

Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Ronaldin Wahyuni M

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

Validation Date: 8/11/2026

School: \_\_\_\_\_

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	<input checked="" type="checkbox"/>			
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	
Demonstrate Computer Literacy Level 1	<input checked="" type="checkbox"/>			
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"/>			
Documentation:				
Take picture if needed	<input checked="" type="checkbox"/>			



Tasks	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	<input checked="" type="checkbox"/>		
Follows relevant workplace safety guidelines (tag out, safety equipment)	<input checked="" type="checkbox"/>		
State and follow safety precautions	<input checked="" type="checkbox"/>		
Service man completes job without accident due to incorrect procedure using hand tools.	<input checked="" type="checkbox"/>		
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>		

Tasks	Complete		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	<input checked="" type="checkbox"/>		

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

General Comments

RESULT:  COMPETENT  NOT YET COMPETENT  (please

Student: Rivaldin Wahyuni 8/1/2022 Rivaldin

Assessor: F.J. Kalamati, MPA 8/1/2022 [Signature]

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

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



Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: Revellia Wokye M

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

Validation Date: 8/1/2026

School: \_\_\_\_\_

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	Score Computer course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Prepare related literature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare required equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare Safety & Contamination Control equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meet the customer / assessor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perform etiquette/manner when opening the interaction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Perform smile &amp; greet</li> <li>• Introduce Student</li> </ul>
Explain the purpose of Student's activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ask permission to perform the job.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate Computer Literacy Level 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Connect a set of desktop computer correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CPU monitor, printer, and all peripherals connect
Turn-on and turn-off computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Following windows operating system procedure's
Using Ms. Word	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Using Ms. Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Give specified task.</li> <li>• Execution and result comply task given</li> </ul>
Using Ms. PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printing and saving document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take picture if needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Tasks	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	<input checked="" type="checkbox"/>		
Follows relevant workplace safety guidelines (tag out, safety equipment)	<input checked="" 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"/>		
Serviceman completes job without accident due to incorrect procedure using hand tools.	<input checked="" type="checkbox"/>		
Tasks completed without damage equipment and tools	<input checked="" type="checkbox"/>		

Tasks	Complete		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	<input checked="" type="checkbox"/>		<ol style="list-style-type: none"> <li>Waste is minimized, waste material, including sludge, 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"/>		N/A
Perform etiquette/manner when closing the communication.	<input checked="" 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

RESULT: COMPETENT  NOT YET COMPETENT  (please

Student: Ronaldin Wahyuni M Date: 8/1/2026

Assessor: F. J. Kalamb M Pd Date: 8/1/2026

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

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

