KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
POLITEKNIK NEGERI SEMARANG
Jalan Prof. H. Soedarto, S.H. Tembalang, Semarang 50275, PO BOX 6199/SMS
Telephone (024) 7473417, 7499585, 7499586, Facsimile (024) 7472396
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KEPUTUSAN
DIREKTUR POLITEKNIK NEGERI SEMARANG
NOMOR : 0250B/PL4.6.1/SK/2016
TENTANG
KURIKULUM PROGRAM STUDI D3 ADMINISTRASI BISNIS, PROGRAM STUDI D3 MANAJEMEN PEMASARAN, PROGRAM STUDI S.Tr. MANAJEMEN BISNIS INTERNASIONAL, DAN PROGRAM STUDI S.Tr. ADMINISTRASI BISNIS TERAPAN JURUSAN ADMINISTRASI BISNIS POLITEKNIK NEGERI SEMARANG BERDASARKAN KERANGKA KUALIFIKASI NASIONAL INDONESIA (KKNI) TAHUN 2016

DIREKTUR POLITEKNIK NEGERI SEMARANG

Menimbang :
a. bahwa untuk meningkatkan kompetensi lulusan mahasiswa perlu dibuat kurikulum pada Program Studi D3 Administrasi Bisnis, Program Studi D3 Manajemen Pemasaran, Program Studi S.Tr. Manajemen Bisnis Internasional, Dan Program Studi S.Tr. Administrasi Bisnis Terapan Jurusan Administrasi Bisnis Politeknik Negeri Semarang berdasarkan Kerangka Kualifikasi Nasional Indonesia (KKNI) Tahun 2016;
b. bahwa kurikulum Jurusan Administrasi Bisnis pada butir a dipandang perlu ditetapkan dengan Surat Keputusan Direktur Politeknik Negeri Semarang.

Mengingat :
1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Tinggi;
2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
3. Peraturan Pemerintah R.I. Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi;
4. Keputusan Mendikbud R.I. Nomor 175/O/1997 tentang Pendirian Politeknik Negeri Semarang;
5. Keputusan Mendiknas R.I. Nomor 232/U/2000 tentang Pedoman Penyusunan Kurikulum Pendidikan Tinggi dan Penilaian Hasil Belajar Mahasiswa;
6. Peraturan Mendikbud Nomor 71 Tahun 2014 tentang Organisasi dan Tata Kerja Politeknik Negeri Semarang;
7. Keputusan Mendikbud R.I. Nomor 353/MPK.A4/2013 tentang Pengangkaan Direktur Politeknik Negeri Semarang;

MEMUTUSKAN

Menetapkan :
PERTAMA : Kurikulum Program Studi D3 Administrasi Bisnis, Program Studi D3 Manajemen Pemasaran, Program Studi S.Tr. Manajemen Bisnis Internasional, Dan Program Studi S.Tr. Administrasi Bisnis Terapan Jurusan Administrasi Bisnis Politeknik Negeri Semarang Berdasarkan Kerangka Kualifikasi Nasional Indonesia (KKNI) Tahun 2016, seperti tersebut dalam lampiran keputusan ini;

KEDUA : Kurikulum tersebut pada diktum pertama berlaku mulai Angkatan Tahun Akademik 2016/2017;

KETIGA : Keputusan ini berlaku sejak tanggal ditetapkan.

Ditetapkan di Semarang
Pada tanggal 22 Juli 2016
Direktur,

SUPRIYADI
NIP195909061987031002

Tembusan :
1. Wakil Direktur I Politeknik Negeri Semarang;
2. Wakil Direktur II Politeknik Negeri Semarang;
3. Ketua Jurusan Adm. Bisnis Politeknik Negeri Semarang;
4. Arsip.

SGS
KAN Lembaga Sertifikasi Sistem Mutu

Lampiran Surat Keputusan Direktur Politeknik Negeri Semarang
Nomor : 0250B/PL4.6.1/SK/2016
Tanggal : 22 Juli 2016

KURIKULUM KKNI 2016
PROGRAM STUDI S.Tr. MANAJEMEN BISNIS INTERNASIONAL
JURUSAN ADMINISTRASI BISNIS
POLITEKNIK NEGERI SEMARANG

SEMESTER I
Thematic: Character Building and Practical Office for Business

No	Subject Code	SUBJECTS	Credits			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester I								
1	451-162-101	Administration Introductory for Business	1	1	2	2	2	4
2	451-162-102	Bahasa Indonesia	1	1	2	1	2	3
3	451-162-103	Basic Accounting I: Financial Accounting for IB	1	2	3	2	4	6
4	451-162-104	Character Building I: Agama	2	1	3	3	0	3
5	451-162-105	Character Building II : Pancasila dan Kewarganegaraan	2	0	2	4	0	4
6	451-162-106	Computer Introductory for Business	1	1	2	3	3	6
7	451-162-107	General English I	1	1	2	2	2	4
8	451-162-108	Introduction to Economics for IB	2	0	2	4	0	4
9	451-162-109	Introduction to Management and Business	1	2	3	2	2	4
	Sub Total		**12**	**9**	**21**	**23**	**15**	**38**

Semester II
Thematic: Focusing on Finance and Practical Office 2

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester II								
1	451-162-201	Basic Accounting II: Manufacture Accounting For IB	1	2	3	2	4	6
2	451-162-202	Business Correspondence (Indonesia)	1	1	2	2	1	3
3	451-162-203	Data Processing Application	0	3	3	0	6	6
4	451-162-204	Filing for Business	1	2	3	2	3	5
5	451-162-205	Financial Math for Business	1	2	3	2	4	6
6	451-162-206	General English II	1	1	2	2	2	4
7	451-162-207	Keyboarding Skills	0	2	2	0	4	4
8	451-162-208	Monetary and Banking : Concepts and Practice	1	1	2	2	2	4
	Subtotal		**6**	**14**	**20**	**12**	**26**	**38**

Semester III
Thematic: International Business Operational Management

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester III								
1	451-162-301	Business Communication	1	1	2	2	2	4
2	451-162-302	Communication Skills for IB (ESP 1)	0	2	2	0	4	4
3	451-162-303	Computer Application for Business I : Database	0	3	3	0	4	4
4	451-162-304	Cost Accounting	1	1	2	2	2	4
5	451-162-305	Descriptive Statistics for Business	1	2	3	2	4	6
6	451-162-306	Human Resources Management	1	2	3	2	4	6
7	451-162-307	International Trade : Concepts and Practice	1	1	2	2	2	4
8	451-162-308	Office Management & Office Tools Practice	1	2	3	2	4	6
	Sub Total		**6**	**14**	**20**	**12**	**26**	**38**

Semester IV
Thematic: International Business Operational Management

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester IV								
1	451-162-401	Budgeting and Financial Management	1	2	3	2	4	6
2	451-162-402	Business English Correspondence (ESP 2)	0	2	2	0	4	4
3	451-162-403	Ethics for Business	2	0	2	4	0	4
4	451-162-404	Inferential Statistics for Business and Research	1	2	3	2	2	4
5	451-162-405	International Business	2	1	3	4	2	6
6	451-162-406	International Human Resource Management	2	1	3	4	2	6
7	451-162-407	Operation Production Management	1	1	2	2	2	4
8	451-162-408	Organizational Behavior	1	1	2	4	0	4
	Subtotal		**10**	**10**	**20**	**22**	**16**	**38**

Semester V
Thematic: Export Management

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester V								
1	451-162-501	Cross Cultural Management for IB	1	2	3	2	2	4
2	451-162-502	English Business Meeting (ESP 3)	0	2	2	0	4	4
3	451-162-503	Export Import Insurance	1	1	2	2	2	4
4	451-162-504	Export-Import Customs	1	2	3	2	2	4
5	451-162-505	Graphic Design and Multimedia for Business	1	2	3	2	4	6
6	451-162-506	International Business Environment	2	0	2	2	2	4
7	451-162-507	International Financial Management	2	1	3	4	2	6
8	451-162-508	International Marketing Management	2	1	3	4	2	6
	Subtotal		**10**	**11**	**21**	**18**	**20**	**38**

Semester VI
Thematic : International Business Development Manager

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester VI								
1	451-162-601	English Report Writing Skills (ESP 4)	0	2	2	0	4	4
2	451-162-602	Quality Management	1	1	2	2	2	4
3	451-162-603	Freight Forwarding And Port Administration	1	2	3	2	4	6
4	451-162-604	International Business Simulation	0	3	3	0	6	6
5	451-162-605	International Supply Chain Management & ERP Application	2	1	3	2	2	4
6	451-162-606	Research Methodology for Business	1	2	3	2	4	6
7	451-162-607	Risk Management	1	1	2	2	2	4
8	451-162-608	Strategic Management	1	1	2	2	2	4
	Subtotal		**7**	**13**	**20**	**12**	**26**	**38**

Semester VII
Thematic : Professional Engagement

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester VII								
1	451-162-701	E-Business	0	3	3	0	6	6
2	451-162-702	English Business Negotiation and Presentation Skills (ESP 5)	0	2	2	0	4	4
3	451-162-703	International Business Law	2	0	2	4	0	4
4	451-162-704	International Payment	1	1	2	2	2	4
5	451-162-705	Leadership in Business	2	0	2	4	0	4
6	451-162-706	Japanese 1	0	2	2	2	2	4
7	451-162-707	Management Information System	1	2	3	2	4	6
8	451-162-708	Taxation	1	2	3	2	4	6
	Subtotal		**7**	**12**	**19**	**16**	**22**	**38**

Semester VIII
Thematic : Graduation Project

No	Subject Code	SUBJECTS	Credit			Total Hours/ Week		
			Theory	Practice	Total	Theory	Practice	Total
Semester VIII								
1	451-162-801	Entrepreneurship	1	2	3	2	4	6
2	451-162-802	Undergraduate Thesis	0	4	4	0	16	16
3	451-162-803	Japanese For Business 2	0	2	2	0	4	4
4	451-162-804	Internship and Report Analysis	0	4	4	4	0	4
5	451-162-805	Seminar: Research Proposal	0	2	2	0	4	4
	Subtotal		**1**	**14**	**15**	**6**	**28**	**34**
	Total		**59**	**97**	**156**			
	Persentase		37,8%	62,1%	100%			

Direktur,

Ir. Supriyadi, MT
NIP 195909061987031002