

Modul SMK Administrasi Perkantoran

Kurikulum Sekolah Menengah Kejuruan (SMK) tahun 2004 untuk Bidang Keahlian Bisnis dan Manajemen Program Keahlian Administrasi Perkantoran

Ada 18 kompetensi di dalam kurikulum itu:

1. Bekerja sama dengan kolega dan pelanggan.
2. Mengikuti prosedur keamanan, keselamatan, dan kesehatan kerja.
3. Berkomunikasi melalui telepon.
4. Menggunakan peralatan kantor.
5. Merencanakan dan melakukan pertemuan.
6. Melakukan prosedur administrasi.
7. Mengikuti aturan kerja sesuai dengan lingkungan kerja.
8. Menjaga dan melindungi budaya kerja.
9. Mengatur penggandaan dan pengumpulan dokumen.
10. Menangani surat masuk dan keluar.
11. Membuat dan menjaga sistem kearsipan untuk menjamin integritas.
12. Mencatat dikte untuk mempersiapkan naskah.
13. Menghasilkan dokumen sederhana.
14. Menciptakan dan mengembangkan naskah untuk dokumen.
15. Mengatur perjalanan bisnis.
16. Memberikan pelayanan kepada pelanggan.
17. Mengaplikasikan keterampilan dasar komunikasi.
18. Memproses transaksi keuangan.

Berdasarkan 18 kompetensi kurikulum dan isi materi, bertujuan mempersiapkan tenaga lulusan yang sanggup dipekerjakan sebagai:

- Sekretaris, yaitu sekretaris organisasi atau sekretaris kantor, atau sekretaris perorangan pimpinan, atau sekretaris pribadi tokoh masyarakat.
- Manajer kantor, yaitu pimpinan sebuah kantor administrasi baik pemerintah maupun swasta, kantor lembaga pemerintah maupun kantor badan usaha swasta.
- Pegawai administrasi yaitu karyawan kantor yang menanggung urusan administrasi perkantoran, baik pemerintah maupun swasta.

kurikulum ini membahas secara meluas materi-materi perkantoran yang berkaitan dengan pekerjaan tiga jenis profesi: sekretaris, manajer kantor, dan pegawai administrasi

Artikel modul terkait silahkan download

1. Kumpulan Modul Kompetensi Kurikulum Bidang Keahlian Bisnis dan Manajemen Program Keahlian Administrasi Perkantoran.
- [Menerima Tamu dan Bertamu](#)
 - [Menerima Telepon dan Menlepon](#)

Berbagai Modul Smk Administrasi Perkantoran

JR Anderson



Berbagai Modul Smk Administrasi Perkantoran:

Unveiling the Magic of Words: A Overview of "**Berbagai Modul Smk Administrasi Perkantoran**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Berbagai Modul Smk Administrasi Perkantoran**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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