

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Akbar Pratama Lumbu No ID: _____
 Validation Date: 3-02-2026 School: SMKN 01 SINGOSARI

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	Completed			Observation / Hints
	Yes	No	N/A	
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation	✓			
Prepare related literature	✓			
Prepare required equipment	✓			
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.	✓			
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	✓			
Turn-on and turn-off computer	✓			
Using Ms. Word	✓			
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)	✓		
State and follow safety precautions	✓		
Service man 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	✓		

Tasks	Completed		Observation / Hints
	Yes	No / N/A	
Perform etiquette/manner after completing the job			
Perform etiquette/manner when closing the communication.	✓		

General Comments

Task Completed

RESULT: COMPETENT NOT YET COMPETENT (please check (N))

Student: Name _____ Date _____ Signature _____

Assessor: Name *F. J. Kalant, M.Ed* Date *3/2/2026* Signature _____

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Aktor Pratomo Lembu No ID: _____
 Validation Date: 3 - 01 - 2026 School: SMKN 01 SINGOPARI

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%.		<input checked="" type="checkbox"/>		Score Computer course or subject

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

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

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

Tasks	Complete		Observation / Hints
	Yes	No	
Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Using APD related to the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Follows relevant workplace safety guidelines (tag out, safety equipment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Comply with safety regulation that applied on the workplace
State and follow safety precautions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Serviceman completes job without accident due to incorrect procedure using hand tools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

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

General Comments

Task Completed

RESULT: COMPETENT NOT YET COMPETENT (please check (N))

Student: _____ Name _____ Date _____ Signature

Assessor: **F.J. Kalonting, mpd** Name _____ Date **3 / 21 / 2026** Signature _____

Supervisor: _____ Name _____ Date _____ Signature _____

Data Recorded: _____ Name _____ Date _____ Signature _____