






No	Activity	PIC			Standard Quality			Description
		Head of Study Program and Coordinator	Academic Administration Team	Student	Requirements	Time	Output	
1	Prepare a draft schedule for General Basic Course (MKDU)				Draft class schedule	2 days	Timetable	KPS and education coordinator prepare class schedules by looking at the academic calendar requested from the academic administration
2	Invite the lecturer in charge of the MKDU Course				Invitation	1 day	Course syllabus	KPS, Education Coordinator and PJMK Lecturers meet to prepare for the implementation of General Basic Course (MKDU) and PJMK lecturers provide lecture syllabus to PS
3	Students get class schedules and syllabus				Schedule and syllabus	1 day		Academic administration informs the class schedule and syllabus to students
4	Preparing the implementation of General Basic Course (MKDU) and making a Dean's Decree for Lecturers				General Basic Course (MKDU) Schedule, Lecturer and Student Attendance, Room, stationery and multimedia	5 days	Presence	"Preparing the implementation of the Matriculation Program for those who are not in the same field and General Basic Course (MKDU) by preparing student and lecturer attendances and contacting lecturers, Preparing the room, writing equipment, and multimedia needed for the implementation of public lectures, Recapitulating the presence of lecturers in charge of public lectures, submitting them to the finance department and making decrees Dean of General Basic Course (MKDU) teaching lecturers
5	Finished				Presence	3 months		Implementation of General Basic Course (MKDU) Lectures