



Kampus
Merdeka
INDONESIA JAYA



UPI The
Education
University

ADMINISTRASI PERKANTORAN

Perspektif Dimensi Kajian Ilmu

RASTO

FGD Pemutakhiran Kurikulum pada Program Studi
D4 Administrasi Perkantoran Digital
Universitas Negeri Jakarta



Sabtu, 24 September 2022



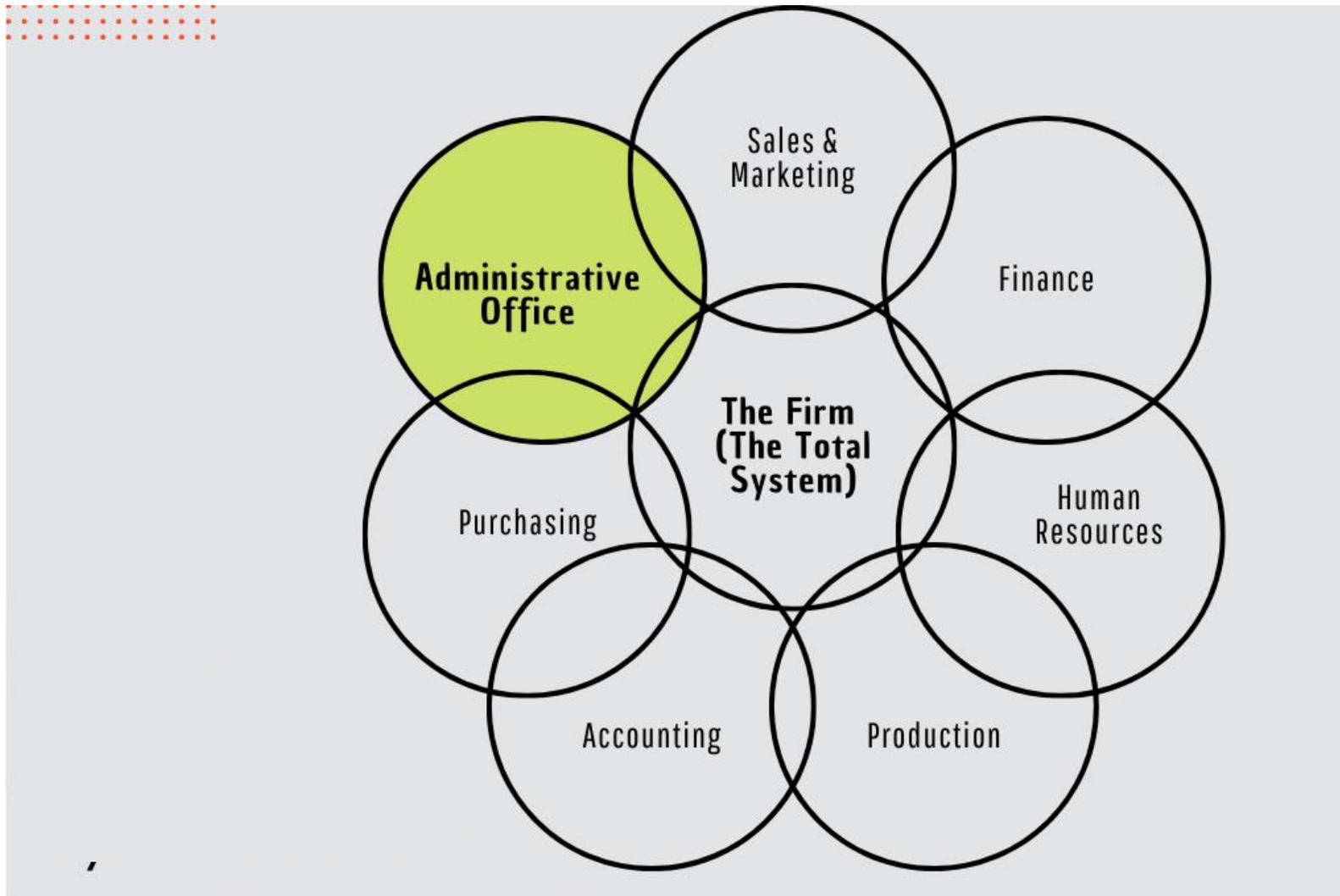
08.00 - Selesai



Zoom Cloud Meetings

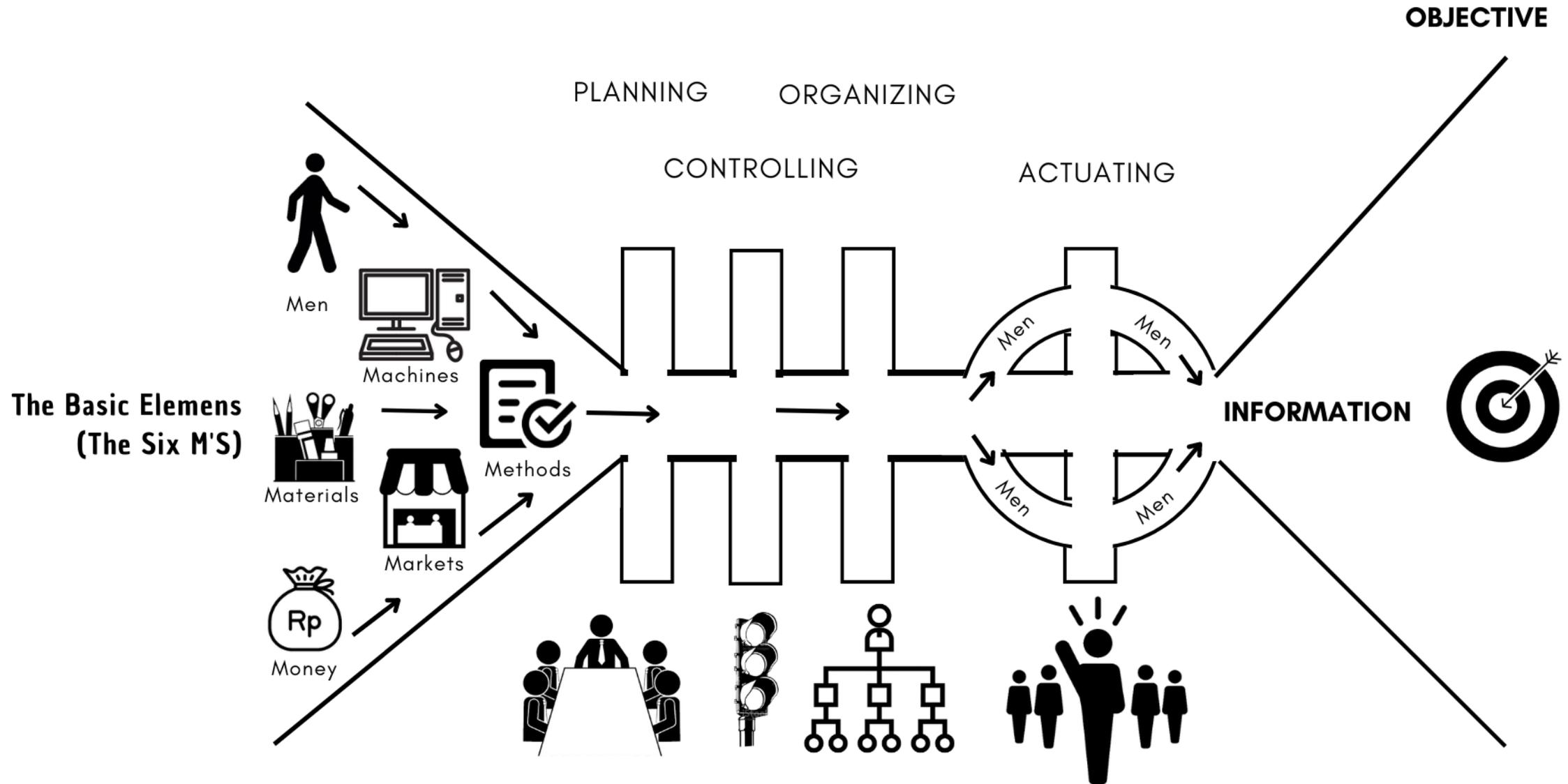


KEDUDUKAN ADMINISTRASI PERKANTORAN



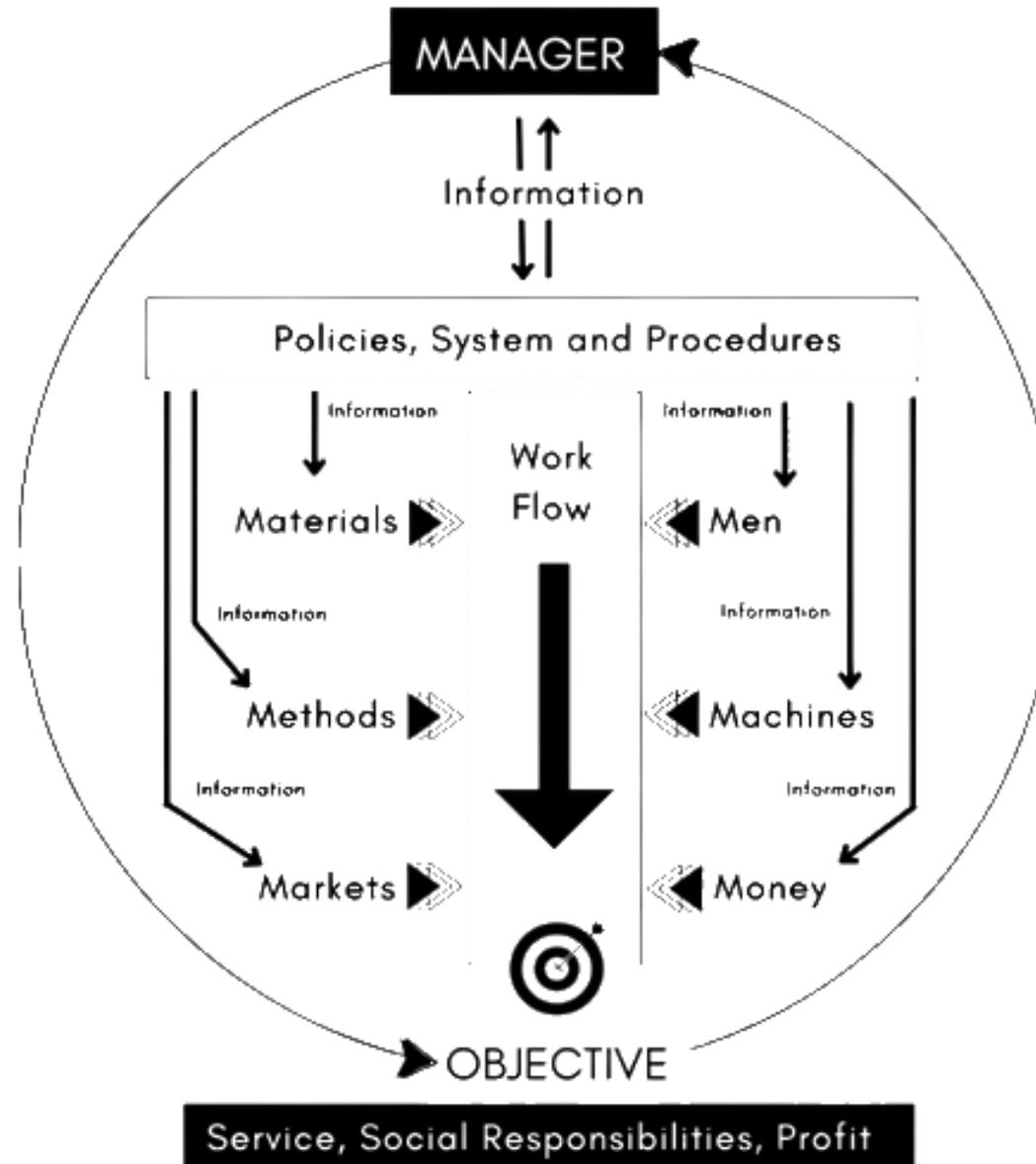
Odgers (2005:14): "Major System in the Workplace"

INFORMASI SEBAGAI KAJIAN UTAMA MANPER



George R. Terry (1966:30)

INFORMASI SEBAGAI KAJIAN UTAMA MANPER



DIMENSI ILMU MANAJEMEN PERKANTORAN

1. Maintaining adequate office services and **communication** facilities: correspondence (stenographic and typing), Handle outgoing and incoming mail, **File records** and report.
2. Deciding the extent of **office automation** to be used.
3. Determining the complete course of action to accomplish the office work: Develop office system, procedures, and methods; **apply work simplification** to office work; office furniture, **machines**, and supplies; office layout; determine effective work environment (lighting, elimination of noise, and proper ventilation).
4. Measuring and evaluating quantity and **quality** of office work: Standard
5. Providing an effective office organization: individual job, delegate authority, responsibility
6. Inspiring the **office personnel** to do the best of which they are capable: motivate office employees, supervision, analyze and evaluate office jobs, office training programs, salary, office safety

FIELD OF STUDY OM

- 1, Office Communication
- 2, Record Management
- 3, Office Technology
- 4, Quality Management System
- 5, Office Personnel

FRAMEWORK Teknologi Perkantoran

