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Khoirul Anam., S.E., M.M., MOS.



Berbagai Modul Smk Administrasi Perkantoran:

Otomatisasi Tata Kelola Kepegawaian SMK/MAK Kelas XI. Program Keahlian Manajemen Perkantoran. Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran (edisi revisi). Drs. Joko Pramono, 2021-04-20 Buku yang berjudul Otomatisasi Tata Kelola Kepegawaian SMK MAK Kelas XI ini hadir sebagai penunjang pembelajaran pada Sekolah Menengah Kejuruan Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran C3 Buku ini berisi materi pembelajaran yang membekali peserta didik dengan pengetahuan dan keterampilan dalam dunia Kepegawaian Materi yang dibahas dalam buku ini meliputi Administrasi Kepegawaian Regulasi Kepegawaian Sistem Administrasi Kepegawaian Perencanaan Kebutuhan Pegawai Sumpah Janji Pegawai Daftar Urut Kepangkatan DUK Pegawai Perencanaan Karir Pegawai Penilaian Kinerja Pegawai Penggajian dan Tunjangan Pegawai Berdasarkan materi yang telah disajikan para siswa diajak untuk melakukan aktivitas HOTS Higher Order Thinking Skills dengan cara menanya mengeksplorasi mengamati mengasosiasikan dan mengomunikasikan Buku ini dilengkapi dengan latihan soal berupa pilihan ganda dan esai Hal ini bertujuan untuk mengukur kemampuan siswa dalam memahami materi Kebutuhan akan buku ini sejalan dengan tuntutan kompetensi SMK MAK bidang bisnis dan manajemen Dengan demikian kami berharap bahwa siswa dapat mencapai kompetensi yang diharapkan dan lulusan SMK MAK dapat mempersiapkan diri dengan baik ketika memasuki dunia kerja

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Kearsipan SMK/MAK Kelas X. Program Keahlian Manajemen Perkantoran. Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran (edisi revisi). Drs. Joko Pramono, 2021-04-23 Buku yang berjudul Kearsipan SMK MAK Kelas X ini hadir sebagai penunjang pembelajaran pada Sekolah Menengah Kejuruan Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran Buku ini berisi materi pembelajaran yang membekali peserta didik dengan pengetahuan dan keterampilan dalam dunia Otomatisasi dan Tata Kelola Perkantoran Materi yang dibahas dalam buku ini meliputi Arsip dan kearsipan Norma standar prosedur dan kaidah kearsipan Prosedur penggunaan peralatan kearsipan Penanganan surat masuk Penanganan surat keluar Klasifikasi dan indeks arsip Penyimpanan arsip sistem abjad kronologis geografis nomor dan subjek Penggunaan arsip Pemeliharaan arsip Arsip dalam rangka menentukan retensi arsip Penyusutan arsip Pengelolaan arsip elektronik Evaluasi kegiatan pengelolaan arsip Berdasarkan materi yang telah disajikan para siswa diajak untuk melakukan aktivitas HOTS Higher Order Thinking Skills dengan cara menanya mengeksplorasi mengamati mengasosiasikan dan mengomunikasikan Buku ini dilengkapi dengan latihan soal berupa pilihan ganda esai dan tugas proyek yang bertujuan untuk mengukur kemampuan siswa dalam menguasai

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