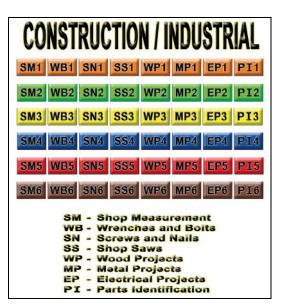


Job Strands

- Six Jobs per Strand
- Alpha Numeric Identification
- Jobs are Color Coded from Easiest to Most Difficult
- Student Must Attain 100% Mastery before Proceeding to Next Level of Difficulty







AB - Alphabetizing IF - Identification/Filing NS - Numerical Sorting CO - Collating MC - Making Change TK - Ten Key Calculator CR - Cash Register TP - Typing

COMPUTER TECHNOLOGY DE1 WD1 EM1 IT1 IM1 PP1 DP1 MT1 PP2 DP2 DE2 WD2 EM₂ DE3 WD3 PP3 DP3 EM3 IT3 DE4 DP4 EM4 IM4 DP5 IM6 PP6 DP6 DE6 WD6 MT6 EM6 IT6

- DE Data Entry
- WD Word Processing
- MT Mailing Technology
- EM E-Mail
- **IT** Information Technology
- **IM** Information Management
- **PP** PowerPoint
- **DP** Digital Photos

PROCESSING / PRODUCTION BA1 PA1 CA1 FD1 PD1 VP1 TD1 PC1 AT1 DT1 BA2 PA2 CA2 FD2 PD2 VP2 TD2 PC2 AT2 DT2 BA3 PA3 CA3 FD3 PD3 VP3 TD3 PC3 AT3 DT3 CA4 FD4 PD4 VP4 PC4 AT4 DT4 BA5 PA5 CA5 FD5 PD5 VP5 TD5 PC5 AT5 DT5 BA6 PA6 CA6 FD6 PD6 VP6 TD6 PC6 AT6 DT6 **BA - Boit Assembly** PA - Pipe Assembly CA - Color Assembly FD - Form Design PD - Peg Design **VP** - Visual Perception **TD** - Thread Design PC - Paper Cutting AT - Analogue Time **DT - Digital Time**