

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Nilco Andriana P  
 Validation Date: 18/12/2025

No ID: \_\_\_\_\_  
 School: SJKN Singoari

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%.	✓			Score Computer course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Preparation</b>				
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	Complete		Observation / Hints
	Yes	No	
<b>Safety</b>			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		<ul style="list-style-type: none"> <li>• Comply with safety regulation that applied on the workplace</li> </ul>
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	
<b>Contamination Control</b>			
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	
<b>Perform etiquette/manner after completing the job</b>				
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>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner when starting the job</b>				
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	
<b>Demonstrate Computer Literacy Level 1</b>				
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	✓			
<b>Documentation:</b>				
Take picture if needed	✓			

General Comments

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

Student: 18/12/2025 Nilco Andriana P \_\_\_\_\_  
 Name Date Signature

Assessor: F. J. Kalamit \_\_\_\_\_  
 Name Date Signature

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

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



Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Niko Andrian P No ID: \_\_\_\_\_  
 Validation Date: 18/12/2025 School: SMK N 1 SINGAPORE

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	
<b>Preparation</b>				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
<b>Safety</b>			
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	
<b>Contamination Control</b>			
Environmental Practices & Housekeeping	✓		

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

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
<b>Perform etiquette/manner when starting the job</b>				
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	
<b>Demonstrate Computer Literacy Level 1</b>				
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	✓			
<b>Documentation:</b>				
Take picture if needed	✓			

General Comments

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

Student: Niko Andrian 18/12/2025  
 Name Date Signature

Assessor: F.J. Kalani  
 Name Date Signature

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

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

