

COMPUTER BASED INACTIVE ARCHIVES MANAGEMENT TRAINING FOR VOCATIONAL SCHOOL TEACHERS COMPETENCY IN OFFICE ADMINISTRATION SKILLS TO IMPROVE TEACHERS 'PROFESSIONAL COMPETENCY

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ABSTRACT

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Every agency, both government and private, always intersects with correspondence activities. Correspondence does not have any meaning if the letters received or sent are not managed properly. Records management for each individual, especially an agency, is a must. Archive management is carried out from the recording, disposition, distribution, storage and destruction stages. Each archive has different characteristics from one another so that handling is different. To facilitate the archive officer, archive management can be done with the help of a web-based archive application system. Manually managing records for agencies that have high correspondence intensity will be less than optimal. With the help of a web-based archiving application, the management of archives, especially inactive archives, becomes more systematic and makes it easier for officers who handle them.

The development of archive management in the world of work demands an adjustment of archiving subject matter in vocational high schools, especially the competence in office administration expertise. Students must be equipped with knowledge of computer-based archiving applications, so that they will gain skills in managing archives. These skills are needed by students when they practice industrial work in the business world and industrial world (DUDI).

The teacher as a facilitator in archiving learning does not escape to adapt to mastering computer-based archive management applications. The ability of teachers to operate archive management applications must always be improved so that they can transfer them to students optimally. For this reason, training in archive management, especially computer-based inactive archives, is very beneficial for the development of teacher professional competence.

Kata Kunci: *management, inactive archive*