



Personnel Assignment Checklist

Area **Competency**
A. **PERSONNEL**

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> mm/dd/yy	<u>Completed</u> mm/dd/yy
1.	Personnel	(/ /)	(/ /)

After you play the Introduction Video, print out the Personnel Study Guide and Assignment Checklist. This section of the Personnel module contains the management and assessment tools that cover the entire module. **Start at sub-task “a” and proceed through this portion of the checklist. Once you’ve completed the exercise for Lotus Notes, go directly to Task 2 – Course Orientation.** This and the remaining sections form the instructional *meat* of the Personnel module. These tasks contain the content and exercises that you’ll be tested over so study these lessons carefully.

Once you complete all of the lessons and exercises return to this section and review the Personnel Guide. This guide is an updated version of the on-screen content that you’ve studied during the lessons. After the review, have your supervisor review your notebook. Only after completing the Exercises and Study Guide should you take the module exam. You’re required to pass the module exam before you go on to the next module.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	1 Min	Computer Aided Inst. Source: CSS Course - Personnel	Introduction
b.	()	1 Min	Computer Aided Inst. Source: CSS Course – Personnel	Instructions
c.	()	5 Min	Computer Aided Inst. Source: CSS Course - Personnel	The Assignment Checklist
d.	()	1 Min	Exercise Source: CSS Course - Personnel	Assignment Checklist
e.	()	1 Min	Notes Source: CSS Course - Personnel	Study Guide
f.	()	5 Min	Pre-Test Source: CSS Course – Personnel	Personnel
g.	()	20 Min	Exercise Source: Personnel Guide Unit: Exercise 1	Lotus Notes

 Lastname, First

 Student Number

 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.

Skip To Task 2

- h. () 30 Min **Exercise**
Source: CSS Course – Personnel
- i. () 5 Min **Performance Test**
- j. () **Notes**
Source: CSS Course – Personnel
- k. () 15 Min **Exam**
Source: CSS Course - Personnel

- Review**
- Notebook Review**
- Study Guide**
- Personnel**



Task Task/Skill
2. Course Orientation

Started Completed
mm/dd/yy mm/dd/yy
 (/ /) (/ /)

While recording notes using the Personnel Study Guide, you will complete lessons and study the various operating instructions for the Computer Service and Support course. You will also assemble a notebook according to specifications listed in the Required Materials information sheet. The notebook is to be used throughout the course as a repository of your work as well as an agenda for work to be performed. Finally, you will demonstrate your knowledge of their responsibilities and course requirements by successfully completing an exam covering each lesson in the Personnel module.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	5 Min	Information Sheet Source: CSS Course – Personnel Unit: Course Orientation	Course Description
b.	()	3 Min	Information Sheet Source: CSS Course – Personnel Unit: Course Orientation	Course Syllabus
c.	()	3 Min	Information Sheet Source: CSS Course – Personnel Unit: Course Orientation	Required Materials
d.	()	10 Min	Information Sheet Source: CSS Course – Personnel Unit: Course Orientation	Rules of Conduct
e.	()	3 Min	Information Sheet Source: CSS Course – Personnel Unit: Course Orientation	Grading Policy
f.	()	3 Min	Information Sheet Source: CSS Course – Personnel Unit: Course Orientation	Homework Policy

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g. () **3 Min** **Information Sheet**
Source: CSS Course – Personnel
Unit: Course Orientation

Assignment Schedule

h. () **5 Min** **Computer Aided Inst.**
Source: CSS Course – Personnel
Unit: Course Orientation

Competency Certificate

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u>	<u>Completed</u>
		<u>mm/dd/yy</u>	<u>mm/dd/yy</u>
3.	Employment Opportunities	(/ /)	(/ /)

Using the CSS course content, internet, newspapers, and professional journals you will look for a position in the computer service industry. Paying particular attention to training and certification requirements, you will identify various employment opportunities in the city of your choice.

<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	20 Min	Reading Source: Personnel Guide - Employment Opportunities	Employment Opportunities
b.	()	15 Min	Exercise Source: Personnel Guide - Employment Opportunities Unit: Exercise 1	Review Questions
c.	()	15 Min	Exercise Source: Personnel Guide - Employment Opportunities Unit: Exercise 2	SCANS
d.	()	30 Min	Exercise Source: Personnel Guide - Employment Opportunities Unit: Exercise 3	The Job Hunt

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u>	<u>Completed</u>
		<u>mm/dd/yy</u>	<u>mm/dd/yy</u>
4.	Applying for a Job	(/ /)	(/ /)

In this section, you will complete a Job Application / Personnel Record. You will also develop and then present a professional resume at a job interview. During the job interview, the instructor will evaluate your Job Application / Student Record and Resume, as well as rate your interview performance. Since this course is competency based, you'll have to master each of these tasks. Once you have completed all tasks in this lesson, you will read and then sign an employment contract verifying your understanding of the expectations required of you as student enrolled in the Computer Service and Support course.

<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	30 Min	Homework Assignment Source: CSS Course - Personnel Unit: Applying for a Job	Job Application Min. Score: 100%
b.	()	60 Min	Homework Assignment Source: CSS Course - Personnel Unit: Applying for a Job	Resume Assignment Max. Score: 14

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|----|-----|--------|--|--|
| c. | () | 4 Min | Information Sheet
Source: CSS Course – Personnel
Unit: Applying for a Job | Interview Preparation Worksheet |
| d. | () | 4 Min | Information Sheet
Source: CSS Course – Personnel
Unit: Applying for a Job | Interview Rubric |
| e. | () | 20 Min | Performance Test
Source: CSS Course - Personnel
Unit: Applying for a Job | The Job Interview

Max. Score: 14 |
| f. | () | 4 Min | Assignment Sheet
Source: CSS Course – Personnel
Unit: Applying for a Job | The Employment Contract |



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