



SEKOLAH TINGGI ILMU KOMUNIKASI DAN SEKRETARI
SCHOOL OF COMMUNICATION AND SECRETARY
TARAKANITA

Nomor Seri : 20111301069
Serial Number

IJAZAH
Diploma

Tgl./Date:
Menandatangani fotokopi sesuai dengan aslinya
Acknowledged as in accordance with original
STIKS TARAKANITA



Yustiana
Yustiana Wiwiek Iswanti CB, M.Pd.
Ketua Dean

Memberi Ijazah kepada
Hereby awards this Diploma upon

: **Fenisia Julvariska Tappi**

Tempat dan Tanggal Lahir
Place and Date of Birth

: **Balikpapan, 03 Juli 1990**

Nomor Pokok Mahasiswa
Student Registration Number

: **2008130089**

Jenjang Pendidikan
Academic Program

: **Diploma Tiga (D 3)**
Three-year Diploma

Program Studi
Course of Study

: **Sekretari**
Secretary

Tahun Masuk
Date of Intake

: **2008**

Tanggal Kelulusan
Date of Graduation

: **09 September 2011**

Ijin Penyelenggaraan oleh Departemen Pendidikan Nasional Republik Indonesia, berdasarkan keputusan Menteri Pendidikan Nasional Republik Indonesia
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Nomor : 218/D/O/2008 bertanggal 22 Oktober 2008
Number : 218/D/O/2008 dated October 22nd, 2008

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan, dan kepadanya dilimpahkan segala wewenang dan hak
Upon the full satisfaction by the person above of all the requirements concerned, with all the rights, privileges and honors

yang berhubungan dengan Ijazah yang dimilikinya, serta berhak memakai sebutan profesional **Ahli Madya** di bidang kesekretarian (A.Md.)
appertaining thereto and the right to hold the designation of Diploma Professional in Secretarial Studies (Ind. A.Md.).

Ketua
Dean

Yustiana

Sr. Yustiana Wiwiek Iswanti CB, M.Pd.



Jakarta, 12 September 2011

Pembantu Ketua Bidang Akademik
Vice Dean for Academic Affairs

Ignasius Mardjono

Drs. Ignasius Mardjono, S.H., M.H.

SEKOLAH TINGGI ILMU KOMUNIKASI DAN SEKRETARI
SCHOOL OF COMMUNICATION AND SECRETARY

TARAKANITA

Kompleks Billy & Moon Pondok Kelapa - Jakarta 13450 - Indonesia
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TRANSKRIP NILAI AKADEMIK
ACADEMIC ACHIEVEMENT RECORD

Nama : FENISIA JULVARISKA TAPPI
Name

Nomor Pokok Mahasiswa : 2008130089
Student Registration Number

Tempat dan Tanggal Lahir : BALIKPAPAN, 03 Juli 1990
Place and Date of Birth

Program Studi : Sekretaris
Course of Study : Secretary

Jenjang Pendidikan : Diploma Tiga (D 3)
Academic Program : Three-year Diploma



Halaman / Page : 1

Transkrip ini
terdiri dari 2
(dua) halaman

This Transcript
consists of 2
(two) pages

NO	KODE CODE	MATA KULIAH	SUBJECTS	PRESTASI ACHIEVEMENT			
				HM GL	AM GF	K CE	M TG
		Mata Kuliah Pengembangan Kepribadian (MPK)	Personality Development Subjects				
1	83110101	Pengembangan Diri	Self Development	A	4	3	12
2	83110102	Pendidikan Religiusitas	Religion	A	4	2	8
3	83110103	Pendidikan Kebangsaan	National Outlook Strategy and Relience	C	2	2	4
		Mata Kuliah Keilmuan dan Keterampilan (MKK)	Knowledge and Skill Subjects				
4	83120101	Dasar-dasar Manajemen	Introduction to Management	C	2	2	4
5	83120102	Pengetahuan Bisnis	Introduction to Business	C	2	2	4
6	83120103	Hubungan Masyarakat	Public Relations	B	3	3	9
7	83120104	Kepemimpinan	Leadership	B	3	2	6
8	83120105	Manajemen Perkantoran	Office Management	B	3	2	6
9	83120106	Pengetahuan Perpajakan	Introduction to Taxation	A	4	2	8
10	83120107	Manajemen Sumber Daya Manusia	Human Resources Management	A	4	2	8
11	83120108	Bahasa Jepang 1	Japanese 1	C	2	3	6
12	83120109	Bahasa Jepang 2	Japanese 2	B	3	3	9
13	83120110	Bahasa Jepang 3	Japanese 3	A	4	3	12
14	83120111	Bahasa Jepang 4	Japanese 4	A	4	3	12
15	83120112	Komunikasi Pemasaran	Marketing Communication	A	4	3	12
16	83120113	Dasar-dasar Akuntansi	Principles of Accounting	C	2	2	4
17	83120114	Pengetahuan Hukum Bisnis	Introduction to Business Law	B	3	2	6
18	83120115	Bahasa Indonesia	Indonesian	B	3	2	6
19	83120116	Pengantar Ilmu Ekonomi	Introduction to Economics	C	2	3	6
20	83120117	Pengantar Ilmu Komunikasi	Introduction to Communication Science	B	3	3	9
21	83120118	Reading 1	Reading 1	C	2	1	2
22	83120119	Writing 1	Writing 1	C	2	1	2
23	83120120	Listening 1	Listening 1	C	2	1	2
24	83120121	Conversation 1	Conversation 1	C	2	1	2
25	83120122	Reading 2	Reading 2	C	2	1	2
26	83120123	Writing 2	Writing 2	A	4	1	4
27	83120124	Listening 2	Listening 2	C	2	1	2
28	83120125	Conversation 2	Conversation 2	C	2	1	2
29	83120126	Reading 3	Reading 3	C	2	1	2
30	83120127	Writing 3	Writing 3	B	3	1	3
31	83120128	Listening 3	Listening 3	C	2	1	2
32	83120129	Conversation 3	Conversation 3	B	3	1	3

Nomor Pokok Mahasiswa : 2008130089
Student Registration Number



Alshiana

NO	KODE CODE	MATA KULIAH	SUBJECTS	PRESTASI ACHIEVEMENT			
				HM GL	AM GF	K CE	M TG
			Sr. Yustiana Wiwrick Iswanti CB, M.Pd Ketua/Dean				
		Mata Kuliah Keilmuan dan Keterampilan (MKK)	Knowledge and Skill Subjects				
35	83120132	Listening 4	Listening 4	C	2	1	2
36	83120133	Conversation 4	Conversation 4	C	2	1	2
37	83120134	English Competence Test Practice	English Competence Test Practice	C	2	2	4
		Mata Kuliah Keahlian Berkarya (MKB)	Working Skill Subjects				
38	83130101	Korespondensi Niaga Bahasa Indonesia 1	Indonesian Business Correspondence 1	A	4	3	12
39	83130102	Korespondensi Niaga Bahasa Indonesia 2	Indonesian Business Correspondence 2	A	4	3	12
40	83130103	Mengetik Elektronik	Electronic Typing	B	3	2	6
41	83130104	Praktik Kesekretarian 1	Secretarial Practice 1	A	4	3	12
42	83130105	Praktik Kesekretarian 2	Secretarial Practice 2	A	4	3	12
43	83130106	Teori Kesekretarian	Secretarial Theory	B	3	2	6
44	83130107	Pengantar Teknologi Informasi	Introduction to Information Technology	C	2	2	4
45	83130108	Aplikasi Komputer 1	Computer Application 1	B	3	2	6
46	83130109	Aplikasi Komputer 2	Computer Application 2	B	3	3	9
47	83130110	Aplikasi Komputer 3	Computer Application 3	B	3	3	9
48	83130111	Aplikasi Komputer 4	Computer Application 4	B	3	3	9
49	83130112	Manajemen Kearsipan 1	Archive Management 1	A	4	2	8
50	83130113	Manajemen Kearsipan 2	Archive Management 2	A	4	3	12
		Mata Kuliah Perilaku Berkarya (MPB)	Working Attitude Subjects				
51	83140101	Etika Dasar	Ethics Principles	B	3	2	6
52	83140102	Etika Profesi Sekretaris	Secretarial Professional Ethics	A	4	3	12
		Mata Kuliah Berkehidupan Bermasyarakat (MBB)	Socializing Subjects				
53	83150101	Komunikasi Lintas Budaya	Cross Cultural Communication	A	4	3	12
54	83150102	Praktik Kerja Industri	On The Job Training	A	4	6	24
JUMLAH / TOTAL						115	363

Ijazah Terakhir Sebelum di STIKS Tarakanita
Previous certificate

Sekolah / School : SMA Patra Dharma Balikpapan

Tahun / Year : 2008

Terdaftar di STIKS Tarakanita
First enrollment

Tanggal / Date : 19 Agustus 2008

Tanggal Kelulusan : 09 September 2011
Date of Graduation

Jumlah Kredit yang Telah Ditempuh : 115
Cumulative of Credit Earned

Indeks Prestasi Kumulatif (IPK) : 3.16
Cumulative Grade Point Average (GPA)

Predikat Kelulusan : Sangat Memuaskan
Passing Predicate : Very Satisfactory

Tugas Akhir : Praktik Kerja Industri (Prakerin)
Efektivitas dan Efisiensi dalam Mempermudah Proses Pengelolaan Dokumen/ Arsip

Final Assignment : On The Job Training (OJT)
Effectiveness and Efficiency of Record Keeping

Keterangan
Remark

HM : Huruf Mutu
AM : Angka Mutu
K : Kredit
M : Mutu

GL : Grade in Letter
GF : Grade in Figure
CE : Credit Earned
TG : Total Grade

Deskripsi Predikat Kelulusan
Description of Passing Predicate

IPK / GPA : 2.00 - 2.75 = Memuaskan / Satisfactory
IPK / GPA : 2.76 - 3.50 = Sangat Memuaskan / Very Satisfactory
IPK / GPA : 3.51 - 4.00 = Dengan Pujian / Cum Laude

Jakarta, 12 September 2011

Disahkan Oleh
Certified By

Alshiana

[Signature]