VOCATIONAL SKILLS PROGRAM

Itemized Contents

Page -	Skill Title	Page	Skill Title	
I. Work Production Skills Development			I. Work Production Skills Development (Cont.)	
472.1	SORTING: By Color	480.2	COLLATING: Four Sheets	
472.2	SORTING PRACTICE SAMPLE: By Color	480.3	COLLATING PRACTICE SAMPLE: Four	
472.3	SORTING: By Size		Sheets	
472.4	SORTING PRACTICE SAMPLE: By Size	481.1	COLLATING: Eight Sheets	
473.1	SORTING: By Shape	481.2	COLLATING PRACTICE SAMPLE: Eight	
473.2	SORTING PRACTICE SAMPLE: By Shape		Sheets	
474.1	ASSEMBLY: Nut And Bolt	482.1	FASTENING: Single Rubber Banding	
474.2	ASSEMBLY PRACTICE SAMPLE: Nut	482.2	FASTENING PRACTICE SAMPLE: Single	
	And Bolt		Rubber Banding	
474.3	ASSEMBLY: Ball Point Pen	483.1	FASTENING: Double Rubber Banding	
475.1	ASSEMBLY PRACTICE SAMPLE: Ball	483.2	FASTENING PRACTICE SAMPLE: Dou-	
	Point Pen		ble Rubber Banding	
475.2	AFFIXING LABELS: Gummed Labels	483.3	FASTENING: Paper Clipping	
475.3	AFFIXING LABELS PRACTICE SAM-	484.1	FASTENING PRACTICE SAMPLE: Paper	
	PLE: Gummed Labels		Clipping	
476.1	AFFIXING LABELS: Pressure Sensitive	484.2	FASTENING: Stapling	
	Labels	485.1	FASTENING PRACTICE SAMPLE: Sta-	
476.2	AFFIXING LABELS PRACTICE SAM-		pling	
	PLE: Pressure Sensitive Labels		TAPING: Transparent Tape	
	RUBBER STAMPING	485.3	TAPING PRACTICE SAMPLE: Transpar-	
477.2	RUBBER STAMPING PRACTICE		ent Tape	
	SAMPLE		TAPING: Double Sided Tape	
478.1	FOLDING PAPER: In Half	486.2	TAPING PRACTICE SAMPLE: Double	
478.2	FOLDING PAPER PRACTICE SAMPLE:		Sided Tape	
	In Half		GLUING: Glue Stick	
478.3	FOLDING PRINTED MATTER IN		GLUING PRACTICE SAMPLE: Glue Stick	
	THIRDS AND INSERTING IN ENVE-		GLUING: Liquid Glue	
	LOPES	488.2	GLUING PRACTICE SAMPLE: Liquid	
479.1	FOLDING PRINTED MATTER IN		Glue	
	THIRDS AND INSERTING IN ENVE-		CUTTING: Paper With Scissors	
	LOPES PRACTICE SAMPLE	489.2	CUTTING PRACTICE SAMPLE: Paper	
479.2	INSERTING PRINTED MATTER IN WIN-	400.0	With Scissors	
	DOW ENVELOPES		CUTTING: Lengths Of String With Scissors	
480.1	INSERTING PRINTED MATTER IN WIN-	490.1	CUTTING PRACTICE SAMPLE: Lengths	
	DOW ENVELOPES PRACTICE SAMPLE		Of String With Scissors	

VOCATIONAL SKILLS PROGRAM

Itemized Contents (Cont.)

Page	Skill Title	Page	Skill Title
I. Work Production Skills Development (Cont.)		II. Orientation To Work Practices (Cont.)	
490.2	CUTTING: Lengths Of Wire With Wire	497.3	SAFETY ON THE JOB: Preventing Dam-
	Cutters		age To Equipment And Material
491.1	CUTTING PRACTICE SAMPLE: Lengths	497.4	SAFETY ON THE JOB: Preventing Acci-
	Of Wire With Wire Cutters		dents And Injuries
491.2	COUNTING: Five Items (And Cross	498.1	AWARENESS OF WAGE CATEGORIES
	Stacking)	498.2	PRODUCTIVITY AND PAYCHECK
491.3	COUNTING PRACTICE SAMPLE: Five	498.3	PAYROLL DEDUCTIONS
	Items (And Cross Stacking)	499.1	EMPLOYEE BENEFITS
492.1	COUNTING: Twenty-Five Items (And	499.2	AWARENESS OF INCOME TAX
	Inserting Marker)	499.3	WORK HABITS: Attendance
492.2	COUNTING PRACTICE SAMPLE:	499.4	WORK HABITS: Punctuality
	Twenty-Five Items (And Inserting Marker)	500.1	WORK HABITS: Notifying Employer Of
493.1	PACKAGING: By Weight		Absence Or Late Arrival
493.2	PACKAGING PRACTICE SAMPLE: By	500.2	WORK HABITS: Scheduling Appointments
	Weight	500.3	WORK HABITS: Cooperating With Super-
493.3	PACKAGING: Nine Loose Fitting Items		visors
494.1	PACKAGING PRACTICE SAMPLE: Nine	501.1	WORK HABITS: Accepting Constructive
	Loose Fitting Items		Criticism
494.2	PACKAGING: One Tight Fitting Item	501.2	WORK HABITS: Working Independently
494.3	PACKAGING PRACTICE SAMPLE: One	501.3	WORK HABITS: Interpersonal Relation-
	Tight Fitting Item		ships
495.1	PACKAGING: In Mailing Tubes	501.4	WORK HABITS: Quality Of Work
495.2	PACKAGING PRACTICE SAMPLE: In		Produced
	Mailing Tubes	502.1	WORK HABITS: Honesty
		502.2	WORK HABITS: Care Of Tools And
II. Orientation To Work Practices			Equipment
497.1	WORKING WORLD: Introduction	502.3	WORK HABITS: Personal Grooming
497.2	SAFETY ON THE JOB: Preventing Fires		