# BUKU PESERTA

# PRAKTIK KERJA LAPANGAN (PKL)

# SMK WIKRAMA 1 GARUT

# 2024-2025



Jl. Otto Iskandardinata, Tanjung RT 03/13 Ds. Pasawahan

Kec. Tarogong Kaler Garut 44151 Jawa Barat

Email : smkwikrama1garut@gmail.com

Website : www.smkwikrama1garut.sch.id



**LAPORAN KEHADIRAN SISWA PKL DI INSTANSI/PERUSAHAAN**

**SMK WIKRAMA 1 GARUT TP 2024-2025**

**NIS : 12300992**

**Nama : Simon**

**Bulan :** **Oktober**

**Nama Instansi : PT Citra Niaga Teknologi**

**Pembimbing Instansi :** **Muhammad Irvan**

| **HARI KE** | **HARI / TANGGAL** | **WAKTU** | | **KETERANGAN** | **PARAF PEMBIMBING** |
| --- | --- | --- | --- | --- | --- |
| **DATANG** | **PULANG** |
| 1 | Senin, 15 Juli | 08.00 | 17.00 | Hadir |  |
| 2 | Selasa, 16 Juli | 08.00 | 17.00 | Hadir |  |
| 3 | Rabu, 17 Juli | 08.00 | 17.00 | Hadir |  |
| 4 | Kamis, 18 Juli | 08.00 | 17.00 | Hadir |  |
| 5 | Jumat, 19 Juli | 08.00 | 17.00 | Hadir |  |
| 6 | Senin, 22 Juli | 08.00 | 17.00 | Hadir |  |
| 7 | Selasa, 23 Juli | 08.00 | 17.00 | Hadir |  |
| 8 | Rabu, 24 Juli | 08.00 | 17.00 | Hadir |  |
| 9 | Kamis, 25 Juli | 08.00 | 17.00 | Hadir |  |
| 10 | Jumat, 26 Juli | 08.00 | 17.00 | Hadir |  |
| 11 | Senin, 29 Juli | 08.00 | 17.00 | Hadir |  |
| 12 | Selasa, 30 Juli | 08.00 | 17.00 | Hadir |  |
| 13 | Rabu, 31 Juli | 08.00 | 17.00 | Hadir |  |
| 14 | Kamis, 1 Agustus | 08.00 | 17.00 | Hadir |  |
| 15 | Jumat, 2 Agustus | 08.00 | 17.00 | Hadir |  |
| 16 | Senin, 5 Agustus | 08.00 | 17.00 | Hadir |  |
| 17 | Selasa, 6 Agustus | 08.00 | 17.00 | Hadir |  |
| 18 | Rabu, 7 Agustus | 08.00 | 17.00 | Hadir |  |
| 19 | Kamis, 8 Agustus | 08.00 | 17.00 | Hadir |  |
| 20 | Jumat, 9 Agustus | 08.00 | 17.00 | Hadir |  |
| 21 | Senin, 12 Agustus | 08.00 | 17.00 | Hadir |  |
| 22 | Selasa, 13 Agustus | 08.00 | 17.00 | Hadir |  |
| 23 | Rabu, 14 Agustus | 08.00 | 17.00 | Hadir |  |
| 24 | Kamis,15 Agustus | 08.00 | 17.00 | Hadir |  |
| 25 | Jumat, 16 Agustus | - | - | Izin | - |
| 26 | Senin, 19 Agustus | - | - | Izin | - |
| 27 | Selasa, 20 Agustus | 08.00 | 17.00 | Hadir |  |
| 28 | Rabu, 21 Agustus | 08.00 | 17.00 | Hadir |  |
| 29 | Kamis, 22 Agustus | 08.00 | 17.00 | Hadir |  |
| 30 | Jumat, 23 Agustus | 08.00 | 17.00 | Hadir |  |
| 31 | Senin, 26 Agustus | 08.00 | 17.00 | Hadir |  |
| 32 | Selasa, 27 Agustus | 08.00 | 17.00 | Hadir |  |
| 33 | Rabu, 28 Agustus | 08.00 | 17.00 | Hadir |  |
| 34 | Kamis, 29 Agustus | 08.00 | 17.00 | Hadir |  |
| 35 | Jumat, 30 Agustus | 08.00 | 17.00 | Hadir |  |
| 36 | Senin, 2 September | 08.00 | 17.00 | Hadir |  |
| 37 | Selasa, 3 September | 08.00 | 17.00 | Hadir |  |
| 38 | Rabu, 4 September | 08.00 | 17.00 | Hadir |  |
| 39 | Kamis, 5 September | 08.00 | 17.00 | Hadir |  |
| 40 | Jumat, 6 September | 08.00 | 17.00 | Hadir |  |
| 41 | Senin, 9 September | 08.00 | 17.00 | Hadir |  |
| 42 | Selasa, 10 September | 08.00 | 17.00 | Hadir |  |
| 43 | Rabu, 11 September | 08.00 | 17.00 | Hadir |  |
| 44 | Kamis, 12 September | 08.00 | 17.00 | Hadir |  |
| 45 | Jumat, 13 September | 08.00 | 17.00 | Hadir |  |
| 46 | Senin, 16 September | - | - | Libur | - |
| 47 | Selasa, 17 September | 08.00 | 17.00 | Hadir |  |
| 48 | Rabu, 18 September | 08.00 | 17.00 | Hadir |  |
| 49 | Kamis, 19 September | 08.00 | 17.00 | Hadir |  |
| 50 | Jumat, 20 September | 08.00 | 17.00 | Hadir |  |
| 51 | Senin, 23 September | 08.00 | 17.00 | Hadir |  |
| 52 | Selasa, 24 September | 08.00 | 17.00 | Hadir |  |
| 53 | Rabu, 25 September | 08.00 | 17.00 | Hadir |  |
| 54 | Kamis, 26 September | 08.00 | 17.00 | Hadir |  |
| 55 | Jumat, 27 September | 08.00 | 17.00 | Hadir |  |
| 56 | Senin, 30 September | 08.00 | 17.00 | Hadir |  |
| 57 | Selasa, 1 Oktober | 08.00 | 17.00 | Hadir |  |
| 58 | Rabu, 2 Oktober | 08.00 | 17.00 | Hadir |  |
| 59 | Kamis, 3 Oktober | 08.00 | 17.00 | Hadir |  |
| 60 | Jumat, 4 Oktober | 08.00 | 17.00 | Hadir |  |
| 61 | Senin, 7 Oktober | 08.00 | 17.00 | Hadir |  |
| 62 | Selasa, 8 Oktober | 08.00 | 17.00 | Hadir |  |
| 63 | Rabu, 9 Oktober | 08.00 | 17.00 | Hadir |  |
| 64 | Kamis, 10 Oktober | 08.00 | 17.00 | Hadir |  |
| 65 | Jumat, 11 Oktober | 08.00 | 17.00 | Hadir |  |
| 66 | Senin, 14 Oktober | 08.00 | 17.00 | Hadir |  |
| 67 | Selasa, 15 Oktober | 08.00 | 17.00 | Hadir |  |
| 68 | Rabu, 16 Oktober | 08.00 | 17.00 | Hadir |  |
| 69 | Kamis, 17 Oktober | 08.00 | 17.00 | Hadir |  |
| 70 | Jumat, 18 Oktober | 08.00 | 17.00 | Hadir |  |
| 71 | Senin, 21 Oktober | 08.00 | 17.00 | Hadir |  |
| 72 | Selasa, 22 Oktober | 08.00 | 17.00 | Hadir |  |
| 73 | Rabu, 23 Oktober | 08.00 | 17.00 | Hadir |  |
| 74 | Kamis, 24 Oktober | 08.00 | 17.00 | Hadir |  |
| 75 | Jumat, 25 Oktober | 08.00 | 17.00 | Hadir |  |
| 76 | Senin, 28 Oktober | 08.00 | 17.00 | Hadir |  |
| 77 | Selasa, 29 Oktober | 08.00 | 17.00 | Hadir |  |
| 78 | Rabu, 30 Oktober | 08.00 | 17.00 | Hadir |  |
| 79 | Kamis, 31 Oktober | 08.00 | 17.00 | Hadir |  |
| 80 | Jumat, 01 November | 08.00 | 17.00 | Hadir |  |
| 81 | Senin, 04 November | 08.00 | 17.00 | Hadir |  |
| 82 | Selasa, 05 November | 08.00 | 17.00 | Hadir |  |
| 83 | Rabu, 06 November | 08.00 | 17.00 | Hadir |  |
| 84 | Kamis, 07 November | 08.00 | 17.00 | Hadir |  |
| 85 | Jumat, 08 November | 08.00 | 17.00 | Hadir |  |
| 86 | Senin, 11 November | 08.00 | 17.00 | Hadir |  |
| 87 | Selasa, 12 November | 08.00 | 17.00 | Hadir |  |
| 88 | Rabu, 13 November | 08.00 | 17.00 | Hadir |  |
| 89 | Kamis, 14 November | 08.00 | 17.00 | Hadir |  |
| 90 | Jumat, 15 November | 08.00 | 17.00 | Hadir |  |
| 91 | Senin, 18 November | 08.00 | 17.00 | Hadir |  |

| **HARI KE** | **HARI / TANGGAL** | **WAKTU** | | **KETERANGAN** | **PARAF PEMBIMBING** |
| --- | --- | --- | --- | --- | --- |
| **DATANG** | **PULANG** |
| 92 | Selasa, 19 November | 08.00 | 17.00 | Hadir |  |
| 93 | Rabu, 20 November | 08.00 | 17.00 | Hadir |  |
| 94 | Kamis, 21 November | 08.00 | 17.00 | Hadir |  |
| 95 | Jumat, 22 November | 08.00 | 17.00 | Hadir |  |
| 96 | Senin, 25 November | 08.00 | 17.00 | Hadir |  |
| 97 | Selasa, 26 November | 08.00 | 17.00 | Hadir |  |
| 98 | Rabu, 27 November | 08.00 | 17.00 | Hadir |  |
| 99 | Kamis, 28 November | - | - | Libur | - |
| 100 | Jumat, 1 Desember | 08.00 | 17.00 | Hadir |  |
| 101 | Senin, 2 Desember | 08.00 | 17.00 | Hadir |  |
| 102 | Selasa, 3 Desember | 08.00 | 17.00 | Hadir |  |
| 103 | Rabu, 4 Desember | 08.00 | 17.00 | Hadir |  |
| 104 | Kamis, 5 Desemberr | 08.00 | 17.00 | Hadir |  |
| 105 | Jumat, 6 Desember | 08.00 | 17.00 | Hadir |  |
| 106 | Senin, 9 Desember | 08.00 | 13.30 | Hadir |  |
| 107 |  |  |  |  |  |
| 108 |  |  |  |  |  |
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| Mengetahui, |
| Pembimbing Intansi, |
|  |
| ( Muhammad Irvan ) |



**LEMBAR RENCANA PELAKSANAAN KEGIATAN PRAKTIK KERJA LAPANGAN (PKL)**

NAMA SISWA : Simon

NOMOR INDUK SISWA : 12300992

PAKET KEAHLIAN : Pengembangan Perangkat Lunak dan Gym ( PPLG )

| NO. | KOMPETENSI | BENTUK KEGIATAN | MINGGU | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|  | Pengantar Administrasi Perkantoran |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Akuntansi & Keuangan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Otomatisasi Perkantoran |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Korespondensi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Kearsipan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Simulasi Digital |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Administrasi Kepegawaian |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Administrasi Sarana dan Prasarana |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Administrasi Humas dan Keprotokolan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Mengetahui, Menyetujui,

Pembimbing Internal Pembimbing Instansi

(……………………………………………….) (…………………………………….)