



TECHNOLOGY AND LIVELIHOOD EDUCATION

ICT - COMPUTER SYSTEMS SERVICING

Grade 9 or 10

**Three-Term Budget Of Work (BOW)
for Learning Competencies**

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ICT
Grade 9 and Grade 10

Three-Term Budget Of Work
For Learning Competencies

Please note that each sector under TLE: ICT is studied for one term. This is applicable under Grades 9 and 10.

Term		
Sector	Computer Systems Servicing	
Content Standard	• Demonstrate an understanding of the concepts of career opportunities in computer systems servicing. • Demonstrate an understanding of the types and functions of tools and equipment in computer systems servicing • Demonstrate an understanding of the parts of the computer system unit. • Demonstrate an understanding of the types and functions of computer software. • Demonstrate an understanding of the procedures in setting up computer system.	
Performance Standard	The learners perform the procedures in assembling and setting up computers with safety precautions.	
Week	Learning Competency	Suggested Activities
1	• Discuss career and business opportunities in computer systems servicing. • Discuss tools and equipment in computer systems servicing. • Discuss the parts and functions of the computer system unit.	• Career Path Navigator ◦ To explore and identify career and business opportunities in Computer Systems Servicing. ◦ Individually, research different CSS careers or business options, create a

	Discuss system software, its types, and functions.	one-page profile of one opportunity, and include required skills and potential growth. Call Flow Meets Career - To connect knowledge of call flow procedures with CSS career applications. - Individually, write a short scenario showing how proper call flow and customer service can be applied in a CSS-related job or business setting. Tool Time Explorer - To identify and understand the purpose of different tools and equipment used in Computer Systems Servicing. - Individually, create a visual chart or table listing at least 10 CSS tools/equipment with their names, functions, and an example of how each is used. Equipment in Action - To demonstrate practical knowledge of using CSS tools and equipment safely and effectively. - Individually, write a short step-by-step procedure showing how to use one
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		tool or equipment in a typical CSS task, including safety precautions. • System Unit Detective ○ To identify and explain the parts and functions of a computer system unit. ○ Individually, create a labeled diagram of a system unit showing at least 8 major components and describe the function of each. • Inside the Box ○ To demonstrate understanding of how each system unit component contributes to computer operations. ○ Individually, write a short explanation or create a mini-poster illustrating how the CPU, RAM, storage, motherboard, and other parts work together to run a computer. • System Software Investigator ○ To identify and explain the types and functions of system software. ○ Individually, create a chart listing at least 5 types of system software and describe the main function of each in one sentence. • Software in Action ○ To demonstrate understanding of how
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		system software operates within a computer system. Individually, write a short scenario showing how different system software (e.g., operating system, utility programs, device drivers) work together to perform a computer task.
2	- Discuss application software, its types, and functions. - Perform computer assembly with safety precautions.	App Explorer - To identify and explain different types of application software and their functions. - Individually, create a table listing at least 5 application software programs, their types (e.g., productivity, multimedia, educational), and their main functions Software in Action - To demonstrate how application software is used to perform tasks in real life. - Individually, write a short scenario or mini-guide showing how you would use at least 2 types of application software to complete a specific task. Build-It Safely Challenge - To assemble a computer system while

		following proper safety precautions. - Individually, assemble a computer using provided parts or simulation software, demonstrating correct handling and safety measures for each component. Safety First Assembly - To identify and apply essential safety practices during computer assembly. - Individually, create a step-by-step guide or checklist for assembling a computer safely, highlighting precautions for each step.
3	Create bootable device.	Boot It Up! - To create a bootable device that can start a computer system. - Individually, follow step-by-step instructions to make a bootable USB or external drive using a selected operating system. Rescue Ready - To demonstrate practical use of a bootable device for troubleshooting or installing an OS. - Individually, explain or simulate using your bootable device to troubleshoot a

		computer or install an operating system.
4	Perform installation of operating system with safety precautions.	OS Installer Pro - To safely install an operating system on a computer system. - Individually, follow proper procedures and safety precautions to install an operating system on a computer or virtual machine. Safe Setup Checklist - To demonstrate understanding of safety measures during OS installation. - Individually, create a step-by-step checklist of safety precautions and installation steps for installing an operating system.
5	Perform installation of drivers, application, and utility software with safety precautions.	Software Setup Star - To safely install drivers, applications, and utility software on a computer system. - Individually, follow proper procedures and safety measures to install at least one driver, one application software,

		and one utility software on a computer or virtual environment. • Safe Software Checklist ○ To demonstrate awareness of safety precautions during software installation. ○ Individually, create a step-by-step checklist highlighting safety precautions and correct procedures for installing drivers, applications, and utility software
6	• Perform testing, updating, and checking of peripheral drivers and application software with safety precautions.	• Driver Detective ○ To test and verify that peripheral drivers and application software are working correctly and safely. ○ Individually, check, update, and test at least one peripheral driver and one application software, documenting any issues and confirming proper functionality. • Software Health Check ○ To ensure application software and drivers are up-to-date and functioning safely. ○ Individually, create a step-by-step log showing how you tested, updated, and

		verified the proper operation of a selected peripheral or application software.
7 to 8	Perform troubleshooting and repairing of the computer system unit with safety precautions.	Troubleshoot Titan - To identify and fix common issues in a computer system unit while following safety precautions. - Individually, simulate or describe the step-by-step process of troubleshooting a computer system unit, including diagnosing the problem and applying the correct solution safely. Repair Ready - To demonstrate safe and effective repair techniques for a computer system unit. - Individually, create a checklist showing safety precautions and procedures for repairing a malfunctioning component of a computer system unit.
9 to 10	Perform computer maintenance with safety precautions.	Maintenance Master - To perform routine computer maintenance safely to ensure optimal system performance. - Individually, create a step-by-step

		guide showing how to clean, update, and maintain a computer system while following proper safety precautions. • Safety First Tech Check ○ To demonstrate awareness of safety practices during computer maintenance tasks. ○ Individually, perform or simulate basic computer maintenance tasks, such as cleaning hardware, updating software, and checking for errors, while documenting all safety measures followed.
Suggested Performance Tasks	• Individual Performance Task: CSS Expert Portfolio ○ To demonstrate mastery of computer systems servicing by performing assembly, software installation, maintenance, troubleshooting, and safe handling of hardware and peripherals. ○ Individually, create a portfolio documenting all tasks: identify system unit parts and tools, assemble a computer safely, create bootable devices, install OS and software with precautions, update drivers, troubleshoot and repair components, perform maintenance, and explain safety measures for each task. • Group Performance Task: Team Tech Rescue Challenge ○ To collaboratively apply CSS skills in a simulated real-world computer servicing scenario. ○ In groups of 3–4, simulate a mini computer servicing center: assign roles (technician, supervisor, tester), assemble a computer, install and update software, perform troubleshooting and repairs, maintain peripherals safely, and present your workflow, challenges, and solutions to the class.	

