

Filing DIGITAL WORKSHOP FOR TEACHERS SMK SKILLS PROGRAM ADMINISTRATION OFFICE SE-DISTRICT SLEMAN YOGYAKARTA

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ABSTRACT

Modern technology fields today's office can establish employee climate. The modern workplace centered on the use of computers, the Internet, and a variety of electronic equipment that is available at their place of work. Advances in technology have changed the way that the settlement system office work changed and redesigned the manual nature of office work leading to the electronic office systems.

The target audience of this PPM activities are 30 teachers who teach subjects productively manage the document / archival competence in vocational skills Office Administration and Management Business Group Sleman.

Based on the result of reflection between TIM PPM and participants workshop, note that the software is very interested in digital archives. This is because the teacher would feel the need to support the activities and the development of competence in the field of science that occupied that office administration. Until now it appears that both public schools and private schools still find it difficult to complete the laboratory facilities mainly assembled with digital archives, while teachers have a desire and a strong interest in and adjustment to keep pace with technological development disciplines.

Sustainability of the program is the need pendampinan the synergy between the campus and the faculty in order to participate in developing and enhancing the learning process in a special school to help improve the quality and competence of teachers, the adjustment of disciplines controlled by the existing office technology development.

Kata Kunci: Digital archival, archive, office technology