**Outcome:** Students will be able to Describe Work Orders their correct use, and their importance in a working environment.

**Lecture:** Lecture to review:

1. Work Order – Purpose, Tracking 2. Minimum Information needed on

Work Orders

* 1. Tasks a. Name
  2. Labor b. Date
  3. Materials c. Hours Worked
  4. Tools d. Materials Needed or Purchased
  5. Other Costs e. Work Performed (Completion)

f. Date of Completion

**Demo:**

1. Hands on: Excel Template for work order system use with skid equipment identification – verification of correctness of (Hot unit Overview Document).

**Homework:**

*NA*

**Lab:**

1. Location: HOT Unit (GRHS)
2. Students Will Demonstrate Understanding of work order system uses though hands on.
3. Students to identify the various components of Hot Unit (Skid) Listed in Document
4. Students will demonstrate their ability to Identify Hot Unit.
5. Students to physically remove, inspect and log anything that is not correct in the Hot Unit Document.

**Documentation:**

1. Tech III 8/24/2017.ppt

**Competency Mastery -** Students will demonstrate their abilities to recognize not only the use of work orders but the need for work orders and a work order system in industry for tracking and communication purposes. Students designed a work order template from excel and used that template to record problems with the hot unit in need of repair or disarray.