



# Forms and Publications Assignment Checklist

## Area      Competency E.      FORMS AND PUBLICATIONS

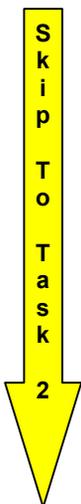
<u>Task</u>	<u>Task/Skill</u>	<u>Started</u>	<u>Completed</u>
		<u>Mm/dd/yy</u>	<u>mm/dd/yy</u>
<b>1.</b>	<b>Forms and Publications</b>	( / / )	( / / )

After you play the Introduction Video, print out the Forms and Publications Study Guide and Assignment Checklist. You and your instructor will use the Assignment Checklist to record your progress through this section. **Start at sub-task "a" and proceed through this portion of the checklist. Once you've completed the Pre-Test go directly to Task 2 – Documentation.**

You can move the cursor over the most often used forms and publications shown in the photograph. There are also other forms and publications you'll learn about in the lessons. Study each of these items carefully while taking notes using your Study Guide. You should be able to properly identify and fill out each form as well as know their use. The forms your course uses might look a little different. That's OK. They will still perform the same functions. When you are finished with each lesson complete the Forms and Publications exam.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	( )	1 Min	<b>Computer Aided Inst.</b> Source: CSS Course – Forms and Publications	<b>Introduction</b>
b.	( )	1 Min	<b>Computer Aided Inst.</b> Source: CSS Course – Forms and Publications	<b>Instructions</b>
c.	( )	2 Min	<b>Computer Aided Instruction</b> Source: CSS Course - Forms and Publications	<b>Assignment Checklist</b>
d.	( )	10 Min	<b>Pre-Test</b> Source: CSS Course - Forms and Publications	<b>Forms and Publications</b>
<hr style="border-top: 1px dashed yellow;"/>				
e.	( )	20 Min	<b>Exercise</b> Source: CSS Course - Forms and Publications	<b>Review</b>
f.	( )	10 Min	<b>Performance Test</b>	<b>Notebook Review</b>
g.	( )		<b>Notes</b> Source: CSS Course - Forms and Publications	<b>Study Guide</b>
h.	( )	15 Min	<b>Exam</b> Source: CSS Course - Forms and Publications	<b>Forms and Publications</b>



\_\_\_\_\_  
 Lastname, First

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 Student Number

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 Period

*Complete each subtask in the order presented. Your supervisor will initial each subtask as it's successfully completed. You must indicate the task start and completion dates. Submit this form to the instructor as each task area is completed to receive credit.*

Task    Task/Skill**2. Documentation**

<u>Started</u>	<u>Completed</u>
<u>Mm/dd/yy</u>	<u>mm/dd/yy</u>
( / / )	( / / )

During this task you will actually complete these forms using the on-line publications in the lessons. The exercises will place you in a typical real-world simulation where you'll have to identify the correct forms and fill them out according to the situation. All the forms have to be filled out and handled correctly... So study the guide carefully. Using these publications will not only insure accurate work, it will reduce the likelihood of lost time if you try to guess your way through this module.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	( )	5 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Documentation	<b>The Time Card</b>
b.	( )	3 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course – Forms and Publications <b>Unit:</b> Documentation	<b>The Homework Sheet</b>
c.	( )	4 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course – Forms and Publications <b>Unit:</b> Documentation	<b>The Tool Inventory Record</b>
d.	( )	4 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Documentation	<b>The Parts Kit Inventory Record</b>
e.	( )	4 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Documentation	<b>The Temporary Issue Receipt</b>
f.	( )	3 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Documentation	<b>The Out Record</b>
g.	( )	15 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Documentation	<b>The Supply Order Form</b>
h.	( )	5 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Documentation	<b>Using Technical Manuals</b>
i.	( )	15 Min	<b>Exercise</b> <b>Source:</b> Forms and Publications Guide <b>Unit:</b> Exercise 1	<b>Review Questions</b>
j.	( )	15 Min	<b>Exercise</b> <b>Source:</b> Forms and Publications Guide <b>Unit:</b> Exercise 2	<b>CSS Technical Support</b>

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<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> <u>Mm/dd/yy</u> ( / / )	<u>Completed</u> <u>mm/dd/yy</u> ( / / )
<b>3.</b>	<b>Work Order Control</b>		

During this task you will actually complete these forms using the on-line publications in the lessons. The exercises will place you in a typical real-world simulation where you'll have to identify the correct forms and fill them out according to the situation. All the forms have to be filled out and handled correctly... So follow the guide. Using these publications will not only insure accurate work, it will reduce the likelihood of lost time if you try to guess your way through this module.

<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	( )	15 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Work Order Control	<b>The Work Order Form</b>
b.	( )	10 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Work Order Control	<b>The Repairable Item Tag</b>
c.	( )	10 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Work Order Control	<b>The Job Control Log</b>
d.	( )	3 Min	<b>Computer Aided Instruction</b> <b>Source:</b> CSS Course - Forms and Publications <b>Unit:</b> Work Order Control	<b>Julian Calendar</b>
e.	( )	15 Min	<b>Exercise</b> <b>Source:</b> Forms and Publications Guide <b>Unit:</b> Exercise 3	<b>Forms Scenario</b>
f.	( )	15 Min	<b>Exercise</b> <b>Source:</b> Forms and Publications Guide <b>Unit:</b> Exercise 4	<b>The Job Control Notebook</b>
g.	( )	20 Min	<b>Computer Aided Instruction</b> <b>Source:</b> Job Dispatcher Guide <b>Unit:</b> Work Order Control	<b>Job Dispatcher Software</b>
h.	( )	10 Min	<b>Exercise</b> <b>Source:</b> Job Dispatcher Guide <b>Unit:</b> Exercise 1	<b>Job Dispatcher Software</b>



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