

**Demonstrate Computer Literacy Level 1**

Skill Number CO-OP10GN120

 Full Name: Tuda Adi Pratama

No ID: \_\_\_\_\_

 Validation Date: 10 Oktober 2015

 School: SMKN 1 Singasari
**PERFORMANCE TASK:**

The student must be able to complete the following tasks:

- Connect CPU, Monitor, and all computer peripherals correctly.
- Perform to turn-on and turn-off computer operation.
- Perform to use basic Microsoft office (Ms. Word, Ms. Excel, Ms. PowerPoint).
- Perform to save and print file documents.
- Perform communication & etiquette manner.

Prerequisite	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score Computer course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			<ul style="list-style-type: none"><li>• A set of desktop computer completed with printer.</li><li>• Microsoft Windows and Microsoft Office already installed on the computer.</li></ul>
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job				
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			<ul style="list-style-type: none"><li>• Perform smile &amp; greetings.</li><li>• Introduce Student's identity</li></ul>
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate Computer Literacy Level 1				
Connect a set of desktop computer correctly	✓			CPU, monitor, printer, and all peripherals correctly connect
Turn-on and turn-off computer	✓			Following windows operating system procedure's
Using Ms. Word	✓			<ul style="list-style-type: none"><li>• Give specified task.</li><li>• Execution and result comply with the task given</li></ul>
Using Ms. Excel	✓			
Using Ms. PowerPoint	✓			
Printing and saving document	✓			
Documentation:				
Take picture if needed	✓			



Tasks	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		• Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓		
Serviceman completes job without accident due to incorrect procedure using hand tools.	✓		
Tasks completed without damage equipment and tools	✓		

Tasks	Complete		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices &Housekeeping	✓		<ol style="list-style-type: none"><li>1. Waste is minimized, waste material, including sludge; solids and other wastes are sorted and stored in bins for recycling or disposal</li><li>2. Packaging of goods received is sorted and reused or disposed of by recycling</li><li>3. Materials that can be reused are cleaned and stored</li><li>4. Waste and scrap are removed following workplace procedures</li><li>5. All fluids are disposed of in accordance with enterprise policies and procedures</li></ol>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner after completing the job				
Perform etiquette/manner when closing the communication.	✓			<ul style="list-style-type: none"><li>• Perform smile &amp; greetings.</li><li>• Ask permission to leave or end the interaction.</li></ul>

General Comments

Tareh complete

RESULT: COMPETENT ☒ NOT YET COMPETENT ☐ (please check (✓))

Student: Yuda Adi Pratomo 10 Oktober 2015  
 Name Date Signature

Assessor: Arsan Hardi W., S.Pd., Gt.  
 NIP. 19840822-202221-10/10/2021  
 Name Date Signature

Supervisor: \_\_\_\_\_  
 Name Date Signature

Data Recorded: \_\_\_\_\_  
 Name Date Signature