

## Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: M. Arkan Azke I.U.

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

Validation Date: 28/4/2025

School: SMEAS (Fingosen)

### 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	
<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	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	✓			



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>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	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>







**Demonstrate Computer Literacy Level 1**

Skill Number CO-OP10GN120

Full Name: M. Arkan Atta Lu. No ID: SMKN 1 Piyosan  
 Validation Date: 28/11/2025 School: SMKN 1 Piyosan

**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	✓			

100

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The third part of the document provides a detailed breakdown of the results. It shows that there has been a significant increase in sales volume, particularly in the online channel. This is attributed to the implementation of the new marketing strategy and the improved user experience on the website.

Finally, the document concludes with a set of recommendations for future actions. It suggests continuing to invest in digital marketing and exploring new product lines to further drive growth. Regular monitoring and reporting will be essential to track the success of these initiatives.

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.	✓			



General Comments

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

Student: **U. Arton Atky i.u.**  **28/11/2025**  
 Name Date

Signature

Assessor: **Ferdinandus J. KRAMIT**  **28/11/2025**  
 Name Date

Signature

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

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



