

DOCUMENT RESUME

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ABSTRACT

A computerized information management system involving the specification of objectives, the coding of teacher evaluations of students, and a variety of possible outputs has been used in a work study program for educable mentally retarded adolescents. Instructional objectives are specified and coded by number and category. Evaluation is by means of a six-point rating scale. Four types of reports can be generated by the system such as reports indicating student deficiencies and gains. The major portion of the document consists of a listing of nine to 23 objectives for each of the following instructional areas: applying for a job (prevocation skills), child care, household cleaning, motel maid, wardrobe care, food preparation, care of the invalid and infirm, service station attendant, mechanics assistant-small engine maintenance, communication skills, reading skills, numerical skills, social skills, banking and insurance, personal health and grooming, personal leisure time activities, personal swimming skills, cooking for boys, repairing household appliances, family living-consumer education, general citizenship, and voting, taxes, and social security. Sample computer reports, data cards, and teacher evaluation forms are included. (DB)

ED 074670

Management System for E M R
Work Study Program
Columbia High School
Lake City, Florida

EC 051 590 E

COMPUTER BASED INFORMATION MANAGEMENT SYSTEM.

To facilitate the accumulation and sorting of the data collected in the Lake City EMR project, a file system has been developed utilizing the CDC/6400 computer at Florida State University. The file system available on the CDC/6400 system is a Multiple Access and Retrieval System (MARS). To explain how the Data Management System is integrated into the EMR Project, a narrative description of the complete process necessary to input data into and retrieve data from the System follows.

Specification of Objectives. To allow for consistent and concise interpretation of the goals and objectives of the EMR Project, specific objectives must be stated and adhered to throughout the year. This does not mean to say that additional objectives could not be added throughout the year. To build the file on the computer which will have sensible data to be analyzed at the end of any time slice, the objective number that one is looking at must represent the same objective at the beginning of the year as it represents at the end of the year. Otherwise, the data included in that particular file will be meaningless.

As objectives were specified by the Lake City EMR Project staff, the job of coding these objectives by number was reasonably easy. The list of objectives and their codes can be found in Appendix A.

Coding of Teacher Evaluations of EMR Students. Obviously one evaluation of a student's performance for any one objective for the year would not be enough. Therefore, it was decided to allow for at least a pre-instruction evaluation and a post-instruction evaluation. Positions in the file are available for three other within-instruction evaluations if a teacher desires to do so. As these evaluation points must be coded

into the files, a two-digit identifier was simply added to the code for the objective to indicate which evaluation period was to be entered into the file. For example, objective coded A101 which is "can gather information needed to get job," has five subcodes below it. A10101 indicates the pre-instruction evaluation of the student for that objective. A10102 indicates a second evaluation. A10103, A10104 are two other intermediate evaluation points, and A10105 indicates the final after-instruction evaluation of this student for objective A101.

The interpretation of pre-instruction and post-instruction evaluations is up to the teacher. The pre-instruction evaluation may mean the pretest during the first month of the school year or it could mean, if the Lake City project staff so decides, the pre-test or pre-evaluation given to the student immediately prior to instruction on that specific objective. The post-instruction evaluation point could mean the final evaluation of the student at the end of the year, or it could mean simply the unit test given at the end of a instructional sequence for a specific objective. If the EMR project staff sees no inconsistency in this method of file handling, then they may be the ones to decide what they mean as to pre-instruction and post-instruction. On the other hand, to be consistent across objectives and across teachers, it might be worthwhile to specify the meaning of pre-instruction and post-instruction,

Getting data ready to input in to the file system. The evaluation forms such as that one used for Custodial Work and Building Maintenance is constructed so as to be easily readable by a keypunch operator. The keypunch operator transfers information from the actual evaluation form, used by the teacher into punched cards which are then readable by the

computer. The column marked pre-test is taken to be that evaluation which is designated by the file as pre-instruction evaluation. That evaluation column marked posttest is taken to be the post-instruction evaluation point. The code that is used to input data into the computer files is as follows:

- 0 - No ability
- 1 - Poor
- 2 - Fair
- 3 - Good
- 4 - Excellent
- 5 - Outstanding

A six-point scale was thought to be acceptable because of the following reasons. (1) By having gradations of competency, a teacher is able to see steady improvement in the student's performance, whereas with a dichotomous evaluation of "can do" or "can't do" does not allow a thorough analysis of student progress. (2) For those objectives for which a simple "can do, can't do" evaluation is desired, a grade of 3, 4, or 5 indicates "can do," while a grade of 0, 1, or 2 indicates "can't do." (3) The six-value evaluation scheme also allows for some statistical analysis to be run at the end of a unit or at the end of the year of instruction.

Because it is understood that some teachers wish to grade some objectives on a dichotomous evaluation, 0 is taken to mean "can't do" and is given a value of 0 in the file. An X is given the value of 3 to indicate that this objective has been met. So it would seem that a grading scheme of 0-5 would be satisfactory both as an easy application in the classroom of students' work and also as a reasonable method for putting information into files.

Description of the files. To put the objectives into workable segments, the classification of these objectives that the EMR project staff had developed was used. These are as follows:

<u>Objective Set</u>	<u>Description</u>
A	Applying for a job (pre-vocation skills).
B (girls)	Domestic tasks
BB (boys)	General vocational skills
D	Academic skills
E	Social skills
F	Citizenship
G	Personal
H	Family living

Description of the possible outputs of the information management system. There seem to be at least four types of reports that would be required or desired in the evaluation of any instructional system. The first report might be generated at the end of a particular time period, whether it be the end of instruction unit or six-week grading period, or the end of the school year. This report would contain the student numbers and each of the objectives with the pre-instructional evaluation score and the post-instructional evaluation score. This report can be used to judge the overall gain by each student and also evaluate the effectiveness of instruction.

The second report that might be requested is one indicating student deficiencies. This report would be generated by indicating the objectives that any one student has not met at the present time. This report might be generated near the end of a time period to indicate to the teacher in what area the student needs instruction so as to be able to

meet the criterion of each of the objectives.

The third type of report that the Information Management System can generate is one of indicating student gain. This report would indicate each of those objectives where the student's evaluation score was 0 at the pretest and at least 3 at the end of any instructional time period.

The fourth report would seem to aid in the placement of students by indicating those students who are proficient in any specific objectives that are deemed necessary by an employer. Samples of each of these reports are included in Appendix B.

How the Lake City EMR project staff can facilitate use of the computer-based Information Management System. The following are some suggestions that if followed will facilitate the use of the Information Management System. (1) Keep the objectives as specified at the beginning of the year for use throughout the year; (2) If a pre- and post-evaluation of the student is desired only, continue to use the 0 and X indication. (3) If a gradation of student performance is desired, use the 0-5 scale as indicated previously and use a different column on the evaluation form for each evaluation period. (4) Inform your evaluation consultants of any reports that you would like so that the report forms may be added to the Information Management System.

APPENDIX A
OBJECTIVE SETS

OBJECTIVE SET A

Applying for Job (prevocation skills)

Objective Number	Objective
A101	Can gather information needed to get job.
A102	Can fill out various job applications.
A103	Can role play job application effectively.
A104	Knows where employment agencies are located.
A106	Can use Want Ads for available jobs.
A107	Can follow step-by-step procedure for applying for job.
A108	Knows how agencies and counselors assist.
A109	Can dress properly for the job.
A110	Understands importance of being on time and regular.
A111	Displays grooming & health habits needed for job.
A112	Understands own limitations--strength/weakness.
A113	Understands jobs available for his limitations.
A114	Can list step-by-step goals to achieve before acquiring job.

OBJECTIVE SET BG1 (girls)
Domestic Tasks - Child Care

Objective Number	Objective
BG101	Can feed baby.
BG102	Can prepare the formula & sterilize bottles.
BG103	Knows proper foods for different ages.
BG104	Can bathe baby & older child.
BG105	Can pick up baby properly.
BG106	Can dress baby or child for the occasion.
BG107	Is aware of signs of discomfort in baby or child.
BG108	Can recognize signs of oncoming illness.
BG109	Can wash baby clothing properly & sanitize diapers.
BG110	Knows articles not safe as play things.
BG111	Can discipline child.
BG112	Can entertain child.

OBJECTIVE SET BG2 (girls)

Domestic Tasks - Household Cleaning

Objective Number	Objective
BG201	Can dust properly.
BG202	Can make beds properly.
BG203	Can operate vacuum cleaner.
BG204	Can operate electric scrubber--scrub, wax & polish.
BG205	Can operate electric shampooer--shampoo rugs.
BG206	Can mop floor effectively.
BG207	Can wax floor without electric waxer
BG208	Can clean toilets, sinks, and tub & showers properly
BG209	Can straighten & tidy rooms.
BG210	Can clean windows and screens.
BG211	Can clean kitchen appliances; including defrosting refrigerator.
BG212	Can use home dishwasher.

OBJECTIVE SET BG3

Domestic Tasks - Motel Maid

Objective

Number

Objective

-
- | | |
|-------|--|
| BG301 | Can take orders on room assignments. |
| BG302 | Can replenish supplies on maid's cart. |
| BG303 | Takes supplies from cart to room properly. |
| BG304 | Carries soiled linen and trash to cart. |
| BG305 | Can strip and remake bed properly. |
| BG306 | Can mop floors. |
| BG307 | Can vacuum carpet and floors. |
| BG308 | Dust rooms properly. |
| BG309 | Replenish linen, soap, paper, etc. |
| BG310 | Sets room thermostat to suit weather. |
| BG311 | Leaves room in proper order. |
| BG312 | Returns cart to linen room. |

OBJECTIVE 4

Domestic Tasks - Wardrobe Care

Objective

Number

Objective

- BG401 Sorts clothes carefully & properly for washing.
- BG402 Pretreats laundry items in need of special care.
- BG403 Can determine washing product: kind & amount needed.
- BG404 Knows hand laundry treatment, detergent & rinse methods.
- BG405 Knows washer actions, cycles & temp.; How to use machine.
- BG406 Knows how to operate dryer, settings of temp. & time cycle.
- BG407 Can fold, stack, sort, hand & place clothes in place.
- BG408 Can iron clothes properly & read dial on iron.
- BG409 Can use liquid starch & spray starch.
- BG410 Can mend clothes with iron-on patches.
- BG411 Can mend clothes by sewing.

OBJECTIVE SET BG5

Domestic Tasks - Food Preparation

Objective

Number

Objective

- | | |
|-------|--|
| BG501 | Can use range properly and safely. |
| BG502 | Can wash dishes properly. |
| BG503 | Can set a table for various occasions. |
| BG504 | Can make up menus. |
| BG505 | Knows "basic 4" foods. |
| BG506 | Knows how to store foods. |
| BG507 | Can measure foods. |
| BG508 | Can read recipe. |
| BG509 | Can cook simple foods--breakfasts. |
| BG510 | Can cook simple foods--lunches. |
| BG511 | Can cook simple foods--suppers (formal/informal) |
| BG512 | Can list orally kitchen safety rules. |

OBJECTIVE SET BG6

Domestic Tasks Care of the Invalid and Infirm

Objective

Number

Objective

- | | |
|-------|---|
| BG601 | Can clean sickroom |
| BG602 | Can sanitize sickroom. |
| BG603 | Can make up unoccupied bed. |
| BG604 | Can make up bed with patient in it. |
| BG605 | Can prepare food tray and feed patient. |
| BG606 | Can empty waste basket and sanitize. |
| BG607 | Can bathe patient. |
| BG608 | Can make conveniences--tray, backrest, etc. |
| BG609 | Can give medicine safely and follow Dr.'s directions. |
| BG610 | Can assist in feeding patient. |
| BG611 | Can take pulse. |
| BG612 | Can take temperature (oral & rectal). |

OBJECTIVE SET BB1 (Boys)

Service Station Attendant

Objective

Number

Objective

BB101	Can pump gas.
BB102	Can check under hood.
BB103	Can clean windows and vacuum interior.
BB104	Can operate cash register and count money.
BB105	Can write credit receipt.
BB106	Can identify use and care for tools.
BB107	Can assist in lubrication and safety check.
BB108	Can wash car and clean interior.
BB109	Can wax and polish car.
BB110	Can change and repair tires.
BB111	Can perform custodial skills.
BB112	Can trouble shoot power supply, lights, and flasher lights.
BB113	Can replace muffler.
BB114	Can balance tires.
BB115	Can operate battery charger.
BB116	Can check and maintain air compressor.

OBJECTIVE SET BB2

Mechanics Assistant-Small Engine Maintenance

Objective

Number

Objective

BB201	Can identify, use and care for tools.
BB202	Can use tool storage procedures.
BB203	Understands theory of internal combustion.
BB204	Can test, clean, charge, replace, repair storage battery.
BB205	Can clean and recharge magnet.
BB206	Can repair or replace distributor components.
BB207	Can test, repair or replace coils.
BB208	Can use shop manual.
BB209	Can clear & adjust carburetor.
BB210	Can repair & replace fuel pump, gas line, gas tank.
BB211	Can clean, change oil & replace air filter & fuel filter.
BB212	Can determine type of bearing and its condition.
BB213	Can determine when & how to replace oil pumps.
BB214	Can repair governor linkage & governor, replace if needed.
BB215	Can determine if part can be repaired or needs replacing.
BB216	Can clean & adjust ignition points.
BB217	Can test spark plug & magneto output.
BB218	Can adjust ignition timing.
BB219	Can check compression.
BB220	Can prepare mower for storage.
BB221	Can prepare mower for use.
BB222	Can repair deck, wheels, & Blade.
BB223	Can refinish mower.

OBJECTIVE SET BB3

Landscape Maintenance and Commercial

Nursery Helper

Objective

Number

Objective

- BB301 Can use hand & power tools safely.
- BB302 Can care for hand & power tools properly.
- BB303 Can mow lawn and meet acceptable standard.
- BB304 Can cultivate properly.
- BB305 Can fertilize properly.
- BB306 Can irrigate properly.
- BB307 Can prune properly.
- BB308 Can use sprayer & Duster
- BB309 Can identify common shrub and trees.
- BB310 Can prepare land for planting.
- BB311 Can handle plants in cans and burlap.
- BB312 Can identify common annual plants.
- BB313 Can plant seeds properly.
- BB314 Can transplant plants properly.
- BB315 Can propogate ornamental plants.

OBJECTIVE SET BB4

Custodial Work and Building Maintenance

Objective

Number

Objective

BB401	Can sweep and vacuum floors.
BB402	Can clean and sanitize rest rooms.
BB403	Can replenish laboratory supplies.
BB404	Can clean and wax floors.
BB405	Can care for grounds.
BB406	Can hang drapes and curtains.
BB407	Can identify, use and care for hand tools.
BB408	Can use measuring tools.
BB409	Can use various types of fastenings.
BB410	Can make simple joints.
BB411	Can use simple power tools.
BB412	Can perform simple frame construction.
BB413	Can install window glass.
BB414	Can paint walls.
BB415	Can finish trim.
BB416	Can finish furniture and other items.
BB417	Can patch a block wall.
BB418	Can repair broken concrete.
BB419	Can identify general electrical supplies.
BB420	Can restore service after overload.
BB421	Can replace bulbs.
BB422	Can maintain valves & faucets.
BB423	Can clean drains trap.

OBJECTIVE SET D1
Academic Skills
Communication Skills

Objective

Number

Objective

-
- | | |
|------|--|
| D101 | Can converse acceptably. |
| D102 | Can answer phone properly--give and take messages |
| D103 | Can make long distance phone call. |
| D104 | Can order by phone. |
| D105 | Can write legibly in cursive writing. |
| D106 | Has usable written vocabulary. |
| D107 | Knows how to write business letter. |
| D108 | Knows how to order by mail. |
| D109 | Writes good simple sentence with proper punctuation. |
| D110 | Listens to and follows directions. |
| D111 | Is courteous listener. |

OBJECTIVE SET D2

Academic Skills Reading Skills

Objective Number	Objective
D201	Knows and reads letters of alphabet.
D202	Recognized beginning sounds and blends.
D203	Recognizes short and long vowels.
D204	Makes reasonable attempt to sound out words.
D205	Can use dictionary and phone book.
D206	Can read and understand simple reference material.
D207	Can make out pertinent information on bills and statements.
D208	Reads cursive writing and printed material.
D209	Can use map of city of state effectively.
D210	Shows interest in reading for pleasure.
D211	Approximate reading level.

OBJECTIVE SET-D3

Academic Skills--Numerical Skills

Objective

Number

Objective

-
- | | |
|------|--|
| D301 | Can write and count by 1's, 2's, 5's, and 10's. |
| D302 | Can use fractions necessary for vocations. |
| D303 | Can add and subtract whole numbers effectively for employment. |
| D304 | Can multiply and divide whole nos. effectively for employment. |
| D305 | Can tell time to minute and set clock. |
| D306 | Makes and counts own change. |
| D307 | Can work problems involving money. |
| D308 | Can read ordinary scales and use thermometers and gauges. |
| D309 | Can measure with ruler, yardstick, tapemeasure. |
| D310 | Understands distance in mileage. |
| D311 | Understands how time, work, and wages are related. |
| D312 | Can read and interpret calendar. |

OBJECTIVE SET E

Social Skills

Objective Number	Objective
E101	Cooperates with EMR classmates.
E102	Cooperates with regular classmates.
E103	Mixes with regular students. (Talks with outsiders.)
E104	Participates in school activities: 1. School projects
E105	" " " " 2. Homeroom Activities (school spirit)
E106	" " " " 3. Attends special volunteer activities during school time.
E107	" " " " 4. Participates in after school activ. bank, chorus, intramurals, other. s
E108	Shows acceptable behavior on trips.
E109	Behaves properly for master craftsmen.
E110	Behaves properly at program social dinners.

OBJECTIVE SET F - CITIZENSHIP

BANKING AND INSURANCE

Objective

Number

Objective

-
- | | |
|------|---|
| F101 | Understands bank functions & knows locations of local banks. |
| F102 | Knows reason for saving and how to open savings account. |
| F103 | Can fill out signature card and open checking account. |
| F104 | Can write and endorse checks. |
| F105 | Can complete check stub and keep balance. |
| F106 | Can fill out deposit slip for checking & savings account. |
| F107 | Understands how loans work & how to get one. |
| F108 | Knows various kinds of insurance & companies. |
| F109 | Knows various types of insurance policies & benefits offered. |
| F110 | Knows purpose of insurance & who can be insured. |
| F111 | Knows common items that can be insured. |
| F112 | Knows when to buy insurance & amount needed. |

OBJECTIVE SET F2
Citizenship General

Objective Number	Objective
F201	Knows function of police dept. & how to get help.
F202	Knows function of fire dept. & how to get help.
F203	Knows where city and county courthouses are.
F204	Knows locations of hospitals, emergency rooms & how to call an ambulance.
F205	Knows where & when to register with draft board.
F206	Can pledge the flag and display the flag.
F207	Knows significance of major holidays.
F208	Can participate in patriotic services.
F209	Knows basic structure of city, state, and federal governments.
F210	Knows where, when, & how to get help & advice of legal or social nature.
F211	Knows where County Health unit is & their services rendered.
F212	Understands & participates in student government.

OBJECTIVE SET F3

Citizenship Voting, Taxes, and Social Security

Objective

Number

Objective

-
- | | |
|------|---|
| F301 | Knows democratic progresses-party systems. |
| F302 | Knows where to register to vote. |
| F303 | Knows where own precinct is located. |
| F304 | Can work voting machine. |
| F305 | Understands reasons for taxes. |
| F306 | Can tell types of taxes local, state federal. |
| F307 | Can fill out W-2 forms. |
| F308 | Can fill out Income tax form or supply info. for one who can. |
| F309 | Can fill in form for Social Security benefits. |
| F310 | Understands some jobs have different retirement benefits. |

OBJECTIVE SET G1

Personal Health & Grooming

Objective

Number

Objective

G101	Is usually bathed and clean.
G102	Uses deodorants & perfumes properly.
G103	Acceptable dress & appearance (clean clothes & neat)
G104	Hair care & styling (clean & properly combed)
G105	Proper dental care. Clean teeth, no cavities.
G106	Proper use of cosmetics (girls).
G107	Shoes shined & cleaned.
G108	Adequate diet - as demonstrated by appearance & behavior.
G109	Proper rest habits - evidenced by behavior & appearance.

OBJECTIVE SET G2

Personal Leisure time Activities

Objective

Number

Objective

- G201 Knows where library, city pool, tennis courts & teenage dances are.
- G202 Attends public dances, concerts, plays or sporting events.
- G203 Knows about hobbies & clubs they can join in community.
- G204 Has driver's license.
- G205 Pursues one or more sports as a personal leisure-time activity.
- G206 Shows how to swim (means took training in summer program)
- G207 Shows interest & ability in dancing in class socials.
- G208 Can play Crazy 8's.
- G209 Can play checkers.
- G210 Can play Scrabble using elementary dictionaries.
- G211 Can play Ping Pong - Knows the rules.
- G212 Knows enough about one school sport to be good spectator.

OBJECTIVE SET G3
Personal Swimming Skills

Objective Number	Objective
G301	Breath holding - 10 seconds.
G302	Rhythmic breathing - 10 times.
G303	Prone float.
G304	Prone glide - 10 feet.
G305	Back float.
G306	Back glide - 6 feet.
G307	Prone glide with kick - 20 feet.
G308	Back glide with kick - 20 feet.
G309	Arm stroke - 20 feet.
G310	Finning or sculling - 20 feet.
G311	Crawl stroke - 20 yards.
G312	Combines stroke (back) - 10 yards.
G313	Change directions.
G314	Turning over.
G315	Leveling off.
G316	Jump (chest deep water).
G317	Jump (deep water).
G318	Front dive.
G319	Knows safety skills.
G320	Has ARC Beginner Card.

OBJECTIVE SET H1

Cooking (Boys)

Objective

Number

Objective

H101	Can operate electric range.
H102	Can operate electric grill.
H103	Can prepare a balanced breakfast.
H104	Can prepare a balanced lunch or dinner.
H105	Can shop for groceries and vegetables.
H106	Can use common kitchen utensils.
H107	Can prepare nutritious snacks.

OBJECTIVE SET H2

Repairing Household Appliances

Objective

Number

Objective

- | | |
|------|---|
| H201 | Knows safe practices in using electricity. |
| H202 | Can replace worn appliance plug. |
| H203 | Can change fuse that has blown. |
| H204 | Can turn on electricity when circuit breaker has tripped off. |
| H205 | Can check for trouble when lights go out. |
| H206 | Can read electric meter. |
| H207 | Can repair electric cord. |
| H208 | Understands proper care of water pipes & drains. |
| H209 | Can repair faucets replace washers. |

OBJECTIVE SET H3

Family Living - Consumer Education

Objective

Number

Objective

- | | |
|------|--|
| H301 | Can plan adequate budget. |
| H302 | Can purchase on installment credit, lay-away, etc. |
| H303 | Knows meaning of consumer purchasing related to budget. |
| H304 | Can shop for quality as well as quantity. |
| H305 | Knows advantage & disadvantage of cash, installment & loan buying. |
| H306 | Can discuss advantage of buying at certain time of year. |
| H307 | Can state advantage & disadvantage of bank & charge accounts. |
| H308 | Knows that good shopping habits contribute to good money management. |
| H309 | Can state function of bank account & credit account. |
| H310 | Can write a check properly. |

APPENDIX B
SAMPLE REPORTS

A SAMPLE SESSION RETRIEVING DATA

/ATTACH,NEWDOE .
/MARS.
IKRONOS MARS VI V2.0 - FLORIDA STATE UNIVERSITY

? ATTACH;

PFN=

? LKCOE;

? CONTROL;

FILE	ACTION	CT	MODE	PWORD	STATUS
- LKCOE1	ATTACH	P	W	NONE	COMPLETE.
- LKCOE2	ATTACH	P	W	NONE	COMPLETE.
- LKCOE3	ATTACH	P	W	NONE	COMPLETE.
- LKCOE4	ATTACH	P	W	NONE	COMPLETE.
- LKCOE5	ATTACH	P	W	NONE	COMPLETE.
- LKCOE6	ATTACH	P	W	NONE	COMPLETE.
- LKCOE7	ATTACH	P	W	NONE	COMPLETE.
- LKCOE8	ATTACH	P	W	NONE	COMPLETE.

- ENTER SYSTEM COMMAND

? RETRIEVAL;

? REPORT NAMES;

1

- NAMES

007B

009B

013B

017B

022B

029B

033B

021B

? IF E10101 EQ 0 REPORT NAMES;

1

- NAMES

007B

017B

033B

0

--- END OF RETRIEVAL ---

SAMPLE REPORT #1

? RETRIEVAL;
 ? REPORT NAMES, E10101, E10105;
 1

NAMES	E10101	E10105
007B	0	3
009B	3	3
013B	3	3
017B	0	0
022B	3	3
029B	3	3
033B	0	3
021B	3	3

0
 --- END OF RETRIEVAL ---

? REPORT NAMES, E10201, E10205;
 1

NAMES	E10201	E10205
007B	0	3
009B	3	3
013B	0	3
017B	0	3
022B	3	3
029B	3	3
033B	3	3
021B	3	3

0
 --- END OF RETRIEVAL ---

? REPORT NAMES, E10301, E10305;
 1

NAMES	E10301	E10305
007B	3	3
009B	3	3
013B	3	3
017B	3	3
022B	3	3
029B	3	3
033B	3	3
021B	3	3

0
 --- END OF RETRIEVAL ---

? REPORT NAMES, E10401, E10405;
 1

NAMES	E10401	E10405
007B	0	0
009B	3	3
013B	0	3
017B	0	3
022B	0	3
029B	0	3
033B	0	3
021B	0	3

0
 --- END OF RETRIEVAL ---

? REPORT NAMES, E10501, E10505;
 1

NAMES	E10501	E10505
007B	0	0
009B	3	3
013B	0	0
017B	0	0
022B	0	3
029B	0	3
033B	0	3
021B	3	3

0
 --- END OF RETRIEVAL ---

? REPORT NAMES, E10601, E10605;
 1

NAMES	E10601	E10605
007B	0	0
009B	3	0
013B	0	0
017B	0	0
022B	0	0
029B	0	0
033B	0	0
021B	0	0

10
 --- END OF RETRIEVAL ---

? REPORT NAMES, E10701, E10705;
1

NAMES E10701 E10705

007B		0
009B	3	3
013B	0	0
017B	0	0
022B	0	0
029B	0	0
033B	0	0
021B	0	0

---0
--- END OF RETRIEVAL ---

? REPORT NAMES, E10801, E10805;
1

NAMES E10801 E10805

007B	0	
009B	3	3
013B	3	3
017B	0	0
022B	0	3
029B	0	3
033B	0	3
021B	3	3

0
--- END OF RETRIEVAL ---
?

SAMPLE REPORT #2

? PRINT E10101,E10105 WHERE NAMES EQ 007B;

E10101=0

E10105=3

--- END OF RETRIEVAL ---

? PRINT E10101,E10201,E10301,E10401(E10501,E10601,E10701,E10801

? WHERE NAMES EQ 007B;

E10101=0

E10201=0

E10301=3

E10401=0

E10501=0

E10601=0

E10701=

E10801=0

--- END OF RETRIEVAL ---

? PRINT E100-105,E10205,E10305,E10405,E10605(E10705,E10805 WHERE

? -----,E10505 WHERE NAMES EQ 007B;

,E10505 WH IS NOT A DEFINED COMPONENT. NO ACTION POSSIBLE.

- IF CLAUSE GOOD. WHERE OR PRINT CLAUSE BAD.

?

PRINT E10101-5,E10205,E10305,E10405,E10505,E10605,E10705,E10805,-

? WHERE NAMES EQ 007B;

E10105=3

E10205=3

- E10305=3

- E10405=0

E10505=0

E10605=0

E10705=0

E10805=

''

--- END OF RETRIEVAL ---

? EXIT;

EXIT

ABYE

0604002 LOG OFF. 20.47.52.

3504002 CP 15.730 SEC.

SAMPLE REPORT #3

? RETRIEVAL;

? IF (E10101 EQ 0 AND E10105 GT 2) AND---OR (E10201 EQ 0 AND E10205
 ? GT 2) OR (E10301 EQ 0 AND E10305 GT 2) REPORT NAMES, E10101,
 ? E10105, E10201, E10205, E10301, E10305;

1

NAMES	E10101	E10105	E10201	E10205	E10301	E10305
007B	0	3	0	3	3	3
013B	3	3	0	3	3	3
017B	0	0	0	3	3	3
033B	0	3	3	3	3	3

? IF (E10401 EQ 0 AND E10405 GT 2) OR (E10501 EQ 0 AND E10505 GT 2)
 ? OR (E10601 EQ 0 AND E10605 GT 2) REPORT NAMES, E10401, E10405,
 ? E10501, E10505, E10601, E10605 BY HIGH NAMES;

1

NAMES	E10401	E10405	E10501	E10505	E10601	E10605
013B	0	3	0	0	0	0
017B	0	3	0	0	0	0
021B	0	3	3	3	0	0
022B	0	3	0	3	0	0
029B	0	3	0	3	0	0
033B	0	3	0	3	0	0

--- END OF RETRIEVAL ---

? IF (E10701 EQ 0 AND E10705 GT 2) OR (E10801 EQ 0 AND E10805 GT 2)
 ? REPORT NAMES, E10701, E10705, E10801, E10805 BY HIGH NAMES;

1

NAMES	E10701	E10705	E10801	E10805
022B	0	0	0	3
029B	0	0	0	3
033B	0	0	0	3

-10

--- END OF RETRIEVAL ---

? REPORT NAMES, E10805;

1
2

1 NAMES E10805

1

007B	
- 009B	3
- 013B	3
1 017B	0
- 022B	3
029B	3
033B	3
021B	3

0

--- END OF RETRIEVAL ---

? IF E10705 GT 2 AND E10805 GT 2 AND E10605 GT 2 REPORT NAMES BY HIGH
? NAMES;
IF CLAUSE FAILED.

? IF E10705 GT 2 REPORT NAMES BY HIGH NAMES;

NAMES

- 009B

- 0

--- END OF RETRIEVAL ---

? RETRIEVAL;

? IF E10805 GT 2 REPORT NAMES BY HIGH NAMES;

1

NAMES

009B

013B

021B

022B

029B

033B

- 0

--- END OF RETRIEVAL ---

RETRIEVAL

IF E10605 GT 2 REPORT NAMES BY HIGH NAMES

IF CLAUSE FAILED.

IF NAMES GT 0 REPORT NAMES, E10101, E10201-----E10105, E10205;

1

NAMES	E10105	E10205
-------	--------	--------

007B	3	3
009B	3	3
013B	3	3
017B	0	3
022B	3	3
029B	3	3
033B	3	3
021B	3	3

0

END OF RETRIEVAL

? RETRIEVAL;
? IF E10101 EQ 0 OR E10201 EQ 0 PRINT NAMES;
NAMES= 007B

NAMES= 013B

NAMES= 017B

NAMES= 033B

--- END OF RETRIEVAL ---

? IF E10805 EQ 0 PRINT NAMES;
NAMES= 017B

--- END OF RETRIEVAL ---

? IF E10805 E-GT 2 PRINT NAMES;
NAMES= 009B

NAMES= 013B

NAMES= 022B

NAMES= 029B

NAMES= 033B

NAMES= 021B

--- END OF RETRIEVAL ---

? REPORT NAMES;

1
NAMES

007B

009B

013B

017B

022B

029B

033B

021B

0
--- END OF RETRIEVAL ---

PROGRAM LISTINGS

PROGRAM LDLK(INPUT,OUTPUT,TAPE5=INPUT,TAPE6)

```

000003 DIMENSION IBUF(8,7),A(8,7)
000003 READ(5,5) JCARD
000011 5 FORMAT(I2)
000011 1 DO 10 K=1,JCARD
000013 READ(5,2)(A(I,K),I=1,8)
000025 2 FORMAT(3A10)
000025 IF (EOF,5) 7,10
000030 10 CONTINUE
000033 DO 21 J=1,JCARD
000034 DO 20 I=1,8
000035 ENCODE (10,30,IBUF(I,J)) A(I,J)
000047 20 CONTINUE
000051 21 CONTINUE
000054 30 FORMAT (A10)
000054 BUFFER OUT (6,0)(IBUF,IBUF(8,JCARD))
000062 13 IF (UNIT,6) 13,16
000065 16 DO 40 I=1,JCARD
000067 40 PRINT 41,(IBUF(K,JCARD),K=1,8)
000104 41 FORMAT(1H ,8A10)
000104 GO TO 1
000104 7 STOP
000106 END

```

EBUFAM. 72/02/16.FSU KRONOS TIME SHARING SYSTEM VER2.0/6

```

12.25.32.EBUFI,T10,CM65000.3504,TOWLE
12.25.32.ACCOUNT,3504002.
12.25.32.DEFINE(TAPE6=DATAOE/CT=L,M=R)
12.25.35.RUN23(S)
12.25.36.LGO.
12.25.38.STOP
12.25.39.CP 0.507 SEC.
12.25.39.CM 0.003 KWH.
12.25.39.MS 0.094 KPR.
12.27.00.LP 0.094 KLN.

```

DEFINE:

NEW DATE BASE IS LARGE;

1) NAMES (NAME):

MAP:

DEFINE SUBITEMS:

RECORD ID IS LARGE;

COL 1-5, C1, NAMES. ALPHA, KEY:

COL 006, E10101. ALPHA;

COL 007, E10102. ALPHA;

COL 008, E10103. ALPHA;

COL 009, E10104. ALPHA;

COL 010, E10105. ALPHA;

COL 011, E10201. ALPHA;

COL 012, E10202. ALPHA;

COL 013, E10203. ALPHA;

COL 014, E10204. ALPHA;

COL 015, E10205. ALPHA;

COL 016, E10301. ALPHA;

COL 017, E10302. ALPHA;

COL 018, E10303. ALPHA;

COL 019, E10304. ALPHA;

COL 020, E10305. ALPHA;

COL 021, E10401. ALPHA;

COL 022, E10402. ALPHA;

COL 023, E10403. ALPHA;

COL 024, E10404. ALPHA;

COL 025, E10405. ALPHA;

COL 026, E10501. ALPHA;

COL 027, E10502. ALPHA;

COL 028, E10503. ALPHA;

COL 029, E10504. ALPHA;

COL 030, E10505. ALPHA;

COL 031, E10601. ALPHA;

COL 032, E10602. ALPHA;

COL 033, E10603. ALPHA;

COL 034, E10604. ALPHA;

COL 035, E10605. ALPHA;

COL 036, E10701. ALPHA;

COL 037, E10702. ALPHA;

COL 038, E10703. ALPHA;

COL 039, E10704. ALPHA;

COL 040, E10705. ALPHA;

COL 041, E10801. ALPHA;

COL 042, E10802. ALPHA;

COL 043, E10803. ALPHA;

COL 044, E10804. ALPHA;

COL 045, E10805. ALPHA;

COL 046, E10901. ALPHA;

COL 047, E10902. ALPHA;

COL 048, E10903. ALPHA;

COL 049, E10904. ALPHA;

COL 050, E10905. ALPHA;

COL 051, E11001. ALPHA;

COL 052, E11002. ALPHA;

COL 053, E11003. ALPHA;

COL 054, E11004. ALPHA;

COL 055, E11005. ALPHA;

COL 056, FILL01. ALPHA;

COL 057, FILL02. ALPHA;

COL 058, FILL03. ALPHA;

COL 059, FILL04. ALPHA;

COL 050, FILL05. ALPHA;



COL 052, FILL07.	ALPHA;
COL 053, FILL08.	ALPHA;
COL 054, FILL09.	ALPHA;
COL 055, FILL10.	ALPHA;
COL 056, FILL11.	ALPHA;
COL 067, FILL12.	ALPHA;
COL 058, FILL13.	ALPHA;
COL 059, FILL14.	ALPHA;
COL 070, FILL15.	ALPHA;
COL 071, FILL16.	ALPHA;
COL 072, FILL17.	ALPHA;
COL 073, FILL18.	ALPHA;
COL 074, FILL19.	ALPHA;
COL 075, FILL20.	ALPHA;
COL 076, FILL21.	ALPHA;
COL 077, FILL22.	ALPHA;
COL 078, FILL23.	ALPHA;
COL 079, FILL24.	ALPHA;
COL 80, CARD1 .	ALPHA;

CUSTODIAL WORK AND BUILDING MAINTENANCE

SCALE VALUE	DEFINITION	
4	Can do the complete task quickly and accurately. Can tell or show others how to do the task.	HIGHLY PROFICIENT
3	Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy.	COMPETENT
2	Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy.	PARTIALLY PROFICIENT
1	Can do simple parts of the task. Needs to be told or shown how to do most of the task.	EXTREMELY LIMITED
NP	Student has not performed task in current assignment.	
NR	Task not required in specific assignment.	

	NR	NP	1	2	3
1. Can perform cleaning skills					
a. Can sweep and vacuum floors					
b. Can dust properly					
c. Can clean and sanitize rest rooms					
d. Can clean and wax floors					
e. Can clean windows.					
2. Can care for outside of building					
a. Can accept responsibility for trash control.					
b. Can mow and edge lawn.					
c. Can prune shrubs.					
d. Can fertilize lawn and shrubs.					
e. Can irrigate lawn and shrubs.					
3. Can perform routine tasks.					
a. Can replenish lavatory supp.					
b. Can monitor boiler.					
c. Can move furniture, boxes, etc.					
d. Can sort and shelve supplies.					
e. Can raise, lower, and fold flag.					
f. Can read and set thermostat					
g. Can maintain heating system.					
h. Can check for fire, leakage, other irregularities.					
i. Can hang drapes, curtains.					
4. Can perform carpentry skills.					
a. Can identify, use and care for hand tools.					
b. Can use measuring tools.					

SCALE
VALUE

DEFINITION

4	Can do the complete task quickly and accurately. Can tell or show others how to do the task.	HIGHLY PROFICIENT
3	Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy.	COMPETENT
2	Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy.	PARTIALLY PROFICIENT
1	Can do simple parts of the task. Needs to be told or shown how to do most of the task.	EXTREMELY LIMITED
NP	Student has not performed task in current assignment.	
NR	Task not required in specific assignment.	

NR NP 1 2 3 4

- c. Can select and square stock
- d. Can use various types of fastenings
- e. Can use glues
- f. Can make simple joints.
- g. Can use simple power tools.
- h. Can perform skills of interior and exterior trim.
- i. Can perform simple frame construction
- j. Can install window glass.

5. Can perform painting skills.

- a. Can paint inside wall.
- b. Can paint outside wall.
- c. Can finish trim.
- d. Can finish flooring.
- e. Can finish furniture and other items.

6. Can perform block and concrete skills.

- a. Can patch a block wall.
- b. Can repair broken concrete.

7. Can perform electrical skills.

- a. Can understand basic fundamentals of electricity.
- b. Can explain and use safety measures.
- c. Can identify, use and care for tools.
- d. Can identify basic wire types.
- e. Can identify general electric supp.
- f. Can use simple testing methods.
- g. Can restore service after overload.
- h. Can replace bulbs.
- i. Can repair lamps and small appliances.

SCALE VALUE	DEFINITION	
4	Can do the complete task quickly and accurately. Can tell or show others how to do the task.	HIGHLY PROFICIENT
3	Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy.	COMPETENT
2	Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy.	PARTIALLY PROFICIENT
1	Can do simple parts of the task. Needs to be told or shown how to do most of the task.	EXTREMELY LIMITED
NP	Student has not performed task in current assignment.	
NR	Task not required in specific assignment.	

NR NP 1 2 3 4

- E. Can perform plumbing skills.
- a. Can maintain valves and faucets.
 - b. Can clean drains and trap.
 - c. Can replace fixtures.

MECHANIC'S ASSISTANT

SCALE VALUE	DEFINITION	
4	Can do the complete task quickly and accurately. Can tell or show others how to do the task.	HIGHLY PROFICIENT
3	Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy.	COMPETENT
2	Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy.	PARTIALLY PROFICIENT
1	Can do simple parts of the task. Needs to be told or shown how to do most of the task.	EXTREMELY LIMITED
NP	Student has not performed task in current assignment.	
NR	Task not required in specific assignment.	

1. Can perform tool use procedures.
 - a. Can identify, use and care for tools.
 - b. Can use tool room and storage procedures.

2. Can understand theory of internal combustion.

3. Can test, clean and repair ignition system.
 - a. Can test, clean, charge, replace, repair storage battery.
 - b. Can clean and recharge magnets.
 - c. Can reprim or replace distributor components.
 - d. Can test, repair or replace coils.

4. Can analyze & test, adjust, clean repair, refuel syst. components.
 - a. Can use shop manual.
 - b. Can analyze & test fuel syst. to determine malfunctions.
 - c. Can clean & adjust carburetor.
 - d. Can clean gas tanks & lines.
 - e. Can repair & replace fuel pump, gas lines, gas tanks.
 - f. Can clean, change oil & replace air filter & fuel filter.
 - g. Can explain & use safety procedures.

5. Can determine condition of miscellaneous engine parts - repair, or replace as needed.
 - a. Can recognize & determine type of bearing and its conditions - replace as needed.
 - b. Can determine when and how to repair and replace oil pumps.
 - c. Can understand governor oper.
 - d. Can repair governor linkage & governor, replace if needed.

NR	NP	1	2	3	4

SCALE VALUE	DEFINITION	
4	Can do the complete task quickly and accurately. Can tell or show others how to do the task.	HIGHLY PROFICIENT
3	Can do all parts of the task. Needs only a spot check of completed work. Meets minimum local demands for speed and accuracy.	COMPETENT
2	Can do most parts of the task. Needs help only on hardest parts. May not meet local demands for speed or accuracy.	PARTIALLY PROFICIENT
1	Can do simple parts of the task. Needs to be told or shown how to do most of the task.	EXTREMELY LIMITED
NP	Student has not performed task in current assignment.	
NR	Task not required in specific assignment.	

	NR	NP	1	2	3
6. Can identify & make practical use of a knowledge of basic engine parts.					
a. Can identify, use nomenclature & understand purpose of parts.					
b. Can recognize & determine if a part can be repaired or if it needs to be replaced.					
7. Can perform tune-up.					
a. Can clean & adjust ignition point.					
b. Can test spark plug and magnets output.					
c. Can adjust ignition timing.					
d. Can check compressor.					
8. Can service lawn mowers.					
a. Can prepare for storage.					
b. Can preserve lawn mower for use.					
c. Can repair deck wheels blade.					
d. Can refinish.					