



# Google Spreadsheet Training for Teacher at SMK N 1 Padang Cermin

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**Abstract**– A teacher is a professional educator who educates, teaches a knowledge, guides, trains, provides assessments, and evaluates students. Teachers not only teach formal education, but also other education and can be an exemplary figure by their students. Teacher competencies as referred to in the law include pedagogical competence, personality competence, social competence, and professional competence obtained through professional education. Google Sheets is a web-based software developed by Google, for creating tables, simple calculations, or data processing. Google spreadsheets have a shape and appearance that is not much different from Microsoft Excel. The conclusion that can be drawn from the implementation of the PKM of the Assisted Schools is that training activities in the form of using Google Sheets for financial statement management for teachers majoring in Accounting on April 14, 2022 were carried out well and the result was that teachers became more understanding of making financial reports using Google spreadsheets, so as to be able to provide knowledge and improve their ability to make financial reports.

**Keywords:** Financial Report; Google Spreadsheet; Knowledge; Professional; Teacher

## 1. INTRODUCING

Schools are educational institutions that are formal, non-formal and informal, where the establishment is carried out by the state and the private sector with the aim of providing teaching, managing and educating students through guidance provided by educators or teachers. Schools function as institutions or institutions that help develop students both in terms of potential, academic knowledge, behavior, intellectuals, manners, and ethics. SMK N 1 Padang Cermin is one of the vocational high schools located in Padang Cermin District, PSMK N 1 Pesawaran Regency. The school is addressed at JL. Raya Way Ratai Km. 40.5, Way Urang Village, Padang Cermin District, Pesawaran Regency. SMK N 1 Padang Cermin has 5 Expertise Programs including Agribusiness Peikanan, Automotive Engineering, Computer and Network Engineering, Multimedia and Accounting.

A teacher is a professional educator who educates, teaches a knowledge, guides, trains, provides assessments, and evaluates students. Teachers not only teach formal education, but also other education and can be an exemplary figure by their students (Ayu et al., 2021; Sulistiani et al., 2021). From this explanation, we can understand that the role of teachers is very important in the process of creating a quality next generation, both intellectually and morally. Teacher competencies as referred to in the law include pedagogical competence, personality competence, social competence, and professional competence obtained through professional education. This competency is a competency standard that must be owned by teachers in order to support teachers to teach properly and correctly. This professional competence is an ability or skill that teachers must have so that teacher tasks can be completed properly and correctly. These skills are related to technical matters and are directly related to teacher performance. Teachers are required to master the subject matter that is taught, including the structure of the lesson, lesson concepts and scientific mindset of the material, master the Competency

Standards, Basic Competencies, and learning objectives of the lesson being taught, be able to develop the subject matter creatively so that it can provide knowledge more broadly and deeply, be able to act reflectively and develop professionalism on an ongoing basis, and be able to utilize Information and Communication Technology in the process of learning as well as self-development (Darwis et al., 2020; Megawaty et al., 2021).

Google Sheets is a web-based software developed by Google, for creating tables, simple calculations, or data processing. Google spreadsheets have a shape and appearance that is not much different from Microsoft Excel. There is no doubt that this application can be used to process various types of data based on number applications. Here you will be invited to understand the use of cells, rows and columns as contained in Microsoft Excel. The existence of this cloud computing-based application makes it very easy to help in completing work easily and practically. What's more, this app is very light to use. You also don't need to download certain types of applications because the system is done online (Ahdan et al., 2020).

Training on making financial statements using spreadsheets for teachers aims to provide knowledge in using google spreadsheets in making financial statements regarding the financial position, financial performance, and cash flow of entities that are beneficial for most users of financial statements in making economic decisions. Financial Statements made by a profit-seeking business entity basically consist of 5, namely an income statement, a capital change statement, a statement of financial position, a statement of cash flows, and notes to financial statements.

## **2. IMPLEMETATION METHOD**

The training on the application of Google Sheets was conducted at SMK N 1 Padang Cermin located in Padang Cermin District, Pesawaran Regency. The picture of the front page of SMK N 1 Padang Cermin can be seen in the following figure 1.



**Figure 1.** Front Page of SMK N 1 Padang Cermin

Material topics given during training activities to improve teachers' abilities in the use of google spreadsheets:

- a. Knowledge of the functions and uses of google spreadsheets;
- b. How to access google spreadsheets;
- c. Formula creation on google spreadsheets;
- d. Management of financial transactions in google spreadsheets;
- e. Creation of financial reports in google spreadsheets;

### 3. RESULT DAN DISCUSSION

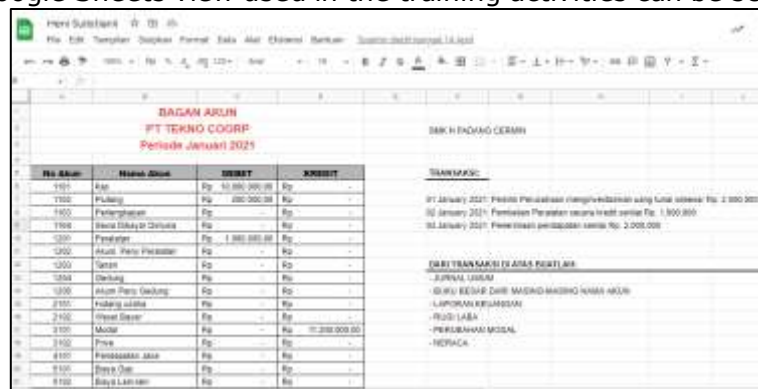
In order to provide additional knowledge and competence of teachers in improving the ability to make financial reports using google spreadsheets, the PKM team of Universitas Teknokrat Indonesia held a training on the application of Accurate Accounting Software in the form of practicum which was held at the Accounting Computer Laboratory of SMK N 1 Padang Cermin on April 14, 2022. Training for teachers in the use of Google Sheets for financial report management, in this stage is carried out in the form of providing training for teachers to utilize Google Sheets in managing financial statements. All activities carried out by the proposing team in this community service program are inseparable from the role and participation of partners, in this case partners play an active role in the activities of each implementation from planning for making applications, using applications, and testing digital libraries whether they are in accordance with what is expected until the final stage, namely evaluating the achievement of the results of the activities carried out.



**Figure 2.** Implementation of Google Sheets training activities for Teachers

Improving the ability of teachers in the use of Google spreadsheets was carried out in the form of training activities with resource persons Heni Sulistiani, M.Kom. and accompanied by three students from the D3 Accounting Information Systems Study Program. Training materials for teachers during training activities include knowledge of the function and use of google spreadsheets, how to access google spreadsheets, making formulas on google spreadsheets, managing financial transactions in google spreadsheets, making financial reports on google spreadsheets. The training questions used are questions compiled by the PKM team which can be downloaded via the <https://s.id/SoalLatihanGoogleSpreadsheet> link.

Training for teachers to implement Google Sheets for accounting management of financial statements. The Google Sheets view used in the training activities can be seen in figure 3 below.



No. Akun	Nama Akun	DEBIT	KREDIT
1101	Kas	Rp. 10.000.000,00	-
1102	Piutang	Rp. 200.000,00	-
1103	Persediaan	Rp. -	-
1104	Sewa Menyewa Bersama	Rp. -	-
1201	Persediaan	Rp. 1.000.000,00	-
1202	Akumul. Penyusutan	Rp. -	-
1300	Tanah	Rp. -	-
1301	Bangunan	Rp. -	-
1302	Akumul. Penyusutan	Rp. -	-
2100	Modal Awal	Rp. -	Rp. 10.000.000,00
2101	Modal Baru	Rp. -	Rp. -
2102	Reservasi	Rp. -	Rp. -
2103	Reservasi Lain-lain	Rp. -	Rp. -
2104	Reservasi Lain-lain	Rp. -	Rp. -

**Figure 3.** Google Sheets view



This financial report making training is an opportunity to discuss the material that has been delivered. With this stage of discussion, it is hoped that it can clarify the things that are still being questioned in the material giving session. The entire series of training activities proceeded according to the plans and schedules that had been set by the PkM team of the Indonesian Technocrat University with partners. The material provided is in accordance with the school curriculum and is accompanied by examples of cases that occur in the company.

#### **4. CONCLUSION**

The conclusion that can be drawn from the implementation of the PKM of the Assisted Schools is that training activities in the form of using Google Sheets for financial statement management for teachers majoring in Accounting on April 14, 2022 were carried out well and the result was that teachers became more understanding of making financial reports using Google spreadsheets, so as to be able to provide knowledge and improve their ability to make financial reports.

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