

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. Mengantar 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 menanganis 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 Menelepon](#)

Berbagai Modul Smk Administrasi Perkantoran

TD Snyder



Berbagai Modul Smk Administrasi Perkantoran:

Berbagai Modul Smk Administrasi Perkantoran Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Berbagai Modul Smk Administrasi Perkantoran**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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