNIT 01

AND PROCEDURES

COMMUNICATIONS

TERMOB NO.

20-027

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

110.

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURE

UNIT 01 COMMUNICATIONS

TERMOB NO. 20-028

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 INSTRUCTIONS TO PLACE A TELEPHONE CALL TO CANCEL APPOINTMENT FOR BOSS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PLACE A TELEPHONE CALL EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 OBTAIN TELEPHONE NUMBER
- () 2.03 DIAL TELEPHONE
- () 2.04 TALK INTO THE MOUTHPIECE
- () 2.05 TERMINATE THE TELEPHONE CALL
- () 2.06 RECORD CONVERSATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 TELEPHONE CALL PLACED TO CORRECT DESTINATION TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 CORRECT NUMBER OBTAINED
- () 3.03 CORRECT NUMBER DIALED
- () 3.04 DISTINCTLY AND SLOWLY
- () 3.05 POLITELY, REPLACING PHONE GENTLY
- () 3.06 CORRECTLY IN TELEPHONE LOG

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03
UNIT 01
TERMOB NO.

OFFICE PRACTICE
AND PROCEDURE
COMMUNICATIONS

20-028

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE

AND PROCEDURE

UNIT 02 PUBLIC CONTACT

TERMOB NO. 20-029

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 CALLER WITHOUT AN APPOINTMENT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

2.01 RECEIVE CALLER EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 GREET CALLER
- 2.03 OBTAIN CALLER'S NAME, BUSINESS, AND NATURE OF VISIT
- 2.04 ANNOUNCE CALLER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

3.01 CALLER RECEIVED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 POLITELY
- 3.03 TACTFULLY
- 3.04 AT PROPER TIME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURE
UNIT 02 PUBLIC CONTACT

TERMOB NO. 20-029

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURES

UNIT 02 PUBLIC CONTACT

TERMOB NO. 20-030

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 BELLIGERENT CALLER WITH COMPLAINT ABOUT A SERVICE FOR WHICH YOU ARE NOT RESPONSIBLE
- 1.03 LIST OF COMPANY DEPARTMENTS AND FUNCTIONS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 RECEIVE CALLER EMPLOYING THE FOLLOWING OPERATIONS:
- 2.02 GREET CALLER
- 2.03 EXPLAIN THAT CALLER IS IN THE WRONG OFFICE
- 2.04 DIRECT CALLER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 CALLER RECEIVED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
- 3.02 POLITELY
- 3.03 TACTFULLY
- 3.04 TO PROPER DEPARTMENT WITH COURTESY GIVING EXPLICIT DIRECTIONS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03

OFFICE PRACTICE

USOE CODE NO(S) _____

UNIT 02

AND PROCEDURE

PUBLIC CONTACT

TERMOB NO. _____

20-030

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURE

UNIT 03 MAIL

TERMOB NO. 20-031

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 25 ASSORTED PIECES OF MAIL TO BE SENT OUT
- () 1.03 WEIGHING SCALE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE MAIL TO BE SENT OUT EMPLOYING THE
FOLLOWING OPERATIONS:

- () 2.02 SELECT METHOD OF TRANSPORT FOR EACH PIECE
- () 2.03 FILL OUT REQUIRED TAGS AND SHIPPING FORMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 MAIL PREPARED TO BE SENT OUT NEATLY TO APPROVAL
OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN
1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY

- () 3.02 MOST EFFICIENT METHOD SELECTED
- () 3.03 NEATLY AND ACCURATELY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 03
UNIT 03
TERMOB NO.

OFFICE PRACTICE
AND PROCEDURE
MAIL
20-031

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURE

UNIT 03 MAIL

TERMOB NO. 20-032

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 25 PIECES OF INCOMING MAIL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 DISTRIBUTE MAIL EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 OPEN MAIL
- 2.04 DATE STAMP MAIL
- 2.05 DISTRIBUTE MAIL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 MAIL DISTRIBUTED ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 NEATLY, WITHOUT DESTROYING CONTENTS OF PACKAGES
- 3.04 NEATLY, NO SMUDGES
- 3.05 TO PROPER OFFICES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 03
UNIT 03
TERMOB NO. _____

OFFICE PRACTICE
AND PROCEDURE
MAIL
20-032

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE

UNIT 04 CASHIERING

TERMOB NO. 20-033

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 CASH REGISTER
- 1.03 CASH CUSTOMER WITH PURCHASES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 EXTEND SERVICE TO CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 GREET CUSTOMER
- 2.03 ENTER AMOUNT OF PURCHASES ON REGISTER
- 2.04 COMPUTE TOTAL
- 2.05 MAKE CHANGE
- 2.06 WRAP PACKAGES
- 2.07 TERMINATE TRANSACTION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 SERVICE IS EXTENDED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 POLITELY
- 3.03 ACCURATELY, NO ERRORS
- 3.04 ACCURATELY, SUM IS CORRECT
- 3.05 ACCURATELY, NO ERRORS
- 3.06 NEATLY
- 3.07 POLITELY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 03

OFFICE PRACTICE

OCCUPATIONS

AND PROCEDURE

USOE CODE NO(S) _____

UNIT 04

CASHIERING

TERMOB NO.

20-033

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

+

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03 OFFICE PRACTICE
AND PROCEDURE

UNIT 04 CASHIERING

TERMOB NO. 20-034

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 CASH REGISTER
- () 1.03 CREDIT CUSTOMER WITH PURCHASES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 EXTEND SERVICE TO CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 GREET CUSTOMER
- () 2.03 ENTER AMOUNT OF PURCHASE ON REGISTER
- () 2.04 COMPUTE TOTAL
- () 2.05 FILL OUT CREDIT INVOICE
- () 2.06 OBTAIN CUSTOMER'S SIGNATURE
- () 2.07 WRAP PACKAGES
- () 2.08 TERMINATE TRANSACTION,

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 SERVICE IS EXTENDED COURTEOUSLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 POLITELY
- () 3.03 ACCURATELY, NO ERRORS
- () 3.04 ACCURATELY, SUM IS CORRECT
- () 3.05 ACCURATELY, NO ERRORS
- () 3.06 TACTFULLY
- () 3.07 NEATLY
- () 3.08 POLITELY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 03

OFFICE PRACTICE
AND PROCEDURE

USOE CODE NO(S) _____

UNIT 04

CASHIERING

TERMOB NO.

20-034

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 01 DICTION

TERMOB NO. 20-035

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 SHORT BUSINESS LETTER DICTATED (50-70 WORDS)

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 STENOGRAPH SHORT BUSINESS LETTER EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 STENOGRAPH LETTER AT A PROFICIENT SPEED
- 2.04 READ LETTER BACK

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 SHORT BUSINESS LETTER IS STENOGRAPHED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 SIT FACING THE DICTATOR, SPARE PENCILS HANDY
- 3.03 MORE THAN 80 WORDS PER MINUTE FOR DICTATION TIME
- 3.04 IN A CLEAR, EVEN TONE, PLACING PUNCTUATION

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NG(S) _____

DIVISION 04 STENOGRAPHY
UNIT 01 DICTATION
TERMOB NO. 20-035

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 01 DICTATION

TERMOB NO. 20-036

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 500 WORD REPORT DICTATED

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 STENOGRAPH REPORT EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 STENOGRAPH REPORT AT A PROFICIENT SPEED
- 2.04 READ REPORT BACK

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 REPORT IS STENOGRAPHED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 40 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 SIT FACING DICTATOR, SPARE PENCILS HANDY
- 3.03 MORE THAN 80 WORDS PER MINUTE FOR DICTATION TIME
- 3.04 IN A CLEAR EVEN TONE, PLACING PUNCTUATION

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 04

STENOGRAPHY

USOE CODE NO(S) OCCUPATIONS

UNIT 01

DICTATION

TERMOB NO.

20-036

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME



3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 02 TRANSCRIPTION

TERMOB NO. 20-037

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 STENOGRAPHED SHORT BUSINESS LETTER WHICH, WHEN TRANSCRIBED, WILL BE 3/4 PAGE LONG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 TRANSCRIBE SHORT BUSINESS LETTER TO TYPEWRITTEN FORM EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TYPE LETTER IN CENTER OF PAGE
- 2.04 TYPE LETTER AT PROFICIENT SPEED
- 2.05 TYPE LETTER WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 SHORT BUSINESS LETTER IS ACCURATELY TRANSCRIBED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
- 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- 3.05 ALL ERRORS CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 04 STENOGRAPHY
UNIT 02 TRANSCRIPTION
TERMOB NO. 20-037

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 04 STENOGRAPHY

UNIT 02 TRANSCRIPTION

TERMOB NO. 20-038

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 STENOGRAPHED 500 WORD REPORT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 TRANSCRIBE REPORT TO TYPEWRITTEN FORM EMPLOYING
THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TYPE REPORT IN CENTER OF PAGE
- 2.04 TYPE REPORT AT PROFICIENT SPEED
- 2.05 TYPE REPORT WITH ACCEPTABLE ACCURACY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 REPORT IS ACCURATELY TRANSCRIBED TO APPROVAL OF BOARD
OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR
WITH EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- 3.02 MARGINS AND TABS SET, MATERIALS POSITIONED FOR
EFFICIENCY
- 3.03 CENTERED WITH MARGINS AND SPACING CORRECT
- 3.04 MORE THAN 50 WORDS PER MINUTE FOR TYPING TIME
- 3.05 ALL ERRORS CORRECTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 04 STENOGRAPHY

USOE CODE NO(S) _____

UNIT 02 TRANSCRIPTION

TERMOB NO. 20-038

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 01 PREPARATION

TERMOB NO. 20-039

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 EMPLOYEE TIME CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE A PAYROLL REGISTER EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 COMPUTE PAY FOR EACH EMPLOYEE
- () 2.04 COMPUTE DEDUCTIONS FOR EACH EMPLOYEE
- () 2.05 ENTER INFORMATION IN PAYROLL REGISTER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PAYROLL REGISTER IS PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ACCURATELY, NO ERRORS
- () 3.04 ACCURATELY, NO ERRORS
- () 3.05 NEATLY AND ACCURATELY, ALL DATA IN CORRECT COLUMNS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05

RECORDKEEPING

MISOE CODE NO(S) _____

UNIT 01

PREPARATION

TERMOB NO.

20-039

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 20-040

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PAYROLL REGISTER FOR 15 EMPLOYEES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 POST PAY INFORMATION TO EARNINGS RECORD FOR EACH
EMPLOYEE EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 ENTER DATE
- 2.04 ENTER GROSS PAY
- 2.05 ENTER DEDUCTIONS
- 2.06 ENTER NET PAY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PAY INFORMATION IS POSTED TO EARNINGS RECORD NEATLY
AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS.
TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 ACCURATELY, NO ERRORS
- 3.04 ACCURATELY, NO ERRORS
- 3.05 ACCURATELY, NO ERRORS
- 3.06 ACCURATELY, NO ERRORS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 05 RECORDKEEPING
UNIT 02 POSTING
TERMOB NO. 20-040

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 02-041

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED,
JOURNALS INCLUDE BUT ARE NOT LIMITED TO:
- () 1.03 CASH RECEIPTS JOURNAL
- () 1.04 CASH DISBURSEMENT JOURNAL
- () 1.05 SALES JOURNAL
- () 1.06 PURCHASE JOURNAL
- () 1.07 PAYROLL JOURNAL
- () 1.08 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE
ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE:
- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ENTER CREDIT OR DEBIT AMOUNT
- () 2.04 ENTER DATE
- () 2.05 ENTER EXPLANATION
- () 2.06 ENTER POSTING REFERENCE IN LEDGER
- () 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER
TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS
SATISFACTORY OR UNSATISFACTORY
- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 IN PROPER COLUMN
- () 3.04 IN PROPER COLUMN
- () 3.05 IN PROPER COLUMN
- () 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN
- () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING
UNIT 02 POSTING
TERMOB NO. 20-041

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 02 POSTING

TERMOB NO. 20-042

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 GENERAL JOURNAL WITH 15 ENTRIES TO BE POSTED
- () 1.03 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS
IN LEDGER EMPLOYING THE FOLLOWING PROCEDURE:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ENTER CREDIT OR DEBIT AMOUNT
- () 2.04 ENTER DATE
- () 2.05 ENTER EXPLANATION
- () 2.06 ENTER POSTING REFERENCE IN LEDGER
- () 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER
TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 45 MINUTES WITH EACH OPERATION JUDGED AS
SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 IN PROPER COLUMN
- () 3.04 IN PROPER COLUMN
- () 3.05 IN PROPER COLUMN
- () 3.06 ENTER JOURNAL AND PAGE NUMBER IN PROPER COLUMN
- () 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05

RECORDKEEPING

USOE CODE NO(S) _____

UNIT 02

POSTING

TERMOB NO.

20-042

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-043

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 25 ITEMS TO BE FILED
- () 1.03 GEOGRAPHIC FILE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 SORT ITEMS
- () 2.04 FILE ITEMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY AND ACCURATELY
- () 3.04 ALPHABETICALLY BY STATE, THEN CITY, THEN INDIVIDUAL NAMES

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 05 RECORDKEEPING

USOE CODE NO(S) OCCUPATIONS

UNIT 03 FILING

TERMOB NO. 20-043

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-044

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 25 ITEMS TO BE FILED
- () 1.03 ALPHABETIC NAME FILE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

() 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 SORT ITEMS
- () 2.04 FILE ITEMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

() 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY AND ACCURATELY
- () 3.04 ALPHABETICALLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05

RECORDKEEPING

USOE CODE NO(S) _____

UNIT 03

FILING

TERMOB NO.

20-044

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-045

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 25 ITEMS TO BE FILED
- 1.03 NUMERIC FILE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 SORT ITEMS
- 2.04 FILE ITEMS
- 2.05 POST ALPHABETIC CARD FILE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 NEATLY AND ACCURATELY
- 3.04 NUMERICALLY
- 3.05 NEATLY, WITH NO ERRORS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 05

RECORDKEEPING

USOE CODE NO(S) OCCUPATIONS

UNIT 03

FILING

TERMOB NO.

20-045

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 03 FILING

TERMOB NO. 20-046

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 25 ITEMS TO BE FILED
- 1.03 ALPHABETIC SUBJECT FILE
- 1.04 RELATIVE INDEX

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 FILE ITEMS EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 SORT ITEMS
- 2.04 FILE ITEMS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 ITEMS FILED ACCURATELY WITH NO ERRORS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 20 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 NEATLY AND ACCURATELY
- 3.04 ALPHABETICALLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05

RECORDKEEPING

USOE CODE NO(S) _____

UNIT 03

FILING

TERMOB NO. _____

20-046

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-047

1.00 CONDITION

- () 1.01 LOCKING STRONGBOX
- () 1.02 RECEIPTS
- () 1.03 PETTY CASH JOURNAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 SET UP PETTY CASH SYSTEM EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 SECURE AN-AMOUNT OF CASH
- () 2.03 POST PETTY CASH JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PETTY CASH SYSTEM IS SET UP TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 SUFFICIENT AMOUNT OF CASH OBTAINED AND LOCKED IN STRONGBOX
- () 3.03 EXACT AMOUNT RECEIVED IS POSTED TO CREDIT SIDE OF JOURNAL

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 05 RECORDKEEPING

USOE CODE NO(S) OCCUPATIONS

UNIT 04 MONEYHANDLING

TERMOB NO. 20-047

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-048

1.00 CONDITION

- 1.01 OPERATIVE PETTY CASH SYSTEM INCLUDING:
- 1.02 RECEIPTS
- 1.03 PETTY CASH JOURNAL
- 1.04 PEN

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 MAINTAIN PETTY CASH SYSTEM EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 ACCEPT RECEIPT
- 2.03 ISSUE MONEY
- 2.04 POST PETTY CASH JOURNAL
- 2.05 DEPOSIT MONEY
- 2.06 POST PETTY CASH JOURNAL
- 2.07 RULE AND BALANCE JOURNAL.

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PETTY CASH SYSTEM IS MAINTAINED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 RECEIPT IS DATED, SIGNED, AND AMOUNT IS FILLED IN
- 3.03 CORRECT AMOUNT IS ISSUED
- 3.04 EXACT AMOUNT ISSUED IS POSTED TO DEBIT SIDE OF JOURNAL
- 3.05 MONEY IS LOCKED IN STRONG BOX
- 3.06 EXACT AMOUNT OBTAINED IS POSTED TO CREDIT SIDE OF JOURNAL
- 3.07 NEATLY AND ACCURATELY, NO ERRORS, BALANCE IS ENTERED ON SIDE THAT IS LARGER

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05

RECORDKEEPING

USOE CODE NO(S) _____

UNIT 04

MONEY HANDLING

TERMOB NO.

20-048

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-049

1.00 CONDITION

- 1.01 CHECKBOOK
- 1.02 CHECK REGISTER
- 1.03 PEN
- 1.04 AUTHORIZATION TO DISBURSE CHECK

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 DISBURSE A CHECK EMPLOYING THE FOLLOWING OPERATIONS:
- 2.02 FILL OUT CHECK
- 2.03 POST CHECK REGISTER

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 CHECK IS DISBURSED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
- 3.02 DATE, AMOUNT AND PAYEE ENTERED IN PROPER PLACE, CHECK SIGNED
- 3.03 DATE, AMOUNT, PAYEE AND REASON FOR PAYMENT POSTED IN PROPER PLACE

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05

RECORDKEEPING

USOE CODE NO(S) _____

UNIT 04

MONEY HANDLING

TERMOB NO.

20-049

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 05 RECORDKEEPING

UNIT 04 MONEY HANDLING

TERMOB NO. 20-050

1.00 CONDITION

- 1.01 CHECK REGISTER
- 1.02 BANK STATEMENT

2,00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 BALANCE CHECKING ACCOUNT EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 TOTAL CHECKS DRAWN AND BALANCE
- 2.03 TOTAL DEPOSITS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 CHECKING ACCOUNT BALANCES TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 SUM IS CORRECT, NO ERRORS
- 3.03 SUM IS CORRECT, BOTH SUMS ARE EQUAL

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 05
UNIT 04
TERMOB NO.

RECORDKEEPING
MONEY HANDLING
20-050

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 01 JOURNALIZING

TERMOB NO. 20-051

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 SUFFICIENT DATA TO MAKE 15 ENTRIES IN A GENERAL JOURNAL INCLUDING BUT NOT LIMITED TO THE FOLLOWING SOURCE DOCUMENTS:
 - 1.03 RECEIPTS
 - 1.04 CHECK STUBS
 - 1.05 BANK STATEMENTS
 - 1.06 PAYROLL RECORD
 - 1.07 BALANCE SHEET
 - 1.08 GENERAL JOURNAL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 RECORD DATA IN GENERAL JOURNAL EMPLOYING THE FOLLOWING OPERATIONS:
 - 2.02 CONVERT WORK STATION FOR TASK
 - 2.03 ENTER DATE
 - 2.04 ENTER EXPLANATION
 - 2.05 ENTER CREDIT OR DEBIT AMOUNT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 DATA ACCURATELY RECORDED IN GENERAL JOURNAL TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
 - 3.02 MATERIALS POSITIONED FOR EFFICIENCY
 - 3.03 IN PROPER COLUMN
 - 3.04 IN PROPER COLUMN
 - 3.05 IN PROPER COLUMN

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND

USOE CODE NO(S) _____

UNIT 01

ACCOUNTING

JOURNALIZING

TERMOB NO.

20-051

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 01 JOURNALIZING

TERMOB NO. 20-052

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT DATA TO MAKE 25 ENTRIES IN VARIOUS JOURNALS INCLUDING BUT NOT LIMITED TO THE FOLLOWING SOURCE DOCUMENTS:
 - () 1.03 RECEIPTS
 - () 1.04 CHECK STUBS
 - () 1.05 BANK STATEMENTS
 - () 1.06 PAYROLL RECORD
 - () 1.07 BALANCE SHEET
 - () 1.08 REQUIRED JOURNALS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 RECORD DATA IN APPROPRIATE JOURNALS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 SELECT SPECIFIC JOURNAL
- () 2.04 ENTER DATE
- () 2.05 ENTER EXPLANATION
- () 2.06 ENTER CREDIT(S) OR DEBIT(S) AMOUNTS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 DATA ACCURATELY RECORDED IN PROPER JOURNALS TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CORRECT JOURNAL SELECTED
- () 3.04 IN PROPER COLUMN
- () 3.05 IN PROPER COLUMN
- () 3.06 IN PROPER COLUMN

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 06

BOOKKEEPING AND

USOE CODE NO(S) OCCUPATIONS

UNIT 01

ACCOUNTING

JOURNALIZING

TERMOB NO.

20-052

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 02 POSTING

TERMOB NO. 20-053

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 GENERAL JOURNAL WITH 15 ENTRIES TO BE POSTED
- () 1.03 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 POST DATA FROM GENERAL JOURNAL TO APPROPRIATE
ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING
OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ENTER CREDIT(S) OR DEBIT(S) AMOUNTS
- () 2.04 ENTER DATE
- () 2.05 ENTER EXPLANATION
- () 2.06 ENTER POSTING REFERENCE IN LEDGER
- () 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN LEDGER
TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS
SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 IN PROPER COLUMN
- () 3.04 IN PROPER COLUMN
- () 3.05 IN PROPER COLUMN
- () 3.06 ENTERED JOURNAL CODE AND PAGE NUMBER IN PROPER COLUMN
OF LEDGER
- () 3.07 ENTERED LEDGER ACCOUNT NUMBER IN PROPER COLUMN OF
JOURNAL

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND
ACCOUNTING

USOE CODE NO(S) _____

UNIT 02

POSTING

TERMOB NO.

20-053

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 02 POSTING

TERMOB NO. 20-054

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 VARIOUS JOURNALS WITH 25 ENTRIES TO BE POSTED.
JOURNALS INCLUDE BUT ARE NOT LIMITED TO:
- 1.03 CASH RECEIPTS JOURNAL
- 1.04 CASH DISBURSEMENTS JOURNAL
- 1.05 SALES JOURNAL
- 1.06 PURCHASE JOURNAL
- 1.07 PAYROLL JOURNAL
- 1.08 LEDGER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE
ACCOUNTS IN LEDGER EMPLOYING THE FOLLOWING
PROCEDURE:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 ENTER CREDIT(S) OR DEBIT(S) AMOUNTS
- 2.04 ENTER DATE
- 2.05 ENTER EXPLANATION
- 2.06 ENTER POSTING REFERENCE IN LEDGER
- 2.07 ENTER POSTING REFERENCE IN JOURNAL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 DATA ACCURATELY POSTED TO PROPER ACCOUNTS IN CORRECT
LEDGER TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE
COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED
AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 IN PROPER COLUMN
- 3.04 IN PROPER COLUMN
- 3.05 IN PROPER COLUMN
- 3.06 ENTER JOURNAL CODE AND PAGE NUMBER IN PROPER COLUMN
OF CORRECT LEDGER
- 3.07 ENTER LEDGER ACCOUNT NUMBER IN PROPER COLUMN OF
CORRECT JOURNAL

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06
UNIT 02
TERMOB NO.

BOOKKEEPING AND
ACCOUNTING
POSTING

20-054

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 03 TRIAL BALANCE

TERMOB NO. 20-055

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 GENERAL LEDGER WITH 8 ACCOUNTS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 TAKE A TRIAL BALANCE ON 8 GENERAL LEDGER ACCOUNTS
EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 PENCIL FOOT ALL ACCOUNTS IN GENERAL LEDGER
- 2.04 ENTER HEADING
- 2.05 ENTER ACCOUNT TITLE
- 2.06 ENTER POSTING REFERENCE
- 2.07 ENTER DEBIT OR CREDIT BALANCE
- 2.08 TOTAL DEBITS AND CREDITS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 TRIAL BALANCE IS CORRECTLY TAKEN WITH CREDITS AND
DEBITS EQUAL TO APPROVAL OF BOARD OF EXPERT RATERS.
TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY
- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 NEATLY, ENTRIES IN PROPER POSITIONS
- 3.04 NEATLY, IN PROPER POSITION
- 3.05 IN PROPER COLUMN
- 3.06 ACCOUNT NUMBER IN PROPER COLUMN
- 3.07 IN PROPER COLUMN
- 3.08 TOTALS ARE EQUAL

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 06
UNIT 03
TERMOB NO.

BOOKKEEPING AND
ACCOUNTING
TRIAL BALANCE
20-055

1.00 CONDITION.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 04 WORKSHEET PREPARATION

TERMOB NO. 20-056

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 30 LINE TRIAL BALANCE
- () 1.03 7 PERIODIC ADJUSTMENTS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE A FINANCIAL STATEMENT WORKSHEET EMPLOYING
THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ENTER TRIAL BALANCE
- () 2.04 ENTER ADJUSTMENTS
- () 2.05 ENTER INCOME STATEMENT
- () 2.06 COMPUTE NET PROFIT OR LOSS IN INCOME STATEMENT SECTION
- () 2.07 ENTER NET PROFIT OR LOSS
- () 2.08 ENTER BALANCE SHEET ACCOUNT BALANCES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 FINANCIAL STATEMENT WORKSHEET IS PREPARED NEATLY AND
ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO
BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED
AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
- () 3.04 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
- () 3.05 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
- () 3.06 ACCURATELY WITH NO ERRORS
- () 3.07 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS
- () 3.08 IN PROPER COLUMNS, ACCURATELY WITH NO ERRORS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND

ACCOUNTING

UNIT 04

WORKSHEET PREPARATION

TERMOB NO.

20-056

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-057

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 PREPARE OWNER'S EQUITY STATEMENT FOR SOLE PROPRIETORSHIP
EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 PREPARE HEADING
- 2.04 ENTER OWNER EQUITY ACCOUNTS
- 2.05 COMPUTE NEW BALANCE OF OWNER'S EQUITY ACCOUNT
- 2.06 RULE STATEMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 OWNER'S EQUITY STATEMENT PREPARED NEATLY AND ACCURATELY
TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS
SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 NEATLY, DATA CORRECT
- 3.04 ACCURATELY, NO ERRORS
- 3.05 ACCURATELY, SUMS CORRECT
- 3.06 NEATLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-057

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-058

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE INCOME STATEMENT EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ENTER REVENUE AND EXPENSE ACCOUNTS
- () 2.04 COMPUTE NET INCOME OR LOSS
- () 2.05 RULE STATEMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 INCOME STATEMENT PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ACCURATELY, NO ERRORS
- () 3.04 ACCURATELY, NO ERRORS
- () 3.05 NEATLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND

USOE CODE NO(S) _____

UNIT 05

ACCOUNTING

FINANCIAL STATEMENTS

TERMOB/NO.

20-058

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20_059

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 FINANCIAL STATEMENT WORKSHEET
- () 1.03 STATEMENT OF OWNER'S EQUITY

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE A BALANCE SHEET EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 ENTER ASSETS
- () 2.04 ENTER LIABILITIES
- () 2.05 ENTER OWNER'S NEW EQUITY BALANCE
- () 2.06 RULE STATEMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 BALANCE SHEET IS PREPARED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ACCURATELY, NO ERRORS
- () 3.04 ACCURATELY, NO ERRORS
- () 3.05 ACCURATELY, NO ERRORS
- () 3.06 NEATLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 05 FINANCIAL STATEMENTS

TERMOB NO. 20-059

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 06 CLOSING ENTRIES

TERMOB NO. 20-060

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 JOURNALS
- () 1.03 LEDGER
- () 1.04 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 MAKE A CLOSING ENTRY EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TRANSFER BALANCE OF EACH INCOME AND EXPENSE ACCOUNT TO PROFIT AND LOSS SUMMARY
- () 2.04 COMPUTE CREDIT OR DEBIT OF PROFIT AND LOSS SUMMARY
- () 2.05 CLOSE PROFIT OR LOSS SUMMARY ACCOUNT BALANCE TO CAPITAL ACCOUNTS
- () 2.06 CLOSE DRAWING ACCOUNT BALANCE TO CAPITAL ACCOUNT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 CLOSING ENTRY IS MADE, NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ACCURATELY, NO ERRORS
- () 3.04 ACCURATELY, NO ERRORS
- () 3.05 ACCURATELY, NO ERRORS
- () 3.06 ACCURATELY, NO ERRORS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 06 CLOSING ENTRIES
TERMOB NO. 20-060

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING

UNIT 07 RULING AND
BALANCING

TERMOB NO. 20-061

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 JOURNALS
- () 1.03 LEDGER
- () 1.04 FINANCIAL STATEMENT WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 PREPARE GENERAL LEDGER ACCOUNTS FOR RULING AND
BALANCING EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 COMPUTE TOTALS OF DEBIT AND CREDIT FOR EACH ACCOUNT
- () 2.04 DETERMINE THE BALANCE OF EACH LEDGER ACCOUNT
- () 2.05 BALANCE ALL OPEN ACCOUNTS
- () 2.06 TRANSFER BALANCES FORWARD TO THE FIRST DAY OF THE
NEXT ACCOUNTING PERIOD
- () 2.07 RULE ALL ACCOUNTS WITH NO BALANCE

3.00. EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 ACCOUNTS ARE PREPARED FOR RULING AND BALANCING
NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT
RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH
OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ACCURATELY, SUMS CORRECT
- () 3.04 TOTALS ENTERED ON SAME LINE, SUMS CORRECT
- () 3.05 ACCURATELY, NO ERRORS
- () 3.06 ACCURATELY, NO ERRORS
- () 3.07 NEATLY, ACROSS ALL COLUMNS EXCEPT ITEMS COLUMNS

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 06

BOOKKEEPING AND

USOE CODE NO(S) OCCUPATIONS

ACCOUNTING

UNIT 07

RULING AND

BALANCING

TERMOB NO.

20-061

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 07 RULING AND
BALANCING
TERMOB NO. 20-062

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 LEDGER ACCOUNTS PREPARED FOR RULING AND BALANCING

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 RULE AND BALANCE ACCOUNTS EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 ADD BALANCE OF ACCOUNT TO SMALLER SIDE
- 2.04 COMPUTE TOTALS
- 2.05 ENTER BALANCE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 ACCOUNTS ARE RULED AND BALANCED NEATLY AND ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 NEATLY AND ACCURATELY, NO ERRORS
- 3.04 RECORDED ON SAME LINE, SUMS CORRECT AND EQUAL
- 3.05 NEATLY ON SIDE THAT WAS ORIGINALLY LARGER

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND
ACCOUNTING

USOE CODE NO(S) _____

UNIT 07

RULING AND
BALANCING

TERMOB NO. _____

20-062

1.00 CONDITION

u

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06 BOOKKEEPING AND
ACCOUNTING
UNIT 08. ADJUSTING ENTRIES

TERMOB NO. 20-063

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 GENERAL JOURNAL
- 1.03 GENERAL LEDGER
- 1.04 WORKSHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 MAKE ADJUSTING ENTRIES IN GENERAL JOURNAL EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 ENTER ADJUSTING ENTRIES IN GENERAL JOURNAL
- 2.04 POST GENERAL LEDGER ACCOUNTS
- 2.05 ENTER DEBIT OR CREDIT AMOUNT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 ADJUSTING ENTRIES MADE ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 ACCURATELY, NO ERRORS
- 3.04 CORRECT ACCOUNTS POSTED ACCURATELY
- 3.05 ACCURATELY, SUMS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 06

BOOKKEEPING AND

OCCUPATIONS

ACCOUNTING

USOE CODE NO(S) _____

UNIT 08

ADJUSTING ENTRIES

TERMOB NO. _____

20-063

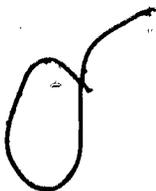
1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND
ACCOUNTING

UNIT 09

POST-CLOSING
TRIAL BALANCE

TERMOB NO.

20-064

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 LEDGER WITH 8 ACCOUNTS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE A POST-CLOSING TRIAL BALANCE ON 8 LEDGER
ACCOUNTS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 PENCIL FOOT ALL ACCOUNTS
- () 2.04 ENTER HEADING
- () 2.05 ENTER ACCOUNT TITLE
- () 2.06 ENTER POSTING REFERENCE
- () 2.07 ENTER DEBIT OR CREDIT BALANCE
- () 2.08 TOTAL DEBITS AND CREDITS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 POST-CLOSING TRIAL BALANCE IS CORRECTLY TAKEN WITH
CREDITS AND DEBITS EQUAL TO APPROVAL OF BOARD OF
EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES
WITH EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY, ENTRIES IN PROPER POSITIONS
- () 3.04 IN PROPER POSITION
- () 3.05 IN PROPER COLUMN
- () 3.06 ACCOUNT NUMBER IN PROPER COLUMN
- () 3.07 IN PROPER COLUMN
- () 3.08 TOTALS ARE EQUAL

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 06

BOOKKEEPING AND
ACCOUNTING

USOE CODE NO(S) _____

UNIT 09

POST-CLOSING

TRIAL BALANCE

TERMOB NO.

20-064

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5.065

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE
REPORTS DESIRED AND THE INPUT DATA AVAILABLE
FROM SOURCE DOCUMENTS
- () 1.03 STANDARD CARD LAYOUT FORM

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA
FIELDS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 SET UP DATA FIELDS ON LAYOUT FORM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 STANDARD CARD LAYOUT FORM IS PREPARED CORRECTLY WITH
ALL DATA FIELDS PROPERLY INDICATED TO APPROVAL OF
BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR
WITH EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 SUFFICIENT SPACE FOR EACH DATA FIELD; TOTAL COLUMNS
USED NOT TO EXCEED 80

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
USOE CODE NO(S) OCCUPATIONS

DIVISION 07 DATA PROCESSING
UNIT .01 PREPARATION
TERMOB NO. 5-065

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-066

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PRINTER LAYOUT SHEET
- 1.03 PROJECT DESCRIPTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 MAKE A PRINTER LAYOUT CHART EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 WRITE TITLE
- 2.04 WRITE HEADINGS
- 2.05 INDICATE OUTPUT FIELD LOCATIONS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PRINTER LAYOUT CHART IS MADE NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 CENTERED
- 3.04 SPACE PROPERLY PROPORTIONED
- 3.05 IN ACCORDANCE WITH PROJECT DESCRIPTION

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
USOE CODE NO(S) OCCUPATIONS

DIVISION 07 DATA PROCESSING
UNIT 01 PREPARATION
TERMOB NO. 5-066

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-067

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 NUMBER OF VALUES TO BE ADDED IS EQUAL TO THE FIRST VALUE PROVIDED AS INPUT
- () 1.03 FIRST VALUE PROVIDED AS INPUT IS NOT TO BE INCLUDED IN SUM
- () 1.04 FLOWCHARTING WORKSHEET
- () 1.05 FLOWCHARTING TEMPLATE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 IDENTIFY INPUTS
- () 2.04 IDENTIFY PROCESS STEPS
- () 2.05 IDENTIFY DECISIONS
- () 2.06 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
- () 2.07 IDENTIFY OUTPUTS
- () 2.08 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ALL NECESSARY INPUTS IDENTIFIED
- () 3.04 ALL NECESSARY PROCESS STEPS IDENTIFIED
- () 3.05 ALL NECESSARY DECISIONS IDENTIFIED
- () 3.06 ALL NECESSARY ALTERNATIVES PROVIDED
- () 3.07 ALL NECESSARY OUTPUTS IDENTIFIED
- () 3.08 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 01

PREPARATION

TERMOB NO.

5-067

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-068

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT PROCEDURAL INFORMATION CONCERNING THE
ACTIVITIES INVOLVED IN GETTING A HAIRCUT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 IDENTIFY PROCESS STEPS
- () 2.04 IDENTIFY DECISIONS
- () 2.05 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
- () 2.06 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD
OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH
EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ALL NECESSARY PROCESS STEPS IDENTIFIED
- () 3.04 ALL NECESSARY DECISIONS IDENTIFIED
- () 3.05 TWO ALTERNATIVES FOR EACH DECISION BASED ON YES OR
NO ANSWERS PROVIDED
- () 3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING
UNIT 01 PREPARATION
TERMOB NO. 5-068

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-069

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE OPERATIONS INVOLVED IN COMPUTING GROSS PAY, DEDUCTIONS, AND NET PAY FROM THE CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 IDENTIFY INPUTS
- () 2.04 IDENTIFY PROCESS STEPS
- () 2.05 IDENTIFY OUTPUTS
- () 2.06 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ALL NECESSARY INPUTS IDENTIFIED
- () 3.04 ALL NECESSARY PROCESSES IDENTIFIED
- () 3.05 ALL NECESSARY OUTPUTS IDENTIFIED
- () 3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 07
UNIT 01
TERMOB NO.

DATA PROCESSING
PREPARATION
5-069

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 01 PREPARATION

TERMOB NO. 5-070

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE OPERATIONS INVOLVED IN COMPUTING GROSS PAY, DEDUCTIONS, AND NET PAY FROM TIME CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 IDENTIFY INPUTS
- () 2.04 IDENTIFY PROCESS STEPS
- () 2.05 IDENTIFY DECISIONS
- () 2.06 PROVIDE ALTERNATIVE PROCESSES FOR DECISIONS
- () 2.07 IDENTIFY OUTPUTS
- () 2.08 ASSEMBLE FLOWCHART

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 FLOWCHART IS CONSTRUCTED NEATLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 ALL NECESSARY INPUTS IDENTIFIED
- () 3.04 ALL NECESSARY PROCESS STEPS IDENTIFIED
- () 3.05 ALL NECESSARY DECISIONS IDENTIFIED
- () 3.06 ALL NECESSARY ALTERNATIVE PROCESSES FOR DECISIONS PROVIDED
- () 3.07 ALL NECESSARY OUTPUTS IDENTIFIED
- () 3.08 NEATLY, ANSI SYMBOLS CORRECTLY USED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) _____

UNIT 01 PREPARATION

TERMOB NO. 5-070

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-071

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 RPG CONTROL CARD AND FILE DESCRIPTION SPECIFICATION SHEET
- () 1.03 RPG INPUT SPECIFICATION SHEETS
- () 1.04 RPG CALCULATION SPECIFICATION SHEETS
- () 1.05 RPG OUT FORMAT SPECIFICATION SHEETS
- () 1.06 PRINTER SPACING LAYOUT SHEET
- () 1.07 FLOWCHART OF PAYROLL PROCESSING

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CODE CONTROL CARD
- () 2.03 CODE FILE DESCRIPTION SHEET
- () 2.04 CODE INPUT RECORDS ON INPUT SPECIFICATION SHEETS
- () 2.05 CODE SPECIFICATIONS ON CALCULATION SPECIFICATION SHEETS
- () 2.06 CODE OUTPUT FROM PRINTER SPACING CHARTS ON OUTPUT SPECIFICATION SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PAYROLL FLOWCHART AND PRINTER SPACING CHART ARE CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
- () 3.02 LANGUAGE AND DATA IS CORRECT
- () 3.03 LANGUAGE AND DATA IS CORRECT
- () 3.04 LANGUAGE AND DATA IS CORRECT
- () 3.05 LANGUAGE AND DATA IS CORRECT
- () 3.06 LANGUAGE AND DATA IS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) _____

UNIT 02 COMPILATION

TERMOB NO. 5-071

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-072

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PAYROLL SYSTEM FLOWCHART
- 1.03 PRINTER LAYOUT SHEET
- 1.04 ASSEMBLY LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TRANSLATE PRINTOUT FORMAT
- 2.04 TRANSLATE INSTRUCTIONS
- 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 ASSEMBLY LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 4 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 LANGUAGE IS CORRECT
- 3.04 LANGUAGE IS CORRECT
- 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 07 DATA PROCESSING
UNIT 02 COMPILATION
TERMOB NO. 5-072

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-07B

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 PAYROLL SYSTEM FLOWCHART
- () 1.03 PRINTER LAYOUT SHEET *
- () 1.04 FORTRAN LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TRANSLATE PRINTOUT FORMAT.
- () 2.04 TRANSLATE INSTRUCTIONS
- () 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 FORTRAN LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL
OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN
3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 LANGUAGE IS CORRECT
- () 3.04 LANGUAGE IS CORRECT
- () 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 02

COMPILATION

TERMOB NO.

5-073

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-074

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PAYROLL SYSTEM FLOWCHART
- 1.03 PRINTER LAYOUT SHEET
- 1.04 COBOL LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL
EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TRANSLATE PRINTOUT FORMAT
- 2.04 TRANSLATE INSTRUCTIONS
- 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 COBOL LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL
OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 4
HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY
OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 LANGUAGE IS CORRECT
- 3.04 LANGUAGE IS CORRECT
- 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 02

COMPILATION

TERMOB NO.

5-074

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-075

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 PAYROLL SYSTEM FLOWCHART
- () 1.03 PRINTER LAYOUT SHEET
- () 1.04 RPG LANGUAGE CODING SHEETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 CODE RPG LANGUAGE PROGRAM TO CALCULATE PAYROLL
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TRANSLATE PRINTOUT FORMAT
- () 2.04 TRANSLATE INSTRUCTIONS
- () 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 RPG LANGUAGE PROGRAM IS CODED CORRECTLY TO APPROVAL OF
BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS
WITH EACH OPERATION JUDGED SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 LANGUAGE IS CORRECT
- () 3.04 LANGUAGE IS CORRECT
- () 3.05 INSTRUCTIONS ARE CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 02 COMPILATION

TERMOB NO. 5-075

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-076

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 PRINTER LAYOUT CHART
- () 1.03 COBOL PROGRAMMING WORKSHEET
- () 1.04 PROJECT DESCRIPTION
- () 1.05 PROCESSING FLOWCHART

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 CODE PRINTER LAYOUT IN COBOL EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TRANSLATE FLOWCHART
- () 2.04 TRANSLATE INSTRUCTIONS
- () 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PRINTER LAYOUT IS CODED TO COMPUTER LANGUAGE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 LANGUAGE IS CORRECT
- () 3.04 LANGUAGE IS CORRECT
- () 3.05 FIELD DATA LOCATIONS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
USEO CODE NO(S) OCCUPATIONS

DIVISION 07
UNIT 02
TERMOB NO.

DATA PROCESSING
COMPILATION
5-076

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 02 COMPILATION

TERMOB NO. 5-077

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PRINTER LAYOUT CHART
- 1.03 FORTRAN PROGRAMMING WORKSHEET
- 1.04 PROJECT DESCRIPTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 CODE PRINTER IN FORTRAN EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 TRANSLATE FLOWCHART
- 2.04 TRANSLATE INSTRUCTIONS
- 2.05 ASSEMBLE CODING SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PRINTER LAYOUT IS CODED TO COMPUTER LANGUAGE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 LANGUAGE IS CORRECT
- 3.04 LANGUAGE IS CORRECT
- 3.05 FIELD DATA LOCATIONS CORRECT

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 02

COMPILATION

TERMOB NO.

5-077

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-078

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 KEY PUNCH MACHINE
- () 1.03 COBOL PROGRAMMING WORKSHEET
- () 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 PUNCH SOURCE DECK FROM COBOL CODING SHEETS EMPLOYING
THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 FILL MACHINE WITH CARDS
- () 2.04 FEED CARD
- () 2.05 TRANSFER CODING TO CARD
- () 2.06 PROOFREAD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 CARDS PUNCHED CORRECTLY TO APPROVAL OF BOARD OF
EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH
EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 STACKED EVENLY, NOT MUTILATED
- () 3.04 CARD FED
- () 3.05 EXACTLY, NO ERRORS
- () 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO.

5-078

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-079

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 KEY PUNCH MACHINE
- () 1.03 FORTRAN PROGRAMMING WORKSHEET
- () 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 PUNCH SOURCE DECK FROM FORTRAN CODING SHEETS EMPLOYING
THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 FILL MACHINE WITH CARDS
- () 2.04 FEED CARD
- () 2.05 TRANSFER CODING TO CARD
- () 2.06 PROOFREAD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 CARDS PUNCHED CORRECTLY TO APPROVAL OF BOARD OF
EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR
WITH EACH OPERATION JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 STACKED EVENLY, NOT MUTILATED
- () 3.04 CARD FED
- () 3.05 EXACTLY, NO ERRORS
- () 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 07 DATA PROCESSING
UNIT 03 PUNCH CARD PROCESSING
TERMOB NO. 5-079

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-080

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 KEYPUNCH MACHINE
- () 1.03 RPG SPECIFICATION SHEETS
- () 1.04 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PUNCH OBJECT DECK FROM RPG SPECIFICATION SHEETS
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 TRANSFER CODING TO CARDS
- () 2.04 PROOFREAD CARDS AGAINST SHEETS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 OBJECT DECK IS PUNCHED TO APPROVAL OF BOARD OF EXPERT
RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH
OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 LANGUAGE IS CORRECT
- () 3.04 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

LSOE CODE NO(S) _____

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO. _____

5-080

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-081

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 KEYPUNCH MACHINE
- () 1.03 PROGRAM DRUM CARD
- () 1.04 BLANK CARDS
- () 1.05 SOURCE DOCUMENTS
- () 1.06 JOB DESCRIPTION SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 PUNCH CARDS FROM SOURCE DOCUMENTS EMPLOYING THE
FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 FILL HOPPER WITH BLANK DATA CARDS
- () 2.04 INSERT PROGRAM CARD ON PROGRAM DRUM
- () 2.05 SET NECESSARY SWITCHES
- () 2.06 TRANSFER SOURCE DOCUMENT DATA TO CARDS
- () 2.07 PROOFREAD CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 DATA CARDS ARE PUNCHED TO APPROVAL OF BOARD OF EXPERT
RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH
OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CORRECT CARDS USED
- () 3.04 PROPERLY ALIGNED
- () 3.05 TO PROPERLY ACTIVATE PROGRAM
- () 3.06 LANGUAGE IS CORRECT
- () 3.07 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 07
UNIT 03
TERMOB NO.

DATA PROCESSING
PUNCH CARD
PROCESSING
5-081

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-082

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 KEYPUNCH MACHINE
- () 1.03 BLANK CARDS
- () 1.04 PREPARED STANDAPD CARD LAYOUT SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PUNCH STANDARD (PROGRAM I) PROGRAM CARD FOR KEYPUNCH PROGRAM DRUM EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 FEED BLANK CARD
- () 2.04 ENCODE CARD
- () 2.05 CHECK CARD AGAINST LAYOUT SHEET

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PROGRAM CARD IS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 BLANK CARD FED
- () 3.04 LANGUAGE IS CORRECT
- () 3.05 ALL ERRORS ARE LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO.

5-082

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING
UNIT 03 PUNCH CARD PROCESSING
TERMOB NO. 5-083

1.00 CONDITION

- 1.01 PUNCHED CARDS
- 1.02 KEY PUNCH MACHINE
- 1.03 PROJECT DESCRIPTION
- 1.04 SOURCE DOCUMENTS
- 1.05 VERIFIER
- 1.06 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.07 BLANK CARDS FIELDER LIKE THE PUNCHED CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 CHECK PUNCHED CARDS FOR ERRORS EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 DESK CHECK CARDS
- 2.04 USE VERIFIER
- 2.05 CORRECT ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 PUNCHED CARDS ARE VERIFIED AND ERRORS ARE CORRECTED TO THE APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 ALL ERRORS LOCATED
- 3.04 ALL ERRORS LOCATED
- 3.05 CARDS REPUNCHED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO.

5-083

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-084

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PUNCHED CARDS
- 1.03 KEYPUNCH MACHINE
- 1.04 PROJECT DESCRIPTION
- 1.05 SOURCE DOCUMENTS
- 1.06 VERIFYING MACHINE
- 1.07 BLANK CARDS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 VERIFY PUNCH CARDS EMPLOYING THE FOLLOWING OPERATIONS:
- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 DESK CHECK CARDS
- 2.04 USE VERIFIER
- 2.05 CORRECT ERRORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PUNCH CARDS ARE VERIFIED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 ALL ERRORS LOCATED
- 3.04 ALL ERRORS LOCATED
- 3.05 CARDS REPUNCHED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 07
UNIT 03
TERMOB NO.

DATA PROCESSING
PUNCH CARD
PROCESSING
5-084

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO: 5-085

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 PUNCHED CARDS WITH DATED INFORMATION
- () 1.03 PUNCH CARD SORTING MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 SORT PUNCHED CARDS CHRONOLOGICALLY EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 LOAD MACHINE
- () 2.04 SET COLUMN READ
- () 2.05 SORT FOR YEAR
- () 2.06 SORT FOR MONTH
- () 2.07 SORT FOR DAY

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PUNCHED CARDS ARE SORTED CHRONOLOGICALLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CARDS STACKED EVENLY
- () 3.04 CORRECT COLUMN
- () 3.05 CARDS ARE IN ORDER BY YEAR
- () 3.06 CARDS ARE IN ORDER BY MONTH
- () 3.07 CARDS ARE IN ORDER BY DAY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 03 PUNCH CARD

PROCESSING

TERMOB NO. 5-085

L

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-086

1.00 CONDITION

- 1.01 PUNCHED CARDS WITH NUMERIC FIELDS
- 1.02 SUFFICIENT INFORMATION AS TO DESIRED HIERARCHY OF NUMERIC FIELDS
- 1.03 CARD SORTER
- 1.04 SORTER RACK
- 1.05 CARD TRAYS
- 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 SORT PUNCHED CARDS NUMERICALLY EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION FOR TASK
- 2.03 LOAD MACHINE
- 2.04 SET DIALS, SWITCHES AND INDICATORS TO PROCESS CARDS
- 2.05 SORT EACH COLUMN
- 2.06 VISUALLY CHECK SORTED CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PUNCH CARDS ARE SORTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 CARDS NEATLY STACKED
- 3.04 PROPER DIALS, SWITCHES AND INDICATORS SET
- 3.05 IN PROPER SEQUENCE
- 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO.

5-086

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD

TERMOB NO. 5-087

1.00 CONDITION

- () 1.01 PUNCHED CARDS WITH ALPHABETIC FIELDS
- () 1.02 CARD SORTER
- () 1.03 SORTER RACK
- () 1.04 CARD TRAYS
- () 1.05 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 SORT PUNCHED CARDS ALPHABETICALLY EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 LOAD MACHINE
- () 2.04 SET DIALS, SWITCHES AND INDICATORS TO PROCESS CARDS
- () 2.05 SORT EACH COLUMN
- () 2.06 VISUALLY CHECK SORTED CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 CARDS ARE SORTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 1/2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CARDS NEATLY STACKED
- () 3.04 PROPER DIALS, SWITCHES AND INDICATORS SET
- () 3.05 TWICE, IN PROPER SEQUENCE
- () 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO.

5-087

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT -03 PUNCH CARD
PROCESSING

TERMOB NO. 5-088

1.00 CONDITION

- () 1.01 PUNCHED CARDS
- () 1.02 BLANK CARDS
- () 1.03 REPRODUCING PUNCH
- () 1.04 WIRED PANEL
- () 1.05 CARD TRAYS
- () 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 REPRODUCE PUNCHED CARDS USING REPRODUCING PUNCH
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 LOAD READ HOPPER WITH PUNCHED CARDS
- () 2.04 LOAD PUNCH HOPPER WITH BLANK CARDS
- () 2.05 INSERT WIRED PANEL
- () 2.06 SET PROPER SWITCHES
- () 2.07 VISUALLY COMPARE PUNCHED CARDS WITH MASTER CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 CARDS ARE REPRODUCED TO APPROVAL OF BOARD OF EXPERT
RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH
OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 NEATLY STACKED
- () 3.04 NEATLY STACKED
- () 3.05 PROPERLY CONNECTED
- () 3.06 FOR DESIRED OPERATIONS
- () 3.07 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

USOE CODE NO(S) _____

DIVISION 07

DATA PROCESSING

UNIT 03

PUNCH CARD

PROCESSING

TERMOB NO.

5-088

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD
PROCESSING

TERMOB NO. 5-089

1.00 CONDITION

- () 1.01 MASTER CARD
- () 1.02 BLANK CARDS
- () 1.03 WIRED PANEL
- () 1.04 REPRODUCING PUNCH
- () 1.05 CARD TRAYS
- () 1.06 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 GANGPUNCH CARDS USING REPRODUCING PUNCH EMPLOYING
THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORKSTATION FOR TASK
- () 2.03 PLACE MASTER CARD AND BLANK CARDS INTO PUNCH HOPPER
- () 2.04 INSERT WIRED PANEL
- () 2.05 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 CARDS ARE GANG PUNCHED TO APPROVAL OF BOARD OF EXPERT
RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH
OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CARDS STACKED NEATLY
- () 3.04 PROPERLY CONNECTED
- () 3.05 PROPER SWITCHES FOR DESIRED OPERATIONS SET

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

USOE CODE NO(S) _____

DIVISION 07

UNIT 03

TERMOB NO.

DATA PROCESSING

PUNCH CARD
PROCESSING

5-089

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 03 PUNCH CARD

TERMOB NO. 5-090

1.00 CONDITION

- () 1.01 MARK-SENSED CARDS
- () 1.02 REPRODUCING PUNCH
- () 1.03 WIRED PANEL
- () 1.04 CARD TRAYS
- () 1.05 CARD HOLDERS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
() 2.01 PUNCH MARKED-SENSE CARDS USING THE REPRODUCING PUNCH
EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 LOAD PUNCH HOPPER WITH MARK-SENSED CARDS
- () 2.04 INSERT WIRED PANEL
- () 2.05 SET NECESSARY SWITCHES
- () 2.06 VISUALLY CHECK PUNCHED CARDS FOR PROPER POSITIONING
OF PUNCHED FIELDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
() 3.01 CARDS PUNCHED TO APPROVAL OF BOARD OF EXPERT RATERS.
TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CARDS NEATLY STACKED
- () 3.04 PROPERLY CONNECTED
- () 3.05 FOR DESIRED OPERATIONS
- () 3.06 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS
USOE CODE NO(S) _____

DIVISION 07 DATA PROCESSING
UNIT 03 PUNCH CARD
PROCESSING
TERMOB NO. 5-090

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

7

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-091

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 DISK PACK
- () 1.03 DISK DRIVE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 MOUNT A DISK PACK ON A DISK DRIVE EMPLOYING THE FOLLOWING OPERATIONS:

- () 2.02 SET SWITCHES
- () 2.03 LOAD DISK PACK
- () 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 DISK PACK IS MOUNTED ON DISK DRIVE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- () 3.02 SWITCHES ARE SET CORRECTLY
- () 3.03 DISK PACK IS LOADED CORRECTLY
- () 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

USOE CODE NO(S) _____

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-091

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-092

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 MAGNETIC TAPE
- 1.03 MAGNETIC TAPE DRIVE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 MOUNT A REEL OF MAGNETIC TAPE ON A TAPE DRIVE EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 SET SWITCHES FOR LOADING
- 2.03 LOAD REEL
- 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 MAGNETIC TAPE REEL IS MOUNTED ON MAGNETIC TAPE DRIVE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 SWITCHES ARE SET CORRECTLY
- 3.03 REEL IS LOADED CORRECTLY
- 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07 DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-092

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

240

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-093

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 PUNCHED CARDS
- 1.03 CARD READER/PUNCH MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 LOAD CARD DECK IN CARD READER/PUNCH MACHINE EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 SET SWITCHES
- 2.03 LOAD PUNCHED CARDS
- 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PUNCHED CARDS ARE LOADED IN CARD READER/PUNCH MACHINE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 SWITCHES ARE SET CORRECTLY
- 3.03 PUNCHED CARDS ARE LOADED EVENLY
- 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 04

COMPUTER OPERATIONS

TERMOB NO.

5-093

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-094

1.00 CONDITION

- 1.01 REPRODUCING PUNCH CONTROL PANEL DIAGRAM
- 1.02 CONTROL PANEL
- 1.03 ASSORTED WIRES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
 2.01 WIRE REPRODUCING PUNCH PANEL FROM WIRING DIAGRAM
EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 CONVERT WORK STATION TO TASK
- 2.03 INSERT WIRES INTO PANEL AS INDICATED ON DIAGRAM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
 3.01 PANEL IS WIRED TO APPROVAL OF BOARD OF EXPERT RATERS.
TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION
JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- 3.03 CORRECTLY INSERTED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 04

COMPUTER OPERATIONS

TERMOB NO.

5-094

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-095

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 PENCILS IN ASSORTED COLORS
- () 1.03 BLANK REPRODUCING PUNCH CONTROL PANEL DIAGRAM
- () 1.04 SUFFICIENT PROCEDURAL INFORMATION DESCRIBING THE LOCATIONS OF THE SENDING FIELDS ON INPUT CARDS AND THE DESIRED LOCATION OF THE FIELDS ON THE OUTPUT CARD

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PREPARE REPRODUCING PUNCH CONTROL PANEL DIAGRAM FOR STRAIGHT REPRODUCING OF CARDS EMPLOYING THE FOLLOWING OPERATIONS:
 - () 2.02 CONVERT WORK STATION FOR TASK
 - () 2.03 INDICATE SENDING FIELD LOCATIONS
 - () 2.04 INDICATE RECEIVING FIELD LOCATIONS
 - () 2.05 INDICATE THE COMPARISON CHECK FOR EACH FIELD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 CONTROL PANEL DIAGRAM IS PREPARED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY
 - () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
 - () 3.03 CODED CORRECTLY
 - () 3.04 CODED CORRECTLY
 - () 3.05 INDICATED CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) OCCUPATIONS

UNIT 04

COMPUTER OPERATIONS

TERMOB NO.

5-095

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-096

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES
- () 1.02 KEYPUNCH
- () 1.03 BLANK CARDS
- () 1.04 PREPARED MULTIPLE CARD LAYOUT FORM

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 PUNCH STANDARD (PROGRAM I) AND ALTERNATE (PROGRAM II)
PROGRAM CARDS FOR KEYPUNCH PROGRAM DRUM EMPLOYING
THE FOLLOWING OPERATIONS:

- () 2.02 CONVERT WORK STATION FOR TASK
- () 2.03 FEED BLANK CARD
- () 2.04 ENCODE CARD
- () 2.05 REINSERT CARD NOW PUNCHED WITH PROGRAM I
- () 2.06 ENCODE CARD
- () 2.07 TEST PROGRAMS USING SAMPLE DATA CARDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 PROGRAM CARDS ARE PUNCHED TO APPROVAL OF BOARD OF
EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES
WITH EACH STEP JUDGED AS SATISFACTORY OR
UNSATISFACTORY

- () 3.02 MATERIALS POSITIONED FOR EFFICIENCY
- () 3.03 CARD FED
- () 3.04 WITH PROPER CODES FOR PROGRAM I
- () 3.05 CORRECTLY INSERTED
- () 3.06 WITH PROPER CODES FOR PROGRAM II
- () 3.07 ALL ERRORS LOCATED

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING
UNIT 04 COMPUTER OPERATIONS
TERMOB NO. 5-096

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-097

1.00 CONDITION

- 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- 1.02 COMPUTER CONSOLE MACHINE
- 1.03 INSTRUCTION WORK SHEET

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- 2.01 LOAD PROGRAM THROUGH COMPUTER CONSOLE EMPLOYING THE FOLLOWING OPERATIONS:

- 2.02 SET SWITCHES
- 2.03 KEY IN PROGRAM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- 3.01 PROGRAM IS LOADED INTO MEMORY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

- 3.02 SWITCHES ARE SET CORRECTLY
- 3.03 PROGRAM IS KEYED IN ACCORDING TO WORK SHEET INSTRUCTION

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING

USOE CODE NO(S) _____

UNIT 04

COMPUTER OPERATIONS

TERMOB NO.

5-097

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07 DATA PROCESSING

UNIT 04 COMPUTER OPERATIONS

TERMOB NO. 5-098

1.00 CONDITION

- () 1.01 BASIC OFFICE SUPPLIES (TABLE T-3)
- () 1.02 FORMS
- () 1.03 HIGH SPEED PRINTER MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

- () 2.01 MOUNT FORMS IN HIGH SPEED PRINTER MACHINE EMPLOYING
THE FOLLOWING OPERATIONS:

- () 2.02 SET SWITCHES
- () 2.03 LOAD FORMS
- () 2.04 SET SWITCHES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

- () 3.01 FORMS ARE MOUNTED IN HIGH SPEED PRINTER MACHINE TO
APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED
WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS
SATISFACTORY OR UNSATISFACTORY

- () 3.02 SWITCHES ARE SET CORRECTLY
- () 3.03 FORMS ARE LOADED AND POSITIONED CORRECTLY
- () 3.04 SWITCHES ARE SET CORRECTLY

MISOE NO. _____

PROGRAM BUSINESS AND OFFICE
OCCUPATIONS

DIVISION 07

DATA PROCESSING.

USOE CODE NO(S) _____

UNIT 04

COMPUTER OPERATIONS

TERMOB NO.

5-098

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

TABLE T-3 BASIC OFFICE SUPPLIES

PENS

PENCILS

TYPEWRITER

PAPER

ASSORTED BUSINESS FORMS

ENVELOPES

CORRECTING TAPE

CORRECTING FLUID

STAPLER

TAPE

RULER

LETTER OPENER

TELEPHONE DIRECTORY

TELEPHONE

ASSORTED RUBBER STAMPS

DESK

CHAIR

PAPER CUTTER

CARBON PAPER

PAPER CLIPS

DICTIONARY

ERASER

PAPER PUNCH

Table T-4 Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

1. Division _____ Performance Statement _____
Unit _____

2. Division _____ Performance Statement _____
Unit _____

3. Division _____ Performance Statement _____
Unit _____

4. Division _____ Performance Statement _____
Unit _____

5. Division _____ Performance Statement _____
Unit _____

6. Division _____ Performance Statement _____
Unit _____

7. Division _____ Performance Statement _____

2. Division _____
Unit _____

Performance Statement _____

3. Division _____
Unit _____

Performance Statement _____

4. Division _____
Unit _____

Performance Statement _____

5. Division _____
Unit _____

Performance Statement _____

6. Division _____
Unit _____

Performance Statement _____

7. Division _____
Unit _____

Performance Statement _____

T-212

255

Table T-4 (Cont'd) Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

8. Division _____ Performance Statement _____
Unit _____

9. Division _____ Performance Statement _____
Unit _____

10. Division _____ Performance Statement _____
Unit _____

11. Division _____ Performance Statement _____
Unit _____

12. Division _____ Performance Statement _____
Unit _____

13. Division _____ Performance Statement _____
Unit _____

Unit _____

Performance Statement _____

9. Division _____

Unit _____

Performance Statement _____

10. Division _____

Unit _____

Performance Statement _____

11. Division _____

Unit _____

Performance Statement _____

12. Division _____

Unit _____

Performance Statement _____

13. Division _____

Unit _____

Performance Statement _____

14. Division _____

Unit _____

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

<u>TERMOB NO.</u>		<u>PAGE</u>
20-001	TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN BLOCK FORM	T-12
20-002	TYPE A BUSINESS LETTER FROM HANDWRITTEN COPY, IN MODIFIED BLOCK FORM	T-14
20-003	TYPE A STATISTICAL REPORT FROM HANDWRITTEN COPY	T-16
20-004	TYPE A SHORT MEMO FROM HANDWRITTEN COPY WITH 3 CARBON COPIES	T-18
20-005	TYPE THE COMPANY NEWSPAPER INTO TWO COLUMN FORM	T-20
20-006	TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION	T-22
20-007	TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION	T-24
20-008	TYPE A SHORT MEMO DIRECTLY FROM DICTATION	T-26
20-009	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER HAD FORGOTTEN TO PAY	T-28
20-010	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER WILL PAY ONLY IF HE IS MADE TO PAY	T-30
20-011	TYPE A SHORT 6 ITEM PURCHASE ORDER IN DUPLICATE	T-32
20-012	TRANSCRIBE EXPENSE REPORT TO TYPEWRITTEN FORM IN DUPLICATE	T-34
20-013	TYPE A PROPERTY TRANSFER DEED IN DUPLICATE	T-36
20-014	TYPE LEGAL AGREEMENT FROM HANDWRITTEN COPY WITH TWO COPIES	T-38
20-015	PREPARE A LEGAL BACK	T-40
20-016	PROOFREAD ROUGH DRAFT MARKING ALL ERRORS	T-42
20-017	PERFORM ROUTINE MAINTENANCE ON TYPEWRITER	T-44
20-018	MAKE A STENCIL	T-46
20-019	MIMEOGRAPH 10 COPIES OF STENCIL	T-48
20-020	DUPLICATE 10 COPIES OF MASTER	T-50
20-021	DUPLICATE 10 COPIES OF ORIGINAL	T-52

20-005	TYPE THE COMPANY NEWSPAPER INTO TWO COLUMN FORM	T-20
20-006	TYPE A SHORT 1/2 PAGE BUSINESS LETTER IN SEMIBLOCK FORM DIRECTLY FROM DICTATION	T-22
20-007	TYPE A 50 WORD TELEGRAM DIRECTLY FROM DICTATION	T-24
20-008	TYPE A SHORT MEMO DIRECTLY FROM DICTATION	T-26
20-009	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER HAD FORGOTTEN TO PAY	T-28
20-010	COMPOSE A COLLECTION LETTER AT THE TYPEWRITER ASSUMING THE CUSTOMER WILL PAY ONLY IF HE IS MADE TO PAY	T-30
20-011	TYPE A SHORT 6 ITEM PURCHASE ORDER IN DUPLICATE	T-32
20-012	TRANSCRIBE EXPENSE REPORT TO TYPEWRITTEN FORM IN DUPLICATE	T-34
20-013	TYPE A PROPERTY TRANSFER DEED IN DUPLICATE	T-36
20-014	TYPE LEGAL AGREEMENT FROM HANDWRITTEN COPY WITH TWO COPIES	T-38
20-015	PREPARE A LEGAL BACK	T-40
20-016	PROOFREAD ROUGH DRAFT MARKING ALL ERRORS	T-42
20-017	PERFORM ROUTINE MAINTENANCE ON TYPEWRITER	T-44
20-018	MAKE A STENCIL	T-46
20-019	MIMEOGRAPH 10 COPIES OF STENCIL	T-48
20-020	DUPLICATE 10 COPIES OF MASTER	T-50
20-021	DUPLICATE 10 COPIES OF ORIGINAL	T-52
20-022	SOLVE PROBLEMS ON ADDING MACHINE (FULL KEY)	T-54
20-023	SOLVE PROBLEMS ON ADDING MACHINE (10 KEY)	T-56
20-024	SOLVE PROBLEMS ON CALCULATOR	T-58
20-025	TRANSCRIBE SHORT MEMO FROM TAPE TO TYPEWRITTEN FORM	T-60

T-215

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

<u>TERMOB NO.</u>		<u>PAGE</u>
20-026	POST INVOICE ITEMS TO ACCOUNT CARDS	T-62
20-027	EXTEND SERVICE TO TELEPHONE CALLER	T-64
20-028	PLACE A TELEPHONE CALL	T-66
20-029	RECEIVE CALLER WITHOUT AN APPOINTMENT	T-68
20-030	RECEIVE CALLER WITH COMPLAINT	T-70
20-031	PREPARE MAIL TO BE SENT OUT	T-72
20-032	DISTRIBUTE MAIL	T-74
20-033	EXTEND SERVICE TO CUSTOMER (CASH)	T-76
20-034	EXTEND SERVICE TO CUSTOMER (CREDIT)	T-78
20-035	STENOGRAPH SHORT BUSINESS LETTER	T-80
20-036	STENOGRAPH REPORT	T-82
20-037	TRANSCRIBE SHORT BUSINESS LETTER TO TYPEWRITTEN FORM	T-84
20-038	TRANSCRIBE REPORT TO TYPEWRITTEN FORM	T-86
20-039	PREPARE A PAYROLL REGISTER	T-88
20-040	POST PAY INFORMATION TO EARNINGS RECORD FOR EACH EMPLOYEE	T-90
20-041	POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER	T-92
20-042	POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER	T-94
20-043	FILE ITEMS GEOGRAPHICALLY	T-96
20-044	FILE ITEMS ALPHABETICALLY	T-98
20-045	FILE ITEMS NUMERICALLY	T-100
20-046	FILE ITEMS ALPHABETICALLY BY SUBJECT WITH A RELATIVE INDEX	T-102
20-047	SET UP PETTY CASH SYSTEM	T-104
20-048	MAINTAIN PETTY CASH SYSTEM	T-106
20-049	DISBURSE A CHECK	T-108
20-050	BALANCE A CHECKING ACCOUNT	T-110
20-051	RECORD DATA IN GENERAL JOURNAL	T-112

20-031	PREPARE MAIL TO BE SENT OUT	T-72
20-032	DISTRIBUTE MAIL	T-74
20-033	EXTEND SERVICE TO CUSTOMER (CASH)	T-76
20-034	EXTEND SERVICE TO CUSTOMER (CREDIT)	T-78
20-035	STENOGRAPH SHORT BUSINESS LETTER	T-80
20-036	STENOGRAPH REPORT	T-82
20-037	TRANSCRIBE SHORT BUSINESS LETTER TO TYPEWRITTEN FORM	T-84
20-038	TRANSCRIBE REPORT TO TYPEWRITTEN FORM	T-86
20-039	PREPARE A PAYROLL REGISTER	T-88
20-040	POST PAY INFORMATION TO EARNINGS RECORD FOR EACH EMPLOYEE	T-90
20-041	POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER	T-92
20-042	POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER	T-94
20-043	FILE ITEMS GEOGRAPHICALLY	T-96
20-044	FILE ITEMS ALPHABETICALLY	T-98
20-045	FILE ITEMS NUMERICALLY	T-100
20-046	FILE ITEMS ALPHABETICALLY BY SUBJECT WITH A RELATIVE INDEX	T-102
20-047	SET UP PETTY CASH SYSTEM	T-104
20-048	MAINTAIN PETTY CASH SYSTEM	T-106
20-049	DISBURSE A CHECK	T-108
20-050	BALANCE A CHECKING ACCOUNT	T-110
20-051	RECORD DATA IN GENERAL JOURNAL	T-112
20-052	RECORD DATA IN APPROPRIATE JOURNALS	T-114
20-053	POST DATA FROM GENERAL JOURNAL TO APPROPRIATE ACCOUNTS IN LEDGER	T-116
20-054	POST DATA FROM VARIOUS JOURNALS TO APPROPRIATE ACCOUNTS IN LEDGER	T-118

T-216

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

<u>TERMOB NO.</u>		<u>PAGE</u>
20-055	TAKE A TRIAL BALANCE ON 8 GENERAL LEDGER ACCOUNTS	T-120
20-056	PREPARE A FINANCIAL STATEMENT WORKSHEET	T-122
20-057	PREPARE OWNER'S EQUITY STATEMENT FOR SOLE PROPRIETORSHIP	T-124
20-058	PREPARE INCOME STATEMENT	T-126
20-059	PREPARE A BALANCE SHEET	T-128
20-060	MAKE A CLOSING ENTRY	T-130
20-061	PREPARE GENERAL LEDGER ACCOUNTS FOR RULING AND BALANCING	T-132
20-062	RULE AND BALANCE ACCOUNTS	T-134
20-063	MAKE ADJUSTING ENTRIES IN GENERAL JOURNAL	T-136
20-064	PREPARE A POST-CLOSING TRIAL BALANCE ON 8 LEDGER ACCOUNTS	T-138
5-065	PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA FIELDS	T-140
5-066	MAKE A PRINTER LAYOUT CHART	T-142
5-067	CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES	T-144
5-068	CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT	T-146
5-069	CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS	T-148
5-070	CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS	T-150
5-071	CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS	T-152
5-072	CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-154
5-073	CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-156
5-074	CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-158
5-075	CODE RPG LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-160

20-059	PREPARE A BALANCE SHEET	T-128
20-060	MAKE A CLOSING ENTRY	T-130
20-061	PREPARE GENERAL LEDGER ACCOUNTS FOR RULING AND BALANCING	T-132
20-062	RULE AND BALANCE ACCOUNTS	T-134
20-063	MAKE ADJUSTING ENTRIES IN GENERAL JOURNAL	T-136
20-064	PREPARE A POST-CLOSING TRIAL BALANCE ON 8 LEDGER ACCOUNTS	T-138
5-065	PREPARE STANDARD CARD LAYOUT FORM INDICATING DATA FIELDS	T-140
5-066	MAKE A PRINTER LAYOUT CHART	T-142
5-067	CONSTRUCT A FLOWCHART FOR A PROGRAM TO CALCULATE THE SUM OF ANY NUMBER OF INPUT VALUES	T-144
5-068	CONSTRUCT A FLOWCHART DESCRIBING GETTING A HAIRCUT	T-146
5-069	CONSTRUCT A SYSTEM FLOWCHART DESCRIBING PAYROLL COMPUTATIONS	T-148
5-070	CONSTRUCT A PROCESS FLOWCHART DESCRIBING PAYROLL COMPUTATIONS	T-150
5-071	CODE PAYROLL FLOWCHART AND PRINTER SPACING CHART TO RPG CODING SHEETS	T-152
5-072	CODE ASSEMBLY LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-154
5-073	CODE FORTRAN LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-156
5-074	CODE COBOL LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-158
5-075	CODE RPG LANGUAGE PROGRAM TO CALCULATE PAYROLL	T-160
5-076	CODE PRINTER LAYOUT IN COBOL	T-162
5-077	CODE PRINTER IN FORTRAN	T-164
5-078	PUNCH SOURCE DECK FROM COBOL CODING SHEETS	T-166

T-217

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS AND OFFICE OCCUPATIONS

<u>TERMOB NO.</u>		<u>PAGE</u>
5-079	PUNCH SOURCE DECK FROM FORTRAN CODING SHEETS	T-168
5-080	PUNCH OBJECT DECK FROM RPG SPECIFICATION SHEETS	T-170
5-081	PUNCH CARDS FROM SOURCE DOCUMENTS	T-172
5-082	PUNCH STANDARD (PROGRAM I) PROGRAM CARD FOR KEYPUNCH PROGRAM DRUM	T-174
5-083	CHECK PUNCHED CARDS FOR ERRORS	T-176
5-084	VERIFY PUNCH CARDS	T-178
5-085	SORT PUNCHED CARDS CHRONOLOGICALLY	T-180
5-086	SORT PUNCHED CARDS NUMERICALLY	T-182
5-087	SORT PUNCHED CARDS ALPHABETICALLY	T-184
5-088	REPRODUCE PUNCHED CARDS USING REPRODUCING PUNCH	T-186
5-089	GANGPUNCH CARDS USING REPRODUCING PUNCH	T-188
5-090	PUNCH MARKED-SENSE CARDS USING THE REPRODUCING PUNCH	T-190
5-091	MOUNT A DISK PACK ON A DISK DRIVE	T-192
5-092	MOUNT A REEL OF MAGNETIC TAPE ON A TAPE DRIVE	T-194
5-093	LOAD CARD DECK IN CARD READER/PUNCH MACHINE	T-196
5-094	WIRE REPRODUCING PUNCH PANEL FROM WIRING DIAGRAM	T-198
5-095	PREPARE REPRODUCING PUNCH CONTROL PANEL DIAGRAM FOR STRAIGHT REPRODUCING OF CARDS	T-200
5-096	PUNCH STANDARD (PROGRAM I) AND ALTERNATE (PROGRAM II) PROGRAM CARDS FOR KEYPUNCH PROGRAM DRUM	T-202
5-097	LOAD PROGRAM THROUGH COMPUTER CONSOLE	T-204
5-098	MOUNT FORMS IN HIGH SPEED PRINTER MACHINE	T-206