#### DOCUMENT RESUME

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TITLE

Pall Department Head Report--Reporting Booklet 2.0 to the Massachusetts Division of Occupational Education (Fiscal Year Ending June 30, 1975) for Business/Data Processing.

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

124p.; 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 DESCRIPTORS MF-\$0.76 HC-\$5.70 Plus Postage

Annual Reports: Business Education: Census Figures: Computer Science Education: \*Data Collection: \*Data Processing: Demonstration Projects: \*Educational Objectives: Job Skills: \*Management Information

Systems; 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/data processing. Utilization of instructional area is also determined. This booklet contains the terminal performance objectives (TERMOBS) for this program area. They are actually the forms by which the skills of program completors are reported by department heads. CDS tone 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)

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Name of School System	System ID No.
Name of School	School 1D 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/DATA PROCESSING

U S OEPARTMENT OF HEALTH. EOUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

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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

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(Date)	Superintendent of Schools
(Date)	Chairman of School Committee



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Table 2.1 Enrollment in Final Grade\_by Student Group & Terminal Objectives (TERMOB)

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2.	Student Group Name and Number	·	01	10	)2					
3.	USOE Code(s)	•								
4.	Level Code									
5.	Type Code	w.								
6.	Session Code	9	/å							
7.	Program Length (Years)	<li>1 2</li>	3 4	<b>&lt;</b> 1 1 2	3 4					
8.	Cooperative	Yes	No	Yes	No					
9.	Workstudy	Yes	No	Yes	No					
10.	Exploratory	Yes	No	Yes	No					
- F	Instructors and Teacher's Aides			1						
	A. Full Time				i i					
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Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group

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

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7.	Program Length (Years)	<1	1	2	3	4			<1	1	2		3	4	
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Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBS)

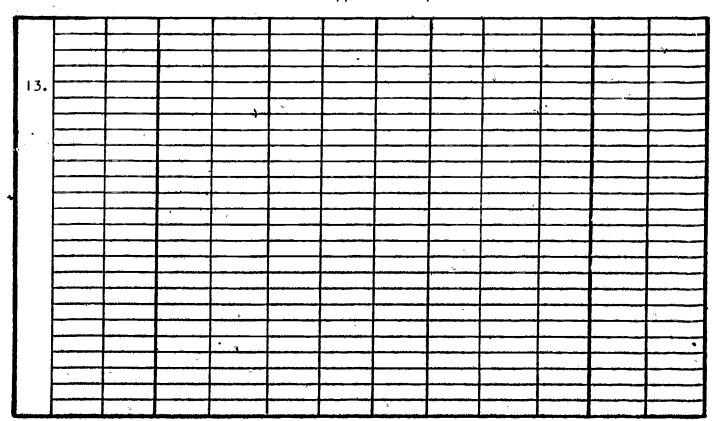
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Table 2.11 (Cont'd) Enrollment in Lower Grades by Student Group

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

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Гөш 욧 k.) 2 £ Male 209 Yes Yes Yes v Female 4 2 £ 2 M 208 2 Male Yes Yes Yes V M £ કૃ 2 207 Male Yes Yes Yes ī Femaie <u>Q</u> М £ 2 α, 206 Male Yes Yes Yes V Full Time Percentage of Time Program Length (Years) Student Group Name and Number Instructors and Teacher's Aides Session Code Enrollment USOE Code(s) Cooperative Exploratory Level Code Workstudy Type Code Grade œ. 2 0 6 \* 3 9 φ, J. 2. 7

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Enrollment in Lower Grades by Student Group	<b>a</b>	•		f.		*	3 4	No	No	No		Female
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Enrollment in Lower Grades by Student Group (Cont'd) Table 2.11

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2.	Student Group Name and Number	12	<u> </u>	ų	. 212	16	<b>.</b>	Þ
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5	Type Code							
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80	Cooperative	Yes	No.	Yes	No	Yes	No	Yes
6	Workstudy	Yes	No No	Yes	No.	Yes	No	Yes
9	Exploratory	Yes	No	Yes	No	Yes	No	Yes
	instructors and Teacher's Aides							
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	A. Full Time							
	B. Percentage of Time							
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Student Group Name 216 217  USOE Code(s)  Level Code  Type Code  T		Grade						
Level Code  Type Code  Session Code  Session Code  Program Length (Years)	,	<u> </u>	216	217	. 218			219
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Instructors and Teacher's Aides  A. Full Time  B. Percentage of Time  Male Female  Male	2				Yes No	*	Yes	ž
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B. Percentage of Time Male Male	<del></del>	÷						
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	Table 2.2 Utilization of Student Class lime:	104		٠											
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Table 2.2 Utilization of Student Class Time: Final Grade

1. Student Group Number 101 102 103 104 2. Grade 3. USOE Code(s) In Occupational 5. Related Area(s) Total Occupational 6. Time (Linas 4 + 5) Total All Areas R. Lines 6 + 7) Length of Grade Session 9. Kneeks) Occupational Notes Natitional Notes Additional Notes Nacessary to Explain 11. Lines 4 through 10	6 7 8	105 106 107										-		
Student Group Number 101 102  Grade  Grade  In Occupational Shop/Lab Area(s)  In Occupational Related Area(s)  Total Occupational Time (Lines 4 + 5)  In Nonccupational Areas  In Nonccupational Areas  Cotal All Areas  Length of Grade Session  (weeks)  Schedule Variation  Additional Notes  Necessary to Explain Lines 4 through 10											•			
Student Group Number 10  Grade  Grade  In Occupational Shop/Lab Area(s)  In Occupational Related Area(s)  Total Occupational Time (Lines 4 + 5)  In Nonoccupational Areas  In Nonoccupational Areas  Length of Grade Session (weeks)  Schedule Variation Additional Notes Necessary to Explain Lines 4 through 10	,			·					v			<b>8</b>		
	1.7	01		,	USOE Code(s)	In Occupational Shop/Lab Area(s)	In Occupational Related Area(s)	Total Occupational Time (Lines 4 + 5)	in Monoccupational Areas	Total All Areas	Length of Grade Session (weeks)	Schedule Variation	Additional Notes Necessary to Explain	

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Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade	18	116													٠
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Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

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Table 2.21 Utilization of Student Class Time: Lower Grade

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

Table 2.21 (Cont\*d) Urilization of Student Class Time: Lower Grade

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Table 2.3 Utilization of Departmental Instructional Area by Rooms

### Check Applicable Program Schedule

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	c. [ ] Variable				₹*	$\Phi_{\mu\nu}$

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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. b.	Semester Schedule Change   No Semester Schedule Ch	ge n <mark>ange</mark>
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Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

# Check Applicable Program Schedule

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

### Check Applicable Program Schedule

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	c. [ ] Variable		

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	Wed.						
	Thurs. Fri.						
LSC	Sat.				•		
			· · · · · · · · · · · · · · · · · · ·				·
TOTALS							
7B	Mon.						
÷	Tues.			<del></del>			
ł	Wed. Thurs.					*	•
<b>1</b>	Fri.						
LS C	Sat.	٠					
TOTALS							
8B	Mon. Tues.						, , , , , , , , , , , , , , , , , , , ,
•	Wed.	·					
	Thurs.						
	Fri.	<u> </u>				*1	
LS C	Sat.			<del> </del>			
TOTALS							
9B	Mon.				u u		
1	Tues.						
	wed.				<b></b>		
	Thurs.		<del> </del>	<del> </del>	<del> </del>		
LS C	Sat.	<del> </del>	<del> </del>				
TOTALS				<del> </del>			
108	Mon.		<b></b>		<u> </u>		
	Tues.				ļ		<del> </del>
1	Wed.		<del> </del>			<del> </del>	<del> </del>
	Thurs.	· · · · · · · · · · · · · · · · · · ·					
LS C	Sat.						
						1	
TOTALS				<del></del>	4	<del></del>	<u> </u>

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

# Check Applicable Program Schedule

b. [] Waekly b. [] Alternating c. [] Variable	2.	a. [ ] Semester Schedule Change b. [ ] No Semester Schedule Chang
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			<del></del>	<del></del>				
	-			WEEK	KLY OR SCHE	DULE A		
2	22	2 23				24		25
Roor	m Day	Morning		Af	ternoon		ening	
No. c	of the	7:00 a.	m12:	00N	12:00N	-6:00 p.m.		!!:00 p.m.
Name	Week	No. of Hrs.Used	No. Stud.	of Hrs.	No. of Hrs. Used	No. of	No. of	No. of
	Mon. Tues.				in 5. 05ed	Stud. Hrs	Hrs. Used	Stud. Hrs.
IIA	Wed. Thurs.							
LS C	F/T.			ù			~	<b>a</b>
TOTALS			<u> </u>				-	
164	Mon.				0 ,			
12A	Tues. Wed.							
LS C	Thurs. Fri. Sat.							
TOTALS	-							
	Mon.			==				
1 3A	Tues. Wed.		*		u			
	Thurs. Fri.							
LS C	Sat.			#				
TOTALS								
14A	Mon. Tues.		÷					
ч	Wed. Thurs.							
S C	Fri. Sat.							
OTALS								
.5A	Mon.							

.,,,,,	m-ammente en espela	WEEKLY OR SCHEDULE A								
	21	22	·	23		24		25		
	Room	Day	Мо	rning	Af	ternoon		Evening		
	No. or	of the	7:00 a.	m12:00N	1	-6:00 p.m.	•	<u> </u>		
	Name	Week	No. of	No. of	No. of Hrs. Used	No. of	) NO. (	o.m11:00 p.m.		
		Mon.			111 51 03ed	Stud. Hrs	Hrs. Us	sed Stud. Hrs.		
	LIA	Tues.				- 9 <sub>0</sub> %				
	. •	Wed. Thurs.								
1	LS C	Fri. Sat.				<del></del>				
T	_									
F	TOTALS			•						
Ì	104	Mon.		k						
-	12A	Tues. Wed.					Δ.			
	Ī	Thurs.								
	_S C	Fri. Sat.								
1	TOTALS						<del></del>			
F		•			0					
	13A E	Mon. Tues.								
	F	Wed. Thurs.								
L		Fri.								
屵	s c	Sat.					<del></del>			
I	OTALS									
		Mon.								
	14A	Tues.								
		Wed. Thurs.								
1.5	c -	Fri. Sat.								
		301.	,							
! (	TALS									
•		Mon.								
1		Tues. Wed.						+		
		Thurs.		-1		***********				
٦		Fri. Set				N				
	TALS									





М	i	SOU	ď	ı	m	ιĖ	e	-

Table 2.3 (Contra) Utilization of Departmental Instructional Area by Room.

# Check Applicable Program Schedule

1.	a. [] Weekly b. [] Alternating c. [] Variable	. [ ] Semester Schedule Change . [ ] No Semester Schedule Change
	c. L_I Variable	4

		···		<del></del>			
1	•		WEEK	LY OR SCHEE	DULE B		
26	27	·	28		29 30		
Room	Day	Morning		Aft	ernoon	. Eve	ning
No. or	of the	7:00 a.	7:00 a.m12:00N		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	No. of Stud. Hrs.
118	Mon.					34 5555	014011113
	Tues. Wed. Thurs.		,				
LS C	Frl.						<b>V</b>
	Sat.			P			
TOTALS			_, _, 				
128	Mon. Tues.						
,	Wed. Thurs.						
LS C	Frl. Sat.						,
TOTALS				<u> </u>	v .	"	· ·
138	Mon.						
۰	Tues. Wed.						
	Thurs. Fri.						
LS C	Sat.					i .	
TOTALS			•	017			
148	Mon.		0. [				
	Tues. Wed.						
	Thurs. Fri.						
LS C	Sat.						
TOTAL 5		<b>*</b>					
ERIC 3	. Mon .			v			
	Tues.		han managan dinakan mengerakan dan dan da		valding over my description of the roles are by a principles.	representative and the second	

#### MEEKET OK SCHEDULE B

26	27		28	29		30		
Room	Day	Мо	rning	Afternoon		Evening		
No. or	of the	7:00 a.	m12:00N	12:00N-6:00 p.m.		6:00 p.m.	6:00 p.m11:00 p.m.	
Name	Week	No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of	No. of Stud. Hrs.	
118	Mon.						-	
o	Tues.							
	Wed. Thurs.		·		·			
	Fri.							
LS C	Sat.							
TOTALS		٠					*	
12B	Mon.	,	. 0					
	Tues. Wed.							
	Thurs.				<del></del>	• .		
	Fri.					<del></del>		
LS C	Sat.							
TOTALS								
138	Mon.				',			
	Tues.							
1 1	Wed. Thurs.		<u> </u>					
	Fri.							
LS C	Sat.			•				
TOTALS		4	-				ر چې د	
148	Mon.							
	Tues. Wed.							
]	Thurs.							
	Fri.							
LS C	Sat.							
TOTALS								
15B	Mon.							
	Tues.							
	Wed.							
	Thurs.							
LS C	Sat.							
TOTALS								



			_	_	
M	SO	• N	1217	be	'n

Table 2.3 Utilization of Departmental Instructional Area By Room

# Check Applicable Program Schedule

	l.a.	. []Wee . []Alt . []Var	ter Schedule	ange Change			
			WEEKL	Y OR SCHEDUL	E A		
c 31	32	. 7	53	3-	1	35	
Room	Day	Мо	rning	Afte	ernoon	Eve	ning
No.or	of the	7:00 a. No. of	m12:00N No. of	12:00N-6	5:00 p.m. No. of	6:00 P.M. No. of	-11:00 p.m. No. of
Name	Week	Hrs.Used	Stud. Hrs.			Hrs. Used	Stud. Hrs.
16A	Mon. Tues. Wed.						
100	Thurs. Fri.						
LS C TOTALS	- 301.						
1 7A	Mon. Tues. Wed. Thurs.					, V	-
LS C	Sat.				4		
TOTALS							<u></u>
18A	Mon. Tues. Wed. Thurs. Fri. Sat.						
TOTALS							
ISM RIC	Mon. Tues. Wed. Thurs.			,	0		
ext Provided by ERIC	Sat.	- E	i	1	<u> </u>	<del> </del>	

	l.a. b. c.	[ ] Weel	ernating	2. a. b.	[ ] Semester [ ] No Semest	Schedule Ch ter Schedule	ange Change			
WEEKLY OR SCHEDULE										
31	32 33 34 35									
Room	Day	Мо	rning	Afte	ernoon	& Eve	nlng			
No.or	of the	7:00 a. No. of	m12:00N No. of	12:00N-0 No. of	5:00 p.m. No. of	6:00 P.M. No. of	-11:00 p.m. No. of			
Name	Week	Hrs.Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.			
16A	Mon.									
	Tues. Wed. Thurs.			0		•				
	Fri. Sat.									
LS C TOTALS					~					
17A	Mon •									
	Tues. Wed.									
	Thurs.									
LS C	Sat.	<u> </u>								
TOTALS	·									
18A	Mon.									
	Tues. Wed.									
	Thurs. Fri.				,					
LS C	Şat.		· · · · · · · · · · · · · · · · · · ·		<del>                                     </del>					
TOTALS		-								
19A	Mon. Tues.						3			
	Wed. Thurs.									
LSC	Fri. Sat.									
TOTALS										
20A	Mon.									
	Tues. Wed.	<u> </u>		2 200						
	Thurs.									
LS C	Sat.	V								
TOTALS										

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

Check Applicaboe Program Schedule

I. a. [] Weekly b. [] Alternating c. [] Variable	2.	a. [ ] Semester Schedule Change b. [ ] No Semester Schedule Change
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			,i	WEEKI	Y OR SCHEDL	JLE B		
1				p WELLIN	•		40	_
	36 :	37	. 38		39		40	
Γ	Room	Day	Moi	Morning		Afternoon		ning
	No.or	of the	7:00 a.	n12:00N No. of	12:00N-0	5:00 p.m. No. of	No. of	-11:00 p.m. No. of
	Name	Week	Hrs.Used	Stud. Hrs	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.
	16B.	Mon.						
	İ	Wed. Thurs.	÷	ý.				
		Fri.						· · · · · · · · · · · · · · · · · · ·
1	S C	Sat.	-	1				
	OTALS							
F	1 7B	Mon.		٠.	ş		)	
		Tues. Wed.		- <u>1</u>	<u>'</u>			
1		Thurs.				1/	-	
L		Frl.		<u> </u>		<del> /</del>		
1	S C	Sat.	<del>                                     </del>					
Ŀ	TOTALS					<u> </u>		
	188	Mon.					<del> </del>	
1		Tues. Wed.	<del> </del>		<del> </del>	4		
1		Thurs						
ļ		Fri.	- ,				<b> </b>	
	LS C	Sat.		<u> </u>		<del></del>		
	TOTALS							
f	19B	Mon.	the contract of the contract o				<u> </u>	
1		Tues.						
		Wed. Thurs						<del></del>
1	•	Fri.			<u> </u>		-	<del> </del>
Ī	LS C	Sat.		1	+			
	TOTALS				- X			
	206	Mon.					<del> </del>	
C		Tues.						
		Wed.		<u></u>			<del> </del>	

No or	of the	7•00 a.i	m12:00N	12:00N-6	5:00 p.m.	6:00 p.m.	-11:00 p.m.
No.or	01 1110	No. of	No. of	No. of	No. of	No. of Hrs. Used	No. of Stud. Hrs.
Name	Week	Hrs.Used	Stud. Hrs	Hrs. Used	Stud. Hrs.	HIS. USEU	3100. 111.04
	112 -						
16B	Mon.			<del> </del>			
-	Wed.		· ·				
	Thurs.						
	Fri.						
LS C	Sat.	<b>*</b>	<b> </b>				
TOTALS						h .	
17B	Mon. Tues.	<del></del>					
	Wed.	<del> </del>	<del>                                     </del>				
Ì	Thurs						
<u> </u>	Fr1.	٥			ļ		
LS C	Sat.	<u> </u>	<b></b>			-	
TOTALS							
188	Mon. Tues.		+	<del> </del>			
1	Wed.						
	Thurs						
	Fri.	, S.S.	نجست ا				
LS C	Sat.				<del> </del>		
TOTALS							
		v					
· 19B	Mon. Tues.	+	<del></del>	-			
1	Wed.	`	- <del> </del>			<u> </u>	ļ
1	Thurs						-
	Fri.						
LS C	Sat.		<del> </del>	<del></del>	<del></del>		
TOTALS	3						
20B	Mon.						
	Tues. Wed.						
1	Thurs	5.		e e		<del></del>	
1	Fri.						
LS C	Sat.				<del></del>	1	
	- 1 × × ×		1	1			
TOTAL	5	_}_					
					<i>▶</i>		



REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)



### TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

#### BUSINESS DATA PROCESSING

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

CODE	DIVISION	CODE	UNIT
01	INTRODUCTION TO DATA PROCESSING	01 02	CAREERS IN DATA PROCESSING HISTORY
· .	v	03 04	FUNDAMENTALS OF DATA PROCESSING THE DATA PROCESSING CARD
02	CARD PUNCHES - 024, 026, 029	01 02 03 04 05	FUNCTION EXTERNAL FEATURES KEYBOARD PROGRAM UNIT MACHINE OPERATION
03	VERIFIERS - 056	01 02 03	FUNCTION EXTERNAL FEATURES MACHINE OPERATION
04	SORTERS - 082, 083, 084	01 02 03 04	FUNCTION SPEEDS EXTERNAL FEATURES OPERATING PRINCIPLES
<b>05</b>	CONTROL PANEL WIRING	01 02	FUNCTION DIAGRAMMING
. 06	INTERPRETER - 548	01 02 03 04	FUNCTION FEATURES OPERATING PROCEDURES WIRING TECHNIQUES
07	REPRODUCING PUNCH - 514	01 02 03 04	FUNCTIONS FEATURES OPERATING PROCEDURES WIRING TECHNIQUES
08	COLLATORS - 085, 088	01 02 03 04	FUNCTION FEATURES OPERATING PROCEDURES WIRING TECHNIQUES
09	ACCOUNTING MACHINES - 402, 403, 407	01 02 03 04	FUNCTIONS FEATURES OPERATING PROCEDURES WIRING TECHNIQUES
10	INTRODUCTION TO COMPUTERS		
11	SYSTEMS APPROACH PROCESSING DATA		វិទី



# TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE

## BUSINESS DATA PROCESSING

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

CODE	DIVISION	CODE	UNIT
	DIVIDIO		
01	PREPARATION	01	LAYOUT
0.1	7	Ò2	FLOWCHART
	<u>.</u>		y
02	COMPILATION	01	CODING
03	PUNCH CARD	01	KEY PUNCH
93	PROCESSING	02	VERIFIER
	2 4.0	03	SORTER
		04	REPRODUCING PUNCH
	COLOR STREET	01	MAGNETIC MEDIA
04	COMPUTER	02	PUNCH OPERATIONS
	ORERATIONS		PROGRAM LOADING
		03	
	*	04	HIGH SPEED PRINTER

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)
and
REPORTING FORMS

MISOE NO.			·
PROGRAM BUSINESS	DATA PROCESSING	DIVISION 01	PREPARATION
·	٠	UNIT 01	LAYOUT
ž.	1	TERMOB NO.	5-065
	~		· · · · ·
1.00 CONDITION			
( ) 1.02	BASIC OFFICE SUPPLIES SUFFICIENT PROCEDURAL REPORTS DESIRED AND FROM SOURCE DOCUMEN	INFORMATION THE INPUT DA	
g( ) 1.03	STANDARD CARD LAYOUT	FORM	
2.00 PERFORM	AAN CE 4	¢.	
GENERAL ST	PATEMENT OF PERFORMANCE PREPARE STANDARD CARD FIELDS EMPLOYING THE	LAYOUT FORM	INDICATING DATA
() 2.02 () 2.03	CONVERT WORK STATION SET UP DATA FIELDS ON		
3.00 EXTENT	,		
GENERAL ST	STANDARD CARD LAYOUT ALL DATA FIELDS PROPE BOARD OF EXPERT RATER WITH EACH OPERATION J UNSATISFACTORY	FORM IS PREPARELY INDICATED  RS. TO BE COM	ARED CORRECTLY WITH O TO APPROVAL OF APLETED WITHIN 1 HOUR
() 3.02 () 3.03	MATERIALS POSITIONED SUFFICIENT SPACE FOR USED NOT TO EXCEED 80	EACH DATA FIL	

		•	
PROGRAM BUSINESS DATA	DIVISION 01	PREPARATION	
PROCESSING USOE CODE NO(S)	UNIT 01	LAYOUT	
	TERMOB NO.	5-065	
	· ·		
		· 6	-

### 2.00 PERFORMANCE

1.00 CONDITION

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO	<del></del>	*			V	
PROGRA	AM1	BUSINE	SS DATA PROCESSING	DIVISION	01	PREPARATION	<del></del> -
				UNIT	01	LAYOUT	<del></del>
	٥		28	TERMOB NO	<b>).</b>	5-066	
	v	٠	<b>0</b>				٥
1.00	COND	ITION		. ·			
	( )	1.02	BASIC OFFICE SUPPLIES PRINTER LAYOUT SHEET PROJECT DESCRIPTION	5 (TABLE T	-3)		
2.00	PERF	ormanc	<b>E</b> ~				
-	CENE	DAT CM	ATEMENT OF PERFORMANC	E AND RESU	LTIN	IG OUTCOME	
	GENE	2.01	MAKE A PRINTER LAYOU OPERATIONS:	T CHART EM	PLOY	ING THE FOLLOWING	\t
~	()	2.02 2.03 2.04 2.05	CONVERT WORK STATION WRITE TITLE WRITE HEADINGS INDICATE OUTPUT FIEL	•	is	•	•
3.00	EXTE	nt	۵			4	
ų.	GENE	ERAL ST	PATEMENT OF EXTENT AND PRINTER LAYOUT CHART OF BOARD OF EXPERT R 1 HOUR WITH EACH OPE OR UNSATISFACTORY	' IS MADE N ATERS. TO	EAT	COMPLETED WITHIN	٥
	()	3.03	SPACE PROPERLY PROPO	RTIONED			

PROGRAM BUS	INESS DA	TA	DIVIS	ON 01 _	PREPARAT	TION
USOE CODE NO	PROCE	SSING	UNIT	01 _	LAYOUT	
		<del></del>	TERMOE	3 NO	5-066	·
			, is	r <sub>a</sub>		
1.00 CONDITI	ON	y.				а
	u	4	•	-		ò

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	4		«
PROGRA	AM BUS	INESS DATA PROCESSING	DIVISION 01	PREPARATION
m, se	<del> </del>		UNIT 02	FLOWCHART
			TERMOB NO.	5 067
		•	TERMOD NO.	5-067
				s
1.00	CONDITION	•		e o
	• •	BASIC OFFICE SUPPLIE	ES (TABLE T-3)	
	( ) 1.0	NUMBER OF VALUES TO VALUE PROVIDED AS		WAL TO THE FIRST
	( ) 1.0		D AS INPUT IS N	OT TO BE INCLUDED
		4 FLOWCHARTING WORKSHI		
	() 1.0	5 FLOWCHARTING TEMPLA	TE	
			٠	
2.00	PERFORMA	NCE	•	6
		<u>•</u>		·
•	CENTRAL	STATEMENT OF PERFORMAN	CE AND RESULTED	IC OTTCOME
	() 2.0	1 CONSTRUCT A FLOWCHA	RT FOR A PROGRA	AM TO CALCULATE
		THE SUM OF ANY NUMB		LUES EMPLOYING THE
		FOLLOWING OPERATION	<b>5</b> :	
-	() 2.0		N FOR TASK	
	() 2.0		EPS	
	() 2.0	5 IDENTIFY DECISIONS		*******
	() 2.0		PROCESSES FOR	DECISIONS
	() 2.0			
3.00	EXTENT			••
				e -
4	1		, <u>11</u>	
		STATEMENT OF EXTENT AN	D EXTENT OF RE	SULTING OUTCOME
	() 3.0	1 FLOWCHART IS CONSTR BOARD OF EXPERT RAT		
		2 HOURS WITH EACH O	PERATION JUDGE	AS SATISFACTORY
		OR UNSATISFACTORY	<i>3</i> 6	
	() 3.0			CY
	() 3.0			TETEN
	() 3.0			
	() 3.0	6 ALL NECESSARY ALTER	NATIVES PROVID	
	() 3.0	7 ALL NECESSARY OUTPU 8 NEATLY, ANSI SYMBOL		ED
	, , 5.0			

		MISOE NO.
PROGRAM BUSINESS DATA	DIVISION 01	PREPARATION
USOE CODE NO(S) PROCESSING	UNIT 02	FLOWCHART
a <sub>3</sub>	TERMOB NO.	5-067
*		•
1:00 CONDITION		

#### 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.		•			
PROGRAM _		BUSINESS DATA PROCESSING		DIVISION 01	PREPARATION	
			÷	UNIT 02	FLOWCHART	
.5			•	TERMOB NO.	5-068	
•	٠			,	<u>.</u>	
1.00	CONE	ITION				
	()	1.01 1.02	BASIC OFFICE SUPPLIES SUFFICIENT PROCEDURAL ACTIVITIES INVOLVED	INFORMATION		
(2.00	PERE	FORMANC	E .			
	GENE		ATEMENT OF PERFORMANCE			
	( )	2.01	CONSTRUCT A FLOWCHART EMPLOYING THE FOLLOWI	<u> </u>		
		2.02	CONVERT WORK STATION	FOR TASK		
/	( )	2.03	IDENTIFY PROCESS STEE	PS		
	( )	2.04				
7	( )	2.05	PROVIDE ALTERNATIVE E	PROCESSES FOR	DECISIONS .	
/	( )	2.06	ASSEMBLE FLOWCHART			
-, :			•		-	
3 <b>.0</b> 0	EXTE	ENT				
3.00			:	,		
		<u> </u>		7		
	GENE		ATEMENT OF EXTENT AND			
	( )	3.01	FLOWCHART IS CONSTRUC			
¥			OF EXPERT RATERS. TO EACH OPERATION JUDGE! UNSATISFACTORY	= -	O WITHIN 1 HOUR WITH CORY OR	
	<del>- ,-</del>	3.02	MATERIALS POSITIONED	FOR EFFICIENC	Y	
	ò	3.03	ALL NECESSARY PROCESS			
	( )	3.04	ALL NECESSARY DECISION			
	( )	3.05	TWO ALTERNATIVES FOR			

NO ANSWERS PROVIDED
3.06 NEATLY, ANSI SYMBOLS CORRECTLY USED

PROGRAM _	BUSINESS DATA	DIVISION 01	PREPARATION	
USOE CODE	NO (S) PROCESSING	UNIT √02	FLOWCHART	
		TERMOB NO.	5-068	

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		<del>aga sa ka ka ka ka</del>	. 4	
PROGRI	AM	BUSINESS DATA		DIVISION 01	PREPARATION
		PROCE	SSING	UNIT 02	FLOWCHART
-	10	*	4		
		* •		TERMOB NO.	5-069
-				•	•
1.00	COND	ITION	a.	e-	
	()	1.01	BASIC OFFICE SUPPLI SUFFICIENT PROCEDUR OPERATIONS INVOLVED DEDUCTIONS, AND NET	RAL INFORMATION (	CRCSS PAY,
				•	**
2.00	PERF	ORMANC	E		*
	- August (			accompliance and a second of the second of t	
	GENE	2.01	ATEMENT OF PERFORMAN CONSTRUCT A SYSTEM COMPUTATIONS EMPLOY	FLOWCHART DESCI	RIBING PAYROLL
í	( )	2.02	CONVERT WORK STATIC	N FOR TASK	
	( )	2.03	IDENTIFY INPUTS		
	( )	2.04	IDENTIFY PROCESS SI	reps	
	( )	2.05	IDENTIFY OUTPUTS ASSEMBLE FLOWCHART		- *
		2.00	,		
3.00	EXTE	ENT			-
- 1	GENE	RAL ST	ATEMENT OF EXTENT AN	ID EXTENT OF RE	SULTING OUTCOME
	()	3.01	FLOWCHART IS CONSTI	RUCTED NEATLY TO	APPROVAT, OF
		•	BOARD OF EXPERT RAT 1 HOUR WITH EACH OF OR UNSATISFACTORY		
ļ	<del></del>	3.02	MATERIALS POSITION	D FOR EFFICIENC	CY
	( )	3.03	ALL NECESSARY INPUT	'S IDENTIFIED	Ψ.
	( )		ALL NECESSARY PROCE		Ď
	( )	3.05 3.06	ALL NECESSARY OUTPONEATLY, ANSI SYMBOI		ED

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PROGRAM _	BUSIN	ESS DATA	DIVISION 01 _		PREPARATION	
USOE CODE	NO(S)	PROCESSING	\UNIT	02	FLOWCHART	
			TERMOB	NO.	5-069	<del></del>
	-	*			N	
1.00 CO	NDITION	₩		Ť		

### 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

#### 3.00 EXTENT



MISOE	NO					*	-
PROGRA		SINESS DATA	•	DIVISION	01	PREPARATION	
	PR	CESSING	•	UNIT	02	FLOWCHART	
ı		٠	\$ -	TERMOB NO		5-070	<u> </u>
1.00	CONDITIO	ON · ·	-	,		,	1
	() 1.	01 BASIC OFFICE SUPP 02 SUFFICIENT PROCEI OPERATIONS INVO DEDUCTIONS, AND	DURAL DLVED	INFORMAT IN COMPU	ION TING	GROSS PAY,	
2.00	PERFORM	ANCE	· · · · · · · · · · · · · · · · · · ·	· ·		•	
en et l'accepte à la principage agrap a mai	GENERAL ( ) 2.	STATEMENT OF PERFORM 01 CONSTRUCT A PROCE COMPUTATIONS EMP	ESS F	LOWCHART	DESC	RIBING PAYROLL	-
	() 2. () 2. () 2. () 2. () 2.	O2 CONVERT WORK STAY 03 IDENTIFY INPUTS 04 IDENTIFY PROCESS 05 IDENTIFY DECISION 06 PROVIDE ALTERNAT 07 IDENTIFY OUTPUTS 08 ASSEMBLE FLOWCHA	STEP NS IVE P	<b>S</b>	FOR	DECISIONS	
3 00	EXTENT	The state of the s				٠	
	GENERAL () 3.	STATEMENT OF EXTENT 01 FLOWCHART IS CON BOARD OF EXPERT 2 HOURS WITH EAC OR UNSATISFACTOR	STRUC RATER H OPE	TED NEATI S. TO BE	Y TO	O APPROVAL OF	~
	() 3. () 3. () 3. () 3.	02 MATERIALS POSITION 03 ALL NECESSARY IN 04 ALL NECESSARY PR 05 ALL NECESSARY DE 06 ALL NECESSARY AL PROVIDED 07 ALL NECESSARY OU 08 NEATLY, ANSI SYM	PUTS OCESS CISIO TERNA TPUTS	IDENTIFIE STEPS II NS IDENTI TIVE PROC	D ENT: FIE: ESS:	IFIED D ES FOR DECISIONS	
	( ) 3.	TO STANDARD PROPERTY DESCRIPTION DESCRIPTI					

PROGRAM BUSINESS DATA PROCESSING	DIVISION 01	PREPARATION	
USOE CODE NO(S)	UNIT 02	FLOWCHART	
	TERMOB NO.	5-070	
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1.00 CONDITION		F	
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2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del></del>	4		۵	· ·
PROGR	- AM		ESS DATA	DIVISION	02	COMPILATION
e.		PROCE	SSING	UNIT	01	CODING
				TERMOB NO	•	5-071
			, a			•
1.00	CONI	NOITION		•		*
-	( )	1.01	BASIC OFFICE SUPPLI RPG CONTROL CARD AN SHEET			TION SPECIFICATION
	()	1.03 1.04 1.05 1.06 1.07	RPG INPUT SPECIFICA RPG CALCULATION SPE RPG OUT FORMAT SPEC PRINTER SPACING LAY FLOWCHART OF PAYROL	CIFICATION S IFICATION SH OUT SHEET	EEI	
			<u>alama kanga kalaban nakanga sakangan sa sakanganaka naka ma nakangan makang makang mang nakang mang nakang ma</u>			a par sen s. Simblisheden menera a remomental dell'alle dell'anno dell'alle a comme MAPPA de <u>managi</u> soni sol de
2.00	PERI	ORMANG	E.			
·	GENI	2.01		ART AND PRIN	TEF	G OUTCOME R SPACING CHART TO OLLOWING OPERATIONS:
	()	2.02 2.03 2.04 2.05 2.06	CODE CONTROL CARD CODE FILE DESCRIPTI CODE INPUT RECORDS CODE SPECIFICATIONS CODE OUTPUT FROM PR SPECIFICATION SHE	ON INPUT SPE ON CALCULAT INTER SPACIN	CION	SPECIFICATION SHEETS
3.00	EXT	en'r				
	GENI	ERAL ST	CORRECTLY TO APPROV	ND PRINTER STAL OF BOARD 2 HOURS WIT	OF OH E	CING CHART ARE CODED
	()	3.02 3.03 3.04 3.05 3.06	LANGUAGE AND DATA I LANGUAGE AND DATA I LANGUAGE AND DATA I LANGUAGE AND DATA I LANGUAGE AND DATA I	S CORRECT S CORRECT S CORRECT		,

PROGRAM _	BUSINESS DATA	DIVISION 02	COMPILATION	· · · · · ·
USOE CODE	PROCESSING NO(S)	UNIT 01	CODING	
e car		TERMOB NO.	5-071	
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1.00 CON	DITIÓN	. 6		٠

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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	MISOE	NO.	· · · · · · · · · · · · · · · · · · ·			٥
PROGRA				ESS DATA	DIVISION 02	COMPILATION
		<u></u>	PROCE	SSING	UNIT 01	CODING
	<b>*</b> ~			•	TERMOB NO.	5-072
	•	9		· ·	v	
	1.00	COND	ITION	, e		*
		()	1.01 1.02 1.03	The second secon	WCHART ET	
	٠	( )	1.04	ASSEMBLE LANGUAGE	CODING DUDDIO	· · · · · · · · · · · · · · · · · · ·
	2.00	PERF	ORMANC	EE °		e N
					<u> </u>	
		CENE	DAT. CT	ATEMENT OF PERFORMA	NCE AND RESULTI	NG OUTCOME
		( )	2.01	CODE ASSEMBLY LANG EMPLOYING THE FOLL	UAGE PROGRAM TO	CALCULATE PAYROLL
		<u></u>	· * · * *			
	er.	( )	2.02	CONVERT WORK STATI TRANSLATE PRINTOUT		
		ii	2.04	TRANSLATE INSTRUCT	PIONS	
	_	( )	2.05	ASSEMBLE CODING SH	EETS	
	3.00	EXT	ENT	· · · · · · · · · · · · · · · · · · ·		
	,	ů.		·	<u>,</u>	
		GENI	ERAT, ST	TATEMENT OF EXTENT A	ND EXTENT OF RE	SULTING OUTCOME
		7	3.01	ASSEMBLY LANGUAGE OF BOARD OF EXPERT 4 HOURS WITH EACH	PROGRAM IS CODE RATERS. TO P.	COMPLETED WITHIN
				OR UNSATISFACTORY		
		()	3.02			NCY
		( )	3.03	LANGUAGE IS CORRECT LANGUAGE IS CORRECT		
	٥	-		INSTRUCTIONS ARE O		

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PROGRAM BUSINESS DATA  USOE CODE NO(S)  PROCESSING	DIVISION 02 UNIT 01	COMPILATION	
	TERMOB NO.	5-072	
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2.00 PERFORMANCE			i.
GENERAL STATEMENT OF PER	FORMANCE AND RESUL!	ring outcome	

3.00 EXTENT



MISOE	NO.		- 1	•		•
PROGR	AM	BUSINESS DATA PROCESSING		DIVISION	02	COMPTLATION
	<u> </u>			UNIT	01	CODING
_				TERMOB NO.	•	5-073
1.00	COND	ITION	÷ ·	.a. °		٥
	()	1.01 1.02 1.03 1.04	BASIC OFFICE SUPP PAYROLL SYSTEM FL PRINTER LAYOUT SH FORTRAN LANGUAGE	OWCHART EET	3)	
2.00	PERF	ORMANC	<b>Æ</b>			
4	٠			<u>. •</u>		*
<u></u>	GENE	RAL ST	CODE FORTRAN LANGEMPLOYING THE FOL	UAGE PROGRAM T	Ō C	CALCULATE PAYROLL
¥	()	2.02 2.03 2.04 2.05	CONVERT WORK STAT TRANSLATE PRINTOU TRANSLATE INSTRUC ASSEMBLE CODING S	T FORMAT TIONS	a	•
3.00	EXTE	NT				
	GENE	RAL ST	OF BOARD OF EXPER	PROGRAM IS CODET RATERS. TO OPERATION JUD	ED BE	CORRECTLY TO APPROVAL
	()			ICT ICT	ENG	CY

	MISOE NO.				
PROGRAM BUSINESS DATA  PROCESSING  USOE .CODE NO(S)	DIVISION 02 UNIT 01 TERMOB NO.	COMPILATION  CODING  5-073			
1.00 CONDITION					
2.00 PERFORMANCE		•	-		

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME



MISOE	NO.	· · · · · ·	· ·			· ·	<del>.</del>	
PROGR	AM	BUSINESS DATA		DIVISION 02		COMPILATION		
	خــيـن	PROCE	SSING	UNIT	01	CODING		
-			v	TERMOB NO	<b>).</b>	5-074	2	
1.00	COND	ITION	-			r		
	( )	1°.02 1.03	BASIC OFFICE SUPPLIES PAYROLL SYSTEM FLOWCH PRINTER LAYOUT SHEET COBOL LANGUAGE CODING	IART ,	-3)	>		
2.00	PERF	ORMANC	<b>E</b>			,		
	GENE	RAL ST	ATEMENT OF PERFORMANCE	AND RESU	LTIN	G OUTCOME		
٤	()	2.01	CODE COBOL LANGUAGE E	ROGRAM TO	CAL	CULATE PA	ZROLL	
	()	2.04	CONVERT WORK STATION TRANSLATE PRINTOUT FO TRANSLATE INSTRUCTION ASSEMBLE CODING SHEET	ORMAT IS			<b>1</b>	
3.00	EXTE	n <b>t</b>	· ·					
	GENE	RAL ST	ATEMENT OF EXTENT AND COBOL LANGUAGE PROGRA OF BOARD OF EXPERT RA HOURS WITH EACH OPERA UNSATISFACTORY	AM IS CODE ATERS. TO	D CO BE	RRECTLY TO	O APPROVAL WITHIN 4	
. (	()	3.02 3.03 3.04 3.05	MATERIALS POSITIONED LANGUAGE IS CORRECT LANGUAGE IS CORRECT INSTRUCTIONS ARE COR		IENC	<b>Y</b>	-	

·		AISOE NO.	
PROGRAM BUSINESS DATA PROCESSING	DIVISION 02	COMPILATION	
USOE CODE NO(S)	UNIT 01	CODING	
	TERMOB NO.	5-074	
1.00 CONDITION			٠
2.00 PERFORMANCE			•
CENEDAL STATEMENT OF PERFO	RMANCE AND RESUL	TING OUTCOME	

3.00 EXTENT



MISOE	NO.	, , , , , , , , , , , , , , , , , , ,	v		
PROGRA	M BUSIN	ESS DATA	DIVISION UNIT TERMOB NO	01	COMPILATION CODING 5-075
	() 1.02	BASIC OFFICE SUPPLI PAYROLL SYSTEM FLOW PRINTER LAYOUT SHEE RPG LANGUAGE CODING	ICHART IT	<b>-3)</b>	
3.00	() 2.01 () 2.02 () 2.03 () 2.04	CODE RPG LANGUAGE I EMPLOYING THE FOLLO CONVERT WORK STATIO TRANSLATE PRINTOUT TRANSLATE INSTRUCT ASSEMBLE CODING SHI	PROGRAM TO COMING OPERATION FOR TASK FORMATIONS	.Alic	OLATE PAIRODD
	() 3.01 () 3.02 () 3.03	BOARD OF EXPERT RAWITH EACH OPERATION UNSATISFACTORY  MATERIALS POSITION LANGUAGE IS CORRECT LANGUAGE IS CORRECT	TERS. TO BIN JUDGED SALED FOR EFFICE	E CC PISF	OMPLETED WITHIN 3 HOURS

PROGRAM BUSINESS DATA	DIVISION 02	COMPILATION
USOE CODE NO(S) PROCESSING	UNIT 01	CODING
	TERMOB NO.	5-075
1.00 CONDITION		•
2.00 PERFORMANCE		•
GENERAL STATEMENT OF PERI	FORMANCE AND RESULT	TING OUTCOME

3.00 EXTENT



MISOE	NO.				,
PROGRA		ESS DATA SSING	DIVISION UNIT TERMOB NO	01	COMPILATION CODING 5-076
1.00	() 1.02 () 1.03	BASIC OFFICE SUPP PRINTER LAYOUT CH COBOL PROGRAMMING PROJECT DESCRIPTI PROCESSING FLOWCH	ARŤ WORKSHEET ON	-3)	
2.00	PERFORMANC	E			
3.00	GENERAL ST ( ) 2.01 ( ) 2.02 ( ) 2.03 ( ) 2.04 ( ) 2.05  EXTENT	OPERATIONS:  CONVERT WORK STAT TRANSLATE FLOWCHA	UT IN COBOL ENTITIONS	LTING	OUTCOME FING THE FOLLOWING
-	GENERAL ST	PATEMENT OF EXTENT PRINTER LAYOUT IS APPROVAL OF BOARD WITHIN 2 HOURS WI SATISFACTORY OR U	CODED TO COM OF EXPERT RA! TH EACH OPERA!	PUTER TERS. TION	R LANGUAGE TO TO BE COMPLETED
	() 3.04	MATERIALS POSITION LANGUAGE IS CORRELANGUAGE IS CORRE	CT CT		

PROGRAM	BUSINESS DATA	DIVISION 02	COMPILATION	
USOE CODE	NO(S) PROCESSING	UNIT 01	CODING	
		TERMOB NO.	5-076	
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1.00 CON	DITION	•		-

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del></del>		٠		-
PROGR	AM		ESS DATA SSING	DIVISION UNIT TERMOB N	01	COMPILATION  CODING  5-077
1.00	COND	ITION				
	()	1.01 1.02 1.03 1.04	PRINTER LAYOUT CHART FORTRAN PROGRAMMING	•	?-3)	
2.00	PERF	ORMANC	E			
3.00	( ) ( ) ( ) ( )	2.01 2.02 2.03 2.04 2.05	TRANSLATE INSTRUCTION ASSEMBLE CODING SHEE	FOR TASK  NS TS	ING	THE FOLLOWING
	GENE	3.01	ATEMENT OF EXTENT AND PRINTER LAYOUT IS CO APPROVAL OF BOARD OF WITHIN 2 HOURS WITH SATISFACTORY OR UNSA	DED TO COM EXPERT RA EACH OPERA	IPUTE ATERS ATION	R LANGUAGE TO  TO BE COMPLETED
	()	3.02 3.03 3.04 3.05	LANGUAGE IS CORRECT	$\int_{\mathbb{R}^{n}}$		· ·

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PROGRAM _	BUSINESS DATA	DIVISION 02	COMPILATION
USOE CODE	NO(S) PROCESSING	UNIT 01	CODING
		TERMOB NO.	5-077
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2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				*
PROGR	<b>AM</b>		ESS DATA SSING		PUNCH_CARD PROCESSING KEYPUNCH
1.00	COND	ITION			-
	( )	1.02	BASIC OFFICE SUPPLI KEY PUNCH MACHINE COBOL PROGRAMMING W BLANK CARDS	•	
2.00	PERF	ORMANC	E	•	
e ÷	GENE	RAL ST	ATEMENT OF PERFORMAN PUNCH SOURCE DECK F THE FOLLOWING OPERA	FROM COBOL CODIN	
• -	()	2.02 2.03 2.04 2.05 2.06	CONVERT WORK STATIC FILL MACHINE WITH OF FEED CARD TPANSFER CODING TO PROOFREAD	CARDS	<b>.</b>
3.00	EXTE	nt		,>	
٧			ATEMENT OF EXTENT AN CARDS PUNCHED CORRE EXPERT RATERS. TO EACH OPERATION JUDG UNSATISFACTORY	ECTLY TO APPROVA BE COMPLETED WI	AL OF BOARD OF THIN 1 HOUR WITH
	()	3.03 3.04	MATERIALS POSITIONE STACKED EVENLY, NOT CARD FED EXACTLY, NO ERRORS		CY

)	EXTENT GENERAL S							
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	GENERAL S	TATEMENT	OF PERFO	KMANCE A	MU KE	BULT	THE COLCO	<u>a and</u>
	PERFORMAN				NO DE	cut m	TNC OUTCO	ME
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0	CONDITIO	N						
_	CONDITATO	<del> </del>	<del></del>					
	-			TERMO	B NO.		5-078	
	CODD NO(C)	·	<del></del>	ONLI	•			
E (	CODE NO(S)	PROCESS		UNIT	0.	1 —	KEYPUN	CH

MISOE	NO.	<del>(11 - 1 - 11 - 11 - 11 - 11 - 11 - 11 -</del>	· · · · · · · · · · · · · · · · · · ·			
PROGR	AM		ESS DATA SSING	DIVISION UNIT TERMOB NO	01	PUNCH CARD PROCESSING KEYPUNCH 5-079
1.00	CONE	OITION				
	()	1.02 1.03	BASIC OFFICE SUPPLIE KEY PUNCH MACHINE FORTRAN PROGRAMMING BLANK CARDS	•	-3)	
2.00	PERF	ORMANC	EE ~			*_}}
	GENE	RAL ST	ATEMENT OF PERFORMANCE PUNCH SOURCE DECK FROM THE FOLLOWING OPERAT	OM FORTRAN	LTIN COD	
	()		CONVERT WORK STATION FILL MACHINE WITH CA FEED CARD TRANSFER CODING TO C PROOFREAD	RDS		
3.00	EXTE	nt				
	GENE		CARDS PUNCHED CORRECT RATERS. TO BE COMPI	TLY TO APP ETED WITHI	ROVA N 1	L OF BOARD OF EXPERT HOUR WITH EACH OPERA-
	()	3.03 3.04 3.05	MATERIALS POSITIONED STACKED EVENLY, NOT CARD FED EXACTLY, NO ERRORS ALL ERRORS LOCATED		IEÑC	CY .

PROGRAM BUSINESS DATA PROCESSING USOE CODE NO(S)	DIVISION 03 _	PUNCH CARD PROCESSING KEYPUNCH	· · · · · · · · · · · · · · · · · · ·
	TERMOB NO.	5-079	1
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

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PROGR	MA		ESS DATA SSING	DIVISION	01	PUNCH CARD PROCESSING KEYPUNCH	
~				TERMOB NO	0.	5-080	
1.00	COND	ITION					
	( ) ( ) ( ) ( )	1.03	BASIC OFFICE SUPPLIE KEYPUNCH MACHINE RPG SPECIFICATION SH BLANK CARDS		-3)		p <sup>'</sup>
2.00	PERF	ORMANC	E	•		· · · · · · · · · · · · · · · · · · ·	
Ç.	GENE ( ) ( ) ( )	2.01 2.02 2.03 2.04	ATEMENT OF PERFORMANC PUNCH OBJECT DECK FR EMPLOYING THE FOLLOW  CONVERT WORK STATION TRANSFER CODING TO C PROOFREAD CARDS AGAI	OM RPG SPE ING OPERAT FOR TASK ARDS	CIFI	CATION SHEETS	4
3.00	EXTE	NT					
	GENE	RAL ST	OPERATION JUDGED AS	ED TO APPR ETED WITHI SATISFACTO	OVAI N 2 RY C	OF BOARD OF EXPERI HOURS WITH EACH OR UNSATISFACTORY	r
•	()	3.02 3.03 3.04	MATERIALS POSITIONED LANGUAGE IS CORRECT ALL ERRORS LOCATED	FOR EFFIC	IENC	Y	-

			t	
PROGRAM BUSINESS DATA	DIVISION	03	PUNCH CARD PROCESSING	
USOE CODE NO(S) PROCESSING	UNIT	01	KEYPUNCH	
	TERMOB NO	o	5-080	
1.00 CONDITION				
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2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

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3.00 EXTENT



MISOE	NO.	<del></del>	* .	
PROGR		SINESS DATA	DIVISION 03	
•	PRO	OCESSING	UNIT 01	PROCESSING KEYPUNCH
-		•	TERMOB NO.	5-081
		'		
1.00	CONDITIO	ON		
<b>.</b> <b></b>	( ) 1.( ( ) 1.( ( ) 1.(	BASIC OFFICE SUPPLIES KEYPUNCH MACHINE ROGRAM DRUM CARD HEANK CARDS SOURCE DOCUMENTS	G (TABLE T-3)	•
		06 JOB DESCRIPTION SHEET	<b>!</b>	• "
	M <sub>2</sub>			•
2.00	PERFORM	ANCE	-	
				<i>y</i>
	CENEDAT	STATEMENT OF PERFORMANCE	AND RESULTE	NG OUTCOME
·	() 2.		RCE DOCUMENTS	EMPLOYING THE
		02 CONVERT WORK STATION		
	() 2.	03 FILL HOPPER WITH BLAM 04 INSERT PROGRAM CARD (	IK DATA CARDS ON PROGRAM DRI	UM
	() 2.	05 SET NECESSARY SWITCHE	ES	
	() 2.		ENT DATA TO	CARDS
3.00	EXTENT			
	GENERAL	STATEMENT OF EXTENT AND	EXTENT OF RE	SULTING OUTCOME
-	7 3.	01 DATA CARDS ARE PUNCHI RATERS. TO BE COMPLI OPERATION JUDGED AS S	ETED WITHIN 2	HOURS WITH EACH
	() 3.	02 MATERIALS POSITIONED 03 CORRECT CARDS USED 04 PROPERLY ALIGNED 05 TO PROPERLY ACTIVATE		CY
	• •	06 LANGUAGE IS CORRECT 07 ALL ERRORS LOCATED	÷	

		MISOE NO.
PROGRAM BUSINESS DATA	DIVISION 03	PUNCH CARD
PROCESSING		PROCESSING
USOE CODE NO(S)	UNIT 01	KEYPUNCH
-	TERMOB NO.	5-081
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1.00 CONDITION		•

# 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

### 3.00 EXTENT



	AM	BUSIN PROCES	ESS DATA	DIVISION	03	PUNCH CARD PROCESSING
		PROCE	551NG	UNIT	01	KEYPUNCH
	•		•	TERMOB NO	).	5-082
)						
1.00	CONDI	TION				
	()	1.02	BASIC OFFICE SUPPLI KEYPUNCH MACHINE BLANK CARDS PREPARED STANDARD C	ů.		P T
2.00	PERFO	RMANC	<b>E.</b>			
1		<u> </u>		9	-	
	GENE		ATEMENT OF PERFORMAN PUNCH STANDARD (PRO	CE AND RESU	LTIN	IG OUTCOME KEYPINCH
rije Vi	( )	2.01	PROGRAM DRUM EMPLOY	ING THE FOL	LOWI	NG OPERATIONS:
		2.02		N FOR TASK		
	( )	2.03				
	( )	2.05	CHECK CARD AGAINST	LAYOUT SHEE	T	
				1		
2 00	EXTE	TV.				
3.00						
3.00	GENE	RAL ST	ATEMENT OF EXTENT AN	D EXTENT OF	RES	SULTING OUTCOME
3.00	GENE	3.01		ICHED TO APP	ROV	AT OF BOAKD OF EXPERT
3.00	GENE:	3.01	PROGRAM CARD IS PUN	CHED TO APP LETED WITHI	ROVA N 30	MINUTES WITH EACH
3.00	GENE	3.01	PROGRAM CARD IS PUN PRATERS. TO BE COME OPERATION JUDGED AS MATERIALS POSITIONE	CHED TO APP LETED WITHI S SATISFACTO	ROVA N 30 RY 0	MINUTES WITH EACH OR UNSATISFACTORY
3.00	GENE:	3.01	PROGRAM CARD IS PUN PRATERS. TO BE COMP OPERATION JUDGED AS	CHED TO APP LETED WITHI S SATISFACTO	ROVA N 30 RY 0	MINUTES WITH EACH OR UNSATISFACTORY

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2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

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MISOE	NO.					
PROGR	AM	BUSINESS DATA PROCESSING		DIVISION 03		PUNCH CARD PROCESSING
				UNIT	02	VERIFIER
	r		٠	TERMOB N	NO.	5-083
·			•	•		۵
1.00	CONE	ITION				٠
•	( )		PUNCHED CARDS			)
	( )		KEY PUNCH MACHINE PROJECT DESCRIPTION			
	()	1.04	SOURCE DOCUMENTS			
Şe.	( )		VERIFÍER BASIC OFFICE SUPPLIE	c /madie /	m 3 /	
	()		BLANK CARDS FIELDED			ED CARDS
			•			
2.00	PERE	ORMANC	<b>E</b>			i
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ļ		· · · · · ·				
*	GENE		ATEMENT OF PERFORMANC	E AND RES	ULTIN	G OUTCOME
	( )	2.01	OPERATIONS:	FOR ERROR	S EMP	LOYING THE FOLLOWING
				· 		
•	( )	2.02	a contract of the contract of	FOR TASK		
	( )		DESK CHECK CARDS USE VERIFIER			
•	( )	2.05	CORRECT ERRORS			
					*	
3.00	EXTEN	T	4			
İ				<u> </u>		
	GENE		ATEMENT OF EXTENT AND	EXTENT O	F RES	ULTING OUTCOME
	( )	3.01	PUNCHED CARDS ARE VE TO APPROVAL OF A BOA			
			COMPLETED WITHIN 1 H			
			SATISFACTORY OR UNSA	TISFACTOR	Y.	•
	<del></del>	3.02	MATERIALS POSITIONED	FOR EFFI	CIENC	Y
	( )	3.03	ALL ERRORS LOCATED			
	( )	3.04 3.05		1		
	. ( )	3.03	CANDO INFORCIDO	1		

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PROGRAM	BUSINESS DATA	DIVISION 03	PUNCH CARD	
· · · · · · · · · · · · · · · · · · ·	PROCESSING	<del></del>	PROCESSING	
USOE CODE	and the second s	UNIT 02	VERIFIER	
		TERMOB NO.	5-083	
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2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		,		
PROGRA	AM BUSINI PROCES	ESS DATA ESING	DIVISIO UNIT TERMOB	02	PUNCH CARD PROCESSING VERIFIER 5-084
1.00	() 1.01 () 1.02 () 1.03 () 1.04 () 1.05 () 1.06 () 1.07	BASIC OFFICE SUPPLIES PUNCHED CARDS KEYPUNCH MACHINE PROJECT DESCRIPTION SOURCE DOCUMENTS VERIFYING MACHINE BLANK CARDS	(TABLE	T-3)	
2.00	PERFORMANC	E .	· · · · · · · · · · · · · · · · · · ·		
3.00	GENERAL ST () 2.01 () 2.02 () 2.03 () 2.04 () 2.05  EXTENT	ATEMENT OF PERFORMANCE VERIFY PUNCH CARDS EM  CONVERT WORK STATION DESK CHECK CARDS USE VERIFIER CORRECT ERRORS	PLOYING	THE F	OLLOWING OPERATIONS:
	() 3.01 () 3.02 () 3.03	PATERS. TO BE COMPLE OPERATION JUDGED AS S  MATERIALS POSITIONED ALL ERRORS LOCATED ALL ERRORS LOCATED	TED TO ATTENDED	APPROV HIN 1 TORY (	/AL OF BOARD OF EXPERT HOUR WITH EACH OR UNSATISFACTORY

4 1	S.	
PROGRAM BUSINESS DATA	DIVISION 03	PUNCH CARD
PROCESSING		PROCESSING
USOE CODE NO(S)	UNIT 02	VERIFIER
<u> </u>	•	,
	TERMOB NO.	5-084
	· .	•
-	•	
1.00 CONDITION		

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	.04		٠	ſ			
PROGRA	M	BUSINE	ESS DATA		DIVISION UNIT TERMOB NO	03	PUNCH CARD PROCESSING SORTER 5-085	6
1.00	CONDI ( ) ( )	1.01	BASIC OFFIC PUNCHED CAI PUNCH CARD	RDS WITH D	ATED INFOR	'-3) RMAT:	ION	
2.00	,	ORMANCI	ATEMENT OF I	ED CARDS (	CHRONOLOGIC	JLTII	NG OUTCOME Y EMPLOYING	THE
~	()	2.03 2.04 2.05	CONVERT WOOD LOAD MACHINESET COLUMN SORT FOR YOU SORT FOR ME SORT FOR DO	RK STATION NE READ EAR ONTH				

# 3.0 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		*
() 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		PUNCHED CARDS ARE SORTED CHRONOLOGICALLY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY
	() 3.03 () 3.04 () 3.05 () 3.06	CARDS STACKED EVENLY CORRECT COLUMN CARDS ARE IN ORDER BY YEAR CARDS ARE IN ORDER BY MONTH



	a •			
PROGRAM	BUSINESS DATA	DIVISION 03	PUNCH CARD	
	PROCESSING	_	PROCESSING	
USOE CODE	NO(S)	UNIT 03	SORTER	<del></del>
		TERMOB NO.	5-085	
	<del></del>			
1.00 CON	DITTON			

### 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del> </del>				
PROGRAM BUSIN			SSS DATA SSING	DIVISION		PUNCH CARD PROCESSING SORTER
		-	u	TERMOB NO	•	5-086
						9
1.00	COND	ITION				
	( )	1.01 1.02	PUNCHED CARDS WITH I SUFFICIENT INFORMAT: NUMERIC FIELDS	NUMERIC FIE ION AS TO D	LDS ESII	RED HIERARCHY OF
	( )	1.03	CARD SORTER			
	( )	1.04	SORTER RACK CARD TRAYS	•		
			CARD HOLDERS	•		
2.00	PERF	ORMANC	<b>E</b>		e g	•
Ş			A MOUTHUR OF DEDECORAN	CE AND DESI	T.MT1	IC OUTCOME
•	GENE	2.01	ATEMENT OF PERFORMAN SORT PUNCHED CARDS OPERATIONS:	NUMERICALLY	EM	PLOYING THE FOLLOWING
	( )		CONVERT WORK STATIO	N FOR TASK		
	( )	2.03	LOAD MACHINE SET DIALS, SWITCHES	AND INDICA	TOR	S TO PROCESS CARDS.
v	Ċĵ	2.05	SORT EACH COLUMN			
	( )	2.06	VISUALLY CHECK SORT	ED CARDS		
3.00	EXT	ENT				
					<del></del> - ·	
4	GENE ( )	3.01	RATERS. TO BE COMP OPERATION JUDGED AS	TED TO APPR LETED WITHI SATISFACTO	ROVA IN 1 DRY	L OF BOARD OF EXPERT HOUR WITH EACH OR UNSATISFACTORY
	()	3.03	PROPER DIALS, SWITC	ED.		

PROGRAM	BUSINESS DATA	DIVISION 03	PUNCH CARD	
	PROCESSING	_	PROCESSING	
USOE CODE		UNIT 03	SORTER	
		TERMOB NO.	5-086	
	4	·	٠	~
1.00 CON	NDITION			

# 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				-
PROGRAM		t BUSINE PROCES	SSS DATA SSING	DIVISION 03 UNIT 03 TERMOB NO.	PROCESSING
1.00	COND	ITION			
	()	1.02 1.03 1.04	PUNCHED CARDS WITH A CARD SORTER SORTER RACK CARD TRAYS CARD HOLDERS	ALPHABETIC FIE	LDS
2.00	PERF	ORMANC	E		
3.09	()	2.01 2.02 2.03 2.04 2.05 2.06	ATEMENT OF PERFORMANCE SORT PUNCHED CARDS FOLLOWING OPERATION CONVERT WORK STATION LOAD MACHINE SET DIALS, SWITCHES SORT EACH COLUMN VISUALLY CHECK SORT	ALPHABETICALLY S: N FOR TASK AND INDICATOR	EMPLOYING THE
0	····	PAT. ST	ATEMENT OF EXTENT AN CARDS ARE SORTED TO TO BE COMPLETED WIT JUDGED AS SATISFACT	APPROVAL OF E	BOARD OF EXPERT RATERS RS WITH EACH OPERATION
	( ) ( ) ( )	3.03 3.04	MATERIALS POSITIONE CARDS NEATLY STACKE PROPER DIALS, SWITC TWICE, IN PROPER SE ALL ERRORS LOCATED	D HES AND INDICA	

PROGRAM	BUSINESS DATA PROCESSING	DIVISIO	N 03	PUNCH CARD PROCESSING	
USOE CODE	NO(S)	UNIT	03	SORTER	
		TERMOB	NO.	5-087	
1.00 CON	DITION				

MISOE NO.\_\_\_\_

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.		<u> </u>			·
PROGRA	M		ESS DATA	DIVISION	03	PUNCH CARD PROCESSING
		PROCE	SING	UNIT	04	REPRODUCING PUNCH
			•			T 000
	•	6		TERMOB NO	•	5-088
1.00	COND	ITION				
	( ) ( ) ( ) ( )	1.02 1.03 1.04 1.05	PUNCHED CARDS BLANK CARDS REPRODUCING PUNCH WIRED PANEL CARD TRAYS CARD HOLDERS	-		
2.00	PERFO	RMANCE				-
	GENE	ERAL ST	ATEMENT OF PERFORMAN REPRODUCE PUNCHED C EMPLOYING THE FOLLO	ARDS USING	KEP!	KODOCTUG POWCH
	()	2.04	LOAD READ HOPPER WI LOAD PUNCH HOPPER W INSERT WIRED PANEL SET PROPER SWITCHES	TH PUNCHED WITH BLANK C	CARI	S
3.00	EXT	ENT	•	e		
	GEN ( )	3.01 3.02 3.03 3.04	RATERS. TO BE COME OPERATION JUDGED AS MATERIALS POSITIONS NEATLY STACKED NEATLY STACKED	ED TO APPROV PLETED WITHI S SATISFACTO	N 1 RY	HOUR WITH EACH OR UNSATISFACTORY
	()	3.05 3.06 3.07		CONS		

	MISOE NO.				
PROGRAM BUSINESS DATA PROCESSING USOE CODE NO(S)	DIVISION 03 _	PUNCH CARD PROCESSING REPRODUCING PUNCH			
	TERMOB NO.	5-088			
1.00 CONDITION		• ·			

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



ISOE	NO.		-		
`	`				
er Gr	I AM	DUCTN	ESS DATA	DIVISION 03	PUNCH CARD
, , , , , , , , , , , , , , , , , , ,	·	PROCE			PROCESSING
		PROCE	SSING	UNIT . 04	
v				TERMOB BO.	5-089
				4	
1.00	COND	ITION			ς,
			3		
	( )	1.01	MASTER CARD		
•	( )	1.02	BLANK CARDS	-	
	( )	1.03	WIRED PANEL		
	( )	1.04	REPRODUCING PUNCH		
	( )	1.05	CARD TRAYS		-
	( )	1.06	CARD HOLDERS	•	
				Nr.	
		,	_	•	
2.00	PERF	ORMANC	E		
			•		
				an aun Decutet	NC OUTCOME
	GENE		ATEMENT OF PERFORMANG GANGPUNCH CARDS USI	CE AND RESULTI	DINCH EMPLOYING
	( )	2.01			PUNCII EFIF LOT ING
	İ		THE FOLLOWING OPERA	TIONS:	
	<del></del>	2.02	CONVERT WORK STATIO	N FOR TASK	
	( )	2.03		ND BLANK CARDS	TNTO PUNCH HOPPER
	( )		INSERT WIRED PANEL	ND DEFINIT CHAPE	
	( )	2.04			
	( )	2.05	SET SWITCHES	•	
3.00	EXTE	ייאי			
3.00	DALL	214.1			
					GUT MING OUMCOME
	GENE	ERAL ST	PATEMENT OF EXTENT AN	D EXTENT OF RE	SULTING OUTCOME
	(.)	3.01	CARDS ARE GANG PUNC	HED TO APPROVA	T OF BOARD OF EXPERT
			RATERS. TO BE COMP	LETED WITHIN L	HOUR WITH EACH
*			OPERATION JUDGED AS	SATISFACTORY	OR UNSATISFACTORY
	()	3.02	MATERIALS POSITIONE	D FOR EFFICIEN	CY
	( )	3.03	CARDS STACKED NEATL	Y	
	( )	3.04	PROPERLY CONNECTED		
	( )	3.05	PROPER SWITCHES FOR	DESIRED OPERA	TIONS SET

PROGRAM BUSINESS DATA	DIVISION 03	PUNCH CARD
PROCESSING	_	PROCESSING
USOE CODE NO(S)	UNIT 04	REPRODUCING PUNCH
· · · · · · · · · · · · · · · · · · ·	TERMOB NO.	5-089
•		
	W.	
1 OO CONDITION		

# 2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

# 3.00 EXTENT



MISOE	NO.					
PROGRAM BUSINE PROCES			ESS DATA SSING	DIVISION UNIT TERMOB NO	04	PUNCH CARD PROCESSING REPRODUCING PUNCH 5-090
1.00	COND	ITION	v			
	()	1.02 1.03 1.04	MARK-SENSE CARDS REPRODUCING PUNC WIRED PANEL CARD TRAYS CARD HOLDERS	:H		~
2.00	PERF	ORMANC	<b>E</b>			
	GENE	RAL ST	ATEMENT OF PERFORMANCE PUNCH MARK-SENSE EMPLOYING THE FO	CARDS USING T	HE F	REPRODUCING PUNCH
	()	2.02 2.03 2.04 2.05 2.06	LOAD PUNCH HOPPE INSERT WIRED PAN	ER WITH MARK-SE NEL NITCHES PUNCHED CARDS I		CARDS PROPER POSITIONING
3.00	EXT	ent				
•	GENI	ERAL ST	CARDS PUNCHED TO TO BE COMPLETED JUDGED AS SATIS	O APPROVAL OF DIVIDITIES OF THE PROPERTY OF TH	BOAR WIT	D OF EXPERT RATERS. H EACH OPERATION
	()	3.02 3.03 3.04 3.05 3.06	MATERIALS POSITE CARDS NEATLY ST. PROPERLY CONNECTOR DESIRED OPE ALL ERRORS LOCAL	ACKED TED RATIONS	CIEN	CY

		-
ROGRAM BUSINESS DATA	DIVISION 03	PUNCH CARD
PROCESSING	·	PROCESSING
SOE CODE NO(S)	UNIT 04	REPRODUCING PUNCH
	TERMOB NO.	5-090
	_	
<del></del>		
.00 CONDITION		

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				
PROGRA	BUSINI PROCES	ESS DATA SSING	UNIT	01	COMPUTER OPERATIONS MAGNETIC MEDIA 5-091
1.00	() 1.02	BASIC OFFICE SUPP DISK PACK DISK DRIVE	LIES (TABLE T	-3)	
2.00	PERFORMANC	E			u
3.00	() 2.01 () 2.02 () 2.03	ATEMENT OF PERFORM MOUNT A DISK PACK FOLLOWING OPERATI  SET SWITCHES LOAD DISK PACK SET SWITCHES	CON A DISK DR	LTI	NG OUTCOME EMPLOYING THE
	GENERAL ST	OF EXPERT RATERS WITH EACH OPERAT: UNSATISFACTORY	NTED ON DISK E TO BE COMPI	)RIV LETE	E TO APPROVAL OF BOARD D WITHIN 5 MINUTES
	() 3.02 () 3.03 () 3.04	DISK PACK IS LOAD	DED CORRECTLY	,	

	· ·	M	ISOE NO.
PROGRAM _	BUSINESS DATA	DIVISION 04 _	COMPUTER OPERATIONS
USOE CODE	NO(S) PROCESSING	UNIT 01	MAGNETIC MEDIA
		TERMOB NO.	5-091
			1
1.00 CON	IDITION		
•			

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO					
PROGRA	AM		ESS DATA SSING	DIVISION UNIT TERMOB NO	01	COMPUTER OPERATIONS MAGNETIC MEDIA 5-092
1.00	COND	ITION	•		_,	
	( )	1:01 1.02 1.03	MAGNETIC TAPE	ES (TABLE T	-3)	٠
2.00	PERF	ORMANC	E			
	GENE	2.01	THE FOLLOWING OPERA	NETIC TAPE TIONS:	LTII ON A	NG OUTCOME A TAPE DRIVE EMPLOYING
	( )	2.03				
3.00	EXTE	ENT				~
•	GENE	ERAL ST	ATEMENT OF EXTENT AN MAGNETIC TAPE REEL TO APPROVAL OF BOAR COMPLETED WITHIN 5 JUDGED AS SATISFACT	IS MOUNTED D OF EXPERT MINUTES WIT	ON I RA' H E	MAGNETIC TAPE DRIVE TERS. TO BE ACH OPERATION
7	()	3.02 3.03 3.04	REEL IS LOADED CORR	ECTLY	٠.	

*	MISOE NO.
PROGRAM BUSINESS DATA PROCESSING USOE CODE NO(S)	UNIT 01 MAGNETIC MEDIA TERMOB NO. 5-092
1.00 CONDITION	~
.00 PERFORMANCE	
GENERAL STATEMENT OF PERFO	RMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				
PROGRA		ESS DATA	DIVISION UNIT TERMOB NO	02	PUNCH OPERATIONS 5-093
		-	•		
1.00	CONDITION				
	() 1.02	BASIC OFFICE SUPPI PUNCHED CARDS CARD READER/PUNCH		-3)	
2.00	PERFORMAN	CE			
	() 2.01	THE FOLLOWING OPERATE SWITCHES LOAD PUNCHED CARD	CARD READER/	LTIN	IG OUTCOME CH MACHINE EMPLOYING
3.00	EXTENT		ч		
	GENERAL S	TO APPROVAL OF BO	LOADED IN CA ARD OF EXPERT 2 MINUTES WIT	RD 1 PA: H E	READER/PUNCH MACHINE
	() 3.02 () 3.03 () 3.04	PUNCHED CARDS ARE	LOADED EVENI	Υ	

	T and the second	,	MISOE NO.			
PROGRAM _	BUSINESS DATA	DIVISION 04	COMPUTER OPERATIONS			
USOE CODE	PROCESSING NO(S)	UNIT 02	PUNCH OPERATIONS			
		TERMOB NO.	5-093			
1.00 CON	DITION		vi			

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.					•
PROGR	AM	BUSINE PROCES	SS DATA SSING	DIVISION UNIT	04	COMPUTER OPERATIONS PUNCH OPERATIONS
				TERMOB NO	<b>)</b> .	5-094
1.00	COND	ITION				-
	( )		REPRODUCING PUNCH CONTROL PANEL ASSORTED WIRES	ONTROL PANE	r Di	AGRAM
2.00	PEPF	ORMANC	<b>E</b>			
1	CENE	DAT CM	ATEMENT OF PERFORMAN	CE AND RESU	T.TIN	OUTCOME
		2.01		NCH PANEL F	ROM	WIRING DIAGRAM
	()	2.02	CONVERT WORK STATION INSERT WIRES INTO P	N TO TASK ANEL AS IND	ICA!	TED ON DIAGRAM
3.00	EXTE	ENT		,		
	GENE	RAL ST	ATEMENT OF EXTENT AN PANEL IS WIRED TO A TO BE COMPLETED WIT JUDGED AS SATISFACT	PPROVAL OF HIN 30 MINU	BOAI	RD OF EXPERT RATERS. WITH EACH OPERATION
	()	3.02 3.03	MATERIALS POSITIONE CORRECTLY INSERTED	D FOR EFFIC	CIEN	CY

	MISOE NO.	
PROGRAM BUSINESS DATA PROCESSING	DIVISION 04	COMPUTER OPERATIONS
USOE CODE NO(S)	UNIT 02	PUNCH OPERATIONS
	TERMOB NO.	5-094
1.00 CONDITION		•
-	•	
2.00 PERFORMANCE		

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME



MESOE	NO.	<u> </u>	·	٠		*
PROGRAM		BUSINESS DATA PROCESSING		DIVISION	04	COMPUTER OPERATIONS
•	•	TROCES	702310	UNIT	02	PUNCH OPERATIONS
			•	TERMOB N	0.	5-095
*				- 143°		
1.00	COND	ITION	· ·			·
t	()	1.01 1.02 1.03 1.04	BASIC OFFICE SUPPLI PENCILS IN ASSORTED BLANK REPRODUCING F SUFFICIENT PROCEDUR LOCATIONS OF THE THE DESIRED LOCAT CARD	COLORS PUNCH CONTRO RAL INFORMAT SENDING FIR	OL PA TION ELDS	DESCRIBING THE ON INPUT CARDS AND
2.00	PERF	ORMANC	<b>E</b>	•		
	GENE	RAL ST	ATEMENT OF PERFORMAN PREPARE REPRODUCING STRAIGHT REPRODUCING OPERATIONS:	FUNCH CON	rrol	NG OUTCOME PANEL DIAGRAM FOR LOYING THE FOLLOWING
	()	2.02 2.03 2.04 2.05	CONVERT WORK STATION INDICATE SENDING FOR INDICATE RECEIVING INDICATE THE COMPANY	IELD LOCATION FIELD LOCA!	ONS TION	S EACH FIELD
3.00	EXTI	en <b>t</b> "	•			
	GENI	ERAL ST	CONTROL PANEL DIAG BOARD OF EXPERT RA' 1 HOUR WITH EACH O' OR UNSATISFACTORY	RAM IS PREPA TERS. TO B PERATION JUI	ARED E CO DGED	TO APPROVAL OF MPLETED WITHIN AS SATISFACTORY
	()	3.02 3.03 3.04 3.05	MATERIALS POSITION CODED CORRECTLY CODED CORRECTLY INDICATED CORRECTL		CIEN	CY (

	•		
PROGRAM _	BUSINESS DATA PROCESSING	DIVISION 04 _	COMPUTER OPERATIONS
USOE CODE	The state of the s	UNIT 02	PUNCH OPERATIONS
		TERMOB NO.	5-095
•			¥ş
1 00 001	DIMION		

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	<del> </del>				
PROGRAM		BUSINESS DATA PROCESSING		DIVISION	04	COMPUTER OPERATIONS PUNCH OPERATIONS
					- "	
		b	~	TERMOB NO	o <b>.</b>	5-096
1.00	COND	OITION				
	( )	1.02	BASIC OFFICE SUPPLIE KEYPUNCH BLANK CARDS PREPARED MULTIPLE CA		FOR	M
2.00	PERF	ORMANC	<b>E</b> .		_	
-	GENE	RAL ST	PATEMENT OF PERFORMANCE PUNCH STANDARD (PROCEED FOR KINDER FOLLOWING OPERATION OF THE FOLLOWING OPERATION OF THE FOLLOWING OPERATION OF THE POLLOWING OPERATION	GRAM I) AND EYPUNCH PRO	) AL'	TERNATE (PROGRAM 11)
	()	2.02 2.03 2.04 2.05 2.06 2.07	CONVERT WORK STATION FEED BLANK CARD ENCODE CARD REINSERT CARD NOW PORT ENCODE CARD TEST PROGRAMS USING	UNCHED WITE		
3.00	EXT	ENT				
	GEN:	ERAL ST	PATEMENT OF EXTENT AND PROGRAM CARDS ARE PROGRAM CARDS ARE PROGRAM EXPERT RATERS. TO WITH EACH STEP JUDG UNSATISFACTORY	UNCHED TO A BE COMPLETE	APPR ED W	THIN 30 MINUTES
	()	3.03 3.04 3.05 3.06	MATERIALS POSITIONE CARD FED WITH PROPER CODES F CORRECTLY INSERTED WITH PROPER CODES F ALL ERRORS LOCATED	OR PROGRAM	į	ICY

PROGRAM BUSINESS DATA	DIVISION 04	COMPUTER OPERATIONS
USOE CODE NO(S) PROCESSING	UNIT 02	PUNCH OPERATIONS
· · · · · · · · · · · · · · · · · · ·	TERMOB NO.	5-096
· ————————————————————————————————————	e .	
1.00 CONDITION		

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				
PROGR	AM BUSINI PROCES	ESS DATA SSING	DIVISION UNIT TERMOB NO	03	PROGRAM LOADING . 5-097
1.00	() 1.02	BASIC OFFICE SUPPLIE COMPUTER CONSOLE MAC INSTRUCTION WORK SHE	HINE	-3)	<b>.</b>
2.00	PERFORMANC	E			
1	GENERAL ST	ATEMENT OF PERFORMANC LOAD PROGRAM THROUGH FOLLOWING OPERATIONS	I COMPUTER (	LTIN	G OUTCOME OLE EMPLOYING THE
		SET SWITCHES KEY IN PROGRAM			Ú
3.00	EXTENT	ε,			
•	GENERAL ST	EXPERT RATERS. TO I WITH EACH OPERATION UNSATISFACTORY	NTO MEMORY OBE COMPLETE JUDGED AS	TO A D WI	APPROVAL OF BOARD OF THIN 2 MINUTES
	() 3.02		RRECTLY ACCORDING	TO W	ORK SHEET INSTRUCTION

		•
PROGRAM BUSINESS DATA	DIVISION 04	COMPUTER OPERATIONS
USOE CODE NO(S) PROCESSING	UNIT 03	PROGRAM LOADING
	TERMOB NO.	5-097
1.00 CONDITION		

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.			.*	÷
PROGR	AM BUSINI PROCES	ESŚ DATA ESING	DIVISION UNIT TERMOB NO	04	COMPUTER OPERATIONS HIGH SPEED PRINTER 5-098
1.00		BASIC OFFICE SUPPLIF	ES (TABLE T-	-3)	
0.00	() 1.03	HIGH SPEED PRINTER M	MACHINE		
2.00	PERFORMANC	E.	P.		
	GENERAL ST	ATEMENT OF PERFORMANCE MOUNT FORMS IN HIGH THE FOLLOWING OPERA	SPEED PRINT	TIN	G OUTCOME MACHINE EMPLOYING
,		SET SWITCHES LOAD FORMS SET SWITCHES			
3.00	EXTENT				
	GENERAL ST	ATEMENT OF EXTENT AN FORMS ARE MOUNTED I APPROVAL OF A BOARD WITHIN 5 MINUTES WI SATISFACTORY OR UNS	N HIGH SPEED OF EXPERT D TH EACH OPED	D PE RATE RATI	ERS. TO BE COMPLETED
	() 3.02 () 3.03 () 3.04	FORMS ARE LOADED AN	D POSITIONE	D CC	DRRECTLY

_	M	ISOE NO.
PROGRAM BUSINESS DATA  USOE CODE NO(S) PROCESSING	DIVISION 04	COMPUTER OPERATIONS HIGH SPEED PRINTER
	TERMOB NO.	5-098
1.00 CONDITION		
• • • •		
2.00 PERFORMANCE		. ,
GENERAL STATEMENT OF PERFO	ORMANCE AND RESULT	ING OUTCOME

3.00 EXTENT



# TABLE T-3 - BASIC OFFICE SUPPLIES

**PENS** 

**PENCILS** 

TYPEWRITER

PAPER

ASSORTED BUSINESS FORMS

CORRECTING TAPE

CORRECTING FLUID

STAPLER

TAPE

RULER

ASSORTED RUBBER STAMPS

DESK

### 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	
		<u>.                                    </u>
		•
2.	Division	Performance Statement
	Unit	·
*		
3.	Division	Performance Statement
	Unit	
6-	*	
4.	Division	Performance Statement
ند	Unit	
	v	·
5.	Division	Performance Statement
	Unit	**************************************
6.	Division	Performance Statement
	Unit	.6



1.	Division	Performance Statement
	Unit	
2.	· Division	Dougouman as Chahamant
۷.	Division	Performance Statement
	Unit	
3.	Division	Performance Statement •
	Unit	
•	•	· · · · · · · · · · · · · · · · · · ·
4.	Division	Performance Statement
	Unit	
	(	
5.	Division	Performance Statement
	Unit	
6.	Diminian	Doublewar as Chatemant
0.	Division	Performance Statement
	Unit	
	•	
7.	Division	Performance Statement
	Unit	
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		T-80

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#### 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	
٠	<b>⇔</b> <sup>*</sup>	
13.	Division	Performance Statement
-	Unit	
ERIC		

8.	Division	Performance	Statement	
	Unit			· -
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<b>Q</b> .	Division	Performance	Statement_	
				<del></del>
ſ	Unit			
	•	<del></del>		
10.	Division		Statement	4
10.	•		<del></del>	
	Unit	<del></del>		*
11.	Division	Performance	Statement	
	Unit			
				-
12.	Division	Performance	Statement	· Y
	Unit	<del></del>		
	e e			<del></del>
,				· · · · · · · · · · · · · · · · · · ·
13.	Division	Performance	Statement	
	Unit	<del></del>		
		-		
14.	Division		. Chahaman h	
T4.	Division	Per rormance	Statement	<u> </u>
	Unit	And the same of	برويد د ورد د ورد ورد وازار د د دور ورد و دور و دور و دور و دور و دور و دور و دور و دور و دور و دور و دور و دور	
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SORT PUNCHED CARDS NUMERICALLY

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