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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAMA  INSTRUKTUR | MATA LATIHAN | PELAKSANAAN JAM PELAJARAN PADA TANGGAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | JUMLAH  PELAKSANAAN | | Jumlah  Seluruh  nya | SISA | | KETE  RANGAN |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Teori | Prak. | Teori | Prak. |
| **1** | **2** | **3** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **4** | **5** | **6** | **7** | **8** | **9** |
|  | **Teori** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Drs.R**  **Bambang. N**  **Suwarno**  **Ibnu Catur**  **Mustofa S.T**  **Denny**  **Muhammad A**  **A.Md** | Ketenagakerjaan |  |  |  |  |  |  |  |  |  |  | **P**  **E**  **M**  **B**  **U**  **K**  **A**  **A**  **N** |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Kewirausahaan |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Budaya Kerja |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Pengenalan Komputer |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Perakitan Komputer |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Mengetik 10 Jari |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4 |  | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 |  | 10 | 0 | 0 |  |
| Mengoperasikan Komputer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Mengoperasikan Printer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Mengoperasikan Sistem Operasi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  |  |  |  |  |  |  |  |  |  |  |  | 2 |  | 2 | 0 | 0 |  |
| Mengoperasikan Microsoft Word |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6 | 6 | 2 |  |  |  |  |  |  |  |  |  | 14 |  | 14 | 0 | 0 |  |
| Mengoperasikan Microsoft Exel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 4 | 6 |  | 4 |  |  |  |  |  |  | 14 |  | 14 | 0 | 0 |  |
| Mengoperasikan Microsoft Power Point |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 | 4 |  |  |  |  |  | 6 |  | 6 | 0 | 0 |  |
| **Praktek** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FMD |  |  |  |  |  |  |  |  |  |  |  | 4 | 4 | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 10 | 10 | 0 | 0 |  |
| Mengetik 10 Jari |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 | 6 | 6 |  | 6 |  |  | 20 | 20 | 0 | 0 |  |
| JUMLAH | |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |  | 6 | 6 | 6 | 6 |  | 6 | 6 | 6 | 6 | 6 | 6 |  | 6 | 6 | 6 | 6 |  | 6 |  | 60 | 30 | 90 | 0 | 0 |  |