##### Paket

##### B



##### DOKUMEN NEGARA



**UJIAN KOMPETENSI KEAHLIAN**

**TAHUN PELAJARAN 2015/2016**

**Lembar KERJA SOAL**

**ujian Praktik KEJURUAN**

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| Satuan Pendidikan | : | Sekolah Menengah Kejuruan |
| Kompetensi Keahlian | : | Administrasi Perkantoran |
| Kode | : | 6045 |
| Alokasi Waktu | : | 18 Jam |
| Bentuk Soal | : | Penugasan Perorangan |

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| Nomor Peserta | : | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  | |
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| Nama Peserta | : |  |

**BUKU AGENDA SURAT MASUK**

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| **No** | **Tanggal**  **Terima** | **Terima**  **Dari** | **Tanggal dan Nomor Surat** | **Perihal** | **Lampiran** | **Diteruskan Kepada** | **Keterangan** | **Kode**  **Arsip** |
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**BUKU AGENDA SURAT KELUAR**

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| **No** | **Nomor**  **Surat** | **Tanggal**  **Surat** | **Dikirim**  **Kepada** | **Perihal** | **Lampiran** | **Keterangan** | **Kode**  **Arsip** |
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