

CO-OP

CO-OP10GN120 - Candidate Performance Guide

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Barti Kurniawan

No ID: _____

Validation Date: 14 / 11 / 2015

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 the documents.
- Perform communication & etiquette manner.

Prerequisites	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	
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			



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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 AFD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		
State and follow safety precautions	✓		
Serviceperson 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	
Perform etiquette/manner after completing the job	✓		
Perform etiquette/manner when closing the communication.	✓		

General Comments

RESULT:

COMPETENT

NOT YET COMPETENT

(Please check (✓))

Student:

Bahri Karalasan

Date 17/12/25

Signature

Assessor:

Febrinus J. Kalant, m.ed

Date 17/12/25

Signature

Supervisor:

Name _____

Date _____

Signature

Data Recorded:

Name _____

Date _____

Signature

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Bahil Kusniawan

No ID: _____

Validation Date: 17 / 12 / 2025

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
	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 & introduce Student
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	✓			<ul style="list-style-type: none"> • CPU, monitor, printer, and all p correctly connect
Turn-on and turn-off computer	✓			<ul style="list-style-type: none"> • Following windows operating sy procedure's
Using Ms. Word	✓			<ul style="list-style-type: none"> • Give specified task. • Execution and result comply task given
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	✓		
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	✓		<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				
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

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

Student: Berni Kurniawan Date: 17/12/25

Assessor: Febrinus J. Kalamangal Date: 17/12/25

Supervisor: _____ Date: _____

Data Recorded: _____ Name: _____ Date: _____ Signature: _____

Job Validasi Komputer: Sesi Interview

1. Keamanan Sistem (System Security)

Fokus: keamanan perangkat, ancaman siber, proteksi data, praktik aman.

Sub-aspek: Antivirus & Scanning

1. Cara menjalankan scan antivirus.
2. Perbedaan quick/full/custom/offline scan.
3. Fungsi offline scan saat menangani malware yang sulit dihapus.
4. Tanda komputer terinfeksi virus/malware.

Sub-aspek: Keamanan Data

1. Apa itu ransomware dan pencegahannya.
2. Pentingnya backup.
3. Perbedaan password dan enkripsi.

Sub-aspek: Keamanan Akun

1. Fungsi dan manfaat 2FA.
2. Prinsip membuat password kuat.
3. Apa itu credential theft.

Sub-aspek: Kebiasaan Aman

1. Apa itu phishing + contoh kasus.
2. Risiko file unduhan ilegal.
3. Bahaya penggunaan public WiFi.

2. Aplikasi Produktivitas (Productive Tools)

Fokus: aplikasi perkantoran, kolaborasi cloud, tools dunia kerja.

Sub-aspek: Word Processing

- Perbedaan docx & pdf.
- Fungsi Track Changes.
- Cara membuat heading otomatis.

Sub-aspek: Spreadsheet

- Fungsi SUM/AVERAGE/COUNT.
- Perbedaan absolute vs relative reference.
- Fungsi data validation.

Sub-aspek: Presentasi

- Perbedaan Slide Master & layout biasa.
- Prinsip presentasi efektif.

Sub-aspek: Cloud Collaboration

- Hak akses Viewer/Commenter/Editor.
- Fungsi version history.
- Mencegah konflik file saat collaborative editing.

3. AI Literacy (Literasi AI)

Fokus: pemahaman AI, jenis, penggunaan produktif, batasan, etika.

Sub-aspek: Dasar AI

- Definisi AI.
- Contoh penggunaan AI di industri.

Sub-aspek: Jenis AI

- Perbedaan generative AI, Computer Vision, Machine Learning.
- Fungsi NLP.

Sub-aspek: Penggunaan

- Contoh penggunaan AI yang produktif.
- AI dalam sistem alat berat atau manufaktur.

Sub-aspek: Batasan & Risiko

- Mengapa AI bisa salah.
- Apa bahaya ketergantungan pada AI.

Sub-aspek: Etika AI

- Bahaya memasukkan data pribadi ke AI publik.
- Dampak deepfake.

4. Digital Organization & File Management

Fokus: penataan data, penyimpanan, backup, perawatan storage.

- Prinsip penataan folder rapi.
- Pentingnya penamaan file konsisten.
- Perbedaan local & cloud backup.
- Apa itu incremental backup.
- Fungsi disk cleanup.
- Mengapa SSD tidak perlu defrag.

5. Dasar Hardware & Troubleshooting

Fokus: komponen komputer, diagnosis dasar, perawatan fisik.

- Komponen utama komputer dan fungsinya.
- Perbedaan RAM dan storage.
- Bahaya debu pada laptop.
- Dampak suhu ruang terhadap performa.
- Langkah awal saat komputer hang.
- Cara mengenali kerusakan ringan pada kabel/port.

6. Internet Literacy & Digital Communication

Fokus: cara berinternet yang efektif, email, pencarian informasi.

- Cara menggunakan operator pencarian.
- Pentingnya verifikasi sumber.
- Cara log in/log out Gmail di perangkat berbeda.
- Fungsi CC dan BCC.
- Apa itu digital footprint dan mengapa penting.

7. Media Sosial & Literasi Digital

Fokus: dampak sosial media, cyberbullying, kesehatan digital, peran generasi muda.

Sub-aspek: Dampak Positif

- Media sosial untuk pembelajaran.
- Manfaat membangun portofolio digital.

Sub-aspek: Dampak Negatif

- Pengaruh media sosial terhadap kesehatan mental.
- Apa itu oversharing.

Sub-aspek: Cyberbullying & Kekerasan Digital

- Contoh bentuk cyberbullying.
- Dampak pada korban.
- Mengapa komentar negatif dapat memicu kekerasan digital.

Sub-aspek: Pencegahan

- Langkah saat melihat teman dibully.
- Fungsi block, report, mute.

- Mengapa tidak membalas serangan.

Sub-aspek: Penanganan

- Langkah sebagai korban cyberbullying.
- Pentingnya menyimpan bukti.

Sub-aspek: Peran Generasi Muda

- Cara menciptakan ruang digital sehat.
- Contoh kampanye positif.
- Pentingnya literasi digital abad 21.

8. Teknologi Industri & Future Skills

Fokus: pemahaman teknologi praktis untuk dunia kerja.

Sub-aspek: IoT

- Definisi IoT.
- Contoh penerapan di alat berat/otomotif.

Sub-aspek: Digital Documentation

- Kelebihan manual digital.
- Fungsi QR code pada mesin.

Sub-aspek: Data Literacy

- Perbedaan data & informasi.
- Pentingnya pencatatan digital dalam inspeksi.

9. Etika Teknologi

Fokus: hak cipta, legalitas software, tanggung jawab digital.

- Apa itu plagiarisme digital.
- Cara mencari gambar bebas hak cipta.
- Risiko software bajakan.
- Dampak hukum penggunaan software ilegal.

10. Digital Ethics & Cyber Responsibility

Fokus: misinformasi, tanggung jawab digital, bias teknologi.

- Apa itu misinformasi & disinformasi.
- Bahaya menyebarkan info tanpa verifikasi.
- Apa itu bias algoritma di media sosial.
- Mengapa memahami syarat & ketentuan platform penting.

11. Digital Wellbeing (Kesehatan Digital)

Fokus: keseimbangan penggunaan teknologi dan dampaknya.

- Dampak screen time berlebihan bagi tubuh dan mental.
- Apa itu digital detox dan tujuannya.
- Mengapa notifikasi mengurangi fokus.
- Cara menjaga kesehatan mata saat bekerja digital.

12. Basic Networking Knowledge

Fokus: jaringan dasar, konektivitas, troubleshooting internet.

- Perbedaan Wi-Fi & LAN.
- Apa itu IP Address.
- Cara mengatasi "No Internet Connection."
- Fungsi router & modem.

13. Operational Safety in Technology Environments

Fokus: keselamatan dalam penanganan perangkat digital.

- Mengapa perangkat harus dimatikan sebelum dibersihkan.
- Bahaya listrik statis saat memegang komponen.
- Prosedur aman mencabut USB.
- Mengapa posisi kabel harus diperhatikan dalam lingkungan kerja.

14. Digital Finance Awareness

Fokus: transaksi digital aman, e-wallet, penipuan online.

- Apa itu OTP dan larangan membagikannya.
- Ciri-ciri penipuan online.
- Mengapa situs transaksi harus menggunakan https.
- Risiko "phishing bank" dan cara mencegahnya.

Malawa, 17 Desember

Febrians J. Cahyani