**DAFTAR MATA KULIAH YANG DITAWARKAN SEMESTER GENAP TA 2016/2017**

**PROGRAM STUDI SEKRETARI DIPLOMA 3 (D3)**

**SEMESTER II (Kurikulum 2014)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Kode** | **Matakuliah** | **SKS** | | | | **Dosen** |
| **T** | **P** | **L** | **Jumlah** |
| 1. | MKU 5208 | Pancasila | 2 | - | - | 2 | Halili, M.A. |
| 2. | MKU 5209 | Bahasa Indonesia | 1 | 1 | - | 2 | Ahmad Wahyudin, M.Hum |
| 3. | MKU 5211 | Bahasa Inggris | - | 2 | - | 2 | Rachmi, D.,M.Pd |
| 4. | EIF 5206 | Manajemen UMKM dan Koperasi | - | 2 | - | 2 | Sulasmi, M.Pd |
| 5. | MKU 5215 | Ilmu Alamiah Dasar | 2 | - | - | 2 | Didik Setyawarno, M.Pd./ Widodo Setiyo, M.Pd. |
| 6. | MAD 5202 | Administrasi Perkantoran\*\* | 1 | 1 | 1 | 3 | Joko Kumoro, M.Si.. |
| 7. | MAD 5204 | Administrasi SDM | 1 | 1 | - | 2 | Rosidah, M.Si. |
| 8. | MAD 5205 | Administrasi Kearsipan | 1 | 2 | - | 3 | Yuliansyah,M.Pd/ Sutirman, M.Pd. |
| 9. | MAD 5213 | Komunikasi | 1 | 1 | - | 2 | Wahyu Rusdiyanto, M.M. |
| 10 | MAD 5220 | Komputer Data Base | - | 2 | - | 2 | Arwan N. R, M.Pd. |
| 11 | MAD 5224 | Mengetik | - | 2 | - | 2 | Joko Kumoro, M.Si. |
|  | JUMLAH | | 9 | 14 |  | 23 |  |

**SEMESTER IV ( Kurikulum 2014)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Kode** | **Mata Kuliah** | **SKS** | | | | **Dosen** |
| **T** | **P** | **L** | **Jumlah** |
| 1 | MAD5203 | Simulasi Perkantoran | - | 2 | - | 2 | Yuliansah, M.Pd. |
| 2 | MAD5307 | Administrasi Sarana dan Prasarana | 1 | 2 | - | 3 | Purwanto,MM.,M.Pd. |
| 3 | MAD5208 | Bahasa Inggris Bisnis | 1 | 1 | - | 2 | Nadia Sasmita, M.Si |
| 4 | MAD5211 | Korespondensi Niaga | - | 2 | - | 2 | Djihad Hisyam, M.Pd. |
| 5 | MAD5214 | Humas dan Keprotokolan | - | 2 | - | 2 | Rosidah, M.Si. |
| 6 | MAD5218 | Teknologi Perkantoran | - | 2 | - | 2 | Siti Umi Khayatun Mardiyah, M.Pd. |
| 7 | MAD5221 | Multimedia | - | 2 | - | 2 | Yuliansah, M.Pd. |
| 8 | MAD5223 | Manajemen K3 | 1 | 1 |  | 2 | Rr. Chusnu S., M.Si. |
| 9 | MAD5335 | Prosedur dan Metode Kerja | 1 | 2 |  | 3 | Muslikhah Dwi H., M.Pd. |
| 10 | MAD 5243 | Pengetahuan Hukum Bisnis\* | 1 | 1 | - | 2 | Rr. Chusnu, M.Si. |
|  |  | Jumlah | 5 | 17 |  | 22 |  |

**SEMESTER VI (Kurikulum 2014)**

|  |  |  |  |
| --- | --- | --- | --- |
| PIN5301 | Praktik Industri | 6 | 3 |
| MAD5346 | Tugas Akhir | 6 | 3 |
|  |  |  |  |

Yogyakarta, 23 Januari 2017

Kaprodi Sekretari,

ROSIDAH, M.SI

NIP 19620422 198903 2 001