

DAFTAR MATA KULIAH DITAWARKAN SEMESTER GENAP 2021/2022
PRODI D4 ADMINISTRASI PERKANTORAN (Wates)
JURUSAN PENDIDIKAN ADMINISTRASI - FE UNY

| NO | KODE | MATA KULIAH | SEM | SKS | KEGIATAN | | | Dosen Pengampu | |
|--------------|---------|---|-----|-----|-----------|---|---|----------------|-----------|
| | | | | | T | P | L | A | B |
| 1 | MKU6201 | Pendidikan Agama Islam | 2 | 2 | 2 | - | - | | |
| | MKU6202 | Pendidikan Agama Katholik | | | | | | | |
| | MKU6203 | Pendidikan Agama Kristen | | | | | | | |
| | MKU6204 | Pendidikan Agama Budha | | | | | | | |
| | MKU6205 | Pendidikan Agama Hindu | | | | | | | |
| | MKU6206 | Pendidikan Agama Konghucu | | | | | | | |
| 2 | MKU6207 | Pendidikan Kewarganegaraan/PKN | 2 | 2 | 2 | - | - | | |
| 3 | APT6207 | <i>Office Administration Internship</i> *** | 2 | 2 | | - | 2 | TIM | TIM |
| 4 | APT6208 | Pengembangan Diri | 2 | 2 | 1 | 1 | - | YUL | YUL |
| 5 | FEK6205 | Manajemen Administratif (D) | 2 | 2 | 2 | - | - | ROSIDAH | ROSIDAH |
| 6 | APT6209 | Manajemen Kearsipan (D) | 2 | 2 | 1 | 1 | - | SUTIRMAN | SUTIRMAN |
| 7 | APT6310 | Pengolahan Basis data | 2 | 3 | - | 3 | - | ARWAN | FAJAR |
| 8 | APT6211 | Aplikasi Komputer Perkantoran | 2 | 2 | - | 2 | - | WAHYU | WAHYU |
| 9 | APT6212 | Korespondensi (D) | 2 | 2 | - | 2 | - | MUHYADI | MUHYADI |
| 10 | APT6213 | Korespondensi Bahasa Inggris | 2 | 2 | - | 2 | - | MUSLIKHAH | MUSLIKHAH |
| Total | | | | | 21 | | | | |
| NO | KODE | MATA KULIAH | SEM | SKS | KEGIATAN | | | Dosen Pengampu | |
| | | | | | T | P | L | A | B |
| 1 | APT6225 | Statistik | 4 | 2 | 1 | 1 | | ARWAN | ARWAN |
| 2 | MKU6212 | Transformasi Digital | 4 | 2 | 2 | - | - | DOSEN MKU | DOSEN MKU |
| 3 | MKU6213 | Kreativitas, Inovasi dan Kewirausahaan | 4 | 2 | 2 | - | - | PURWANTO | PURWANTO |
| 4 | APT6226 | Bahasa Inggris Bisnis (D) | 4 | 2 | 1 | 1 | - | YUDIT | YUDIT |
| 5 | APT6227 | Multimedia | 4 | 2 | - | 2 | - | WAHYU | WAHYU |
| 6 | APT6228 | Manajemen K3 (D) | 4 | 2 | 1 | 1 | - | JOKO K. | JOKO K. |
| 7 | APT6229 | Public Speaking (D) | 4 | 2 | - | 2 | - | CHUSNU | CHUSNU |
| 8 | APT6230 | <i>Public Relation Internship</i> *** | 4 | 2 | - | - | 2 | TIM | TIM |
| 9 | APT6231 | Komunikasi Bisnis | 4 | 2 | 1 | 1 | - | VOE | VOE |
| 10 | APT6232 | Sistem Manajemen Mutu | 4 | 2 | 1 | 1 | - | SITI UMI | SITI UMI |
| 11 | APT6233 | Etika Bisnis | 4 | 2 | 2 | - | - | | |
| Total | | | | | 22 | | | | |
| NO | KODE | MATA KULIAH | SEM | SKS | KEGIATAN | | | Dosen Pengampu | |
| | | | | | T | P | L | A | B |
| 1 | APT6344 | Statistika Inferensial | 6 | 3 | 1 | 2 | - | ARWAN | ARWAN |
| 2 | APT6245 | Ekspor Impor | 6 | 2 | 1 | 1 | - | CHUSNU | CHUSNU |
| 3 | APT6346 | Perbankan | 6 | 3 | 2 | 1 | - | DLP | DLP |
| 4 | APT6347 | <i>E-Commerce</i> | 6 | 3 | 1 | 2 | - | DLP | DLP |
| 5 | APT6348 | Pemasaran Digital | 6 | 3 | 1 | 2 | - | VOE | VOE |
| 6 | APT6349 | Manajemen Investasi | 6 | 2 | 1 | 1 | - | DLP | DLP |
| 7 | APT6243 | Simulasi Bisnis | 6 | 2 | - | 2 | - | | |
| Total | | | | | 18 | | | | |

