



LPK Famikom

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Program Pelatihan Online

| No. | Program | Kode Unit SKKNI | Pengetahuan | Keterampilan | Jumlah Jam |
|-----|---------------------------------------------|--------------------------------------------------|-------------|--------------|------------|
| 1. | ENGLISH FOR OFFICE | BHS.IS01.001.01-BHS.IS01.004.01, BHS.IS01.006.01 | 15 | 5 | 20 |
| 2. | JOB PREPARATION | BHS.IS01.009.01 | 16 | 4 | 20 |
| 3. | LAPORAN KEUANGAN UNTUK UMKM | M.692000.022.02 | 16 | 4 | 20 |
| 4. | Practical Office | J.63OPR00.004.2-J63OPR00.06.2 | 25 | 1 | 4 |
| 5. | PRACTICAL OFFICE DASAR | J.63OPR00.004.2-J63OPR00.06.2 | 14 | 6 | 20 |
| 6. | PRACTICAL OFFICE-EXCEL DASAR-LANJUTAN | J.63OPR00.005.2, J.63OPR00.012.2 | 15 | 5 | 20 |
| 7. | PRACTICAL OFFICE-EXCEL LANJUTAN | J.63OPR00.012.2 | 14 | 6 | 20 |
| 8. | PRACTICAL OFFICE-POWER POINT DASAR-LANJUTAN | J.63OPR00.006.2, J.63OPR00.013.2 | 15 | 5 | 20 |
| 9. | PRACTICAL OFFICE-WORD DASAR-LANJUTAN | J63OPR00.004.2, J63OPR00.011.2 | 15 | 5 | 20 |
| 10. | TOEFL PREPARATION | - | 16 | 4 | 20 |

Sumedang, 08 Agustus 2020
Pimpinan LPK Famikom

Taswin Bramana, SE