

TRAINING MANAGEMENT OFFICE ADMINISTRATION LABORATORY AS SOURCE OF LEARNING IN TEACHER VOCATIONAL SCHOOL STUDY BUSINESS MANAGEMENT SKILLS

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ABSTRACT

The existence of laboratories on the competence of the Office Administration expertise in Yogyakarta Special Region (DIY) in general is still limited in the form of typing room, computer and office laboratory with the equipments and office equipments. This is evidenced by the abundance of incomplete equipment and materials and inventory of goods, materials and tools in the laboratory that have not been well documented. Equipment maintenance is not routinely done because there is no Educational Laboratory (PLP) / Laboran which is specifically assigned to manage the laboratory. During this time the teacher doubles as Head of Lab / Laboran so that laboratory management has not been managed optimally. Community Service Devotion (PPM) aims to provide knowledge and skills to the Gurudalam manage office administration laboratory in vocational field of study of Business and Management expertise.

To achieve these objectives, the methods used in this PPM activity include:

1) Lecture, used to convey material on the stages of management of the office administration laboratory, 2) the practice of office simulation, used to practice directly on how to simulate the practice of office activities, and 3) Questioning and sharing, is done to explore problems related to lecture material and obstacle when doing office simulation practice. Implementation of the training was conducted at the Laboratory of Office Simulation of the Department of Administrative Education Faculty of Economics, State University of Yogyakarta on July 22, 2017.

The results of this PPM activity are: 1) The PPM activity is carried out in accordance with the predetermined plan, 2) The attendance of the participants fulfills the minimum target of 26 people out of a total of 31 people invited, 3) The PPM activity provides an overview of the management of the office administration laboratory as a learning resource 4) The material presented by the team of devotees in the form of laboratory management materials and utilization materials of the office administration laboratory as a learning resource for office simulation practice becomes input for teachers in managing the laboratory to be more optimal, 5) The implementation of the training is done by role playing.

Kata Kunci: *Training, Laboratory Management Office Administration*