

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Rahmat Zaini Bando No ID: \_\_\_\_\_  
 Validation Date: 30/12/23 School: SLK 1 SGS

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.

The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			
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Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

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.	✓			

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	✓			

SAFETY		YES	NO	NOT YET
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	✓			

CONTAMINATION CONTROL		YES	NO	NOT YET
Environmental Practices & Housekeeping	✓			

ETIQUETTE		YES	NO	NOT YET
Perform etiquette in manner after completing the job				
Perform etiquette in manner when closing the communication.	✓			

General Comments

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

Student: \_\_\_\_\_  
 Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Assessor: **F. J. KALAMIT**  
 Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Data Recorded: \_\_\_\_\_  
 Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_