

# PELATIHAN PENYUSUNAN BAHAN AJAR BAGI GURU MGMP ADMINISTRASI PERKANTORAN DAERAH ISTIMEWA YOGYAKARTA

by Suranto Aw, dkk

## ABSTRACT

Community service activities aims to provide an understanding of the types of teaching materials, can choose the type of teaching materials that fit the subject of the subjects, and can arrange the teaching materials for subjects tailored to the demands of the 2013 curriculum in SMK, especially for teachers MGMP DIY office administration.

The method of activity used is theoretical and practice training which includes lectures, questions and answers, practices, and direct mentoring to teachers of MGMP office administration in the preparation of teaching materials (modules).

The results achieved from this service are: (1) training materials are highly relevant to the needs of the target audience and are acceptable, and can be perceived benefits. Based on the evaluation of activities obtained inputs so that this dedication activities are implemented sustainably by lifting other themes relevant to the needs of the audience and in accordance with the expertise of the devotion in the field of Education Administration office.

Kata Kunci: *pelatihan, bahan ajar, MGMP administrasi keuangan*