

**LABORATORY MANAGEMENT TRAINING ADMINISTRATION OFFICE IN BUSINESS MANAGEMENT
DISTRICT SMK SLEMAN YOGYAKARTA**

by JOKO KUMORO, MUSLIKHAH DWIHARTANTI, PURWANTO

ABSTRACT

Education is essentially a conscious and deliberate effort to create an atmosphere of learning and the learning process so that students are actively developing the potential for him to have the spiritual power of religion, self-control, personality, intelligence, character and skills needed by themselves, society, nation and state. Of the Indonesian National Education System, the expected result is Indonesia godly man against God Almighty, intelligent and skilled, high pekertinya mind, strong personality, bold spirit of nationalism and love of the homeland, so that it grows into a man who is able to play a role in development. Based on this, every educational institution, including primary schools, are required to provide accountability regarding the management and implementation of the mission and functions that support the achievement of the Indonesian National Education System.

At Community Service activities was implemented to provide training on the management of vocational laboratories Business Administration Management in Sleman DIY. The objectives to be achieved is to provide the ability to manage laboratory supplies Office Administration in SMK Business Management.

Based on the results of the laboratory management training for school, some conclusions can be drawn as follows: 1) The training has given the stock of knowledge about the concepts and structuring Administrative laboratories; 2) Training has provided sufficient knowledge for using the laboratory as a means of student learning; 3) Training has also been provided supplies the ability to manage a laboratory at SMK Business Administration Management.

The suggestions can be put forward relating to this training as follows: 1) Should training activities to take place in the school so that the team devotee can actually do the devotion and coaching more intensively; 2) To consider the number and origin of participants, so that training can reach more participants; 3) Institutions should facilitate service activities by increasing the amount of funding and resources, so it can reach more theme and number of participants.

Kata Kunci: *training, laboratory, office.*