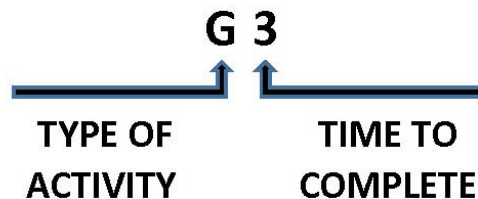


MODAPTS CODES

Every activity is identified by a two part code that is called an **Element**.

The first part is an alphabetic component which indicates the type of activity. The second part is a number which, when multiplied by 0.00215 minutes, becomes the time required to complete the activity.



MODAPTS codes have been purposely kept simple so that they can be easily learned, easily remembered and have universal use; that is, they can be applied anywhere.

The letters used in MODAPTS elements have a clear relationship with the names of the actions described.

The numeric values for the majority of MODAPTS elements are in whole numbers. These numbers are called MODs, derived from the name MODAPTS. One MOD is the equivalent of 0.129 seconds or 0.00215 minutes. (About 1/8 of a second)