

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Hafid Aldi Hayhan No ID: SMKN 1 SINGOSARI
 Validation Date: 3-2-2026 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				<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				
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"> • Perform smile & greetings. • Introduce Student's identity
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				
Using Ms. Excel				<ul style="list-style-type: none"> • Give specified task. • Execution and result comply with the task given
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			
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			

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

General Comments

[Faint, illegible text in the General Comments section]

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

Student: Name _____ Date _____ Signature *[Signature]*

Assessor: Name F. J. Valon, M. P. 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: Hafid Aldi Rayhan No ID: _____
 Validation Date: 3-2-2026 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%.				

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)			<ul style="list-style-type: none"> 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"> 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	
Perform etiquette/manner after completing the job			N/A
Perform etiquette/manner when closing the communication.			<ul style="list-style-type: none"> Perform smile & greetings. Ask permission to leave or end the interaction.

General Comments

[Faint, illegible text in the General Comments section]

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

Student: Name _____ Date _____ Signature

Assessor: Name F.J. Kalonih, M.Pd Date 3/2/2026 Signature

Supervisor: Name _____ Date _____ Signature _____

Data Recorded: Name _____ Date _____ Signature _____