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Office Administration Technology Skill of Vocational School on the 21st Century

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Abstract:

In the 21st century, education becomes more critical to ensure students have the life skills and careers, learning and skills Databank as well as expertise in information technology and the media. Information technology is developing rapidly in a wide range of areas, including administrative services office. Records management is one of the activities of the Office of administrative services in a wide range of new. Vocational schools are required to generate human resources have the skills to use information technology. An electronic archive of educational practice to become one of the essential competencies taught in vocational schools in Office administration skills. Competencies expected to produce human resource who are competent and ready to compete in a globalised world. This method is used in this research is descriptive in the tests. The quality of education of a country can be seen from the data of the human development index (HDI) liquid size comparison of life expectancy, literacy, education and reduce the standard of living for all countries around the world. HDI data results in the year 2015 shows that Indonesia is number 35 with 70.1 rating from 41 countries around the world. This shows that the quality of education in Indonesia is still low compared with other countries.

Keywords: Technology Skill, Vocational School, Office Administration

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Introduction

In the era of globalisation in the 21st century, needed qualified human resources in the face of competition. Education is one way that can be to create quality human resources. Qualified human resources will be able to improve the quality of a country. The development of Science and Technology which increasing rapidly is considered influential in various aspects, one of which is the aspect of educators. Technology makes a positive impact. With the existence of technology, education can take advantage of technology in the learning process in the classroom. Akyuz & Yavuz, 2015; Gan, Menkhoff, & Smith, 2015; All, Nuñez Castellar, & Van Looy, 2016)

Sophistication in science and technology allows every human to obtain information quickly, easily and abundantly from various sources. Thus students need to have the ability to acquire, select, manage, and utilise information to cope with ever-changing, competitive and uncertain circumstances. The development of information technology is now running very rapidly, the utilisation of information technology has been done in various fields.

One area that has been utilising information technology is the service of office administration. Archive management is one of the activities undertaken within the administrative services of offices in various organisations. In practice, there are various problems one of them problems of conventional archive management is still common. The archive management solution today is with the use of information technology to manage archives electronically. Efficiency and effectiveness in the management of office archive will be realized if done electronically through an electronic filing system (Electronic Filing System).

Technological developments so rapidly lately, on the one hand, have a positive impact on the smoothness and ease for humans in carrying out various activities, but on the other hand, these developments also have an impact especially in the field of archives that need to be anticipated. Developments in the archives are felt very slowly when associated with technological developments that directly or indirectly produce archives that tend to change. For that archiving managers should always be responsive and follow these developments and as much as possible in order to be used for archival activities.

The process of technological development will continue to run as if impossible to overtake; the technology will continue to move forward with products that are always up to date with the generation changes from time to time. The impact of such changes is so significant that out-of-date products are out of sync with the latest products, as each new product is confirmed to have other specifications. Archives management in various agencies, especially in schools for learning activities and service is still commonly found by using a system that has been out of date conventional. Over time with the development of Information Technology and Komunikas (TIK) is up to date it is time for management and learning archived schools designed with computer-based or file. The management of archives based on Information and Communication Technology will simplify and also save time in work and learning.

Students will have a new experience by integrating conventional archive management with archival management based on Information and Communication Technology. Learning archives conducted in schools should be able to assist in the preparation of work related to the arrangement and storage of documents.

Currently, education is in the knowledge age with an accelerated increase in knowledge. This accelerated increase of knowledge is supported by the application of media and digital technology called super highway information (Gates, 1996).

The formal education level of Indonesia is divided into basic education, secondary education and higher education. One type of formal education in secondary education is vocational education. Vocational education is a secondary education that prepares learners primarily to work in a particular field. Vocational education consists of Vocational High School, and Madrasah Aliyah Kejuruan (*Undang-Undang Sistem Pendidikan Nasional Nomor No 20 Tahun 2003).* Explanation of the National Education System which reads: Vocational Education is a secondary education that prepares students with the skills and skills of certain fields so that after graduation can work on a particular field either independently (self-employed) or fill vacancies that already exist. (Undang-Undang Sistem Pendidikan Nasional Nomor No 20 Tahun 2003).

One of the areas of expertise in Vocational High School in Business Management with an Office Administration skill program. Curriculum 2013 on the competence of Office Administration skills there are archival subjects. One of the productive subjects is archival, both archives manually or electronically. There is one of the core competencies of applying electronic records management. Wherein students are

expected to manage electronic archives. The technical skills are mandatory for students of Vocational School Administration. It is expected that when students enter the workplace environment, students can apply the technological skills of managing electronic archives.

Utilization of technology in the aspect of education plays an important role to create quality students and have the excellent competence to face global world competition. Currently, the development of the archival world is up to Electronic Archives, where the digital archive is shaped computer files with file types both word, excel, ppt, image, sound, video and other computer files. All of these types include electronic archives that are often used in everyday life.

Methods

The method used in this research is a descriptive method. Through the research will get an overview of technological skills in the 21st-century students of SMK Administration Office in managing electronic archives. This research technique is through literature study and collecting secondary data sourced from National Law on National Education System and source of scientific publication.

Discussions

Three 21st century educational concepts have been adopted by the Ministry of Education and Culture of the Republic of Indonesia to develop new curriculum for elementary, junior high school, high school and vocational high schools. The three concepts are 21st Century Skills (Trilling and Fadel, 2009), scientific approach (Dyer et al., 2009) and authentic assessment (Wiggins and McTighe, 2011); Ormiston, 2011; Aitken and Pungur, 1996; Costa and Kallick, 1992).

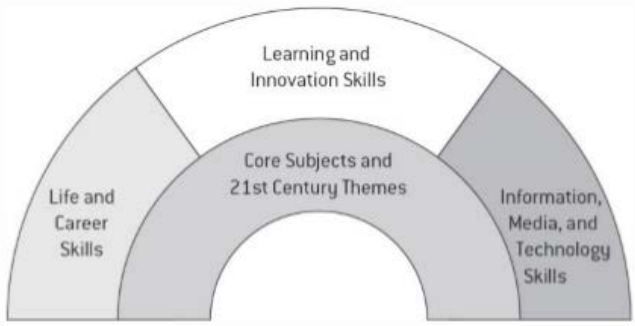

Figure 1 Rainbow of 21st Century Knowledge Skills
Trilling and Fadel (2009)

Based on the image above that the skills of knowledge in the 21st Century three skills are Life and Career Skills, Learning Innovation Skills, Information Media, and Technology Skills.

Life and Career Skills Life and Career skills include (a) Flexibility and Adaptability, (b) Initiative and Self-Direction, (c) Social Interaction and CrossCultural Interaction, (d) / Productivity and Accountability and (e) Leadership and Responsibility.

Learning and innovation skills include (a) Critical Thinking and Problem Solving, (b) Communication and Collaboration, (c) Creativity and Innovation

Media and technology skills include (a) information literacy, (b) media literacy and (c) literacy of ICT / Information and Communication Technology literacy. One of the skills that must be possessed is technological skills. Where on this skill: One of the skills that must be possessed is technological skills. Where on this skill:

1. Information Literacy: students can access information effectively (source information) and efficient (time); evaluate the information to be used critically and competently; use and manage information accurately and effectively to solve problems.
2. Media Literacy: Students can select and develop media in use to communicate.

3. ICT Literacy: students can analyse information media, and create appropriate media to communicate. Trilling and Fadel (2009).

The curriculum of 2013 has a difference compared to the previous curriculum (Competency Based Curriculum and Education Unit Level Curriculum) such as concept change including Graduate Competency Competency (SKL), student competence achievement based on 21st Century Skills concept (Trilling and Fadel, 2009), change of learning approach based on on a scientific approach (Dyers et al, 2009), and assessment of learning based on authentic authentication (Wiggins, 2002 and Ormiston, 2011).

Vocational High School Curriculum Structure is the core competency, subject, burden of learning and basic competence (Permendikbud No.70 Tahun 2013) The Core Competence (KI) is designed along with the increasing of the age of learners in specific class through. Through KI, the vertical integration of various Basic Competencies (KD) in different classes can be maintained. The following KI formulation as follows:

1. Core Competence-1 (KI-1) For the core competencies of spiritual attitudes;

2. Core Competence (KI-2) For the core competencies of social attitudes;

3. Core Competencies-3 (KI-1) For the core competencies of knowledge attitudes; and

4. Core Competence-4 (KI-1) For core competencies of skill attitude;

One of the examples of KI in Office Administration Expertise Program as follows:

1. To live and practice the religious teachings that he embraces
2. Developing behaviors (honest, disciplined, responsible, caring, polite, environmentally friendly, cooperative, cooperative, peace-loving, responsive and proactive) and showing attitudes as part of the solution to the nation's problems in interacting effectively with the social environment and nature and in placing ourselves as a reflection of the nation in the association of the world.
3. Understand and apply factual, conceptual, and procedural knowledge in knowledge, technology, arts, culture, and humanities with the insights of humanity, nationality, state and civilisation on the causes of phenomena and events in specific areas of work to solve problems
4. Processing, reasoning, and recruiting in the realm of concrete and abstract realms related to the development of the self-study in schools independently, and capable of performing specific tasks under direct supervision

The Basic Competencies for electronic archiving are as follows on 3.20 Describe electronic archives and on 4.20 Implement electronic archive.

Furthermore, the concept of 21st-century education is operationalized into a curriculum structure that contains compulsory subjects (groups A and B), and the following subjects of C interest). The compulsory subject group (A) is aimed at achieving the competence of learning and innovation skills and technology and information media skills. While the compulsory subject group (B) and the subject specialization group (C) are aimed at achieving the competence of life and career skills. All subjects are derived from the 3R core subjects of reading, writing and arithmetic.

Nine skill programs in Vocational education units use the concept. In Permendikbud no 70 Tahun 2013 mentioned that the Expertise Areas in the vocational education unit are as follows: 1). Technology and Engineering; 2). Information and Communication Technology; 3). Health; 4). Agribusiness and Agrotechnology; 5). Fisheries and Marine; 6). Business and Management; 7). Tourism; 8). Art and Craft; 9). Performing Arts. Each area of expertise has several programming skills.

The process of creating conventional archives to electronic archives through some of the following stages (Budiman, 2009):

1. Election Stage

In this election stage, it is worth noting several things, among others: Time, Usability, Information and rescue. The time-based selection means that archives are selected based on archive timing. Selection based on usability means archives are chosen based on how often archive usage is used, what is not. Selection based on information means the selection of the archive by considering the contents of the information content of the archive. Moreover, the election based on salvation means election with due

regard to the physical condition of the archive, the worse the physical condition of the archive, the sooner it is to be saved.

2. Scanning Phase

After archiving is selected then the next stage is done archive scan, in principle the archive scan can only be done once, so the scanning process is done carefully, precisely and done in order to get the master electronic archive.

3. Adjustment Stage

The filename of the scanning process is usually the default name of the machine that depends on the scanner used. One of the common names is "scanxxxxx" with "XXXX" is the serial number of the scan. The file name does not reflect the contents of the archive. So you need to adjust the file name by following the type of archive, fond archives, serial number list, the serial number of archives and serial number of archives.

4. Registration phase

Once the scanned archive is adjusted to the original archive, a new register or listing is made. In the list that was made included the information about the serial number of the archive and adjusted to the archives list (DPA)

5. Stage of making the event

In this stage is the process of making the process of digitising from conventional archives into electronic archives. In this phase includes the responsible person for the implementation and legalisation of the authorised official, the type of hardware used in detail and the type of computer used.

Facing the era of globalisation in the 21st century is the need for students' technological skills in applying electronic archives. Based on previous research that is using effective learning media improve student learning outcomes (Wirawan, Indrawati and Rahmanto, 2017). 21st-century skills are essential. Competition of the work world that is tight, it makes students have to have softkill one of them is a technical skill. The need of the world of work is not just academic or hard skill value alone. (Kayange, 2016). Furthermore, in the research (Yulaikah, 2016) that the application there is a significant difference between electronic archival learning and conventional archival applied to students of vocational high-school Administration Office.

Conclusion

Technology is snowballing affect various aspects of life, one aspect of education. One of the 21st-century skills students must possess is technological skills. Vocational High School students are expected to have the competence to compete in the world of work, one of which must be possessed is electronic archival technology skills. Currently, many agencies use electronic archives in the office administration process. electronic archive is a learning media that will affect student learning outcomes. The more appropriate learning media will be the better student learning outcomes, and one of the learning outcomes is an archival electronic skill.

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