ED 115 881   CE 005 719

TITLE   Fall 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   MF-$0.76 HC-$5.70 Plus Postage
DESCRIPTORS   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, 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)

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/DATA PROCESSING

Before filing said statement, the superintendent shall submit it to the chair-
man of the school committee, who shall countersign it on oath, if, after ex-
amination, 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/DATA PROCESSING

Before filing said statement, the superintendent shall submit it to the chair-
man of the school committee, who shall countersign it on oath, if, after ex-
amination, 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

TABLE OF CONTENTS

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBs)

TERMOBs

4

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

	1	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 2 3 4		◁ 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

7

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 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.

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.	

3   8

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 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	

5.	Type Code							
6.	Session Code							
7.	Program Length (Years)	<l	1	2	3	4	<l	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		

4   10

Misoe Number

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.										

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.

12

Table 2.11 Enrollment in Lower Grades by Student Group

MTsoe Number					
	2	3	4	5	6
	201	202	203	204	205
	Male ≤1 1 2 3 4 No	Male ≤1 1 2 3 4 No	Male ≤1 1 2 3 4 No	Male ≤1 1 2 3 4 No	Male ≤1 1 2 3 4 No
	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes
	Female No	Female No	Female No	Female No	Female No

Table 2.11 Enrollment In Lower Grades by Student Group

		2	3	4	5
1.	Grade				
2.	Student Group Name and Number	201	202	203	204
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
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	Male Female	Male Female	Male Female	Male Female
12.	Enrollment	Male Female			

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

Misoe Number

	8	9	10	11	12
	206	207	208	209	210
	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Male Female	Male Female	Male Female	Male Female	Male Female

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

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

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

	14	15	16	17	18
Misoe Number	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	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Male Female	Male Female	Male Female	Male Female	Male Female

Time
Time

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

		13	14	15	16
1.	Grade				
2.	Student Group Name and Number	211	212	213	
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
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

8

Misoe Number

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

		19	20	21	22	23
1.	Grade		216	217	218	219
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
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	Male	Female	Male	Female	Male	Female	Male	Female
12.	Enrollment					

Table 2.2 Utilization of Student Class Time: Final Grade

MIsoe Number

	101	102	103	104	105	106	107	108	109	110
	2	3	4	5	6	7	8	9	10	11

Table 2.2 Utilization of Student Class Time: Final Grade

		2	3	4	5	6	7	8
1.	Student Group Number	101	102	103	104	105	106	107
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							

10

22

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

Misoe Number

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

	12	13	14	15	16	17	18	19		
1. Student Group Number		111	112	113	114	115	116	117		
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 Utilization of Student Class Time: Lower Grade

MIsoe Number

	2	3	4	5	6	7	8	9	10	11
	201	202	203	204	205	206	207	208	209	210

Table 2.21 Utilization of Student Class Time: Lower Grade

	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

Misoe Number

	13	14	15	16	17	18	19	20	21	22
	211	212	213	214	215	216	217	218	219	220

reas

Ion

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								
11. Additional Notes Necessary to Explain Lines 4 through 10								

Table 2.3 Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

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

WEEKLY OR SCHEDULE A						
1	2	3		4		5
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.
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.						

	1	2	3		4		5	
	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.
	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							

30

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

Check Applicable Program Schedule

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

		WEEKLY OR SCHEDULE B					
5	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.
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.						
TALS							
B	Mon.						
	Tues.						

WEEKLY OR SCHEDULE B

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.
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							

32

15

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

Check Applicable Program Schedule

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

		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.
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	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.
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							

34

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

Check Applicable Program Schedule

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

		WEEKLY OR SCHEDULE B					
16	17	18		19		20	
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.
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.						
TALS							
)B	Mon.						
	Tues						

16	17	18		19		20	
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.
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							

36

MIsoo Number

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 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.
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.						

21	22	23		24		25	
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.
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							

38

Misou Number

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

Check Applicable Program Schedule

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

26	27	28		29		30	
		WEEKLY OR SCHEDULE B					
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.
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							
B	Mon.						
	Tues.						

26	27	28		29		30	
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.
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							

40

Table 2.3 Utilization of Departmental Instructional Area By Room

Check Applicable Program Schedule

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

31	32	33		34		35	
		WEEKLY OR SCHEDULE A					
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.
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.						

WEEKLY OR SCHEDULE

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							

42

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

Check Applicaboe Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

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

36	37	38		39		40	
		WEEKLY OR SCHEDULE B					
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.						

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.
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							

44

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_____

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

46

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
01	PREPARATION	01	LAYOUT
		02	FLOWCHART
02	COMPILATION	01	CODING
03	PUNCH CARD PROCESSING	01	KEY PUNCH
		02	VERIFIER
		03	SORTER
		04	REPRODUCING PUNCH
04	COMPUTER OPERATIONS	01	MAGNETIC MEDIA
		02	PUNCH OPERATIONS
		03	PROGRAM LOADING
		04	HIGH SPEED PRINTER

47

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

and

REPORTING FORMS

48

MISOE NO. _____

PROGRAM BUSINESS DATA PROCESSING   DIVISION 01 PREPARATION _____

_____   UNIT   01 LAYOUT _____

                                         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

PROGRAM __BUSINESS DATA__ DIVISION 01 ____PREPARATION____

__PROCESSING__

USOE CODE NO(S)_____ UNIT   01 ____LAYOUT____

_____ 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__

50

MISOE NO. _____

PROGRAM   BUSINESS DATA PROCESSING   DIVISION 01 PREPARATION

                                            UNIT   01 LAYOUT

                                            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

51

PROGRAM BUSINESS DATA   DIVISION 01   PREPARATION
                PROCESSING
USOE CODE NO(S) _____ UNIT   01   LAYOUT

                                 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 DATA PROCESSING   DIVISION 01 PREPARATION

_____   UNIT   02 FLOWCHART

                                         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

PROGRAM ___BUSINESS DATA___
USOE CODE NO(S)___PROCESSING___
_____
_____
_____

DIVISION 01 ___PREPARATION___

UNIT   02 ___FLOWCHART___

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 DATA PROCESSING   DIVISION 01   PREPARATION

UNIT   02   FLOWCHART

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

PROGRAM __BUSINESS DATA__
                    __PROCESSING__
USOE CODE NO(S)_____

DIVISION 01 __PREPARATION__

UNIT   02 __FLOWCHART__

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 DATA   DIVISION 01   PREPARATION
             PROCESSING
                                        UNIT   02   FLOWCHART

                                        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

PROGRAM __BUSINESS DATA__   DIVISION 01 ____PREPARATION____
         __PROCESSING__
USOE CODE NO(S)_____   \UNIT   02 ____FLOWCHART____
         _____   TERMOB NO.   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 DATA___   DIVISION 01 ___PREPARATION___
        ___PROCESSING___   UNIT   02 ___FLOWCHART___

                                       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

PROGRAM ___BUSINESS DATA___   DIVISION 01   ___PREPARATION___
              PROCESSING
USOE CODE NO(S)_____   UNIT   02   ___FLOWCHART___
              _____
              _____   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

PROGRAM   BUSINESS DATA   DIVISION 02   COMPILATION

                 PROCESSING   UNIT   01   CODING

                                          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

PROGRAM BUSINESS DATA   DIVISION 02   COMPILATION
         PROCESSING
USOE CODE NO(S)_____   UNIT   01   CODING
         _____
         _____   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 DATA   DIVISION 02   COMPILATION _____
           PROCESSING

UNIT   01   CODING _____

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   ASSEMBLE 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

PROGRAM ___BUSINESS DATA___   DIVISION 02   ___COMPILATION___
_____PROCESSING___
USOE CODE NO(S)_____   UNIT   01   ___CODING___

_____   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 DATA   DIVISION   02   COMPILATION
               PROCESSING

                                      UNIT   01   CODING

                                      TERMOB NO.   5-073

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

PROGRAM BUSINESS DATA	DIVISION 02	COMPILATION
PROCESSING		
USOE .CODE NO(S)_____	UNIT 01	CODING
_____	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

66

MISOE NO. _____

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

PROGRAM BUSINESS DATA   DIVISION 02   COMPILATION
                PROCESSING
USOE CODE NO(S)_____   UNIT   01   CODING

                                    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. _____

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

PROGRAM   BUSINESS DATA   DIVISION 02   COMPILATION

                     PROCESSING

USOE CODE NO(S)_____   UNIT   01   CODING

                                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 DATA__   DIVISION 02 __COMPILATION__
        __PROCESSING__
                                   UNIT   01 __CODING__

                                   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 ARE CORRECT

71

PROGRAM BUSINESS DATA   DIVISION 02   COMPILATION
                 PROCESSING
USOE CODE NO(S)_____   UNIT   01   CODING
                _____
                _____   TERMOB NO.   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 DATA   DIVISION 02 COMPILATION
           PROCESSING   UNIT   01 CODING
                                  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 ARE CORRECT

73

PROGRAM   BUSINESS DATA
USOE CODE NO(S)___PROCESSING___

DIVISION 02   COMPILATION

UNIT   01   CODING

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 DATA__   DIVISION 03 __PUNCH CARD__
         __PROCESSING__   __PROCESSING__
                                UNIT   01 __KEYPUNCH__

                                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

PROGRAM   BUSINESS DATA   DIVISION 03   PUNCH CARD
                   PROCESSING   PROCESSING
USOE CODE NO(S)_____   UNIT   01   KEYPUNCH

                                   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 DATA   DIVISION 03   PUNCH CARD
          PROCESSING   PROCESSING
                                    UNIT   01   KEYPUNCH

                                    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 OPERA-   │
│   TION 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

77

MISOE NO. _____

PROGRAM   BUSINESS DATA   DIVISION 03   PUNCH CARD
                    PROCESSING   PROCESSING
USOE CODE NO(S) _____   UNIT   01   KEYPUNCH
                _____   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

78

MISOE NO. _____

PROGRAM   BUSINESS DATA   DIVISION 03 PUNCH CARD
           PROCESSING   PROCESSING
                                  UNIT   01 KEYPUNCH

                                  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

79

PROGRAM BUSINESS DATA   DIVISION 03   PUNCH CARD
         PROCESSING   PROCESSING
USOE CODE NO(S)_____   UNIT   01   KEYPUNCH
              _____
              _____   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

80

MISOE NO. _____

PROGRAM   BUSINESS DATA   DIVISION 03   PUNCH CARD
          PROCESSING   PROCESSING
                                 UNIT   01   KEYPUNCH

                                 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

81

PROGRAM BUSINESS DATA   DIVISION 03 PUNCH CARD
                  PROCESSING   PROCESSING
USOE CODE NO(S) _____   UNIT   01 KEYPUNCH
                _____
                _____   TERMOB NO.   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 DATA   DIVISION 03 PUNCH CARD
           PROCESSING   PROCESSING
                                  UNIT   01   KEYPUNCH

                                  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 STANDARD 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

83

PROGRAM __BUSINESS DATA__   DIVISION 03   ____PUNCH CARD____
            __PROCESSING__   ____PROCESSING____
USOE CODE NO(S)_____   UNIT   01   ____KEYPUNCH____
            _____   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

84

MISOE NO. _____

PROGRAM   BUSINESS DATA   DIVISION 03 PUNCH CARD
           PROCESSING   PROCESSING
                                  UNIT   02 VERIFIER

                                  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 FIELDED 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 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

85

PROGRAM BUSINESS DATA   DIVISION 03   PUNCH CARD
               PROCESSING   PROCESSING
USOE CODE NO(S)_____   UNIT   02   VERIFIER
               _____
               _____   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 DATA   DIVISION 03 PUNCH CARD
         PROCESSING   PROCESSING
                                     UNIT   02 VERIFIER

                                     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

PROGRAM ___BUSINESS DATA___   DIVISION 03   ___PUNCH CARD___
           ___PROCESSING___   ___PROCESSING___
USOE CODE NO(S)_____   UNIT   02   ___VERIFIER___
           _____
           _____   TERMOB NO.   ___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 DATA   DIVISION 03 PUNCH CARD
           PROCESSING   PROCESSING
                                    UNIT   03 SORTER

                                    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

3.0   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

89

PROGRAM   BUSINESS DATA   DIVISION 03   PUNCH CARD
                        PROCESSING   PROCESSING
USOE CODE NO(S)_____   UNIT   03   SORTER

                        _____   TERMOB NO.   5-085

                        _____

                        _____

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

PROGRAM ___BUSINESS DATA___   DIVISION 03 _PUNCH CARD_____
        ___PROCESSING_____   _PROCESSING_____
                                   UNIT   03 _SORTER_____

                                   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

PROGRAM   BUSINESS DATA   DIVISION 03   PUNCH CARD
_____PROCESSING   PROCESSING
USOE CODE NO(S)_____   UNIT   03   SORTER
            _____
                                     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

92

MISOE NO. _____

PROGRAM   BUSINESS DATA   DIVISION 03 PUNCH CARD
          PROCESSING   PROCESSING
                                 UNIT   03 SORTER

                                 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

3.09   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

93

PROGRAM   BUSINESS DATA   DIVISION 03   PUNCH CARD
                 PROCESSING   PROCESSING

USOE CODE NO(S)_____   UNIT   03   SORTER

                               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 DATA__
__PROCESSING__

DIVISION 03 __PUNCH CARD__
__PROCESSING__
UNIT 04 __REPRODUCING PUNCH__

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

95

PROGRAM ___BUSINESS DATA____
      __PROCESSING___

USOE CODE NO(S)_____

_____

_____

_____

DIVISION 03 ___PUNCH CARD___
      ___PROCESSING___

UNIT 04 __REPRODUCING PUNCH__

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 DATA   DIVISION 03   PUNCH CARD
             PROCESSING   PROCESSING
                                        UNIT   04   REPRODUCING PUNCH

                                        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 WORK STATION 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

PROGRAM ___BUSINESS DATA___   DIVISION 03   ___PUNCH CARD___
                  ___PROCESSING___   ___PROCESSING___
USOE CODE NO(S)_____   UNIT   04   ___REPRODUCING PUNCH___

                  _____   TERMOB NO.   ___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   <u>BUSINESS DATA</u>   DIVISION 03   <u>PUNCH CARD</u>
            <u>PROCESSING</u>   <u>PROCESSING</u>
                                     UNIT   04   <u>REPRODUCING PUNCH</u>

                                     TERMOB NO.   <u>5-090</u>

1.00   CONDITION

         ( )   1.01   MARK-SENSE 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 MARK-SENSE CARDS USING THE REPRODUCING PUNCH EMPLOYING THE FOLLOWING OPERATIONS:

         ( )   2.02   CONVERT WORK STATION FOR TASK
         ( )   2.03   LOAD PUNCH HOPPER WITH MARK-SENSE 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

PROGRAM ___BUSINESS DATA____   DIVISION 03   ___PUNCH CARD___
                PROCESSING   PROCESSING
USOE CODE NO(S)_____   UNIT   04   REPRODUCING PUNCH

                                     TERMOB NO.   ___5-090___

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 DATA   DIVISION 04 COMPUTER OPERATIONS
           PROCESSING
                                  UNIT   01 MAGNETIC MEDIA

                                  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

PROGRAM	BUSINESS DATA	DIVISION 04	COMPUTER OPERATIONS
USOE CODE NO(S)	PROCESSING	UNIT 01	MAGNETIC MEDIA
		TERMOB NO.	5-091

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

102

MISOE NO. _____

PROGRAM ___BUSINESS DATA___   DIVISION 04 COMPUTER OPERATIONS
        ___PROCESSING___

                                 UNIT   01 MAGNETIC MEDIA

                                 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

PROGRAM __BUSINESS DATA__   DIVISION 04 ___COMPUTER OPERATIONS___
_____PROCESSING_____
USOE CODE NO(S)_____   UNIT   01   ___MAGNETIC MEDIA_____
_____   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

MISOE NO. _____

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

PROGRAM	BUSINESS DATA PROCESSING	DIVISION 04	COMPUTER OPERATIONS
USOE CODE NO(S)		UNIT 02	PUNCH 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 DATA   DIVISION 04 COMPUTER OPERATIONS
         PROCESSING
                               UNIT   02 PUNCH 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 PEPFORMANCE

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

PROGRAM   BUSINESS DATA   DIVISION 04   COMPUTER OPERATIONS
                    PROCESSING
USOE CODE NO(S)_____   UNIT   02   PUNCH 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

PROGRAM __BUSINESS DATA__   DIVISION 04 COMPUTER OPERATIONS
        __PROCESSING__

                                   UNIT   02 PUNCH 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

PROGRAM   BUSINESS DATA   DIVISION 04   COMPUTER OPERATIONS
           PROCESSING
USOE CODE NO(S)_____   UNIT   02   PUNCH 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 DATA___   DIVISION 04 COMPUTER OPERATIONS
        ___PROCESSING___   UNIT   02 PUNCH 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

111

PROGRAM   BUSINESS DATA
                    PROCESSING
USOE CODE NO(S)_____

DIVISION 04   COMPUTER OPERATIONS

UNIT   02   PUNCH 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

112

MISOE NO. _____

PROGRAM ___BUSINESS DATA___   DIVISION 04 COMPUTER OPERATIONS
         ___PROCESSING___
                               UNIT   03 PROGRAM LOADING .

                               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

PROGRAM __BUSINESS DATA__

__PROCESSING__

USOE CODE NO(S)_____

DIVISION 04   __COMPUTER OPERATIONS__

UNIT   03   __PROGRAM LOADING__

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

114

MISOE NO. _____

PROGRAM   BUSINESS DATA   DIVISION 04   COMPUTER OPERATIONS
           PROCESSING
                                         UNIT   04   HIGH SPEED PRINTER

                                         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

115

PROGRAM __BUSINESS DATA__   DIVISION 04   __COMPUTER OPERATIONS__

USOE CODE NO(S)__PROCESSING__   UNIT   04   __HIGH SPEED PRINTER__

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

116

TABLE T-3 - BASIC OFFICE SUPPLIES

PENS

PENCILS

TYPEWRITER

PAPER

ASSORTED BUSINESS FORMS

CORRECTING TAPE

CORRECTING FLUID

STAPLER

TAPE

RULER

ASSORTED RUBBER STAMPS

DESK

117

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_____   _____

                      _____

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_____
   Unit_____   _____
                         _____
                         _____

T-80

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_____   _____

                               _____

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_____   _____

                             _____

                             _____

14. Division_____   Performance Statement_____

    Unit_____   _____

                             _____

                             _____

T-81

122

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS DATA PROCESSING

T-82

INDEX OF TERMOB STATEMENTS

PROGRAM: BUSINESS DATA PROCESSING

124