



# PC Upgrades Assignment Checklist

## Area    Competency

### I.    **PC Upgrades**

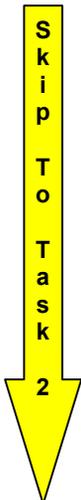
<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> mm/dd/yy ( / / )	<u>Completed</u> mm/dd/yy ( / / )
1.	<b>Upgrading Personal Computers</b>		

After you play the Introduction Video, print out the PC Upgrades 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 – Installing PC Upgrades.**

You'll study a lesson and complete a series of exercises showing how to upgrade a desktop PC. Study the lesson carefully while taking notes using your Study Guide. You should be able to use this information to perform various PC upgrades as well as determine PC specifications and key terms regarding PC upgrades. When you are finished with each lesson complete the PC Upgrades exam. Once you've passed the exam, you will have earned the CSS Level IV certificate.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	( )	1 Min	<b>Computer Aided Instruction</b> Source: CSS Course – PC Upgrades	<b>Introduction</b>
b.	( )	1 Min	<b>Computer Aided Instruction</b> Source: CSS Course – PC Upgrades	<b>Instructions</b>
c.	( )	2 Min	<b>Computer Aided Instruction</b> Source: CSS Course - PC Upgrades	<b>Assignment Checklist</b>
d.	( )	10 Min	<b>Pre-Test</b> Source: CSS Course - PC Upgrades	<b>PC Upgrades</b>
<hr style="border-top: 1px dashed yellow;"/>				
e.	( )	20 Min	<b>Exercise</b> Source: CSS Course - PC Upgrades	<b>Review</b>
f.	( )	10 Min	<b>Performance Test</b>	<b>Notebook Review</b>
g.	( )		<b>Notes</b> Source: CSS Course - PC Upgrades	<b>Study Guide</b>
h.	( )	15 Min	<b>Exam</b> Source: CSS Course - PC Upgrades	<b>PC Upgrades</b>
i.	( )	90 Min	<b>Exam</b>	<b>CSS Semester 1 Exam</b>



\_\_\_\_\_  
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.*

j. ( )



**Certification** CSS Level IV Certification  
**Source:** CSS Course - PC Upgrades

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> mm/dd/yy	<u>Completed</u> mm/dd/yy
2	Installing PC Upgrades	( / / )	( / / )

You'll now upgrade a desktop PC. Follow the step-by-step instructions in the PC Upgrade Guide. **Following the manual is mandatory.** Upgrading PCs is complex and you must not rely on memory alone to perform them. Using the technical manual will not only insure a correct installation, it will reduce the likelihood of a costly repair should you make a mistake. Before you start, make sure you have a valid work order. The following subtasks will show you how to collect and interpret PC specifications and install various types of PC upgrades. Use the CSS Computer Trainer to perform this work. Be sure to record your progress on your Work Order.



<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> Source: PC Hardware Upgrade Guide Unit: Exercise 1	<b>PC Upgrades</b>
b.	( )	5 Min	<b>Computer Aided Instruction</b> Source: PC Hardware Upgrade Guide Unit: Exercise 2	<b>PC Specifications</b>
c.	( )	10 Min	<b>Computer Aided Instruction</b> Source: PC Hardware Upgrade Guide Unit: Exercise 3	<b>Memory Upgrade</b>
d.	( )	15 Min	<b>Computer Aided Instruction</b> Source: PC Hardware Upgrade Guide Unit: Exercise 4	<b>Additional Hard Drive</b>
e.	( )	10 Min	<b>Computer Aided Instruction</b> Source: PC U Hardware Upgrade Guide Unit: Exercise 5	<b>Additional Floppy Drive</b>
f.	( )	15 Min	<b>Computer Aided Instruction</b> Source: PC Hardware Upgrade Guide Unit: Exercise 6	<b>Hardware Drivers</b>
g.	( )	10 Min	<b>Computer Aided Instruction</b> Source: PC Hardware Upgrade Guide Unit: Exercise 7	<b>SCSI Interface (Optional)</b>



\_\_\_\_\_  
 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.*