



PC Technician Toolkit

Assignment Checklist

Area **Competency**
B. PC Technician Toolkit

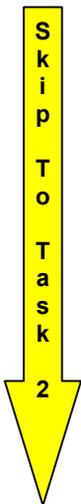
<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> mm/dd/yy (/ /)	<u>Completed</u> mm/dd/yy (/ /)
1.	PC Technician Toolkit		

After you play the Introduction Video, print out the Tool ID, Use, and Care Study Guide and Assignment Checklist. This section of the PC Technician Toolkit 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 Pre-Test go directly to Task 2 – Tool ID, Use, and Care.** This and the remaining sections form the instructional *meat* of the PC Technician Toolkit 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 PC Technician Toolkit 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 then 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 – PC Technician Toolkit	Introduction
b.	()	1 Min	Computer Aided Inst. Source: CSS Course – PC Technician Toolkit	Instructions
c.	()	1 Min	Exercise Source: CSS Course - PC Technician Toolkit	Assignment Checklist
d.	()	5 Min	Pre-Test Source: CSS Course – PC Technician Toolkit	PC Technician Toolkit
e.	()	30 Min	Exercise Source: CSS Course – PC Technician Toolkit	Review
f.	()	5 Min	Performance Test	Notebook Review
g.	()		Notes Source: CSS Course - PC Technician Toolkit	Study Guide
h.	()	15 Min	Exam Source: CSS Course - PC Technician Toolkit	PC Technician Toolkit



 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.

Task Task/Skill
2. **Tool ID, Use, and Care**

Started Completed
mm/dd/yy mm/dd/yy
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You will identify and demonstrate your knowledge of the use and care of the tools that are used in the computer service and support industry. Using the CSS courseware, you will study each tool in a virtual tool kit and conduct an inventory of one of the kits used in your program. As you move the cursor over the various tools in tool pallet, the tool name will be displayed. When you click on a tool, a close-up of that tool, it's description, and use will appear. Study each tool carefully. It would certainly help you to print the Tool Inventory Checklist and conduct an inventory as you go along. You should be able to identify all the tools in your tool kit as well as know their proper use.



<u>Sub</u>	<u>Init</u>	<u>Time</u>	<u>Type of Task</u>	<u>Task Description</u>
a.	()	15 Min	Reading	Tool ID and Use Guide Source: CSS Course – PC Technician Toolkit Unit: Tool ID and Use Guide
	()	15 Min	Computer Aided Inst.	Cleaning Tools and Supplies: 1. Compressed Air 2. Cotton Swabs 3. Hard Bristled Brush 4. Soft Bristled Brush 5. Spray Cleaner 6. Wipe Cloths 7. Cleaning Diskette Source: CSS Course – Tool ID and Use Guide Unit: Exercise 1
	()	15 Min	Computer Aided Inst.	Pliers: 1. Groove Joint Pliers 2. Wire Strippers 3. Hemostats 4. Needle Nose Pliers 5. Chain Nose Pliers 6. Mini Diagonal Cutters Source: CSS Course – Tool ID and Use Guide Unit: Exercise 2
	()	15 Min	Computer Aided Inst.	Drivers: 1. Driver Handles 2. Slotted Screwdrivers 3. Phillips Screwdrivers 4. Nut Drivers 5. Common Screwdriver – 3/32" 6. Phillips Screwdriver – Size 0 7. Aligner #1 and #2 8. Trimpot Adjuster 9. Screw Starter Source: CSS Course – Tool ID and Use Guide Unit: Exercise 3

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.

- () 15 Min **Computer Aided Inst.** **Wrenches:**
 1. Ignition Wrench
 2. Adjustable Wrench
 3. Torx Key Set
 4. Hex Key Set
Source: CSS Course – Tool ID and Use Guide
Unit: Exercise 4
- () 15 Min **Computer Aided Inst.** **Miscellaneous:**
 1. Multi-meter
 2. Diagnostics Software
 3. Parts Box
 4. Zip-Lock Bags
 5. Parts Holder
 6. Pocket Knife
 7. Needle Files
 8. Inspection Mirror
 9. Pen Light
Source: CSS Course – Tool ID and Use Guide
Unit: Exercise 5
- () 30 Min **Exercise** **Toolkit Vocabulary**
Source: CSS Course – Tool ID and Use Guide
Unit: Exercise 6
- b. () 15 Min **Work Sheet** **Tool Inventory Checklist**
Source: CSS Course – Tool ID and Use Guide
Unit: Exercise 7

<u>Task</u>	<u>Task/Skill</u>	<u>Started</u> <u>mm/dd/yy</u>	<u>Completed</u> <u>mm/dd/yy</u>
3.	The Digital Multimeter	(/ /)	(/ /)

In this section, you will demonstrate how to measure dc and ac voltage, continuity, and resistance using a digital multimeter. You will be introduced to basic meter operation and troubleshooting techniques during each exercise. As proof of your skill, you are required to identify the operations of the meter's switches and match various measuring and troubleshooting tasks with the proper meter settings.

- a. () 15 Min **Reading** **Using a Digital Multimeter**
Source: CSS Course – Using a Digital Multimeter
Unit: Using a Digital Multimeter
- () 15 Min **Computer Aided Instruction** **What is a Digital Multimeter**
Source: EKI – Using a Digital Multimeter (Optional)
Unit: M00D0
- () 15 Min **Computer Aided Instruction** **Continuity and Resistance**
Source: EKI – Using a Digital Multimeter (Optional)
Unit: M00D1
- () 15 Min **Computer Aided Instruction** **Measuring Voltage**
Source: EKI – Using a Digital Multimeter (Optional)
Unit: M00D2

() 15 Min **Exercise** **Measuring Voltage**
Source: CSS Course – Using a Digital Multimeter
Unit: Exercise 1

() 15 Min **Exercise** **Measuring Continuity**
Source: CSS Course – Using a Digital Multimeter
Unit: Exercise 2

() 15 Min **Exercise** **Measuring Resistance**
Source: CSS Course – Using a Digital Multimeter
Unit: Exercise 3

