

PT. MAJU KOMPUTER

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Jakarta, 12 Juli 2019

No : 15/PP/BJ/XI/2019
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PT Maju Komputer

Muhammad Fattah

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Komunikasi Bisnis, edisi 3, Korespondensi SMK/MAK Kelas X. Program Keahlian Manajemen Perkantoran. Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran (Edisi Revisi). Drs. Joko Pramono, 2021-04-21 Buku yang berjudul Korespondensi SMK MAK Kelas X ini hadir sebagai penunjang pembelajaran pada Sekolah Menengah Kejuruan Program Keahlian Manajemen Perkantoran untuk Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran Buku ini berisi materi pembelajaran yang membekali para siswa dengan pengetahuan dan keterampilan dalam dunia perkantoran yang mengacu pada Kurikulum 2013 revisi tahun 2017 Materi yang dibahas dalam buku ini meliputi beberapa hal berikut Komunikasi kantor Komunikasi melalui telepon dalam Bahasa Indonesia Komunikasi melalui telepon dalam Bahasa Inggris atau bahasa asing lainnya Tata naskah dalam kegiatan surat menyurat Bahasa Indonesia Tata naskah surat menyurat Bahasa Inggris atau bahasa asing lainnya Pembuatan surat pribadi Menganalisis surat dinas Menganalisis surat niaga Pengelolaan surat elektronik Kegiatan korespondensi dalam kantor Berdasarkan materi yang telah disajikan para siswa diajak untuk melakukan aktivitas HOTS Higher Order Thinking Skills dengan cara menanya mengeksplorasi mengamati mengasosiasikan dan mengomunikasikan Buku ini dilengkapi dengan latihan soal berupa pilihan ganda esai dan lembar kerja Hal ini bertujuan untuk mengukur kemampuan siswa dalam memahami materi Kebutuhan akan buku ini sejalan dengan tuntutan kompetensi SMK MAK bidang perkantoran Dengan demikian kami berharap bahwa siswa dapat mencapai kompetensi yang diharapkan dan lulusan SMK MAK dapat mempersiapkan diri dengan baik ketika memasuki dunia kerja

Korespondensi Bahasa Indonesia untuk Kalangan Mahasiswa Drs. Slamet Triyatna, M.Pd, Korespondensi Bahasa Indonesia untuk Kalangan Mahasiswa edisi terbitan kedua dengan berbagai perubahan dan penambahan materi Dengan begitu cepatnya perubahan tata kelola administrasi dan manajemen buku ini bisa dijadikan salah satu bahan ajar dan rujukan mahasiswa Fakultas Ekonomi Bisnis dan Manajemen pada mata kuliah Korespondensi Bahasa Indonesia di perguruan tinggi baik negeri maupun swasta Buku ini juga dapat digunakan sebagai pedoman bagi pegawai kantor baik swasta maupun pemerintahan paling tidak sebagai pelengkap untuk menambah wawasan dalam bidang korespondensi Buku ini dilengkapi dengan menyajikan berbagai contoh contoh surat untuk mempermudah dalam penggunaannya

TERAMPIL BERKOMUNIKASI LISAN DAN TULISAN

UNSA MAULANA, S.Pd., M.Pd., 2022-07-27 Buku ini menjawab sering banyak keluhan terhadap kemampuan berkomunikasi siswa SMA MA dan mahasiswa Berdasarkan pengalaman selama mengajar di sekolah dan perguruan tinggi dan juga keluhan dari pengajar lain dapat disimpulkan bahwa kemampuan berkomunikasi lisan dan tulisan siswa dan mahasiswa lebih jauh dari memadai Padahal kemampuan berkomunikasi ini sangat penting bagi siswa dan mahasiswa sebagai calon ilmuwan Kurang memadainya kemampuan siswa dan mahasiswa ini antara lain disebabkan kurangnya pembinaan kemampuan berkomunikasi baik di tingkat SLTP SLTA atau di Perguruan Tinggi Menyadari kelemahan kelemahan kemampuan berkomunikasi selama ini telah mendorong penulis untuk menyusun buku ini sebagai buku pegangan kemampuan

berkomunikasi khususnya di sekolah dan di perguruan tinggi Penulis telah berusaha maksimal untuk dapat menulis buku ini dengan sebaik baiknya Namun hasil yang kami capai masih jauh dari sempurna masih banyak kekurangan baik secara teknis kebahasaan keterbacaan kemudahan dimengerti tata letak maupun artistik Untuk itu kami sangat berharap dari berbagai pihak untuk memberikan tanggapan kritik dan saran saran yang bersifat membangun agar buku ini dapat menjadi lebih baik

Bahasa Indonesia untuk Mahasiswa sebagai Mata Kuliah Wajib pada Kurikulum Pendidikan Tinggi Dr. Drs. Susetyo, M.Pd.,Dr. Noermanzah, M.Pd.,Dr. Nafri Yanti, M.Pd., Kebijakan pelaksanaan pembelajaran Mata Kuliah Wajib pada Kurikulum MKWK Bahasa Indonesia khususnya di perguruan tinggi telah diatur dalam Keputusan Direktur Jenderal Pendidikan Tinggi Kementerian Pendidikan dan Kebudayaan Republik Indonesia Nomor 84 E/KPT/2020 tentang Pedoman Pelaksanaan Mata Kuliah Wajib pada Kurikulum Pendidikan Tinggi Guna mendukung kelancaran pelaksanaan pembelajaran Bahasa Indonesia tersebut diperlukan buku ajar untuk mempermudah mahasiswa dalam memahami bahan kajian Bahasa Indonesia Mahasiswa dapat memperkaya wawasan tentang materi Bahasa Indonesia melalui referensi lain yang relevan Tujuan Mata Kuliah Bahasa Indonesia sebagai salah satu Mata Kuliah Wajib pada Kurikulum MKWK Perguruan Tinggi membekali pengetahuan keterampilan dan sikap mahasiswa tentang hakikat dan perkembangan bahasa Indonesia sebagai bahasa persatuan dan bahasa negara sikap berbahasa Indonesia mengeksplorasi teks dalam kehidupan akademik dalam penanaman nilai dan hakikat bahasa Indonesia sebagai penghele ilmu pengetahuan menjelajah dunia pustaka presentasi ilmiah mendesain proposal kegiatan dan penelitian melaporkan hasil hasil kegiatan dan penelitian dan mengaktualisasikan diri dalam artikel ilmiah Buku Ajar Mata Kuliah Bahasa Indonesia untuk Mahasiswa sebagai Mata Kuliah Wajib Kurikulum MKWK ini terdiri atas 15 lima belas bab yaitu 1 Bahasa Indonesia sebagai Mata Kuliah Wajib Kurikulum di Perguruan Tinggi 2 Sejarah Perkembangan Fungsi dan Ragam Bahasa Indonesia 3 Sikap dan Etika Berbahasa 4 Penggunaan Ejaan Bahasa Indonesia 5 Penggunaan Diksi atau Pilihan Kata 6 Penggunaan Kalimat Efektif 7 Penggunaan Paragraf 8 Penyuntingan Bahasa Indonesia 9 Penelusuran Pustaka dan Berbagai Referensi 10 Penalaran Argumentasi dan Bernegosiasi 11 Presentasi Akademik dan Berbicara di Depan Publik 12 Menulis Esai dan Artikel Jurnal Ilmiah 13 Menulis Proposal dan Laporan Kegiatan 14 Menulis Proposal dan Laporan Penelitian dan 15 Menulis Surat dalam Bahasa Indonesia *

Terampil Berargumentasi..SMU 3 , DIGITAL MARKETING Gama Pratama,Ahmad As'adi,Alfi Rahmah,Ali Achmad Muhajir,Alvi Fauziyah,Alvi Nuramalia,Azriel Khoerul Ihsan,Dewi Anggriyani,Dewi Kodriyah,Erni,Eva Nur Azizah,Firyaal Faadhilah,Haerul Ihsan,Intan Nabilah,Junemi,Lintang Wijaya Kusuma,Maesaroh Sulandani,Mia Nurmalia,Moh. Nazar Siddin,Muhammad Zidan,Musthofa Aqil,Nuraeni,Nurul Hasanah,Riyanti,Siti Ameliah Faris,Tia Nur Azizah,Wina Elatifania,2025-06-18 Buku ini disusun sebagai kontribusi dalam memperkaya khazanah literasi digital khususnya dalam bidang pemasaran modern yang kini mengalami transformasi besar seiring pesatnya perkembangan teknologi informasi Perubahan pola konsumsi masyarakat kemunculan media sosial serta kemajuan perangkat digital telah mendorong dunia

bisnis untuk beradaptasi dan berinovasi Dalam konteks ini digital marketing hadir sebagai solusi sekaligus tantangan baru bagi pelaku usaha akademisi dan praktisi di bidang pemasaran Buku ini dirancang untuk memberikan pemahaman komprehensif mengenai konsep strategi serta praktik digital marketing yang relevan dengan kebutuhan era industri 4.0 dan masyarakat 5.0 Buku ini disusun berdasarkan berbagai referensi mutakhir studi kasus dan pengalaman praktis di lapangan Di dalamnya dibahas berbagai aspek penting seperti SEO Search Engine Optimization SEM Search Engine Marketing media sosial content marketing influencer marketing hingga pemanfaatan big data dan kecerdasan buatan dalam pemasaran digital Dengan pendekatan sistematis dan bahasa yang mudah dipahami buku ini diharapkan dapat menjadi rujukan yang bermanfaat Sasaran utama buku ini adalah mahasiswa dosen pelaku UMKM start up serta siapa pun yang ingin memahami dan menerapkan strategi pemasaran digital secara efektif Buku ini juga dapat menjadi bahan ajar di perguruan tinggi pelatihan kewirausahaan maupun referensi dalam pengembangan bisnis berbasis digital

Kearsipan SMK/MAK Kelas X. Program Keahlian Manajemen Perkantoran. Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran (edisi revisi). Drs. Joko Pramono, 2021-04-23 Buku yang berjudul Kearsipan SMK MAK Kelas X ini hadir sebagai penunjang pembelajaran pada Sekolah Menengah Kejuruan Kompetensi Keahlian Otomatisasi dan Tata Kelola Perkantoran Buku ini berisi materi pembelajaran yang membekali peserta didik dengan pengetahuan dan keterampilan dalam dunia Otomatisasi dan Tata Kelola Perkantoran Materi yang dibahas dalam buku ini meliputi Arsip dan kearsipan Norma standar prosedur dan kaidah kearsipan Prosedur penggunaan peralatan kearsipan Penanganan surat masuk Penanganan surat keluar Klasifikasi dan indeks arsip Penyimpanan arsip sistem abjad kronologis geografis nomor dan subjek Penggunaan arsip Pemeliharaan arsip Arsip dalam rangka menentukan retensi arsip Penyusutan arsip Pengelolaan arsip elektronik Evaluasi kegiatan pengelolaan arsip Berdasarkan materi yang telah disajikan para siswa diajak untuk melakukan aktivitas HOTS Higher Order Thinking Skills dengan cara menanya mengeksplorasi mengamati mengasosiasikan dan mengomunikasikan Buku ini dilengkapi dengan latihan soal berupa pilihan ganda esai dan tugas proyek yang bertujuan untuk mengukur kemampuan siswa dalam menguasai materi sesuai kompetensi dasar dan kompetensi inti Buku ini telah disesuaikan dengan tuntutan kompetensi SMK MAK di bidangnya Dengan demikian kami berharap siswa mampu berkompetisi di dunia kerja

Akuntansi Internasional Pandapotan Ritonga, S.E., M.Si, Dimensi dimensi internasional laporan keuangan dan kendali keuangan sebuah dunia yang didominasi oleh bisnis global dan penanaman modal tanpa batas merupakan kegiatan kegiatan yang membutuhkan keputusan keputusan yang didasarkan pada data keuangan pengetahuan akan akuntansi internasional sangat penting untuk mencapai pemahaman yang tepat dalam komunikasi keuangan internal dan eksternal Penulis mengambil beberapa sumber dari literatur profesional dan juga banyak juga dari acamedia edu jurnal jurnal rekan rekan pengajar di situs situs internet yang komentar komentar bijaksanannya telah membuka wawasan atau gagasan gagasan baru untuk dipertimbangkan Buku ini terdiri dari 12 bab mencakup tentang pendahuluan sejarah akuntansi internasional

perkembangan dan klasifikasi akuntansi komparatif eropa akuntansi komparatif amerika dan asia pelaporan dan pengungkapan translasi mata uang asing pelaporan keuangan dan perubahan harga harmonisasi akuntansi internasional analisa laporan keuangan perencanaan dan kendali manajemen manajemen resiko keuangan penetapan harga transfer

BUKU ETIKA DAN KOMUNIKASI BISNIS Dr. Hj.Mega D.Novita, SE., MM ,2024-07-19 Di dunia bisnis pernyataan etika etika bisnis merupakan wujud dari penerapan serangkain prinsip prinsip etika normatif ke dalam perilaku bisnis Dalam hal ini etika bisnis berperan sebagai pedoman dalam menentukan benar tidaknya suatu tindakan yang dilakukan perusahaan dalam menjalankan bisnisnya **Digital Marketing** Hujaimatul Fauziah, Ifaturohiah Yusuf, M. Fikri Akbar, 2023-07-05 Buku ini didedikasikan untuk membantu Anda memahami menguasai dan mengoptimalkan potensi luar biasa yang ditawarkan oleh era digital yang terus berkembang pesat Pemasaran digital telah mengubah wajah bisnis dan komunikasi di seluruh dunia Dalam beberapa dekade terakhir internet dan teknologi telah menghadirkan peluang baru yang tak terbatas bagi para pemasar dan pengusaha Tidak peduli apakah Anda seorang pemilik bisnis kecil pemasar digital yang berpengalaman atau seseorang yang ingin memasuki dunia pemasaran online buku ini akan memberikan wawasan dan strategi yang dapat Anda terapkan dalam upaya pemasaran digital Anda Buku ini berfungsi sebagai panduan komprehensif yang mengupas tuntas konsep dan praktik pemasaran digital yang efektif Kami akan membahas berbagai topik yang penting mulai dari memahami perilaku konsumen dalam era digital hingga memanfaatkan media sosial optimasi mesin pencari konten yang menarik analitik web dan banyak lagi **Tan Malaka, Gerakan Kiri, dan Revolusi Indonesia Jilid 5: 1950-2007** Harry A. Poeze, 2020-05-12 Tan Malaka 1894 1949 pada tahun 1942 kembali ke Indonesia menggunakan nama samaran sesudah 20 tahun mengembara Pada masa Hindia Belanda ia bekerja untuk Komintern organisasi komunis revolusioner internasional dan sesudah 1927 memimpin Partai Repoebluk Indonesia yang ilegal dan antikolonial Ia tidak diberi peranan dalam proklamasi kemerdekaan Indonesia Sementara itu tokoh Tan Malaka yang legendaris itu berkenalan dengan pemimpin pemimpin Republik Indonesia Soekarno Hatta dan Sjahrir Tetapi segera pula mereka tidak sejalan Tan Malaka menghendaki sikap tak mau berdamai dengan belanda yang ingin memulihkan kembali kekuasaan kolonialnya Ia memilih jalan perjuangan dan bukan jalan diplomasi Ia mendirikan Persatoean Perdjongan yang dalam beberapa bulan menjadi alternatif dahsyat terhadap pemerintah moderat Dalam konfrontasi di Parlemen ia kalah dan beberapa minggu kemudian Tan Malaka dan sejumlah pengikutnya ditangkap dan ditahan tanpa proses sama sekali dari Maret 1946 sampai september 1948 Sesudah pembebasan Tan Malaka mulai dengan menghimpun pengikutnya yang telah bercerai berai pada November 1948 ia mendirikan partai baru yang bernama Partai Murba Pembentukan dan perkembangan partai terganggu oleh serangan Belanda Kedua pada Desember 1948 Saat itu Tan Malaka bermarkas di Kediri di bawah perlindungan batalyon TNI yang dipimpin Sabarudin Sabarudin memiliki reputasi buruk sebagai panglima yang bengis dan kejam Tan Malaka mempersiapkan tentara dan rakyat melakukan perang gerilya terhadap Belanda Ia ikut bergerilya ke Gunung Wilis Dalam pamflet yang

ditulisnya tiap hari ia menyerang Soekarno dan Hatta dan TNI Bahkan ia memproklamirkan dirinya sebagai Presiden Indonesia Serentak TNI beraksi Setelah suatu rangkaian peristiwa yang luar biasa Tan Malaka di eksekusi oleh satuan lokal TNI di Desa Selopanggung 21 Februari 1949 Kematiananya dirahasiakan Perlawanan pendukungnya terhadap Belanda TNI dan Republik diteruskan Namun dukungan dari rakyat tidak terwujud dan di desember 1949 waktu Belanda mengakui kedaulatan Republik Indonesia Partai Murba menghentikan perlawanan bersenjata Buku ini memuat riwayat petualangan peringatan Tan Malaka dan percobaan Partai Murba untuk menjadi partai kiri yang terbesar Tan Malaka sendiri hampir dilupakan khususnya waktu Orde Baru Sesudah itu ada kebangkitan kembali Tan Malaka Banyak buku dari dan mengenai Tan Malaka diterbitkan Bahkan kuburannya dibuka dalam tahun 2009 Partai Murba hidup merana dan sekarang tidak ada kegiatan lagi Yang paling aktif sekarang ialah keluarga adat Tan Malaka yang didukung oleh pemerintah provinsi Tetapi sosok Tan Malaka masih kontroversial

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