

DAFTAR INVENTARIS KANTOR

Tanggal	Kode Barang	Nama Barang	Stok					Level Stok	
			Satuan	Awal	In	Out	Akhir	Mimumum	
11/11/2022	01A	Meja	buah	40	10		50	45	<input checked="" type="checkbox"/>
11/11/2022	02A	Kursi	buah	55		5	50	45	<input checked="" type="checkbox"/>
11/11/2022	03A	CPU	buah	45	5		50	45	<input checked="" type="checkbox"/>
11/11/2022	04A	Mouse	buah	35	10		45	45	<input checked="" type="checkbox"/>
11/11/2022	05A	Kabel	buah	30		2	28	30	<input type="checkbox"/>
11/11/2022	06A	USB Disk	buah	20		5	15	20	<input type="checkbox"/>
11/11/2022	07A	Printer	buah	6		1	5	4	<input checked="" type="checkbox"/>
11/11/2022	08A	Webcam	buah	5		2	3	4	<input type="checkbox"/>
11/11/2022	09A	Speaker	buah	4	2		6	3	<input checked="" type="checkbox"/>
11/11/2022	10A	Wifi Router	buah	6		3	3	3	<input checked="" type="checkbox"/>
11/11/2022	11A	Green Screen	buah	2	5		7	5	<input checked="" type="checkbox"/>
11/11/2022	12A	Earphone	buah	7		3	4	5	<input type="checkbox"/>
11/11/2022	13A	Air Conditioner	buah	6		2	4	5	<input type="checkbox"/>
11/11/2022	14A	Papan Tulis	buah	3	1		4	4	<input checked="" type="checkbox"/>
11/11/2022	15A	Dispenser	buah	3		2	5	4	<input checked="" type="checkbox"/>

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Kode Inventaris Kantor:

Otomatisasi Tata Kelola Sarana dan Prasarana SMK/MAK Kelas XII. Program Keahlian Manajemen Perkantoran. Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran (Edisi Revisi). Drs. Joko

Pramono, 2021-04-21 Buku yang berjudul Otomatisasi Tata Kelola Sarana dan Prasarana untuk SMK MAK Kelas XII ini hadir sebagai penunjang pembelajaran pada Sekolah Menengah Kejuruan Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran C3 Buku ini berisi materi pembelajaran yang membekali peserta didik dengan pengetahuan dan keterampilan dalam administrasi sarana dan prasarana Materi yang dibahas dalam buku ini meliputi Pengadaan Sarana dan Prasarana Penerimaan Penyimpanan dan Penyaluran Sarana Prasarana Inventarisasi dan Pemanfaatan Sarana dan Prasarana Pengamanan dan Pemeliharaan Sarana dan Prasarana Penghapusan Sarana dan Prasarana Penyimpanan Dokumen Administrasi Sarana dan Prasarana Mengevaluasi Administrasi Sarana dan Prasarana Berdasarkan materi yang telah disajikan para siswa diajak untuk melakukan aktivitas HOTS Higher Order Thinking Skills dengan cara menanya mengeksplorasi mengamati mengasosiasikan dan mengomunikasikan Buku ini dilengkapi dengan latihan soal berupa pilihan ganda dan esai Hal ini bertujuan untuk mengukur kemampuan siswa dalam memahami materi Kebutuhan akan buku ini sejalan dengan tuntutan kompetensi SMK MAK bidang bisnis dan manajemen Dengan demikian kami berharap bahwa siswa dapat mencapai kompetensi yang diharapkan dan lulusan SMK MAK dapat mempersiapkan diri dengan baik ketika memasuki dunia kerja

Akuntansi Nirlaba Menggunakan Accurate , Membuat Aplikasi Database Terapan Dengan Access 2010 Wahana Komputer, 2010-10-13 Kebutuhan akan perangkat lunak terus meningkat seiring dengan terus meningkatnya usaha bisnis Di sini peran perangkat lunak sangat diperlukan sebagai senjata untuk membantu jalannya beragam transaksi Microsoft Acces 2010 merupakan paket aplikasi perangkat lunak yang dapat menjawab semua kebutuhan tersebut Dengan adanya sistem komputersasi yang tepat diharapkan alur transaksi dapat lebih terkontrol serta mudah dikendalikan Buku Membuat Aplikasi Database Terapan dengan Access 2010 membahas cara membuat aplikasi database menggunakan Microsoft Access 2010 Pembahasan dimulai dari dasar dasar pembuatan aplikasi database menggunakan Access 2010 hingga pengaplikasiannya menjadi aplikasi database secara utuh Lebih lengkap buku ini membahas Pendahuluan Dasar Pembuatan Aplikasi Membuat Aplikasi Inventaris Kantor Membuat Aplikasi Penjualan Barang Membuat Aplikasi Rental VCD

Tenaga Administrasi Sekolah: Tugas, Fungsi, Kewenangan, Kompetensi, dan KPI Edi Suheri, 2026-02-20 Keberhasilan sebuah institusi pendidikan sering kali diukur melalui gemerlap prestasi akademik dan kualitas lulusan yang dihasilkan di ruang ruang kelas Paradigma konvensional ini cenderung menempatkan aspek manajerial dan ketatausahaan sebagai elemen pendukung yang berada di pinggiran arus utama kebijakan sekolah Padahal dinamika pendidikan modern menuntut pemahaman yang lebih fundamental bahwa setiap jengkal kemajuan instruksional harus berdiri di atas fondasi administrasi yang kokoh akuntabel dan visioner Buku ini hadir sebagai refleksi kritis sekaligus panduan

aplikatif bagi para pemimpin sekolah pengelola yayasan dan praktisi pendidikan untuk menempatkan Tenaga Administrasi Sekolah TAS pada posisi strategis sebagai jantung penggerak mutu pendidikan nasional Dinamika global dan tuntutan transparansi publik mengharuskan sekolah untuk melakukan rekayasa ulang pada sistem tata kelolanya Tenaga Administrasi Sekolah bukan lagi sekadar pelaksana tugas klerikal yang berkutat dengan pengetikan surat atau pengarsipan dokumen fisik secara manual Peran mereka telah bertransformasi menjadi analis data kurator informasi mutu dan garda terdepan layanan publik yang menentukan citra lembaga di mata pemangku kepentingan Ketidaksiapan sistem administrasi dalam mengadaptasi perubahan ini akan mengakibatkan sekolah kehilangan daya saing mengalami inefisiensi anggaran serta kerentanan terhadap risiko kegagalan audit dan akreditasi yang dapat melumpuhkan kredibilitas institusi Penyusunan karya ini didasarkan pada tantangan riil yang dihadapi oleh unit tata usaha di berbagai jenjang pendidikan Fenomena ketidakjelasan tupoksi dualisme komando hingga rendahnya literasi digital staf administrasi merupakan mata rantai permasalahan yang harus segera diputus melalui intervensi kebijakan yang sistematis Buku ini memberikan gambaran bagaimana model kompetensi TAS harus dirumuskan kembali agar relevan dengan kebutuhan Smart School Pendekatan yang digunakan menggabungkan teori manajemen mutu dengan nilai-nilai kearifan lokal serta integritas karakter menciptakan sebuah model pengelolaan yang beretika Implementasi Sistem Penjaminan Mutu Internal SPMI menjadi salah satu pilar utama yang dibahas dalam tulisan ini untuk menunjukkan betapa krusialnya sinkronisasi data administrasi dengan target capaian mutu sekolah Administrasi yang tertib merupakan prasyarat mutlak bagi validitas pemetaan mutu yang dilakukan oleh pimpinan sekolah Tanpa dukungan data yang akurat dari unit tata usaha setiap rencana pengembangan sekolah hanya akan menjadi spekulasi yang tidak memiliki landasan faktual Penekanan pada monitoring berbasis bukti evidence based bertujuan untuk membangun budaya kerja yang objektif di mana setiap kontribusi tenaga kependidikan diukur berdasarkan output nyata yang berdampak pada kemajuan kolektif Transformasi digital melalui konsep E Administration merupakan perubahan budaya kerja ke arah yang lebih transparan dan inklusif Otomatisasi layanan administrasi diharapkan mampu mereduksi beban kerja rutin yang tidak proporsional sehingga staf administrasi memiliki ruang lebih luas untuk melakukan inovasi layanan dan pendampingan strategis bagi para guru Integrasi teknologi dalam administrasi juga berfungsi sebagai instrumen perlindungan privasi data siswa dan guru Model administrasi Amanah yang diperkenalkan dalam buku ini memberikan sentuhan spiritual dan etis yang sering kali hilang dalam literatur manajemen Konsep ini memandang pekerjaan administrasi sebagai sebuah tanggung jawab ilahiah yang menuntut kejujuran mutlak dalam pelaporan dan kesantunan dalam pelayanan Profesionalisme yang dibungkus dengan nilai integritas karakter akan melahirkan lingkungan sekolah yang harmonis dan terpercaya Pimpinan sekolah dan pengelola yayasan diajak untuk merenungi kembali kebijakan pengembangan SDM mereka agar tidak hanya mengejar kemahiran teknis semata tetapi juga mengutamakan pembentukan mentalitas pengabdian yang kokoh pada setiap personel tata usaha Kepala sekolah perlu

menegakkan meritokrasi berbasis Key Performance Indicators KPI yang SMART yayasan wajib menjamin kesejahteraan dan jenjang karier yang kompetitif Kebijakan ini adalah kunci untuk memutus stigma pekerja kelas dua yang selama ini melekat pada profesi TAS Harapannya buku ini tidak hanya berhenti sebagai referensi di rak perpustakaan tetapi menjadi pemantik diskusi di ruang ruang rapat sekolah dan yayasan untuk memulai langkah nyata transformasi Buku ini menuntun pembaca memahami kompleksitas administrasi sekolah secara bertahap mulai dari kerangka kompetensi hingga strategi mitigasi risiko Kesadaran kolektif untuk memuliakan dan memperkuat fungsi administrasi akan membawa sekolah pada tingkat profesionalisme yang lebih tinggi Administrasi yang sehat adalah nafas bagi keberlanjutan mutu dan melalui buku ini kita memastikan bahwa jantung kemajuan sekolah tetap berdetak dengan ritme yang teratur kuat dan penuh integritas Perjalanan menuju kesempurnaan tata kelola merupakan proses belajar yang tidak pernah berakhir Kritik konstruktif dan masukan dari para praktisi di lapangan sangat diharapkan untuk memperkaya perspektif manajemen sekolah di masa depan Terima kasih untuk seluruh pimpinan sekolah guru dan tenaga administrasi yang telah menjadi inspirasi dalam penyusunan karya ini Komitmen kita bersama dalam membenahi administrasi adalah wujud nyata kasih sayang kita terhadap masa depan anak didik dan martabat pendidikan bangsa Selamat membaca dan selamat melakukan transformasi demi terwujudnya sekolah yang bermutu berkarakter dan mendunia

PEMBUKUAN WAJIB UNTUK BISNIS Yati Nurhayati, Pembukuan akan memudahkan pelaku usaha untuk mengetahui berapa keuntungan dari usaha yang dijalankan dan memudahkan penghitungan pajak Hal yang tak kalah penting ketika hendak mengembangkan usaha terbentur mdal pelaku usaha bisa dengan mudah berhubungan dengan pihak ketiga sebagai pemilik modal Pembukuan bisa dilakukan dengan cara sederhana dan dimengerti oleh pelaku usaha Dalam buku Pembukuan Wajib Untuk Bisnis ini penulis mengajak para pembaca membuat pembukuan sederhana dengan Microsof Excel Dengan pembahasan step by step diharapkan semua pelaku usaha bisa membuat pembukuan sederhana sendiri atau tanpa bantuan seorang akuntan

Kamus perkantoran, 2016 Indonesian dictionary of office management terms *Laporan kerja Kantor Sensus & Statistik, Propinsi Dati I Jawa Tengah pada Briefing/Rapat Kerja Statistik se Indonesia, tgl. 22-23 Oktober 1975, Bandungan, Jawa Tengah Indonesia. Kantor Sensus & Statistik Propinsi Jawa Tengah, 1975* *Proceedings of the 9th International Conference on Strategic and Global Studies 2025 (ICSGS 2025)* Irene Sondang Fitrinitia, Annisa Maulidia Alfian, Husnul Fitri, Muhammad Reza Rustam, Muhammad Izdiyan Muttaqin, 2026-01-17 This is an open access book Welcome to the Proceedings of the International Conference on Strategic and Global Studies ICSGS 2025 The proceedings are organized according to 5 themes related to Strategic Cyber War and Geopolitical Rivalry Inclusive Digital Economics and Decolonization of Regional Development The Rise of Global Halal Industries Impact Potency and Future ASEAN China Strategic Relations towards New Global Order and Management of Social Transformation MOST Panel Local Knowledge and Management of Social Transformation for National Resilience Disaster Management and Resolving Global Climate Change *Laporan tahunan Kejaksaan Tinggi Daerah Istimewa*

Yogyakarta Indonesia. Kejaksaan Tinggi Daerah Istimewa Yogyakarta,1987 **Anggaran pendapatan dan belanja negara ... beserta pedoman pelaksanaan dan lampiran-lampirannya** ,1974 **Laporan kegiatan operasional dan pembangunan ... Kantor Adpel Sibolga** Pelabuhan Sibolga,1992 Annual report of the Sibolga Port Authority Sumatera Utara **Laporan tahunan Kantor Wilayah Departemen Pendidikan dan Kebudayaan Propinsi Jawa Tengah** Indonesia. Departemen Pendidikan dan Kebudayaan. Kantor Wilayah Propinsi Jawa Tengah,1986 **Laporan tahunan** Indonesia. Kejaksaan Tinggi Sumatera Barat,1983 Annual report of Kejaksaan Tinggi Sumatera Barat office of the chief public prosecutor of Sumatera Barat **Pokok-pokok pengarahannya pelaksanaan administrasi keuangan** Indonesia. Direktorat Jenderal Perhubungan Laut,1973 **Rencana pengelolaan 25 tahun Taman Nasional Komodo** ,2000 **Laporan tahunan Kejaksaan Tinggi Jawa Tengah** Indonesia. Kejaksaan Tinggi (Jawa Tengah),1983 Annual report of Kejaksaan Tinggi Jawa Tengah office of the chief public prosecutor of Jawa Tengah *laporan dinas Kantor Statistik Propinsi Jawa Tengah* Indonesia. Kantor Statistik Propinsi Jawa Tengah,1982 **Pertanggungjawaban Gubernur Propinsi DKI Jakarta tentang nota perhitungan anggaran pendapatan dan belanja daerah** Jakarta Raya (Indonesia). Gubernur,2000 *Himpunan RKA-KL.* ,2014 On program budgeting of Indonesian government units Laporan tahunan KANWIL XII DEPHUP Prop. DIY. Indonesia. Departemen Perhubungan. Kantor Wilayah XII Propinsi Daerah Istimewa Yogyakarta,1994

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