



Republic of the Philippines  
Northern Iloilo Polytechnic State College  
Institute of Information and Computer Studies  
Information Technology Department



### Computer Hardware Servicing Skill Assessment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Skills in Computer Hardware Servicing	I am not aware of/not have tried this component/operation	I am aware of this component /operation but have not experienced in using it	I have used/done this component /operation occasionally but need further practice	I am a regular and confident user of this component /operation	I am fully competent with this component /operation
	1	2	3	4	5
<b>Identify the important components of a PC and its functions</b>					
I know the function of a monitor					
I know the function of a power supply					
I know the function of a RAM					
I know the function of a motherboard					
I know the function of a LAN Card					
I know the function of a Hard Disk					
I know the function of a microprocessor					
I know the function of a keyboard					
I know the function of a video card					
<b>Familiarize occupational health and safety Procedures</b>					
I know how to use the anti- static wrist strap.					
I know how to keep myself from grounding.					
I know how to use the lint free cloth.					
I know the function of an anti- static mat.					
I know the proper upkeep of the work area.					
I know the proper clothes in the working area.					
I know the basic first aid when accident happens while working.					

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<b>Distinguish the different hardware tools</b>					
I know how to use the Philip head screw driver.					
I know how to use the Flat head screw driver.					
I know how to use the crimping tool.					
I know how to use the network tester					
I know how to use the lone nose pliers					
I am familiar with part retriever					
I know how to use the lint free cloth.					
<b>Basic skills that are necessary to assemble and disassemble a PC</b>					
I can connect the monitor.					
I can connect the mouse.					
I can connect the keyboard.					
I can remove the system fan.					
I can detach the power supply from the system unit.					
I know how to remove the RAM from the motherboard.					
I can remove the hard drive from the system unit.					
I can install the power supply.					
I know how to install the motherboard.					
I can install the internal drives in a system unit.					
I know how to attach RAM in the memory socket.					
I can install CD / DVD drives.					
<b>Basic skills that are necessary to install Operating System/Application software</b>					
I know how to open the BIOS Set-up screen					

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I know how change the BIOS setting					
I know how to change the boot sequence					
I know how to install an Operating System					
I know how to install an Application Software					
I know how to install a printer driver					
<b>Identify common Computer errors/trouble</b>					
I know how to identify errors from beep signals					
I know what is the trouble when suddenly the screen turns off					
I can identify the trouble when the screen freezes.					
I can identify the trouble when the operating system does not load successfully					
I can identify the trouble when the PC does not turn-on					
I can identify the trouble when the screen does not turn-on					
<b>Formulate solution to common computer errors/trouble</b>					
I know the steps to trace errors					
I know how to eliminate the cause of error/trouble					
I know how to use the scandisk					
I know how to set the PC to safe mode					
I am familiar with swapping components					