DOCUMENT RESUME

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TITLE

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

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 143p.; 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

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(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 distributive education. 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)

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Misoe Number	2	Due Date
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Name of School System	•	System ID No.
Name of School		School ID No.
Name of Preparer of Report	Title	Telephone No.
Name of Depar	rtment or Instruct	Ional Area

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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

DISTRIBUTIVE EDUCATION

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

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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.

ERIC

THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF EDUCATION

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	A Land of Cabacla
(Date)	Superintendent of Schools
	~
(Date)	Chairman of School Committee



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MISOE Number

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

1	2	3
1. Grade		
Student Group Name 2. and Number	101	102
3. USOE Code(s)		~
4. Level Code		
5. Type Code	*	
6. Session Code		
7. Program Length (Years)	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
II. Instructors and Teacher's Aldes		
· .		
A. Full Time		
B. Percentage of Time		
12. Enrollment	Male Female	Male Female

TERMOB Applicability

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9.	Workstudy	Yes	N	0			Yes	5	N	0			
10.	Exploratory	Yes	- N	0			Yes	3	N	0		_	
11.	Instructors and Teacher's Aldes			٥									
	A. Full Time	1 1											
E	3. Percentage of Time										Ü		
12.	Enrollment	Male	-	Fe	male		Mal	le_		F	ema	le	

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

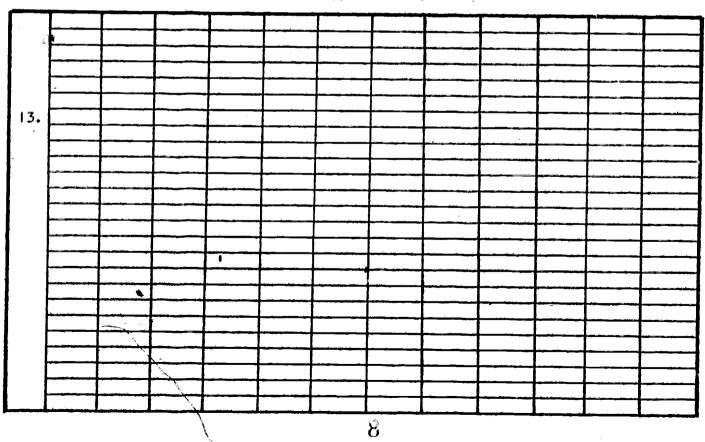
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Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objective (TERMOB)

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4:	Level Code	-		_											
5.	Type Code			•											
б.	Session Code		÷												
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8.	Cooperative		Yes		No				Ϋ́Υ	es		No			
9.	Workstudy		Yes	-	No				Y	es		No			
10.	Exploratory		Yes		No				Y	es_		No			
11.	Instructors and Teacher's Aldes										gast.**	J			
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Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBS)

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8.	Yes	No	Yes	No	Yes	No
9.	Yes	. No	Yes	No	Yes	No
10.	Yes	No	Yes	No	Yes	No.
11.		,				
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12.	Male	Female	Male	Female	Male	Female

TERMOB Applicability

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

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(able 2.1)		216					2 3 4	Yes No	Yes No	Yes				Male Femalé
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Table 2.2 Utilization of Student Class Time: Final Grade

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

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

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Table 2.21 Utilization of Student Class Time: Lower Grade

Student Group Number 201 202 203 Grade USOE Code(s) In Occupational Shop/Lab Area(s) In Occupational Shop/Lab Area(s) In Occupational Total Occupational Time (Lines 4 + 5) Total All Areas Length of Grade Session (Weaks) Schedule Wariation Additional Notes Necessary to Explain Lines 4 through 10	6	205 206 207			-	,		·		•			
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Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

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

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Table 2.3 Utilization of Departmental Instructional Area by Rooms

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c.]	Variable									

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No. or	of the	7:00 a.	m12:00N	12:00N-6	5:00 p.m.	6:00 p.m.	-11:00 p.m.	
Name	Week	No. of Hrs.Used	No. of Stud. Hrs.	No. of No. of Hrs. Used Stud. Hrs.		No. of Hrs. Used	No. of Stud. Hrs.	
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Name	Week	Hrs.Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.	
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Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

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

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

Check Applicable Program Schedule

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	c.[] Variable		•	

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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 Chan	ıge
	c. [] Variable		ن

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

1.	a. [] Waekly b. [] Alternating c. [] Variable	2.	a. b.	[] Semester Schedule Change [] No Semester Schedule Change
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Name	Week	Hrs.Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.	Hrs. Usea	Stud. Hrs.
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	Thurs.					,	,
ES C	Fri. Sat.						
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	Menun		0.00.0	100			
1 3A	Mon. Tues.		,				
1 35	Wed.						
{	Thurs.						
LSC	Fri. Sat.						
	901.	*					
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14A	Mon. Tuas.		3		<u> </u>		
140	Wed.				v		<u> </u>
	Thurs.						
113 73	Fri.			8			*
<u>L</u> S C	Sat.		9				
TOTALS					-1	}	
	Mon.						
15A	Tues. Wed.		*************				
	Thurs.				<u> </u>		
	Fri.						
5 C	567						
- TOTALS			·	-			
.01/10							





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

- 1	5.	[] Weekly [] Alternating	ä	2.	a. b.	[] Semester Schedule Change [] No Semester Schedule Change
•	٥.	[] Variable				E 3 no comparer outlocate offange

			- WEEKI	LY-OR SCHED	ULE B		
26	27	S.	28		29	30)
Room	Day	Мо	rning	Aft	ernoon	Even Ing	
No. or	of the	7:00 a.	m12:00N	12:00N-	б:00 р.m.	6:00 p.m.	-11:00 p.m
/ Name	Maat	No. of	No. of	No. of	No. of	No. of	No. of
Nome	Week	riis.usea	Stud. Hrs.	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs
KIB	Mon.					,	
	Tues.						
	Wed.						
\	Thurs.	,					
/	FrI.						
,5 €	Sat.	···					
OTALS							,
128	Mon.		2				4
	Tues.						
	Wed.						· · · · · · · · · · · · · · · · · · ·
İ	Thurs.						
L	Fri.		0				
s c	Sat.						
OTALS			y .		·	. 4	
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138	Môn.					≱ - ≥**	
	Tues.					Y	-
Ĺ	Wed.					, ,	· · · · · · · · · · · · · · · · · · ·
1	Thurs.					4	*
	Fri.						
S C	·Sat.						
OTALS						6 .	
148	"Mon.						7
	Tues.						
i i	Tues. Wed.		**************************************			A Company of the Comp	
'	Thurs.						
	Fri.						·
C	Sat.						
TALS					9	3	
C58	Mark			\			1
by ERIC	Mon.					9	
1	HIDG. I		- I				The second second

Room	Day	Мо	rning	Afte	ernoon	Eve	ning
No. o	of the	7:00 a.	m12:00N	12:00N-	5:00 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.
IIB	Mon.			1			
118	Tues.						المارية المارية
1	Wed.						
1	Thurs.						
۷.,	FrI.						
LS C	Sat.					•	
		٩					
TOTALS			,		, °		
12B °	Mon.				O	-	
	Tues.	9					
1/	Wed.		*				
V	Thurs.		·				
Ī	Fri.						
LS C	Sat.					. (
				. 3			
TOTALS	-						
138	Mon.						
	Tues.						
	Wed.			•			and the second
ļ	Thurs.						
	Fr1.			····	···		
LS C	_sat.	٠					
TOTALS			• -	21 OF 21 OF			
148	Mon.						
	Tues.						
Į	Wed.		·				<u> </u>
	Thurs.		ت ت	· · · · · · · · · · · · · · · · · · ·			
	Fri.				6.		
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\$65,20 GE 4 . /2							
TOTALS							
158	Mon.				٠		
,	Tues.		\				
1	Wed.		-\				
1	Thurs.						
	Fri.	~~~~					
LS C	Sat.						
TOTALS							

Table 2.3 Utilization of Departmental Instructional Area By Room

	l.a b	. [] Wee . [] Alt . [] Var	kly ernating lable	2. a. b.	[] Semester	Schedule Ch ter Schedule	ange Change	
*	· .		WEEKL	Y OR SCHEDU	LE A	* · · · · · · · · · · · · · · · · · · ·		
· 3I	32		33	3	4	35		
Room	Day	Mo	orning.	Afte	ernoon	Evening		
No.or	of the	7:00 a. No. of	m12:00N No. of	12:00N-0	6:00 p.m. No. of	6:00 P.M. No. of	-11:00.p.n	
Name	Week		Stud. Hrs.		Stud. Hrs.	Hrs. Used		
16A.	Mon. Tues. Wed. Thurs. Fri.					4.		
LS C	Sat.							
TOTALS								
1 7A	Mon. Tues. Wed. Thurs. Fri.							
LS C	Sat.							
TOTALS				u .	8			
18A ,	Mon. Tues. Wed. Thurs. Fri.		3					
LS C	Sat.	,	,				 	
TOTALS			٠					
19A	Mon. Tues. Wed. Thurs. Fri.						A	
LSC	Sat.							
TOTALS				v				
204	Mon						,	

Room	Day	Morning		Afte	ernoon	Eve	ning
No.or	of the		m12:00N	12:00N-0	5:00 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. cf Stud. Hrs
16A	Mon.			4			-
1011	Tues.			7			•
	Wed.						
	Thurs.						
LSC	Fri. Sat.						
120	301.	i-,					
TOTALS				0			
17A	Mon .						
	Tues.		,	1			
	Wed. Thurs.						
	Fri.	-		<i>v</i> .		<u> </u>	
LS C	Sat.						
TOTALS						91	b .
1.6.4			3		======================================		
18A	Mon. Tues.						
	Wed.				*		
1	Thurs.		· · · · · · · · · · · · · · · · · · ·				
	Fri.						
LS C	Sat.			d .			
TOTALS							
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	Tues.						
	Wed.						
	Thurs.		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
LSC	Fri. Sat.	 					
	Jar.		<u> </u>				
TOTALS							
20A	Mon.	-					
	Tues.						
	Wed.	ļ	-				
	Thurs. Fri.	 		· · · · · · · · · · · · · · · · · · ·	<u> </u>	<u> </u>	
LS C	Sat.	 					
	-				, , , , , , , , , , , , , , , , , , ,		
TOTALS							



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

1.	а. b.	[] Weekly [] Alternating	 a. [] Semester Schedule Change b. [] No Semester Schedule Change 	∍ ange
	c.	[] Varlable	֥	

Γ		· <u></u>	· · · · · · · · · · · · · · · · · · ·	WEEK	LY OR SCHEDU	LE B	· · · · · · · · · · · · · · · · · · ·	
	36	37	38	<u> </u>	39		40	
	Room	Day	Morning		Afte	rnoon	Evening	
	No.or	of the	7:00 a. No. of	m12:00N No. of	12:00N-6	0:00 p.m.	No. of	-il:00 p.m. Nó. of
	Name	Week	Hrs Used	Stud. Hrs	Hrs. Used	Stud. Hrs.	Hrs. Used	Stud. Hrs.
	16B	Mon. Tues.					4	
		Wed. Thurs.						
F	LS C	Fri. Sat.						
	TOTALS			·				
ſ	I 7B	Mon .						
		Tues. Wed. Thurs.						
-	LS C	Fri.					4	
I	TOTALS							
F	188	Mon .		1				
		Tues. Wed.						
		Thurs.	*					
	LS C	Sat.	-	-	1			
Ì	TOTALS							
	198	Mon. Tues.						
	:	Wed. Thurs	<u> </u>					
	LS C	Fri. Sat.	*			<u>. </u>		
	TOTALS							
RIC .	20B	Mon.						
1	l	Tues.			+	Towns town and the second second		.1.

36	37	38		39	Processor in Contract of the State of the Contract of the Cont	ALO TENERAL MARINA MARI		
Room	Day	Morning		Afte	ernoon	Evei	ning	
No.or	of the	7:00 a.m12:00N		12:00N-6	5:00 p.m.	6:00 p.m.	-11:00 p.m.	
		No. of	No. of	No. of	No. of	No. of	No. of Stua. Hrs.	
Name	Week	Hrs.Used	Stud. Hrs	Hrs. Used	Stud. Hrs.	Hrs. Used	3100. 183.	
16B	Mon.	1		"	, _ , _	÷.		
IOD	Tues.							
	Wed.				4.5	· , _ • · · · · · •		
	Thurs.				n			
LS C	Sat.							
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, , ,	Tues.							
	Wed.		L					
	Thurs. Fri.	 		 				
LSC	Sat.	} 						
		,						
TOTALS								
188	Mon.	4					<u> </u>	
1	Tues.							
	Wed.					 		
Ì	Thurs. Frl.			 				
LS C	Sat.							
}			1		·		e,	
TOTALS								
198	Mon.							
	Tues.				 			
1	Wed. Thurs				 			
	Fri.						۵	
LS C	Sat.	,						
TOTALS	 		4					
20B	Mon.				ļ		<u> </u>	
	Tues.				 		 	
	Wed. Thurs		 					
1	Fri.	-						
LS C	Sat.					<u> </u>	 	
TATALA								
TOTALS	4:		+					



REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE DISTRIBUTIVE EDUCATION

CODE	DIVISION	CODE	UNIT
01	PRE-EMPLOYMENT	,	
U	ORIENTATION	01	JOB HUNTING
		02	RESUME, PROFILE SHEET, INTERVIEW FORMS, REFERENCES
		03	PERSONAL GROOMING AND SOCIAL SKILLS INTERVIEWING
02	BEGINNING WORKING		
\$	•	01	RULES AND REGULATIONS OF EM- PLOYER .
>		02	JOB DUTIES ANALYSIS
		• •	FAMILIARIZATION WITH COMPANY
		04	BUSINESS ETHICS
4.8	-	05	MEETING THE PUBLIC
03	INTRODUCTION TO		
	RETAILING	01	TYPES OF RETAIL OUTLETS
0	*	02	HISTORY AND EVOLUTION
		03	CHAIN OF DISTRIBUTION
	.	04	ORGANIZATIONAL STRUCTURES OF RETAIL OUTLETS
04	RETAIL SALESMANSHIP		4
*		01	RETAIL SALESPERSON'S ROLE
	•	02	SALES STEPS AND PROCEDURES
		03	CUSTOMER RELATIONS
		04	TELEPHONE SALES SUGGESTION SELLING
	. 6	05 06	SALES PSYCHOLOGY
05	MECHANICS OF SALESMANSHIP	01	OPERATING A CASH REGISTER
	SAUESPANSILE	02	FILLING OUT CASH SLIPS, RE- CEIPTS, RETURN SLIPS, ETC.
		03	HANDLING MONEY, MAKING CHANGE
		04	WRITING CHECKS
	\$	05	BANKING AND POSTING PROCEDURES
	•	06	WRAPPING PACKAGES, LAYAWAYS, ETC.
ñ.c	BUSINESS MATH		e .
06	DOSTMESS MAIN	01	DISCOUNTS
		02	"SUPERMARKET MATH"
2		03	MAKING CHANGE
		04	TALLYING
	6	05	CHECK PROCEDURE
07	PRODUCT KNOWLEDGE	,	
		01	SOURCES
		02	RELATION TO SALESMANSHIP
		03	MERCHANDISE MANUAL ECONOMIC GEOGRAPHY
		04 05	WARRANTIES AND GUARANTEES

i d		02 03 04 05	PLOYER JOB DUTIES ANALYSIS FAMILIARIZATION WITH COMPANY BUSINESS ETHICS MEETING THE PUBLIC
03	INTRODUCTION TO	0.3	MUDDIC OF TRANSTI OUMITME
	RETAILING	01 02	TYPES OF RETAIL OUTLETS HISTORY AND EVOLUTION
	·	02	CHAIN OF DISTRIBUTION
		04	ORGANIZATIONAL STRUCTURES OF RETAIL OUTLETS
04	RETAIL SALESMANSHIP		
•		01	RETAIL SALESPERSON'S ROLE
	*· '	02	SALES STEPS AND PROCEDURES
		03	CUSTOMER RELATIONS
		04	TELEPHONE SALES
	167	05 06	SUGGESTION SELLING SALES PSYCHOLOGY
05	MECHANICS OF		·
	SALESMANSHIP	01	OPERATING A CASH REGISTER
	٥	02	FILLING OUT CASH SLIPS, RE- CEIPTS, RETURN SLIPS, ETC.
		03	HANDLING MONEY, MAKING CHANGE
	٠	04	WRITING CHECKS
	i 9	05 06	BANKING AND POSTING PROCEDURES WRAPPING PACKAGES, LAYAWAYS, ETC.
06	BUSINESS MATH		
00	2001-1200 12111	01	DISCOUNTS
		02	"SUPERMARKET MATH"
		03	MAKING CHANGE
	•	04	TALLYING
		05	CHECK PROCEDURE
07	PRODUCT KNOWLEDGE	•	į.
\$4		01	SOURCES !
	•	02	RELATION TO SALESMANSHIP
		03	MERCHANDISE MANUAL
	e	04	ECONOMIC GEOGRAPHY
		05	WARRANTIES AND GUARANTEES
0.8	BUYING		
		01	CHAIN OF DISTRIBUTION
	•	02	RELATION TO SALESMANSHIP MERCHANDISE MANUAL
		03 04	MERCHANDISE MANUAL TIMING
		05	SUPPLY AND DEMAND
	•	06	FASHIONS, FADS, AND STYLES
		T-2	7/74

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TABLE T-1 (CONT'D) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE DISTRIBUTIVE EDUCATION

		. No.	
CODE	DIVISION	CODE	UNIT
09	TRANSPORTATION OF	rs.	
	GOODS	01	TYPES OF TRANSPORTATION
		02	RATES
		03	INTERSTATE AND INTRASTATE REGULATIONS
		04	LIABILITY OF GOODS IN TRANSIT
	·	05	SHIPPING TERMS AND CONDITIONS
10	RECEIVING AND MARKET-	•	
	ING MERCHANDISE	01	COST ANALYSIS
	1)	02	PROFITS (GROSS & NET)
		03	MARK-UPS & MARR-DOWNS
		04	OVERHEAD AND EXPENSES
		05	COMPETITIVE PRICES
		06	LOSS LEADERS
11	INVENTORIES		s v
		01	CARE OF STOCK
		02	TYPE AND OVERAGES
		03	SHORTAGES AND OVERAGES
		04	LEGAL REQUIREMENTS
	e e e e e e e e e e e e e e e e e e e	05	INVENTORY FORMS
12	CUSTOMER SERVICES		
	٠	01	SHIPPING AND DELIVERY
7		02	CREDIT
	-	03	TRADING STAMPS
		04	PARKING FACILITIES
		05	MAIL ORDER SERVICE
13	ADVERTISING	*	THE CONTROL OF THE TANK
	*	01	IMPORTANCE TO RETAILER AND ECONOMY
Ť.	1	0.0	CHOOSING MEDIA
		02	BUDGETING FOR ADVERTISING
		03	TYING-IN WITH SALES
		04	MECHANICS OF ADVERTISING
		05	LEGISLATION OF ADVERTISING
		06	LEGISLATION OF ADVERTISING
14	DISPLAY AND FIXTURES		TUDES OF PICHTAUS AND FIVMINES
	4	01	TYPES OF DISPLAYS AND FIXTURES
		02	FUNCTION TO THE RETAILER
	•	03	ELEMENTS OF A GOOD DISPLAY
		0 4 O	IMPORTANCE OF COLOR, LINE, DESIGN AND BALANCE
	A MEMORAL ELIM & LIPATEM	<u>~</u>	
15	LOCATION AND LAYOUT	01	TYPE OF STORE AND MARKET AREA
i .	. 4		COMPETITION FACTORS
•		02	OTHER INFLUENCING FACTORS
O C		03	OTHER INFluencing PACTORS
kt Provided by ERIC	BUSINESS LAW		CONCEDUTIO ENDIQUEES
	_	01	CONCERNING EMPLOYEES

	ING MERCHANDISE	01	COST ANALYSIS
	ING MERCHANDIDE	02	PROFITS (GROSS & NET)
		03	MARK-UPS & MARK-DOWNS
		04	OVERHEAD AND EXPENSES
		05	COMPETITIVE PRICES
		06	LOSS LEADERS
		00	HOOD HIMDING
11	INVENTORIES	*	and an amount
	3	01	CARE OF STOCK
	-	02	TYPE AND OVERAGES
	v v	03	SHORTAGES AND OVERAGES
		04	LEGAL REQUIREMENTS
,		05	INVENTORY FORMS
12	CUSTOMER SERVICES		
,i., d.,		01	SHIPPING AND DELIVERY
		1 02	CREDIT
•		03	TRADING STAMPS
		04	PARKING FACILITIES
		05	MAIL ORDER SERVICE
		0.0	•
13	ADVERTISING	01	IMPORTANCE TO RETAILER AND
		OI	ECONOMY
		02	CHOOSING MEDIA
	• •	03	BUDGETING FOR ADVERTISING
		04	TYING-IN WITH SALES
	•	05	MECHANICS OF ADVERTISING
		06	LEGISLATION OF ADVERTISING
		200	
14	DISPLAY AND FIXTU		TYPES OF DISPLAYS AND FIXTURES
	¢.	01	FUNCTION TO THE RETAILER
		02	ELEMENTS OF A GOOD DISPLAY
	· ·	03	IMPORTANCE OF COLOR, LINE,
	is a second of the second of t	04	DESIGN AND BALANCE
		,	DE21GM MND DYMMICD
15	LOCATION AND LAYOU		
		01	TYPE OF STORE AND MARKET AREA
		02	COMPETITION FACTORS
۵,		03	OTHER INFLUENCING FACTORS
16	BUSINESS LAW	*.	
J., U	₩₩ ₩ ₩ ₩ ***************	01	CONCERNING EMPLOYEES
		02	OPERATION OF BUSINESSES
	o	03	BUYING AND SELLING
		04	INSURANCE
		05	BANKRUPTCY AND RECEIVERSHIP
		06	PROPRIETORSHIP, PARTNERSHIP
		• •	AND CORPORATIONS
			4

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TABLE T-1 (CONT'D) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE DISTRIBUTIVE EDUCATION

CODE	DIVISION	CODE	UNIT
CODE	D17 202011		
17	BUSINESS ENGLISH		
		01 °	BUSINESS LETTERS
		02	BUSINESS REPORTS
		03	COMPREHENSION OF GENERAL TER- MINOLOGY
		04	CONDUCTING MEETINGS
	* *	05	WRITING PROMOTION RELEASES
. 10	BUSINESS MACHINES		
18	BUSINESS MACHINES	01	KNOWLEDGE OF USE AND FUNCTION FOR RETAIL OUTLET
	·	02	LIST OF MACHINES
19	PERSONAL FINANCE		
73	PERDONAL LIMITOR	01	BUDGETING
	• •	02	CREDIT BUYING AND PERSONAL LOANS
		03	REAL ESTATE KNOWLEDGE
		04	SALARY SCHEDULES
	4	05	INVESTMENTS
	8		V .
20	SOCIAL SKILLS		
		01	PERSONALITY DEVELOPMENT
		02	ATTITUDES
21	FUTURE PLANS		
		01	BUSINESS RETAILING
	-4	02	UNIVERSITY TRAINING
		03	BUSINESS COLLEGE
		04	STARTING YOUR OWN BUSINESS
			, **

TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE DISTRIBUTIVE EDUCATION

DOES THIS OUTLINE CONTAIN ALL TOPICS IN WHICH GRADUATES ACQUIRE JOB-ENTRY SKILLS: YES____ NO____

CODE	DIVISION	CODE	UNIT
01.	PRE-EMPLOYMENT	01 02 03	JOB APPLICATION RESUME INTERVIEW
02	BUYING	01 02 03 04	INVENTORY NEEDS BUSINESS FORMS REPORTS
03	SELLING	01 02 03 04 05	MECHANICS OF SALES RETAIL STORE DEPARTMENT STORE NON-STORE NEW BUSINESS HOUSEKEEPING
04.	ADVERTISING	01 02	DISPLAYS MASS MEDIA

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)
and
REPORTING FORMS

	NO.		
PROGR	aM n	<u>istrib</u> i	UTIVE DIVISION 01 PRE-EMPLOYMENT
		DUCATION	
	- *		
			TERMOB NO. 1-001
			-
1.00	COND	ITION	
	· ()	1.01	TYPEWRITER
	()	1.02	CORRECTION MATERIALS
	()	1.03 1.04	TELEPHONE
	()	1.05 1.06	TELEPHONE DIRECTORY PENCIL
	166	1.07	PAPER
			•
2.00	PERF	ORMANC	E
		<u></u>	
	GENE	RAL ST	ATEMENT OF PERFORMANCE AND RESULTING OUTCOME
•	()	2.01	APPLY FOR A JOB EMPLOYING THE FOLLOWING OPERATIONS:
	()	2.02	CHECK EMPLOYMENT OPPORTUNITIES IN NEWSPAPER
	()	2.03	CHECK EMPLOYMENT OPPORTUNITIES FROM STATE EMPLOYMENT OFFICE
	()	2.04	CHECK EMPLOYMENT OPPORTUNITIES FROM PRIVATE EMPLOY-
	()	2.05	MENT AGENCY CHECK EMPLOYMENT OPPORTUNITIES FROM SCHOOL PLACEMEN
-å	()	2.06	SERVICE OBTAIN DETAILS BY TELEPHONE
•	Ċ		PREPARE LETTER OF APPLICATION
3.00	EXTE	NT	·
	1		
	GENE	RAL ST	ATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
4	(7)	3.01	JOB APPLICATION ACCOMPLISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH
			EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
			ractori.
			•
•	()	3.02	ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH
	• •	-	OPPORTUNITIES
	()	3.03	OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES
	• •	-	OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES
53	()	3.03	OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH
53	()	3.03 3.04 3.05	OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES DATA PERTAINING TO SALARY, HOURS, BENEFITS, ETC.
53	()	3.03 3.04 3.05 3.06	OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES DATA PERTAINING TO SALARY, HOURS, BENEFITS, ETC. OPTAINED
53	()	3.03 3.04 3.05	OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES DATA PERTAINING TO SALARY, HOURS, BENEFITS, ETC. OBTAINED

	MISOE NO.				
DISTRIBUTIVE PROGRAM EDUCATION	DIVISION 01	PRE-EMPLOYMENT			
USOE CODE NO(S)	UNIT 01	JOB APPLICATION			
	TERMOB NO.	1-001			
1.00 CONDITION					

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



				w.			
ROGR	CAM D				DIVISIO	N 01	PRE-EMPLOYMENT
	_ <u></u>	DUCATI	ON		UNIT	02	RESUME
, in	_		√.	. —≟.	TERMOB	NO.	1-002
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.00	COND	ITION		•			
	()		TYPEWRITER				
			CORRECTION	MATERIALS			
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	()	1.04	PAPER	wa. *			4
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				nnnnnu 110n	AND DEC	*** m ***	C OUTOOME
			'Δ'I'EMEENII (16'	PERFORMANCE	AND KES	OTITIO	
	GENE		DDDDADD A	DEDCONAT DE	CTIME EMD	TOVIN	G THE FOLLOWING
	GENE	2.01	PREPARE A	PERSONAL RE	SUME EMP	LOYIN	G THE FOLLOWING
•	GENE		PREPARE A OPERATIONS	PERSONAL RE	SUME EMP	LOYIN	G THE FOLLOWING
	GENE	2.01	PREPARE A OPERATIONS	PERSONAL RE	SUME EMP	LOYIN	G THE FOLLOWING
	GENEI	2.01	PREPARE A OPERATIONS ASSEMBLE P	PERSONAL RE: ERTINENT IN	SUME EMP	LOYIN	G THE FOLLOWING
	()	2.01	PREPARE A OPERATIONS	PERSONAL RE ERTINENT IN SUME	SUME EMP	LOYIN	G THE FOLLOWING
	() ()	2.01 2.02 2.03	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE	PERSONAL RE ERTINENT IN SUME	SUME EMP	LOYIN	G THE FOLLOWING
•	() () ()	2.01 2.02 2.03	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE	PERSONAL RE ERTINENT IN SUME	SUME EMP	LOYIN	G THE FOLLOWING
3.00	() () () () EXTE	2.01 2.02 2.03 2.04	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE	PERSONAL RE ERTINENT IN SUME	SUME EMP	LOYIN	G THE FOLLOWING
3.00	()	2.01 2.02 2.03 2.04	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE	PERSONAL RE ERTINENT IN SUME	SUME EMP	LOYIN	G THE FOLLOWING
3.00	()	2.01 2.02 2.03 2.04	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE	PERSONAL RE ERTINENT IN SUME	SUME EMP	LOYIN	G THE FOLLOWING
3.00	() () ()	2.01 2.02 2.03 2.04	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM	PERSONAL RE ERTINENT IN SUME E	SUME EMP	N	G THE FOLLOWING
3.00	() () () EXTE	2.01 2.02 2.03 2.04 NT	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM	PERSONAL RE ERTINENT IN SUME E EXTENT AND	FORMATIO	N PF RES	ULTING OUTCOME
3.00	() () () EXTE	2.01 2.02 2.03 2.04	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM	PERSONAL RE ERTINENT IN SUME E EXTENT AND PREPARED TO	FORMATIO EXTENT CO APPROVA	OF RES	ULTING OUTCOME BOARD OF EXPERT
3.00	() () () EXTE	2.01 2.02 2.03 2.04 NT	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM FATEMENT OF RESUME IS RATERS. T	PERSONAL RE ERTINENT IN SUME E EXTENT AND PREPARED TO O BE COMPLE	FORMATIO EXTENT OF APPROVA TED WITH	DF RES	ULTING OUTCOME BOARD OF EXPERT HOURS WITH EACH
3.00	() () () EXTE	2.01 2.02 2.03 2.04 NT	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM FATEMENT OF RESUME IS RATERS. T	PERSONAL RE ERTINENT IN SUME E EXTENT AND PREPARED TO O BE COMPLE	FORMATIO EXTENT OF APPROVA TED WITH	DF RES	ULTING OUTCOME BOARD OF EXPERT
3.00	() () () EXTE	2.02 2.03 2.04 NT	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM FATEMENT OF RESUME IS RATERS. T OPERATION	PERSONAL RE ERTINENT IN SUME E EXTENT AND PREPARED TO O BE COMPLE JUDGED AS S	FORMATIO EXTENT CO APPROVA TED WITH	OF RES	ULTING OUTCOME BOARD OF EXPERT HOURS WITH EACH R UNSATISFACTORY.
3.00	() () () EXTE	2.01 2.02 2.03 2.04 NT	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM FATEMENT OF RESUME IS RATERS. T OPERATION ASSEMBLED	PERSONAL RE ERTINENT IN SUME E EXTENT AND PREPARED TO O BE COMPLE JUDGED AS S IN NOTE FOR	EXTENT OF APPROVACTED WITH SATISFACT	OF RES	ULTING OUTCOME BOARD OF EXPERT HOURS WITH EACH
3.00	() () () () EXTER	2.02 2.03 2.04 NT	PREPARE A OPERATIONS ASSEMBLE P OUTLINE RE TYPE RESUM FATEMENT OF RESUME IS RATERS. T OPERATION ASSEMBLED EMPLOYMENT	PERSONAL RE ERTINENT IN SUME E EXTENT AND PREPARED TO O BE COMPLE JUDGED AS S IN NOTE FOR	EXTENT OF APPROVATED WITH ATISFACT	PF RESTL OF IN 2 PORY OF	ULTING OUTCOME BOARD OF EXPERT HOURS WITH EACH R UNSATISFACTORY.

	MISOE NO.
PROGRAM EDUCATION	DIVISION 01 PRE-EMPLOYMENT
USOE CODE NO(S)	UNIT 02 RESUME
	TERMOB NO. 1-002
1.00 CONDITION	2,
·.	
	*
, ,	
2.00 PERFORMANCE	
GENERAL STATEMENT OF PER	FORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		,	,	
PROGR	AM DISTRIBU	JTIVE	DIVISION	01	PRE-EMPLOYMENT
	EDUCATIO	ON	UNIT	nα	INTERVIEW
	·	1		_	
		e e	FERMOB NO	•	1-003
1.00	CONDITION	*			ger s
	() 1.02	INTERVIEWER APPLICATION FORMS PENCIL			
2.00	PERFORMANC	E			·
	GENERAL ST	ATEMENT OF PERFORMANC INTERVIEW FOR A JOB OPERATIONS:	E AND RESULEMPLOYING T	TINC	G OUTCOME FOLLOWING
·	() 2.03	BE APPROPRIATELY GRO FILL OUT APPLICATION ANSWER INTERVIEWER'S ASK INTERVIEWER QUES VOLUNTEER INFORMATIO	FORMS QUESTIONS TIONS	STEI	D
3.00	EXTENT		4		
	GNEERAL ST	RATERS. TO BE COMPL OPERATION JUDGED AS	TO APPROVAL ETED WITHIN	I OF 1/:	BOARD OF EXPERT 2 HOUR WITH EACH
	() 3.02 () 3.03 () 3.04 () 3.05	DRESSED NEATLY LEGIBLY, ALL BLANKS TO THE POINT POLITELY	FILLED		

		MISOE NO.	
PROGRAM EDUCATION	DIVISION 01	PRE-EMPLOYMENT	
USOE CODE NO(S)	UNIT 03	INTERVIEW	
	TERMOB NO.	1-003	
1.00 CONDITION		,	
٠			
		•	
2.00 PERFORMANCE			٠
GENERAL STATEMENT OF PER	RFORMANCE AND RESU	LTING OUTCOME	

3.00 EXTENT



MISOE	NO.	1	*		· · ·	
PROGR	AM DISTRIB	UTIVE	DIVISION	02	BUYING	
	EDUCATI	ON	UNIT	01	INVENTORY	_
			TERMOB NO	-	1-004	_
			TERMOD NO	v	1-004	
	<u>.</u>	•	÷		¥. + ₁	
1.00	CONDITION		J		ş Yerin Meridinin ili bir ili	
	() 1.02 () 1.03	STOCK INVOICE OR BILL OF ANTI-THEFT TAG PEN TAG ATTACHING TOOL RECEIVING LOG	LADING			
2.00	PERFORMANC	E		-	£:	
	GENERAL ST	ATEMENT OF PERFORMANT RECEIVE MERCHANDISTOPERATIONS:	NCE AND RESULE EMPLOYING T	TINC	G OUTCOME FOLLOWING	
-	() 2.05	CHECK QUANTITY CHECK QUALITY SIGN INVOICE OR BIS SORT MERCHANDISE ATTACH ANTI-THEFT RECORD IN RECEIVING	TAGS			
3.00	EXTENT	-				
	GENERAL ST	MERCHANDISE RECEIVE BOARD OF EXPERT RAHOURS WITH EACH OP UNSATISFACTORY.	ED AND PROCES TERS. TO BE	SSED COM	TO APPROVAL OF PLETED WITHIN 2	
	() 3.02 () 3.03 () 3.04 () 3.05 () 3.06	UNACCEPTABLE MERCH BY SIZE, STYLE OR	E REMOVED FOR ANDISE NOTED STOCK NUMBER	VEN R RE	TORY	V

·		•	MISOE NO.	بيظيسندا
PROGRAM EDUCATION		DIVISION 02	BUYING	
USCE CODE NO(S)		UNIT 01	INVENTORY	·
		TERMOB NO.	1-004	
	# · · · · · · · · · · · · · · · · · · ·			
1.00 CONDITION	. P			

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		• •
PROGR	AM DISTRIBUTIVE EDUCATION	DIVISION 0	2 BUYING
٠	· · · · · · · · · · · · · · · · · · ·	TERMOB NO.	1-005
	•	I BRAND NO.	
1.00	CONDITION		
·	() 1.01 LABELS OR TICKETS () 1.02 MERCHANDISE () 1.03 PEN () 1.04 VERBAL OR WRITTEN DID () 1.05 MARKING MACHINE	RECTIONS	•
		9 29 <u></u>	
2.00	PERFORMANCE		
		<u>.</u>	
	GENERAL STATEMENT OF PERFORMANC () 2.01 MARK MERCHANDISE EMP	E AND RESULTI LOYING THE FO	ING OUTCOME OLLOWING OPERATIONS:
. *	() 2.02 FILL OUT LABEL OR TICK	CKET ET TO MERCHAN	NDISE
3.00	EXTENT		
	GENERAL STATEMENT OF EXTENT AND () 3.01 MERCHANDISE IS MARKE RATERS. TO BE COMPL OPERATION JUDGED AS	D TO APPROVAL ETED WITHIN 3	OF BOARD OF EXPERT OMINUTES WITH EACH
ı	() 3.02 NEATLY, ALL INFORMAT () 3.03 SECURELY	ION COMPLETE	AND CORRECT

	•	,,	MISOE NO.	_
PROGRAM	DISTRIBUTIVE EDUCATION	_ DIVISION 02	BUYING	-,
USOE COD	E NO(S)	UNIT 01	INVENTORY	-
		TERMOB NO.	1-005	
1.00 CO	NDITION	 -		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



	٨	•		ù	
MISOE	NO.	****			
PROGR	AM DISTRIB EDUCATI		DIVISION	_	BUYING INVENTORY
	>	• • • • • • • • • • • • • • • • • • •	TERMOB NO.	•	1-006
1.00	CONDITION	•			
	() 1.01 () 1.02 () 1.03 () 1.04 () 1.05	PEN	RECTIONS	v	
2.00	PERFORMANC	E	,	•	
3.00	() 2.01 () 2.02 () 2.03 () 2.04 EXTENT GENERAL ST () 3.01	ATTACH NEW TICKET ATTACH NEW TICKET ATEMENT OF EXTENT AND MERCHANDISE IS MARKED EXPERT RATERS. TO BE WITH EACH OPERATION OUNSATISFACTORY.	EMPLOYING TO THE COMPLETED JUDGED AS S.	RESUROVA	LTING OUTCOME AL OF BOARD OF THIN 30 MINUTES SFACTORY OR
	() 3.02 () 3.03 () 3.04	NEATLY, ALL INFORMAT WITHOUT DAMAGING MER SECURELY	CHANDISE •	e al	W CORRECT

	6	MISOE NO.
DISTRIBUTIVE PROGRAM EDUCATION	DIVISION 02	BUYING
USOE CODE NO(S)	UNIT 01	INVENTORY
	TERMOB NO.	1-006
· · · · · · · · · · · · · · · · · · ·		d
1.00 CONDITION		۵

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		<u> </u>			·
PROGR		(STRIB		DIVISION	02	BUYING
	_EI	DUCATIO	ON	UNIT	01	INVENTORY
		e	•	TERMOB NO.)	1-007
g 4			*	. ,		
1.00	COND	ITION	•			
	()	1.01	MERCHANDISE PEN	**		,
	()	1.03	VERBAL OR WRITTEN LABELS OR TICKETS	DIRECTIONS		
2.00	PERF	ORMANC	E		<u> </u>	
	•	1				
	GENE	RAL ST	ATEMENT OF PERFORMA	NCE AND RESUL	TIN	G OUTCOME
	()	2.01	MARK DOWN MERCHANI OPERATIONS:	DISE EMPLOYING	TH.	E FOLLOWING
	<u> </u>	2.02	CROSS OUT OLD PRICE WRITE IN NEW PRICE			
	()	2.03 2.04	ATTACH NEW LABEL (OVER OLD		•
**				<i>y</i>		N. C. C. C. C. C. C. C. C. C. C. C. C. C.
3.00	EXTE	NT				
	GENE	RAL ST	ATEMENT OF EXTENT	AND EXTENT OF	RES	ULTING OUTCOME
	()	3.01	MERCHANDISE IS MA	RKED DOWN TO A) WI	THIN 30 MINUTES WITH
			EACH OPERATION JUST TORY.	DGED AS SATISE	ACT	ORY OR UNSATISFAC-
	L()	3.02	OLD PRICE IS ILLE	GIBLE AT A GLA	NCE	
3	- ()	3.03	NEATLY, CORRECT P	CIDIE CIDIE		

•	MISOE NO	
PROGRAM EDUCATION	DIVISION 02 BUYING	
USOE CODE NO(S)	UNIT 01 INVENTORY	
· · · · · · · · · · · · · · · · · · ·	TERMOB NO. 1-007	
		, « u
1.00 CONDITION		
		-
2.00 PERFORMANCE		
GENERAL STATEMENT OF PERI	FORMANCE AND RESULTING OUTCOME	

3.00 EXTENT



MISOE NO.	
PROGRAM DISTRIBUTIVE EDUCATION	DIVISION 02 BUYING UNIT 01 INVENTORY
	TERMOB NO. 1-008
1.00 CONDITION	
() 1.02 SHIPPING TAGS OR E () 1.03 PEN () 1.04 SCALE () 1.05 SHIPPING INFORMATI	CON
() 1.06 TRANSPORTATION AGE	SNCY INFORMATION
2.00 PERFORMANCE	
GENERAL STATEMENT OF PERFORMA () 2.01 SHIP MERCHANDISE E OPERATIONS:	ANCE AND RESULTING OUTCOME EMPLOYING THE FOLLOWING
() 2.02 DETERMINE MODE OF () 2.03 FILL OUT SHIPPING () 2.04 ATTACH SHIPPING TA	TRANSPORTATION TAG OR BILL OF LADING AG OR BILL OF LADING
3.00 EXTENT	,
() 3.01 MERCHANDISE IS SHI EXPERT RATERS. TO	AND EXTENT OF RESULTING OUTCOME TPPED TO APPROVAL OF BOARD OF D BE COMPLETED WITHIN 1 HOUR WITH DGED AS SATISFACTORY OR
() 3.02 MOST EFFICIENT MOD () 3.03 NEATLY, ALL INFORM () 3.04 SECURELY	DE SELECTED MATION COMPLETE AND CORRECT

			MISOE NO.	
PROGRAM	DISTRIBUTIVE EDUCATION	_ DIVISION 02	BUYING	
USOE COD	E NO(S)	UNIT 01	INVENTORY	
•		TERMOB NO.	1-008	
		-		e- k
1.00 co	NDITION			ě

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO		
PROGR	AM DISTRIBUTIVE EDUCATION	**** ***	02 BUYING 01 INVENTORY
	· Silver on so	TERMOB NO.	1-009
1.00	CONDITION	1	
₹	() 1.01 STOCKROOM WITH APPRO ITEMS STORED () 1.02 INVENTORY FORMS () 1.03 PEN	XIMATELY 200	TYPES OF
2,.00	PERFORMANCE		,
	GENERAL STATEMENT OF PERFORMANC () 2.01 TAKE INVENTORY EMPLO OPERATIONS: () 2.02 TAKE DOWN STOCK NUMB () 2.03 TAKE DOWN ITEM DESCR () 2.04 TAKE DOWN QUANTITY () 2.05 TAKE DOWN CONDITION	YING THE FOLI فست	
3.00	EXTENT		•
	GENERAL STATEMENT OF EXTENT AND () 3.01 INVENTORY TAKEN ACCU EXPERT RATERS. TO B EACH OPERATION JUDGE FACTORY.	RATELY TO API E COMPLETED V	PROVAL OF BOARD OF WITHIN 3 HOURS WITH
	() 3.02 ACCURATELY, NO ERROR () 3.03 ACCURATELY, NO ERROR () 3.04 ACCURATELY, NO ERROR () 3.05 ACCURATELY, NO ERROR	S S	

		MISOE NO.	,,
PROGRAM EDUCATION	DIVISION 02	BUYING	-
USOE CODE NO(S)	UNIT 01	INVENTORY	-
	TERMOB NO.	1-009	-
1 00 CONDITION	•		
1.00 CONDITION			

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.			
PROGR	AM DISTRIE EDUCAT		DIVISION UNIT TERMOB NO.	02 NEEDS
1:00	CONDITION	•	1	•
*	() 1.02	INVENTORY REPORTS, SALES REPORTS, MON COMPANY INVENTORY	THLY FOR PAST	PAST YEAR YEAR
2.00	PERFORMAN	CE	ć	
3.00	() 2.01 () 2.02 () 2.03 () 2.04	TATEMENT OF PERFORMA DETERMINE BUYING N THE FOLLOWING OPER TAKE STOCK OF INVE TAKE STOCK OF SALE CALCULATE "OPEN TO DETERMINE BUYING N	EEDS FOR NEXT NATIONS: ENTORY ES ' D BUY"	FING OUTCOME MONTH EMPLOYING
ķ		TATEMENT OF EXTENT A BUYING NEEDS ARE I OF EXPERT RATERS. WITH EACH OPERATION	TO BE COMPLE	TED WITHIN 2 HOURS
	() 3.03	HOW MUCH OF EACH HOW MUCH OF EACH ACCURATELY, NO ERI	ITEM SOLD IS N RORS	OTED

i		HILDOR NO.
PROGRAM EDUCATION	DIVISION 02	BUYING
USOE CODE NO(S)	UNIT to 02	NEEDS
	TERMOB NO.	1-010
y v		v.
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO.	
PROGR	AM <u>DISTRIB</u> EDUCATION	
1.00	CONDITION	
	() 1.02	CATALOGS, PAMPHLETS, SAMPLE MERCHANDISE, LABELS, MANUFACTURERS TAGS PENCIL PAPER
2.00	PERFORMANC	E
3.00	() 2.01 () 2.02 () 2.03	ATEMENT OF PERFORMANCE AND RESULTING OUTCOME DETERMINE BEST MERCHANDISE TO BUY EMPLOYING THE FOLLOWING OPERATIONS: COMPARE QUALITY COMPARE COST COMPARE DELIVERY TIME COMPARE SHIPPING CHARGES
	GENERAL ST	PATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME BEST MERCHANDISE TO BUY IS SELECTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2, HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
	() 3.02 () 3.03 () 3.04 () 3.05	QUALITIES COMPARED, VALID JUDGEMENT MADE COSTS COMPARED, VALID JUDGEMENT MADE DELIVERY TIME COMPARED, VALID JUDGEMENT MADE SHIPPING CHARGES COMPARED, VALID JUDGEMENT MADE

						MISOE NO)	
PROGRA				DIVISION UNIT TERMOB NO	02	BUYING NEEDS 1-011		
1.00	CONDITIO	N			,			
2.00	PERFORMA GENERAL	NCE STATEMENT	OF PERFO	RMANCE AND	RES	SULTING O	UTCOME	3
		· •						



MISOE	NO.		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			-	v
PROGR		<u>ISTRIB</u> DUCATI		DIVISION		BUYING	FORMS
			ر ت هو الأ	TERMOB NO	• .	1-012	
	ê	<u>-</u>		us.			٠
1.00	COND	ITION	,				
	()	1.02 1.03 1.04 1.05	PURCHASE ORDER FILE VENDORS' CATALOGS BLANK AWARD JUSTIFICA REPORT ON BUYING NEED PEN COMPANY BUYING POLICI	S	5		
2.00	PERF	ORMANC	E				•
	GENE	RAL ST	ATEMENT OF PERFORMANCE FILL OUT AWARD JUSTIF FOLLOWING OPERATIONS:	AND RESULTICATION SHE	TING EET	G OUTCOME EMPLOYING	THE
,	()	2.02 2.03 2.04 2.05 2.06 2.07	FILL OUT HEADING INDICATE BASIS OF AWAY LIST VENDORS LIST ITEMS COMPLETE REMARKS SIGN FORM	RD ·	4		
3.00	EXTE	TM					
		RAL ST	ATEMENT OF EXTENT AND AWARD JUSTIFICATION STORM OF BOARD OF EXPERT RAY OR UNSATISFACTORY.	HEET IS FII TERS. TO I	LEI 3E C	OUT TO ALCOMPLETED V	PROVAL WITHIN
;	() . () . () ()	3.02 3.03 3.04 3.05 3.06 3.07	ALL INFORMATION COMPLETED PRIMARY REASON FOR AWALL VENDORS CONCERNED ALL ITEMS TO BE PURCHESPECIAL CONSIDERATIONS IN CORRECT PLACE	ARD IS LIST ASED		CT.	



		MIDON NO.	
DISTRIBUTIVE PROGRAM <u>EDUCATION</u>	DIVISION 02	BUYING	
USOE CODE NO(S)	UNIT 03	BUSINESS FORMS	
	TERMOB NO.	1-012	
Control of the Contro	N .		,
1.00 CONDITION		\	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	
PROGR	AM DISTRI	
		TERMOB NO. 1-013
1.00	CONDITION	1
	() 1.02 () 1.03 () 1.04	REPORT ON BUYING NEEDS AWARD JUSTIFICATION SHEET VENDORS' CATALOGS BLANK PURCHASE ORDERS PEN COMPANY BUYING POLICIES
2.00	PERFORMAI	NCE °
	GENERAL S	STATEMENT OF PERFORMANCE AND RESULTING OUTCOME FILL OUT PURCHASE ORDER EMPLOYING THE FOLLOWING OPERATIONS:
		COMPLETE SHIPPING DATA LIST ITEMS LIST PRICES TOTAL PRICES
3.00	EXTENT	
	GENERAL (STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME PURCHASE ORDER IS FILLED OUT TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MIN- UTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
	() 3.0 () 3.0 () 3.0 () 3.0 () 3.0	MOST EFFICIENT METHOD INDICATED, TERMS CLEAR ALL ITEMS LISTED ACCURATELY ALL PRICES LISTED ACCURATELY SUM IS CORRECT

N .		WIROT NO.	
DISTRIBUTIVE PROGRAM EDUCATION	DIVISION 02	BUYING	
USOE CODE NO(S)	UNIT 03	BUSINESS FORMS	
	TERMOB NO.	1-013	•
1.00 CONDITION		¥	

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	- 1	and the second s			
PROGR	AM	DISTRI EDUCAT	BUTIVE	DIVISION		BUYING
				TERMOB NO		1-014
			ې		·	
1.00	CONI	OITION				
	()	1.01	PAST TWELVE MONTHS	TORY AND BUY	ING	DATA FOR THE
	()		PENCIL PAPER	ø"		,
2.00	PERI	FORMANC	E			
	<u> </u>		A THE PROPERTY OF THE PROPERTY OF	TE AND DECLIT	PTNC	: OUTCOME
	GEN!	2.01	ATEMENT OF PERFORMANCE WRITE A REPORT ON THE EFFICIENCY EMPLOYING	HE PREVIOUS	YEAF	S BUYING
۰	()	2.02 2.03 2.04 2.05	ORGANIZE MATERIAL			· •
3.00	EXT	en t				
		ERAL SI	PATEMENT OF EXTENT AND REPORT IS CONCISELY EXPERT RATERS. TO EACH OPERATION JUDG! FACTORY.	WRITTEN TO . BE COMPLETED	APPI VII	ROVAL OF BOARD OF THIN ONE HOUR WITH
	()	3.02 3.03 3.04 3.05	INTO A LOGICAL, ORD	ERLY PATTERN		÷

			MISOE NO.
PROGRAM _	DISTRIBUTIVE EDUCATION	DIVISION 02	BUYING
USOE CODE	NO(S)	UNIT 04	REPORTS
g		TERMOB NO.	1-014
1.00 COM	NDITION		
	ů.		4

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	ai		
PROGR	AM <u>DISTRIBUTIVE</u> EDUCATION	U	_	3 SELLING 1 MECHANICS OF SALES 1-015
1.00	CONDITION () 1.01 CASH RE () 1.02 CASH RE () 1.03 MONEY	GISTER GISTER MANUAL		
2.00	PERFORMANCE	•		
3.00	() 2.02 COUNT I () 2.03 PLACE I () 2.04 CLEAR I () 2.05 SET DA	MONEY MONEY IN REGISTER REGISTER	OFFOMING O	NG OUTCOME PERATIONS:
	EXPERT WITH E	TH ACCOMPLISHED	OMPLETED W	VAL OF BOARD OF VITHIN 15 MINUTES
	() 3.03 IN COR () 3.04 PROCED () 3.05 TO PRE	TELY, NO ERRORS RECT COMPARTMENTS URE AS OUTLINED I SENT DAY URE AS OUTLINED I	N MANUAL	

•	MISOE NO.
PROGRAM EDUCATION USOE CODE NO(S)	UNIT 01 MECHANICS OF SALES TERMOB NO. 1-015
1.00 CONDITION	
2.00 PERFORMANCE GENERAL STATEMENT OF PERF	ORMANCE AND RESULTING OUTCOME
2	·



	MISOE	NO.	
•	PROGR	AM <u>DISTRIB</u> EDUCATI	
			UNIT 01 MECHANICS OF SALES
			TERMOB NO. 1-016
	1.00	CONDITION	
	19		CAGU DUGTOMBD AND MANUAT
		() 1.01	CASH REGISTER AND MANUAL MERCHANDISE WITH CONTROL TAGS
		() 1.02	SALES SLIPS
	•	() 1.04	PEN
	\$	() 1.05	CASH MONEY
	*	() 1.06	BANK CHECK
		() 1.07	WRAPPING MATERIALS OR BAGS
		٠	•
	2.00	PERFORMANC	F.
)		•
	1 de 1		
	`		ATEMENT OF PERFORMANCE AND RESULTING OUTCOME
		() 2.01	MAKE A CASH SALE EMPLOYING THE FOLLOWING OPERATIONS:
		() 2.02	REMOVE INVENTORY CONTROL TAGS
		() 2.03	WRITE UP SALES SLIP
		() 2.04	ACCEPT CHECK
		() 2.05	ACCEPT CASH
		() 2.06	RING UP SALE
		() 2.07 () 2.08	MAKE CHANGE PRESENT RECEIPT
		() 2.09	WRAP OR BAG MERCHANDISE
	÷	3, 2005	
		` •	
	3.00	EXTENT	
,			
	1		
		GENERAL ST	ATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
			CASH SALE ACCOMPLISHED TO APPROVAL OF BOARD OF
	*		EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES
		* "	WITH EACH OPERATION JUDGED AS SATISFACTORY OR
			UNSATISFACTORY.
	Į	() 3.02	NEATLY, FILED IN CORRECT PLACE, MERCHANDISE NOT
		() 3.02	DAMAGED
		() 3.03	
		() 3.04	·
			PRESENTED
			SUFFICIENT AMOUNT ACCEPTED, BILL DENOMINATION NOTED
			PROCEDURE AS OUTLINED IN MANUAL
			ACCURATELY, NO ERRORS CORRECT COPY OF SALES SLIP PRESENTED
		() 3.08	
	,	() 3.03	HINTEL WID CHCCHIEL

PROGRAM EDUCATION	DIVISION 03	SELLING
USOE CODE NO(S)	UNIT 01	MECHANICS OF SALES
· 	TERMOB NO.	1-016
1 OO CONDITTON	· •	

MISOE NO.



2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



, , , , , , , , , , , , , , , , , , ,	,		4			
MISOE	NO.	· · · · · · · · · · · · · · · · · · ·	Ť	ō	e e	•
PROGR	AM DISTRIB		DIVISION	03	SELLING	
÷	EDUCATION	UN	UNIT	01	MECHANICS OF S	SALES
			TERMOB NO	• ,	1-017	,
`.					v	
1.00	CONDITION					
	() 1.01	CASH REGISTER AND MAN	UAL			
	() 1.02	MERCHANDISE WITH CONT				
·		PEN SALES SLIPS				
	() 1.05	CREDIT CARD			o.	
		IMPRINTER WRAPPING MATERIALS OR	BAGS			
	. ,				•	
2.00	PERFORMANC	E	a a			
		•				
i		, a , , , , , , , , , , , , , , , , , ,		<i>-</i>		
		ATEMENT OF PERFORMANCE MAKE A CREDIT SALE EM	AND RESUL	TINC	G OUTCOME	
,	() 2.01	OPERATIONS:	PHOTING IN	יב בי	DELICHING	
,	() 2.02	REMOVE INVENTORY CONT	ROL TAGS			
	() 2.03	WRITE UP SALES SLIP ACCEPT CREDIT CARD	5			
	() 2.05	IMPRINT SALES SLIP	J			
	() 2.06 () 2.07	RING UP SALE PRESENT RECEIPT	•			
	() 2.08	WRAP OR BAG MERCHANDI	SE			
	ι					
3.00	EXTENT	•				
					T MTNG OUMGOUS	
	$\begin{array}{c c} GENERAL & ST \\ \hline () & 3.01 \end{array}$	ATEMENT OF EXTENT AND CREDIT SALE ACCOMPLIS	EXTENT OF SHED TO APP	RES	AL OF BOARD OF	
ţs.	, 3.01	EXPERT RATERS. TO BE	E COMPLETED	WI'	THIN 5 MINUTES	
		WITH EACH OPERATION CUNSATISFACTORY.	JUDGED AS S	A'I' I	SFACTORY OR	
		•				
is.	() 3.02	NEATLY, FILED IN CORP NEATLY, ALL INFORMATI	RECT PLACE ION COMPLET	E A	ND CORRECT	
	() 3.04	CARD NOT EXPIRED				
	() 3.05	PRINTING CORRECTLY AI PROCEDURE AS OUTLINES	LIGNED, SLI D IN MANHAT	LPS G	TGNED BY CUSTOM	EK
	() 3.07	CORRECT COPY OF SALES	S SLIP PRES	ENT	ED	
N.	() 3.08				ق-	
· _ •		8	5	_		
				-		•

-		
PROGRAM EDUCATION	DIVISION 03	SELLING
USOE CODE NO(S)	UNIT 01	MECHANICS OF SALES
	TERMOB NO.	1-017
0		• :
1.00 CONDITION		°

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.		0				
PROGR		DISTRII EDUCAT		· DIVISION		SELLING MECHANICS OF SAI	LES
			<i>₹</i>	TERMOB NO	•	1-018	
	4						***************************************
1.00	COND	ITION					
	()	1.01	CASH REGISTER AND I	MANUAL		•	
	()	1.02	SALES SLIPS				
	()	1.03					
	()	1.04		ONTROE TAGS			
	()	1.05	PEN TELEPHONE	•			
	()	1.06	TELEPHONE				
	٥						1
2.00	PERF	ORMANC	E				
		e					
4	t	· · · · · · · · · · · · · · · · · · ·					0 .00
	GENE	RAL ST	ATEMENT OF PERFORMA	NCE AND RESUL	TINC	OUTCOME	
	()	2.01	MAKE A TELEPHONE S	ALE TO BE DEL	IVE	RED C.O.D.	
		\$	EMPLOYING THE FOLL	OWING OPERATI	ons:	•	
-	ـــــ		CONVERT WORK STATI	ON FOR TACK		, , , , , , , , , , , , , , , , , , ,	
	()	2.02	ANSWER THE PHONE	ON FOR IABR		_	
	()	2.03	OBTAIN PURCHASE IN	FORMATION			
	\sim	2.05	DETERMINE AVAILABI		CT		·
	()	2.06	OBTAIN CUSTOMER IN				
	()	2.07	WRITE UP SALES SLI				
	()	2.08	FILL OUT SHIPPING TERMINATE THE TELE	TAG			
	()	2.09	TERMINATE THE TELE	PHONE CALL			
			is the second se	·			
3.00	EXTE	Tue	1				
							
	GENE	ERAT. ST	ATEMENT OF EXTENT A	AND EXTENT OF	RES	ULTING OUTCOME	
		3.01	TELEPHONE SALE IS	ACCOMPLISHED	TO .	APPROVAL OF BOARD)
			OF EXPERT RATERS.	TO BE COMPLE	TED	WITHIN 10 MINUTE	S
	i		WITH EACH OPERATIO	N JUDGED AS S	AT'T	SFACTORY OR	
			UNSATISFACTORY.	,			
	L	3.02	MATERIALS POSITION	ED FOR EFFICI	ENÇ	Y	
	Ìź	3.03	PROMPTLY, POLITELY	<u>.</u>			٠
	()·	3.04	COMPLETE INFORMATI	ON OBTAINED	+	ಶ್	
	()		PRODUCT LOCATED				
	()	3.06	COURTEOUSLY ALL INFORMATION CO) MDI.ETE ΔΝΟ <i>C</i> Ć	RRE	СT	
	()	3°0/ 3 ∪ b	ALL: INFORMATION CO	MPLETE AND CO	RRE	CT	
-	· ()	3.09		NG. PHONE GENTI	ĽΥ		

				MISOE NO.	
PROGRAM _	DISTRIBUTIVE EDUCATION	DIVISION	03	SELLING	
USOE CODI	NO(S)	UNIT	01	MECHANICS OF SALES	_
		TERMOB NO	•	1-018	
	•				
1.00 CON	NDITION				

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

MISOE	NO							"
PROGRA				DIVISION	03	SELLING		
	EL	UCATIO	ON	UNIT	01	MECHANICS	OF	SALES
				TERMOB NO	_	1-019	<u> </u>	
				IERMOD NO	•			
1.00	COND	ITION						
مالية	()	1.01 1.02 1.03 1.04	SALES SLIPS		N 4	. •		
,			*					
2.00	PERF	ORMANC	E					.
٠	GENE:	RAL ST	ATEMENT OF PERFORMANC MAKE A LAYAWAY SALE OPERATIONS:	E AND RESUL	TIN	G OUTCOME FOLLOWING		
-	()()()()	2.02 2.03 2.04 2.05 2.06 2.07 2.08	REMOVE INVENTORY CON WRITE UP SALES SLIE ACCEPT DEPOSIT RECORD LAYAWAY RING UP SALE PUT CLAIM TAG ON MEN TRANSPORT MERCHANDIS	RCHANDISE	Œ	. •		
3.00	EXTE	nt					er P	
	GENE	RAL ST	CATEMENT OF EXTENT AND LAYAWAY SALE IS MADE RATERS. TO BE COMPLEACH OPERATION JUDGE UNSATISFACTORY.	E TO APPROVA LETED WITHIN	AL C	F BOARD OF WINUTES W	EAL	SEKT "
*	() () () () () ()	3.02 3.03 3.04 3.05 3.06 3.07 3.08	NEATLY, ALL INFORMA' SUFFICIENT AMOUNT A' NEATLY, ALL INFORMA' PROCEDURE AS OUTLING SECURELY ATTACHED,	TION COMPLE' CCEPTED, COI TION COMPLE' ED IN MANUA COPY TO CUS'	RREC PE <i>F</i> L	TLY RECORD	ED	

			MIDOR NO.	•
PROGRAM _	DISTRIBUTIVE EDUCATION	DIVISION 03	SELLING	
USOE CODI	E NO(S)	UNIT 01	MECHANICS OF SALES	
	· :	TERMOB NO.	1-019	
		•	•	
1.00 co	NDITION			

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	•			
PROGR	AM <u>DISTRIB</u> EDUCATI		DIVISION UNIT TERMOB NO	02 R	ELLING ETAIL STORE -020
1.00	() 1.01	SMALL' RETAIL STORE CUSTOMER KNOWS PRODUC STORE CARRIES A DIFFE	T AND BRANI RENT BRAND	OF SA	ME PRODUCT
2.00	PERFORMANC	E		-	
•	GENERAL ST	ATEMENT OF PERFORMANCE SERVICE THE CUSTOMER AND BRAND) EMPLOYING	S NEEDS (CI	JSTOME	R KNOWS PRODUCT
•	() 2.03 () 2.04 () 2.05 () 2.06	GREET THE CUSTOMER DETERMINE THE CUSTOME PRESENT CARRIED BRAND OVERCOME OBJECTIONS SUGGEST RELATED MERCH COMPLETE MECHANICS OF	OF PRODUC' HANDISE	ľ	
3.00	EXTENT				<i>i</i> -
	GENERAL ST	CUSTOMER'S NEEDS ARE OF EXPERT RATERS. TO MINUTES WITH EACH OPE OR UNSATISFACTORY.	SERVICED T BE COMPLE	O APPR TED WI	OVAL OF BOARD THIN 15
	() 3.02 () 3.03 () 3.04 () 3.05 () 3.06 () 3.07	PROMPTLY AND POLITELY SUFFICIENT DATA OBTAIN SUPERIORITY OF BRAND CUSTOMER IS READY TO INDICATING FUTURE NEINO ERRORS	INED TO IDE PRESENTED BUY	NTIFY	PRODUCT

		MISON NO.	
PROGRAM EDUCATION USOE CODE NO(S)	DIVISION 03 UNIT 02	SELLING RETAIL STORE	
	TERMOB NO.	1-020	
1.00 CONDITION	J		o
ę.			,
2.00 PERFORMANCE			

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.					
PROGR	AM <u>DIS</u>	TRIBU CATIO		DIVISION UNIT TERMOB NO	02	SELLING RETAIL STORE 1-021
1.00	• •	.01	SMALL RETAIL STORE CUSTOMER IN A HURRY,	KNOWS PRODU	J CT	NOT BRAND
2.00	PERFOR	MANCE			ν	
		L STA	TEMENT OF PERFORMANCE SERVICE THE CUSTOMER' NOT BRAND) EMPLOYING	'S NEEDS (C	UST	MER KNOWS PRODUCT
i	() 2 () 2 () 2	.03	DETERMINE CUSTOMER'S PRESENT VARIOUS BRANK	DS OF PRODU HANDISE	CT D	DESIRED
3.00	EXTENT	1		•		
¢ :		AL STZ	CUSTOMER'S NEEDS ARE OF EXPERT RATERS. TO WITH EACH OPERATION UNSATISFACTORY.	SERVICED T BE COMPLE	O AE TED	PPROVAL OF BOARD WITHIN 15 MINUTES
	()	3.02 3.03 3.04 3.05 3.06	PROMPTLY AND POLITEL' SUFFICIENT DATA OBTA ALL PERTINENT INFORM PRESENTED INDICATING FUTURE NEW NO ERRORS	INED TO IDE ATION ABOUT	NTII EAC	FY PRODUCT CH BRAND IS

	MISOE NO.
DISTRIBUTIVE PROGRAM EDUCATION USOE CODE NO(S)	DIVISION 03 SELLING UNIT 02 RETAIL STORE TERMOB NO. 1-021
1.00 CONDITION	
2.00 PERFORMANCE	
GENERAL STATEMENT OF PERFO	RMANCE AND RESULTING OUTCOME



MISOE	NO.					
PROGRA	ماستون المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع	STRIBUTIVE	DIVISION 03	SELLING		
	EDU	<u>ICATION</u>	UNIT 02	RETAIL STORE		
		•	TERMOB NO.	1-022		
1.00	CONDITIO	N "	8	.		
	() 1.0	Ol SMALL RETAIL STORE OLO CUSTOMER KNOWS FUNCT OLO CONE OTHER CUSTOMER E				
2.00	PERFORM	ANCE	· .	l ²		
	GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME () 2.01 SERVICE THE CUSTOMER'S NEEDS (CUSTOMER KNOWS FUNCTION OF PRODUCT) EMPLOYING THE FOLLOWING OPERATIONS:					
.8	() 2.0 () 2.0 () 2.0 () 2.0 () 2.0 () 2.0	ACKNOWLEDGE THE CUSTOMS COMPLETE SALE IN PRO GREET THE CUSTOMER DETERMINE THE CUSTOM PRESENT VARIOUS BRAN OF OVERCOME OBJECTIONS SUGGEST RELATED MERO OF COMPLETE MECHANICS OF	OGRESS ÆR'S NEEDS IDS OF PRODUCT CHANDISE	•		
3.00	3.00 EXTENT					
	() 3.0	OF EXPERT RATERS. T MINUTES WITH EACH OF OR UNSATISFACTORY	SERVICED TO A	APPROVAL OF A BOARD O WITHIN 30		
	() 3.0 () 3.0 () 3.0 () 3.0 () 3.0	04 POLITELY	AINED TO IDENTI MATION ABOUT EA TION	FY PRODUCT		



,		MISOE NO.
DISTRIBUTIVE PROGRAM EDUCATION	DIVISION 03	SELLING
USÒE CODE NO(S)	UNIT 02	RETAIL STORE
	TERMOB NO.	1-022
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				
PROGR	AM <u>DISTRIB</u>		DIVISION	03	SELLING
,	EDUCATIO	DN	UNIT	02	RETAIL STORE
			TERMOB NO	•	1-023
					> ,
1.00	CONDITION				
	() 1.01 () 1.02	SMALL RETAIL STORE IRATE CUSTOMER, DISSA DEMANDING IMMEDIATE A	TISFIED WI	гн м	MERCHANDISE,
	() 1.03	ONE OTHER CUSTOMER BE	ING WAITED	ON	
2.00	PERFORMANC	E			
	() 2.01	ATEMENT OF PERFORMANCE SERVICE THE CUSTOMER' WITH MERCHANDISE) EMP ACKNOWLEDGE THE CUSTO CALM CUSTOMER	S NEEDS (C)	USTC	MER DISSATISFIED
	() 2.04 () 2.05 () 2.06 () 2.07 () 2.08	COMPLETE SALE IN PROC GREET THE CUSTOMER DETERMINE CUSTOMER'S OFFER TO REPLACE MERC OFFER CREDIT SLIP MAKE CASH REFUND OFFER TO BE OF FUTURE	COMPLAINT		
3.00	EXTENT			٧	,
	GENERAL ST	ATEMENT OF EXTENT AND CUSTOMER'S NEEDS ARE OF EXPERT RATERS. TO WITH EACH OPERATION OUNSATISFACTORY.	SATISFIED O BE COMPLE	TO A	APPROVAL OF BOARD WITHIN 15 MINUTES
	() 3.02 () 3.03 () 3.04 () 3.05 () 3.06 () 3.07 () 3.08 () 3.09 () 3.10		LE WITHOUT	SAC	
		9	7		

- ERIC

	MISOE NO.					
DISTRIBUTIVE PROGRAM EDUCATION	DIVISION 03	SELLING				
USOE CODE NO(S)	UNIT 02	RETAIL STORE				
	TERMOB NO.	1-023				
1.00 CONDITION		e e				
		G.				
		å				
2 00 PERFORMANCE						

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.							-
PROGRA	_				DIVISIO	ON ()3 ·	SELLING
		EDUCA	ATIO	<u> </u>	UNIT	(03.	DEPARTMENT STORE
				å	TERMOB	NO.	•	1-024
1.00	CON	DITI	ON					
v	()			DEPARTMENT STORE CUSTOMER				•
2.00	PER	eFORM	ANCE					
1								
	GEN		STA	TEMENT OF PERFORMANCE SERVICE CUSTOMER EMPL	AND RE	SULT HE F	ING OLL	OWING OPERATIONS:
		2.	ÛΙ					
'	()		02 03	GREET CUSTOMER DETERMINE CUSTOMER'S	NEEDS			
	()		04	PRESENT VARIOUS BRAND	S OF PR	ODUC	T D	DESIRED
٥	()	•	05	OVERCOME OBJECTIONS	ANDTEE			
	()	-	06 07	SUGGEST RELATED MERCH DIRECT CUSTOMER TO CH	ECKOUT			
3.00	EX	rent			,			
	GEI	NERAI	ST	ATEMENT OF EXTENT AND	EXTENT	OF R	ESU	ULTING OUTCOME
) 3.	01	CUSTOMER IS SERVICED RATERS. TO BE COMPLE EACH OPERATION JUDGED UNSATISFACTORY.	TO APPE	CHIN	15	MINUTES WITH
) 3.	.02	PROMPTLY AND POLITELY		OP 80 443 =	ven T	בינ החטהווכיי
	(-	.03	SUFFICIENT DATA OBTAL ALL PERTINENT INFORMA PRESENTED	ATION A	IDEN BOUT	EA:	THE PRODUCE OF BRAND IS
	(•	.05	WITH HONEST INFORMAT	ON			
	(.06	INDICATING FUTURE NEI	វប			4
	(, 3	.07	COUNTECCONT				



	MIDOD NO.
DISTRIBUTIVE PROGRAM EDUCATION USOE CODE NO(S)	DIVISION .03 SELLING UNIT 03 DEPARTMENT STORE
USOE CODE NO (S)	UNIT 03 DEPARTMENT STORE
	TERMOB NO. 1-024
	· ·
1.00 CONDITION	
·	
2.00 PERFORMANCE	
GENERAL STATEMENT OF	PERFORMANCE AND RESULTING OUTCOME



MISOE	NO.					
PROGR	AM	DISTRII EDUCAT:	BUTIVE		03	SELLING DEPARTMENT STORE 1-025
1.90	()	1.01 1.02	DEPARTMENT STORE	ATISFIED WI	тн мі	ERCHANDISE
2.00	PERF	ORMANC:	. ,		٠	
3.00	-	2.01 2.02 2.03 2.04	ATEMENT OF PERFORMANCE SERVICE CUSTOMER (DEMPLOYING THE FOLLOWING THE FOLLOWING THE FOLLOWING CALM CUSTOMER DIRECT CUSTOMER TO	ISSATISFIED WING OPERAT	VIT	H MERCHANDISE)
		ERAL ST 3.01	ATEMENT OF EXTENT AN CUSTOMER IS SERVICE RATERS. TO BE COMP OPERATION JUDGED AS	D TO APPROV LETED WITH	/AL 0	F BOARD OF EXPERT MINUTES WITH EACH
	()	3.02 3.03 3.04	PROMPTLY AND POLITE COURTEOUSLY, CUSTOM COURTEOUSLY		KED	

			MISOR NO.	
PROGR.	DISTRIBUTIVE AM EDUCATION CODE NO(S)	DIVISION 03 UNIT 03 TERMOB NO.	SELLING DEPARTMENT STORE 1-025	
1.00	CONDITION			j#()
2.00	PERFORMANCE GENERAL STATEMENT OF PE	REFORMANCE AND RESU	ULTING OUTCOME	
3.00	EXTENT	•	•	ø



MISOE	NO.							
PROGR	AM <u>DISTRIB</u>		DIVISION	03	SELLING			
-	EDUCATI	ON -	UNIT	04	PERSONAL			
•			TERMOB NO	•	1-026			
	ý.							
1.00	CONDITION				•			
		RESIDENTIAL DOOR TO I	DOOR					
2.00	PERFORMANO	CE						
	GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME							
	() 2.01	SELL PRODUCT (DOOR TEMPLOYING THE FOLLOW						
	() 2.02							
	() 2.03 () 2.04		TION					
	() 2.05	OVERCOME OBJECTIONS						
	() 2.06 () 2.07	COMPLETE MECHANICS O CREATE RETURN SITUAT	F SALES ION					
3.00	EXTENT							
	GENERAL S'	TATEMENT OF EXTENT AND	EXTENT OF	RES	ULTING OUTCOME			
	() 3.01	PRODUCT SOLD TO APPR TO BE COMPLETED WITH OPERATION JUDGED AS	ROVAL OF BOA	RD (ES)	OF EXPERT RATERS.			
	() 3.02	POLITELY	The state of the s	1111111111	m ton			
	() 3.03 () 3.04	CUSTOMER IS GIVING U	MATION IS PE	ESE.	NTED .			
	() 3.05	CUSTOMER IS READY TO			·			
	() 3.06 () 3.07		CARD OFFEREI)				
	(, 5.07							



		MISOE NO.
PROGRAM EDUCATION	DIVISION 03	SELLING
USOE CODE NO(S)	UNIT 04	PERSONAL
	TERMOB NO.	1-026
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	ио.	and a second state and the sec	·		
PROGR	AM DISTRIB	JTIVE ON	DIVISION UNIT TERMOB NO	04	NON-STORE 1-027
1.00	() ~ 1.02	BUSINESS BUYER IN BUYER'S OFFICE HAVE APPOINTMENT			
2.00	pepformanc	E			
	() 2.01 () 2.02 () 2.03 () 2.04 () 2.05 () 2.06	ATEMENT OF PERFORMANCE SELL PRODUCT (WITH A EMPLOYING THE FOLLOW GREET CUSTOMER GET CUSTOMER'S ATTEMENT OVERCOME OBJECTIONS COMPLETE MECHANICS OF CREATE RETURN SITUAL	APPOINTMENT) VING OPERATION OF SALE	\mathbf{TO}	POTENTIAL CUSTOMER
3.00	EKTENT GENERAL ST () 3.01	CATEMENT OF EXTENT AN PRODUCT SOLD TO APP TO BE COMPLETED WIT OPERATION JUDGED AS	ROVAL OF BOA HIN 30 MINUT	RD (ES V	OF EXPERT RATERS.
v	() 3.02 () 3.03 () 3.04 () 3.05 () 3.06 () 3.07	CUSTOMER IS GIVING ALL PERTINENT INFOR CUSTOMER IS READY T	MATION IS PR O BUY	esen	PION NTED



\$	MISOE NO.
PROGRAM EDUCATION USOE CODE NO(S)	DIVISION 03 SELLING UNIT 04 NON-STORE TERMOB NO. 1-027
1.00 CONDITION	·
2.00 PERFORMANCE GENERAL STATEMENT OF P	ERFORMANCE AND RESULTING OUTCOME
Olimbia Daniela de la companya de la	



MISOE	NO.					
PROGR		DISTRI		DIVISION	03	SELLING
		EDUCAT.	ION	UNIT	04	NON-STORE
	5	- "			04	
				TERMOB NO	•	1-028
1 00	CONT	ITION			-	
1.00			P			
	()	1.01	BUSINESS BUYER			
	()	1.02	IN BUYER'S OFFICE			
	()	1.03	NO APPOINTMENT			
5) (NA)	agag	ORMANC	g.			•
2.00	1114	01411110				
				. % % 4 %	ቦ ም እየ <i>ሶ</i>	COMPONE
			ATEMENT OF PERFORMANCE	AND RESULT	T TIAL	ma nameratat
	()	2.01	SELL PRODUCT (WITH NO CUSTOMER EMPLOYING THE			
			COSTOMER EMPLOTING II	E POLLONIA	3 Q.	. Digittone .
	()	2.02	GREET SECRETARY			
	()	2.03	CONVEY TO SECRETARY T	HE IMPORTAL	NCE	OF YOUR VISIT
	()	2.04	GREET CUSTOMER			
	()	2.05	GET CUSTOMER'S ATTENT	!ION		
		2.06	demonstrate product			
	()	2.07	OVERCOME OBJECTIONS			
	()	2.08	COMPLETE MECHANICS OF	SALE		
	()	2.09	CREATE REPEAT SITUATI	LON		
3.00	EXTE	ent				
						Ü
	/2 17 N11	። የመጽፕ ሮሞ	ATEMENT OF EXTENT AND	EXTENT OF	RESI	·
	GEMI	3.01	PRODUCT SOLD TO APPRO	VAL OF BOA	RD (OF EXPERT RATERS.
1	∥ `′	J. O.T.	TO BE COMPLETED WITH	in 1 hour w	ITH	EACH OPERATION
)		JUDGED AS SATISFACTOR	RY OR UNSAT	ISF.	ACTORY.
ĺ	()					
,	20	3.02	CHEERFULLY	~3 4 ~3		
	()	3.03	WITHOUT ALIENATING HI	ER		
	()	3.04	POLITELY	gen green garage ga tool	Tirak76	ne ot
	()	3.05	CUSTOMER IS GIVING UN	MATAK TO PP	LEN. Boe	MWEG LION
	, 1	3.06	ALL PERTINENT INFORMA		e o e	NIDU
	()	3.07	CUSTOMER IS READY TO NO ERRORS	DU I		
	()	3.08 3.09	no breors Politely, business CA	arn offeren		
	0 /	٧•٠٦	CONTREME! CONTRESS A			



		MISOE NO.	
DISTRIBUTIVE PROGRAM <u>EDUCATION</u>	DIVISION 03	SELLING	
USOE CODE NO(S)	UNIT 04	NON-STORE	
	TERMOB NO.	1-028	
1.00 CONDITION	-		ټ

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	 -					•-	
PROGRA		TRIBU'		-	DIVISION	03	SELLING	
	EDUC	CATIO	- /	~	UNIT	05	NEW BUSIN	SS
•					TERMOB NO	•	1-029	
8 · · · · · · · · · · · · · · · · · · ·		÷	·					,
1.00	CONDIT	ION						
	() 1	.02	MAP OF URBAN OR S AVAILABLE FOR REI INFORMATION ABOUT	NT OR F PUB	SALE MARK LIC TRANSP	ED ORT <i>i</i>	ATION ROUTE:	
	•	.04	INFORMATION ABOU' TEXTS OF INTERVII BUSINESS VOLUMES	r Pari Ews W	KING FACIL ITH LOCAL	ITII PROI	ES PRIETORS CO	NCERNING
2.00	PEFFOR	MANCE	•					
		.01	TEMENT OF PERFORMED BEST LEMPLOYING THE FO	OCATI	ONS FOR NE	W RI	ETAIL BUSIN	ESS
	() 2 () 2 () 2	.03	COMPARE ACTUAL COMPARE REAL EST. COMPARE ACCESSIB COMPARE AVAILABI COMPARE CUSTOMER	ATE V ILITY LITY	ALUES TO PUBLIC OF PARKING	TR	ANSPORTATIO	N
3.00	EXTENT	•						
•	GENERA () 3	3.01	TEMENT OF EXTENT BEST LOCATION FO APPROVAL OF BOAR WITHIN 2 HOURS W FACTORY OR UNSAT	R NEW D OF ITH E	BUSINESS EXPERT RAT ACH OPERAT	IS : ERS	DETERMINED TO BE CO	TO MPLETED
,	() 3	3.02 3.03 3.04	ACTUAL COSTS COM REAL ESTATE VALU ACCESSIBILITY TO JUDGEMENT MADE	ES CO	MPARED, VI	ALID	JUDGEMENT	MADE ED, VALID
	() 3	3.05 3.06	AVAILABÍLITY OF CUSTOMER TRAFFIC	PARKI COMP	NG COMPARI ARED, VAL	ED, ID J	VALID JUDGE UDGEMENT MA	MENT MADE DE

						MISOE	NO.		
PROGRAM _		RIBUTIVE ATION		DIVISI	ON 03	SELLI	NG	,	
USOE CODE	e no (s)		UNIT	05	NEW BU	JSINESS		
				TERMO	NO.	1-029	₹#		
1.00 CON	DITIO	N	. · ·			٠			•
					*				in the second
2.00 PE	RFORMA	NCE		—				٠	
GEN	NERAL	STATEMENT	OF PERF	ORMANCE A	ND RES	ULTING	OUTCOME		

3.00 EXTENT



MISOE	NO.		,			-
	_	<u></u>				
PROGR	AM _D	ISTRIB	ITIVE	DIVISION	03	SELLING
×	E	DUĆATIO	<u> </u>	UNIT	05	NEW BUSINESS
g a B				~	0.5	
			e e	TERMOB NO	•	1-030
1.00			•	,		
			FLOOR PLAN OF EMPTY S AND ELECTRICITY AVAIL	STORE, GIVI LABLE	NG 1	DIMENSIONS, WINDOWS
	()	1.02	GRAPH PAPER			
	()	1.03	PENCIL RULER		_	
	()	1.04	KULLIK			
2.00	PERF	ORMANC	E			÷
	GENE	RAT. ST	ATEMENT OF PERFORMANC	E AND RESUI	LTIN	G OUTCOME
	()	2.01	DESIGN A RETAIL STOR OPERATIONS:	E FACILITY	EMP	LOYING THE FOLLOWING
	()	2.02	LAY QUT AISLES			
	()	2.03	LAY OUT DISPLAYS PLACE IMPULSE GOODS	ಲ		
	()	2.04	PLACE CONVENIENCE GO	ODS		
	()	2.06	PLACE LUXURY GOODS			
3.00	EXTE	ENT	•			
			PATEMENT OF EXTENT AND	EXTENT OF	RES	SULTING OUTCOME
	GEMI	3 01	RETAIL STORE FACILIT	Y IS DESIG	NED	TO APPROVAL OF
*			BOARD OF EXPERT RATE HOURS WITH EACH OPER OR UNSATISFACTORY.	RS. TO BE	CON	INTELED MILHIN 5
		3.02	AISLES DIRECT CUSTOM	ER TRAFFIC	ACC	CORDING TO MER-
	` /		CHANDISE GROUPINGS			
	()	3.03	DISPLATE WILL NOT IN	TERRUPT TR	AFF.	IC TED GOODS NEARBY
	()		IMPULSE GOODS NEAR E	ENTRANCE, K	LIUII Tanai	S. RELATED GOODS
	()	3.05	NEARBY CONVENTENCE GOODS II	AND CONDETC		,
	()	3.06	LUXURY GOODS ON MAIN	I ATSLE, RE	LAT	ED GOODS NEARBY

		MISOE NO.
PROGRAM EDUCATION	DIVISION 03	SELLING
USOE CODE NO(S)	UNIT 05	NEW BUSINESS
	TERMOB NO.	1-030
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	,		:	-
PROGR	AM <u>DISTRIB</u>	UTIVE	DIVISION 03	SELLING	A.
	EDUCATI	ON	UNIT 05	NEW BUSINE	SS
		•	TERMOB NO.	_1-031	
		ÿ, .e			
1.00	CONDITION	,		**************************************	٠
	() 1.02	NEW RETAIL BUSINESS PENCIL			4*
	() 1.03	PAPER		:	
2.00	PERFORMANC	E			
	() 2.01	WRITE A PAMPHLET DES ADVANTAGES OF A NEW CUSTOMERS EMPLOYING	CRIBING FINANC BUSINESS DIREC	CIAL SERVICES CTED AT POTEN	AND TIAL
	() 2.02 () 2.03 () 2.04	STATE SERVICES EXPLAIN MECHANICS OF STATE ADVANTAGES	SERVICES		v
t.		•		ν	
3.00	EXTENT				
			•••	÷ '	~*
	GENERAL ST	CATEMENT OF EXTENT AND	EXTENT OF RE	SULTING OUTCO	OME AND NOT
	GENERAL ST	PATEMENT OF EXTENT AND PAMPHLET IS CONVINCI MISLEADING TO APPROVING BE COMPLETED WITHIN AS SATISFACTORY OR U	NG, INFORMATI AL OF BOARD O 2 HOURS WITH	ON IS HONEST F EXPERT RATE EACH OPERATION	ERS. TO
4	() 3.01	PAMPHLET IS CONVINCI MISLEADING TO APPROV BE COMPLETED WITHIN AS SATISFACTORY OR U ALL SERVICES STATED	NG, INFORMATI AL OF BOARD O 2 HOURS WITH NSATISFACTORY	ON IS HONEST F EXPERT RATE EACH OPERATIO	ERS. TO
s ,	() 3.01	PAMPHLET IS CONVINCI MISLEADING TO APPROV BE COMPLETED WITHIN AS SATISFACTORY OR U ALL SERVICES STATED	NG, INFORMATI AL OF BOARD O 2 HOURS WITH NSATISFACTORY NED SIMPLY AN	F EXPERT RATE EACH OPERATION TO FULLY	ERS. TO ON JUDGED

•			MISOE NO.
PROGRAM EDUCA	IBUTIVE FION	DIVISION 03	SELLING
USOE CODE NO(S)		UNIT 05	NEW BUSINESS
		TERMOB NO.	1-031
1.00 CONDITION	1		• •
			•
2.00 PERFORMA		v	-
GENERAL	STATEMENT OF PERFO	ORMANCE AND RES	ULTING OUTCOME

3.00 EXTENT



MISOE	NO.	·			
PROGR	AM <u>DISTRIB</u> EDUCATION		DIVISION UNIT TERMOB NO	05	SELLING NEW BUSINESS 1-032
1.00	CONDITION	٠	-		
	() 1.02	NEW RETAIL BUSINESS PENCIL PAPER	*		•
2.00	PERFORMANC	E			
•	() 2.01	ATEMENT OF PERFORMANCE WRITE A PAMPHLET DESC ADVANTAGES OF A NEW E CUSTOMERS EMPLOYING T STATE SERVICES EXPLAIN MECHANICS OF STATE ADVANTAGES	RIBING CUS BUSINESS DI THE FOLLOWI	TOM!	ER SERVICES AND FED AT POTENTIAL
3.00	EXTENT			-	
	GENERAL ST	ATEMENT OF EXTENT AND PAMPHLET IS CONVINCIN NOT MISLEADING TO API TO BE COMPLETED WITH JUDGED AS SATISFACTOR	IG, INFORMA PROVAL OF B IN 2 HOURS	TIO OAR WIT	N IS HONEST AND D OF EXPERT RATERS. H EACH OPERATION
	() 3.02 () 3.03 () 3.04	ALL SERVICES STATED MECHANICS ARE EXPLAIN BY COMPARING WITH SIN STATED	NED SIMPLY MILAR SERVI	AND CES	FULLY , ALL ADVANTAGES

٠	MISOE NO.
DISTRIBUTIVE PROGRAM EDUCATION	DIVISION 03 SELLING
USOE CODE NO(S)	UNIT 05 NEW BUSINESS
	TERMOB NO. 1-032
1.00 CONDITION	
	,
2.00 PERFORMANCE	
GENERAL STATEMENT OF PER	FORMANCE AND RESULTING OUTCOME
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GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME



3.00

EXTENT

MISOE	NO.	· _					
PROGRI	AM _		STRIBU		DIVISION	03	SELLING
ı	•	LL	UCATIO	JN .	UNIT	05	NEW BUSINESS
				-	MEDICOR NO.		1 022
					TERMOB NO	•	1-033
1.00	CON	IDI	TION				٠
	())	1.01	CREDIT APPLICATION CO EARNING CAPACITY AND APPLICANT	NTAINING P LIST OF OT	ERS(HER	ONAL REFERENCES, CREDITORS OF
	()	1.02	PENCIL			
	().		PAPER			•
	() \	1.04	TELEPHONE BOOK			<i>-[/</i>
	` '	,	1.00			٠	
2.00	PE	RFC	DRMANC:	Е			
!							
	<u>GE</u>	NEI		ATEMENT OF PERFORMANCE MAKE A CREDIT INVESTI	AND RESUL	TING	G OUTCOME
)	2.01	OPERATIONS:	GATION EIN		
	<u> </u>)	2.02	INVESTIGATE APPLICANT	'S CHARACI	ER	
	į)	2.03	INVESTIGATE APPLICANT INVESTIGATE APPLICANT	'S EARNING	CA	PACITY Dayment
	()	2.04	INVESTIGATE APPLICANT			I TIMEN I
			1.5		V	r d	
3.00	EX	TE	nt				-
	GE	ne:	RAL ST	ATEMENT OF EXTENT AND	EXTENT OF	RES	ULTING OUTCOME
	1)	3.01	CREDIT INVESTIGATION OF EXPERT RATERS. TO	IS COMPLET	ED. Pren	TO APPROVAL OF BOARD WITH 1
				EACH OPERATION JUDGED TORY.			
	L)	3.02	SUFFICIENT DATA TO JU OBTAINED			
	()	3.03	APPITCANT'S EARNING O	CAPACITY IS	KN	OWN
	()	3.04	SUFFICIENT DATA TO JU OBTAINED	DGE APPLIC	JAN'I	S CHARACTER 15



	e				
PROGRAM	DISTRIBUTIVE EDUCATION	DIVISIO	ON 03	SELLING	
USOE COD	E NO(S)	UNIT	05	NEW BUSINESS	
		TERMOB	NO.	1-033	
		-		•	
1.00 CO	NDITION		-	•	

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	
PROGR	AM <u>DISTRIB</u> EDUCATION	
		UNIT 06 HOUSEKEEPING
		TERMOB NO. 1-034
1.00	CONDITION	
	() 1.02 () 1.03	SHELVING OR DISPLAY CASE CLEANING MATERIALS PRICE BOOK MARKING MATERIALS NEW STOCK
2.00	PERFORMANC	E
	GENERAL ST	ATEMENT OF PERFORMANCE AND RESULTING OUTCOME CLEAN MERCHANDISE SECTION EMPLOYING THE FOLLOWING OPERATIONS:
	() 2.04	FACE OF SHELVES DUST SHELVES AND MERCHANDISE CHECK PRICES ON MERCHANDISE REMOVE DAMAGED ITEMS FILL SHELVES WITH NEW MERCHANDISE
3.00	EXTENT	•
	GENERAL ST	ATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME MERCHANDISE SECTION CLEANED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.
	() 3.04	MERCHANDISE STACKED NEATLY, BROUGHT TO FRONT OF SHELF COMPLETELY PRICES ARE CORRECT, INCORRECT PRICES CHANGED ALL DAMAGED ITEMS REMOVED NEW MERCHANDISE NEATLY STACKED, PROPERLY PRICED



				MISOE NO.	
PROGRAM	DISTRIBUTIVE EDUCATION	DIVISION	03	SELLING	
USOE COD	E NO(S)	UNIT	06	HOUSEKEEPING	
	•	TERMOB NO	•	1-034	
1.00 CO	NDITION				

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.				
PROGR			DIVISION	04	ADVERTISING
	EDUCATIO		UNIT	01	DISPLAYS
			TERMOB NO	•	1-035
1.00	CONDITION		•		
0	() 1.02 () 1.03 () 1.04	SMALL RETAIL STORE DEPARTMENT STORE SUPERMARKET MANUFACTURER'S DISP DISPLAY KIT DIRECTI HAND TOOLS NECESSAR	ons	UCT:	Ion
2.00	PERFORMANC	£ .	in the second se	*	
	GENERAL ST.	ATEMENT OF PERFORMAN POSITION DISPLAY IN OPERATIONS:	CE AND RESUL	TING	G OUTCOME G THE FOLLOWING
	() 2.02 () 2.03	CONSTRUCT DISPLAY POSITION DISPLAY IN	STORE	<u>, </u>	٠
3.00	EXTENT				
î	GENERAL ST	WITH EACH OPERATION FACTORY.	IED IN STORE TO BE COMPLE I JUDGED AS S	TO ETED SATI	APPROVAL OF BOARD WITHIN 2 HOURS SFACTORY OR UNSATIS-
	() 3.02 () 3.03	IN ACCORDANCE WITH FOR MAXIMUM EFFECTI TRAFFIC	DIRECTIONS, WE EXPOSURE	DIS WIT	PLAY IS UNDAMAGED HOUT OBSTRUCTING

•		MISOE NO.	
PROGRAM EDUCATION	DIVISION 04	ADVERTISING	
USOE CODE NO(S)	UNIT 01	DISPLAYS	
	TERMOB NO.	1-035	
1.00 CONDITION	±		
)	•	
2.00 PERFORMANCE	¥.	·~·y	
GENERAL STATEMENT OF PE	REFORMANCE AND RES	ULTING OUTCOME	
· · · · · · · · · · · · · · · · · · ·			

3.00 EXTENT



MISOE	NO.		
PROGRA	M <u>DISTRIB</u>	UTIVE DIVISION	ON 04 ADVERTISING
v ·	EDUCATI	ON UNIT	01 DISPLAYS
		TERMOB	NO. 1-036
1.00	CONDITION		
1.00		UNUSED WINDOW DISPLAY SPACE	APPROXIMATELY 4 FEET
	•	BY 12 FEET	
	/ 1 1 03	MANNEQUINS ASSORTMENT OF WINDOW DISPLAY	PROPS
	1 1 01	ASSORTMENT OF WINDOW DISPLAY	DECORATIONS
	() 1.05	MERCHANDISE (SHOES: CLOTHING ANY NECESSARY HAND TOOLS	, GIFTS ON ONDER,
	() 1100		
2.00	PERFORMANO	CE	
1			5
		PATEMENT OF PERFORMANCE AND REMAKE A WINDOW DISPLAY EMPLOY	SULTING OUTCOME TING THE FOLLOWING
	() 2.01	OPERATIONS:	
	() 2.02		
	() 2.03		
	() 2.05	POSITION DECORATIONS	
	() 2.06	POSITION MERCHANDISE	*
3.00	EXTENT		
	GENERAL S	TATEMENT OF EXTENT AND EXTENT	OF RESULTING OUTCOME
	() 3.01		IS APPEALING TO AFFROVILL
-		3 HOURS WITH EACH OPERATION OR UNSATISFACTORY.	JUDGED AS SATISFACTORI
	() 3.02	CLOTHING DOES NOT "CLASH",	PROPERLY PINNED TO FORM
	() 3.03 () 3.04	GRACEFUL POSITIONS, EVENLY SPACED PROPS DO NOT	SPACED "UP-STAGE" MERCHANDISE
÷	() 3.05	NEATLY, EVENLY SPACED, DISP	LAY IS NOT CLUTTERED
	() 3.06	TOK ELLPCITAD DWI OPOUR	

		MISUE NO
PROGRAM EDUCATION		ADVERTISING
USOE CODE NO(S)	UNIT 01	DISPLAYS
	TERMOB NO.	1-036
1.00 CONDITION		

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



ROGRAM			DIVISION 04	ADVERTISING
~	EDUCATIO	ON	UNIT 01	DISPLAYS
-	•		TERMOB NO.	1-037
.00 C	CONDITION		•	
(() 1.01 () 1.02	PRODUCT TO ADVERTISE SMALL RETAIL STORE	 ओ	
(() 1.03 () 1.04	PENCIL PAPER		
.00 P	PERFORMANC	E		
G				
آ ا	() 2.01	ATEMENT OF PERFORMANCE LAY OUT A POSTER TO A WINDOW EMPLOYING THE	DVERTISE A PR	ODUCT FOR THE STOR
[- 7		LAY OUT A POSTER TO A	DVERTISE A PR	ODUCT FOR THE STOR
(() 2.01 () 2.02 () 2.03 () 2.04	LAY OUT A POSTER TO A WINDOW EMPLOYING THE LAY OUT PICTURE LAY OUT PRINT LAY OUT DESIGN	DVERTISE A PR	ODUCT FOR THE STOR
3.00 F	() 2.01 () 2.02 () 2.03 () 2.04 () 2.05 EXTENT	LAY OUT A POSTER TO A WINDOW EMPLOYING THE LAY OUT PICTURE LAY OUT PRINT LAY OUT DESIGN INDICATE COLORS ATEMENT OF EXTENT AND	EXTENT OF RESO APPROVAL OF	ODUCT FOR THE STOR RATIONS: SULTING OUTCOME BOARD OF EXPERT HOUR WITH EACH

-		,			MISOE NO.	
PROGRAM	DISTRIBUT EDUÇATION		DIVISION	04	ADVERTISING	
USOE COL	DE NO(S)		UNIT	01	DISPLAYS	
			TERMOB NO	•	1-037	<u> </u>
					,	
1.00 CC	ONDITION					
		•				

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	··· -			
PROGRA	القياطان الماري	STRIBU		DIVISION 0	4 _ADVERTISING
		DUCATIO		UNIT 0	2 MASS MEDIA
				TERMOB NO.	1-038
			•		-
• •				*.	
1.00	CONDI	TION	=	** ***********************************	•
•	()·	1.01	25 ADVERTISEMENTS IN TAPES OF RADIO "SPOT		OT LIMITED TO:
	- ()	1.02			
	Ċ	1.04	MAGAZINE PAGES		
	()	1.05	NEWSPAPER PAGES	D.456	
	()	1.06		JW PAGES	· •
	()	1.07	PROFESSIONAL TRADE	TOURNALS	
	• •	200			
2.00	PERF	ORMANC:	5	· ·	
	COME	מאד כייי	ATEMENT OF PERFORMANCE	CE AND RESULTI	NG OUTCOME
	()	2.01	DISTINGUISH BETWEEN	THE TWO MAJOR	TYPES OF
de l	` '		ADVERTISING EMPLOYI	NG THE FOLLOWI	NG OPERATIONS:
	()	2.02	INDICATE PRODUCT AD		
	()	2.03	INDICATE INSTITUTION	N ADVERTISEMEN	ITS
			·'	9	v.
3.00	EXTE	NT			
3.00	23.0			٠	o
	CEME	ይ አፕ. ሮሞ	ATEMENT OF EXTENT AN	D EXTENT OF RE	SULTING OUTCOME ,
	$\frac{GENE}{()}$	3.01	TWO TYPES OF ADVERT	ISING ARE DIST	INGUISHED TO
			APPROVAL OF BOARD O	F EXPERT RATE	RS. TO BE COM-
			PLETED WITHIN 30 MI AS SATISFACTORY OR	NUTES WITH EAC	THOPERATION GODGED
		ter.			
	()	3.02	ALL ADVERTISING PRI	MARILY DESIGNE	ED TO MAKE POTENTIAL
•			CUSTOMERS AWARE OF	A PRODUCT AND	THEIR NEED FOR IT
ā	()	3.03	ALL ADVERTISING PRI PUBLIC CONSCIOUS OF	MARILY DESIGNATIONS AND AND AND AND AND AND AND AND AND AND	SU TO KEEP THE NAME OF THE GOOD
.,			REPUTATION	A COMEMNE AND	J 4311646144 On 22 20 00 00

PROGRAM DISTRIBUTIVE EDUCATION	DIVISION 04	ADVERTISING	
USOE CODE NO(S)	UNIT 02	MASS MEDIA	٥
	TERMOB NO.	1-038	<u> </u>
	-	¢.	
1.00 CONDITION		• •	

MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NŌ	•		ø			•
,: PROGR	AM .	DISTRIB			DIVISIO	Ñ 04	ADVERTISING
		EDUCATI	ON		UNIT	02	MASS MEDIA
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6	, >				TERMOB	NO.	1-039
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"	e c	٩	·= 6		•		
1.00	CO	NDITION			*	,	
·• ·	(PRODUCT PENCIL	TO ADVERTISE			
	() 1.03	PAPER	1			
٠			D.	ů.	*		
2.00	PE	RFORMANC	E	ø			*
			-	*			us
				· .			
	GE	МЕРАТ. СТ	ATTEMENT (OF PERFORMANCI	E AND RES	SULTIN	G OUTCOME
	==) 2.01	WRITE A	30 SECOND T.	7. "SPOT	" EMPL	OYING THE FOLLOWING
,	`	•	OPERATI	ONS:			
	L) 2.02	TTCM CD	LLING POINTS	E PRODII	بىل.	
) 2.02		EXT OF "SPOT"	or ricopo.	-	•
	ì) 2.04	WRITE M	OTION DIRECTION	ONS OF S	POT	
			ž <u>e</u>			.5	
3 00	7:152	ra (PAYM					ç.
3.00	<u>P.</u> X	TENT					*
				* ,			3
				AM MINTENIE 3115	1942/1915/8/171	റെയ തയർ	tit mtna: alimaane
	GE 7) 3.01	ATEMENT 11C	OF EXTENT AND	EN TO AP	PROVAL	ULTING OUTCOME OF BOARD OF EXPERT
		:) 3.UI	RATERS.	TO BE COMPLI	ETED WIT	HIN 2	HOURS WITH EACH R UNSATISFACTORY.
				tmo trompo			
	(ALL POI	NTS LISTED	RIPTION	OF PRO	DUCT'S USEFULNESS,
	(, 3.03	AROUSES	INTEREST AND	CREATES	A DES	IRE FOR OWNERSHIP -
	() 3.04	MOTION	CO-ORDINATES 1	WITH SCR	IPT, P	RODUCT NAME IS
	•		EMPHASI	ZED WITH PRIN	r, PRODU	CT BEI	NG USED OR RESULTS

PROGRAM EDUCATION	DIVISION 04	ADVERTISING
USOE CODE NO(S)	UNIT 02	MASS MEDIA
	TERMOB NO.	1-039
4		
1.00 CONDITION		" " " " " " " " " " " " " " " " " " "
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MISOE NO.

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE NO.	- ·		•
PROGRAM DISTRIBUTIVE		DIVISION 04	ADVERTISING
EDUCATION		UNIT 02	MASS MEDIA
		TERMOB NO.	1-040
1.00 CONDITION		b	
() 1.01 PRODUCT () 1.02 PENCIL () 1.03 PAPER	r to ADVERTISE		,
2.00 PEFFORMANCE		•	
GENERAL STATEMENT () 2.01 WRITE A	OF PERFORMANCE A 15 SECOND RAD ING OPERATIONS:	AND RESULTI IO "SPOT" EM	NG OUTCOME PLOYING THE
	ELLING POINTS O TEXT OF "SPOT"	F PRODUCT	
3.00 EXTENT	e. V	â	
EXPERT	"SPOT" IS WRITT RATERS. TO BE PERATION JUDGED	EN TO APPROV COMPLETED W	SULTING OUTCOME AL OF BOARD OF ITHIN 1 HOUR WITH TORY OR UNSATISFAC
/ 1 3 03 "SPOT"	INTS LISTED PROVIDES DESCR S INTEREST AND	CREATES A DE	ODUCT'S USEFULNESS, SIRE FOR OWNERSHIP

.*				MISOE NO.	·
PROGR	DISTRIBUTIVE EDUCATION	DIVI	SION 04	ADVERTISING	
USOE	CODE NO(S)	TINU	02	MASS MEDIA	
	Allegan and the state of the st	TERM	OB NO.	1-040	· ·
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1.00	CONDITION	۵		9	• *
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			,		
2.00	PERFORMANCE				6
	CENERAL STATEMENT	OF PERFORMANCE	AND RES	ULTING OUTCOME	
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GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

EXTENT

3.00

DIVISION 04	ADVERTISING
UNIT 02	MASS MEDIA
TERMOB NO.	1-041
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ND EXTENT OF RES	ULTING OUTCOME
ND EXTENT OF RES	BOARD OF EXPERT
T TO APPROVAL OF PLETED WITHIN 1	BOARD OF EXPERT HOUR WITH EACH OPER-
T TO APPROVAL OF	BOARD OF EXPERT HOUR WITH EACH OPER-
T TO APPROVAL OF PLETED WITHIN 1 TISFACTORY OR UN	BOARD OF EXPERT HOUR WITH EACH OPER-
T TO APPROVAL OF PLETED WITHIN 1 TISFACTORY OR UN	BOARD OF EXPERT HOUR WITH EACH OPER-ISATISFACTORY.
T TO APPROVAL OF PLETED WITHIN 1 TISFACTORY OR UN	BOARD OF EXPERT HOUR WITH EACH OPER- ISATISFACTORY. TION GETTING
	TERMOB NO. SE NCE AND RESULTIN TO BE MASS MAILE NS:

	MISOE NO.				
PROGRAM EDUCATION	DIVISION	04	ADVERTISING		
USOE CODE NO(S)	UNIT	02	MASS MEDIA		
	TERMOB NO		1-041		
1.00 CONDITION					

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



MISOE	NO.	· · · · · · · · · · · · · · · · · · ·				\	ļu -	
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PROGRA	AM DISTRIBU	TIVE		DIVISIO	N 04'	ADVER	ISING	
	EDUCATIO		•	UNIT	02	MASS	MEDTA	·
		i ga			02			
	i	K K		ŢERMOB	NO.	1-042	<u> </u>	
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		0 1. 16		~*				
1.00	CONDITION	\$ \$				*		
	() 1.01	PRODUCT TO ADVERT	ISE					
	() 1.02	PENCIL		·	<i>(</i>			
	() 1.03	PAPER	· ·			Ĭ		
		\$ \$ \$		6				
2.00	PERFORMANCE	E						
		e.		ν				
	T				,	- a::maa		
		ATEMENT OF PERFORM DESIGN A 3 COLUMN	IANCE	AND RE	DT.AY A	D FOR A	ME NEWSPAPI	ER
,	7) 2.01	EMPLOYING THE FOI	LOWI	NG OPER	ATIONS	:		
		C		'				
١	() 2.02	LIST SELLING POINT LAY OUT HEADLINE	NTS O	F PRODU	CT			
	() 2.03 () 2.04	LAY OUT PICTURE						
	() 2.05	LAY OUT TEXT					D	. •
	() 2.06	LAY OUT DESIGN						
	(°) 2.07	INDICATE COLOR		٠	-			
	-	e de la companya de l						
3.00	EXTENT							
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		FACTORY.						
	() 3.02	ALL POINTS LISTE	D			•	The second secon	
	() 3.03	HEADLINE IS TO T	HE PC	INT AND	ATTEN	ITION GI	etting	
	() 3.04	PICTURE IS SIMPL TEXT IS LEGIBLE,	E, DO	ES NOT TOO SMI	DETRAC	T FROM	POINT	
	() 3.05	AND CREATES A DE	SIRE					
	() 3.06	DESIGN IS SIMPLE	, DOE	S NOT I	ISTRAC	T FROM	POINT	
	() 3.07	COLORS ARE APPEA	LING	TO THE	EXE			

		y	WISOF	NO.	
PROGRAM	(VE	DIVISION	04 ADVE	RTISING	
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GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT



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.

ı. ·	Division	Performance Statement
ن ندن	Unit	
2.	Division	Performance Statement
	Unit	
	Division	Performance Statement
.	Unit	Periormance Statement_
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4.	Division	Performance Statement
5.	Division	Performance Statement
	Unit	
6.	Division	Performance Statement
<u>.</u>	Unit	



1.	Division			Statement	-	
	Unit	•				
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5.	Division	• . ;		Statement_		· ·
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7.	Division	·	Performan <i>c</i> e	Statement		
	Unit	-	· · · · · · · · · · · · · · · · · · ·			*.
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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
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9.	Division_	·		Performance	Statement
	Unit	· · · · · · · · · · · · · · · · · · ·			
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11.	Division_		4.	Performance	Statement
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9.	Division	Performance Statement
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10.	Division	Performance Statement
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11.	Division	Performance Statement_
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12.	Division	Performance Statement
	Unit	
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13.	Division	Performance Statement
	Unit	•
14.	Division	Performance Statement_
	Unit	





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FOR A NEWSPAPER