

**Demonstrate Computer Literacy Level 1**

Skill Number CO-OP10GN120

Full Name: Zayed Syahid A.

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

Validation Date: 03 Februari 2026

School: SMKN 1 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	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	<input checked="" type="checkbox"/>			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	<input checked="" type="checkbox"/>			
Prepare required equipment	<input checked="" type="checkbox"/>			
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	<input checked="" type="checkbox"/>			
Meet the customer / assessor	<input checked="" type="checkbox"/>			
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>			
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	
<b>Demonstrate Computer Literacy Level 1</b>				
Connect a set of desktop computer correctly	<input checked="" type="checkbox"/>			
Turn-on and turn-off computer	<input checked="" type="checkbox"/>			
Using Ms. Word	<input checked="" type="checkbox"/>			
Using Ms. Excel	<input checked="" type="checkbox"/>			
Using Ms. PowerPoint	<input checked="" type="checkbox"/>			
Printing and saving document	<input checked="" type="checkbox"/>			
<b>Documentation:</b>				
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"/>	
State and follow safety precautions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Service man 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"/>	

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 closing the communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Comments

Tam Competent

RESULT: **COMPETENT**  NOT YET COMPETENT  (please

Student: Zayed Syouf A. 3/2/2026 Signature [Signature]

Assessor: R. J. Valonhymud 3/2/2026 Signature [Signature]

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

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

Demonstrate Computer Literacy Level 1

Skill Number CO-OP1(IGN120

Full Name: Zayed Syahid A. No ID: \_\_\_\_\_  
 Validation Date: 03 Februari 2026 School: SMKN 1 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	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	✓			• A set of desktop computer completed with printer. • Microsoft Windows and Microsoft Office already installed on the computer.
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.	✓			• Perform smile & gre • Introduce Student's
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Demonstrate Computer Literacy Level 1</b>				
Connect a set of desktop computer correctly	✓			CPU, monitor, printer, and all per correctly connect
Turn-on and turn-off computer	✓			Following windows operating sys procedure's
Using Ms. Word	✓			
Using Ms. Excel	✓			• Give specified task. • Execution and result comply task given
Using Ms. PowerPoint	✓			
Printing and saving document	✓			
<b>Documentation:</b>				
Take picture if needed	✓			

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"> <li>Comply with safety regulation that applied on the workplace</li> </ul>
State and follow safety precautions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Service man 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"> <li>Waste is minimized, waste material, including sludges, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>Materials that can be reused are cleaned and stored</li> <li>Waste and scrap are removed following workplace procedures</li> <li>All fluids are disposed of in accordance with enterprise policies and procedures</li> </ol>

Tasks	Completed		Observation / Hints
	Yes	No	
Perform etiquette/manner after completing the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Perform etiquette/manner when closing the communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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

*Task Completed*

RESULT:  COMPETENT  NOT YET COMPETENT (please

Student: Zayed Syawir A. 3/2/2026

Assessor: F.J. Kalamun, MEd 3/2/2026

Supervisor: \_\_\_\_\_

Data Recorded: \_\_\_\_\_