

School Development Plan

ANNEXES

SMK 1 Banda Aceh

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Annex 2: Curricula

A.2.1 Office Administration (Administrasi Perkantoran)

Bidang Keahlian: Bisnis Dan Manajemen
Program Keahlian: Administrasi Perkantoran (Sekretaris)

No	Program/mata diklat	Field of study/competency	Durasi/ Waktu (jam)
I	PROGRAM NORMATIF:	NORMATIF PROGRAM:	
1	Pendidikan Agama	Religion Education	192
2	Pendidikan Kewarganegaraan dan Sejarah	Civics and History	288
3	Bahasa Indonesia	Indonesian	192
4	Pendidikan Jasmani dan Olah Raga	Physical Education	288
II	PROGRAM ADAPTIF:	ADAPTIF PROGRAM:	
1	Matematika	Mathematics	330
2	Bahasa Inggris	English	440
3	Keterampilan Komputer dan Pengelolaan Informasi (KKPI)	Computer Skill and Information Management	202
4	Kewirausahaan	Entrepreneurship	192
5	Ekonomi	Economics	112
III	PROGRAM PRODUKTIF:	PRODUKTIF PROGRAM:	
1	Bekerjasama dengan kolega dan pelanggan	Cooperating with colleagues and customers	256
2	Mengikuti prosedur keamanan, keselamatan, dan kesehatan kerja	Following procedure for security, safety, and health	40
3	Berkomunikasi melalui telepon	Communicating through telephone	80
4	Menggunakan peralatan kantor	Using office equipment	440
5	Merencanakan dan melakukan pertemuan	Planning and conducting meeting	80
6	Melakukan prosedur administrasi	Conducting administration procedure	80
7	Mengikuti aturan kerja sesuai dengan lingkungan kerja	Following working regulation in accordance with working environment	40
8	Menjaga dan melindungi budaya kerja	Maintaining and protecting working culture	40

9	Mengatur penggandaan dan pengumpulan dokumen	Arranging multiplication and collecting document	80
10	Menangani surat masuk dan keluar (mail handling)	(Handling mail) incoming and outcome mail	120
11	Membuat dan menjaga sistem kearsipan untuk menjamin integritas	Establishing and maintain filing system to guarantee integrity	200
12	Mencatat dikte untuk mempersiapkan naskah	Taking note for preparing manuscript	120
13	Menghasilkan dokumen sederhana (word processed documents)	Establishing simple document	90
14	Menciptakan dan Mengembangkan Naskah Untuk Dokumen	Creating and developing manuscript for documents	120
15	Mengatur perjalanan bisnis	Arranging business traveling	80
16	Memberikan pelayanan kepada pelanggan	Providing service to customers	80
17	Mengaplikasikan ketrampilan dasar komunikasi	Applying basic communication skill	60
18	Memproses transaksi keuangan	Processing finance transaction	120
	JUMLAH	Total	4362

A.2.2 Accountancy (Akuntansi)

Bidang Keahlian: Bisnis Dan Manajemen

Program Keahlian: Akuntansi

No.	Mata diklat	Field of study/competency	Durasi/ waktu
I	PROGRAM NORMATIF:	NORMATIF PROGRAM:	
1	Pendidikan Agama	Religion Education	192
2	Pendidikan Kewarganegaraan dan Sejarah	Civics and History	288
3	Bahasa Indonesia	Indonesian	192
4	Pendidikan Jasmani dan Olah Raga	Physical Education	288
II	PROGRAM ADAPTIF:	ADAPTIF PROGRAM:	
1	Matematika	Mathematics	403
2	Bahasa Inggris	English	550
3	Keterampilan Komputer dan Pengelolaan Informasi	Computer Skill and Information Management	203
4	Kewirausahaan	Entrepreneurship	192
5	Ekonomi	Economics	112
III	PROGRAM PRODUKTIF:	PRODUKTIF PROGRAM:	
1	Bekerjasama dengan kolega dan pelanggan	Cooperating with colleagues and customers	12
2	Bekerjasama dalam lingkungan sosial yang berbeda	Cooperating in different social environment	12
3	Berkomunikasi melalui telepon dan faksimili	Communicating through telephone and facsimile	30
4	Mengerjakan persamaan dasar akuntansi	Calculating basic equation of accounting	20
5	Mengelola bukti transaksi	Managing transaction	30
6	Mengelola buku jurnal	Managing journal	70
7	Mengelola buku besar	Managing ledger	65
8	Menyelesaikan siklus akuntansi perusahaan jasa dan dagang	Accomplishing the Accounting process of retail business	460
9	Mengelola administrasi kas bank	Managing cash administration	80
10	Mengelola administrasi dana kas kecil	Managing petty cash administration	70
11	Mengelola order penjualan	Managing sale order	40

12	Mengelola proses kredit	Managing credit procedure	20
13	Mengelola kartu piutang	Managing credit card	40
14	Mengelola penagihan piutang	Managing debt collection	60
15	Mengelola administrasi pembelian	Managing purchasing administration	60
16	Mengelola kartu utang	Managing debt card	60
17	Mengelola penerimaan barang supplies	Managing acceptance of goods supply	10
18	Mengelola kartu persediaan supplies	Managing cards and goods supply	16
19	Mengelola kartu persediaan barang dagangan	Managing card of merchandise supply	30
20	Mengelola administrasi gudang	Managing warehouse administration	20
21	Mengelola aktiva tetap	Managing assets	80
22	Mengelola buku jurnal	Managing journal	70
23	Mengelola buku besar	Managing ledger	65
24	Menyelesaikan siklus akuntansi perusahaan jasa dan dagang	Finishing/ Accounting process of retail business	460
25	Mengelola administrasi gaji dan upah	Managing salary and wages administration	80
26	Mengelola kartu biaya produksi	Managing cards of production cost	45
27	Menyelesaikan siklus akuntansi perusahaan manufaktur	Finishing accounting process of manufacturing company	465
	JUMLAH	Total	4396

A.2.3 Sales & Retail (Penjualan)

Bidang Keahlian: Bisnis Dan Manajemen

Program Keahlian: Penjualan

No	Program/mata diklat	Field of study/competency	Durasi/ Waktu (jam)
I	PROGRAM NORMATIF:	NORMATIF PROGRAM:	
1	Pendidikan Agama	Religion Education	192
2	Pendidikan Kewarganegaraan dan Sejarah	Civics and History	288
3	Bahasa Indonesia	Indonesian	192
4	Pendidikan Jasmani dan Olah Raga	Physical Education	192
II	PROGRAM ADAPTIF:	ADAPTIF PROGRAM:	
1	Matematika	Mathematics	406
2	Bahasa Inggris	English	550
3	Keterampilan Komputer dan Pengelolaan Informasi (KKPI)	Computer Skill and Information Management	200
4	Ekonomi	Economics	112
5	Kewirausahaan	Entrepreneurship	188
III	PROGRAM PRODUKTIF:	PRODUKTIF PROGRAM:	
1	Menata produk	Arranging product	400
2	Melakukan negosiasi	Doing negotiation	240
3	Melakukan konfirmasi keputusan pelanggan	Doing confirmation for customers' decision	240
4	Melakukan proses administrasi transaksi	Doing process of transaction administration	400
5	Melakukan penyerahan/pengiriman produk	Handing over /sending product	240
6	Menagih pembayaran (hasil penjualan)	Collecting payment of selling product	300
7	Menyiapkan dan mengoperasikan peralatan transaksi di Lokasi penjualan	Preparing and operating transaction equipment at sale location	500
8	Menemukan peluang baru dari pelanggan	Getting new Opportuninitas from customers	300
	Jumlah	Total	4940

A.2.4 Printing Preparation (Persiapan Grafika)

Bidang Keahlian: Grafika

Program Keahlian: Persiapan Grafika – Printing Preparation

No	Program/mata diklat	Field of study/competency	Durasi/ Waktu (jam)
I	PROGRAM NORMATIF:	NORMATIF PROGRAM:	
1	Pendidikan Agama	Religion Education	192
2	Pendidikan Kewarganegaraan dan Sejarah	Civics and History	288
3	Bahasa Indonesia	Indonesian	192
4	Pendidikan Jasmani dan Olah Raga	Physical Education	288
II	PROGRAM ADAPTIF:	ADAPTIF PROGRAM:	
1	Matematika	Mathematics	516
2	Bahasa Inggris	English	550
3	Keterampilan Komputer dan Pengelolaan Informasi	Computer Skill and Information Management	202
4	Kewirausahaan	Entrepreneurship	192
5	Fisika	Physics	210
6	Kimia	Chemistry	192
III	PROGRAM PRODUKTIF:		
1	Menindaklanjuti desain brief /optimasi desain brief	Continuing brief design	540
2	Menyusun huruf/type setting	Arranging letters/type setting	400
3	Mengerjakan scanning (scanning image)	Executing scanning image	150
4	Mengerjakan fotoreproduksi (membuat film)	Making film	184
5	Menggabungkan image secara manual	Combining image manually	80
6	Menggabungkan image secara elektronik	Combining image electronically	80
7	Menyiapkan layout untuk siap ke film/plate	Preparing lay out for film/plate	60
8	Membuat output image	Image making output	50
9	Membuat proof image	Image making proof	50

10	Membuat dan mencetak-coba plate relief/letterpress	Making and printing plate relief/letter press	80
11	Membuat plate offset lithografi	Making plate offset lithography	60
12	Membuat plate ganda untuk beberapa image	Making duplicated plate for some images	56
13	Mengaplikasikan prinsip keselamatan dan kesehatan kerja	Applying safety and health principle	20
14	Mengaplikasikan standar mutu	Applying quality standard	40
15	Kalkulasi Grafika	Calculating offset printing	160
	JUMLAH	Total	4832

A.2.5 Computer and Networking (Teknik Komputer dan Jaringan)

Bidang Keahlian: Teknologi Informasi Dan Komunikasi

Program Keahlian: Teknik Komputer Dan Jaringan

No.	Program/mata diklat	Field of study/competency	Durasi/ Waktu (jam)
I	PROGRAM NORMATIF:	NORMATIF PROGRAM:	
1	Pendidikan Agama	Religion Education	192
2	Pendidikan Kewarganegaraan dan Sejarah	Civics and History	288
3	Bahasa Indonesia	Indonesian	192
4	Pendidikan Jasmani dan Olah Raga	Physical Education	288
II	PROGRAM ADAPTIF:	ADAPTIF PROGRAM:	
1	Matematika	Mathematics	516
2	Bahasa Inggris	English	550
3	Keterampilan Komputer dan Pengelolaan Informasi (KKPI)	Computer Skill and Information Management	202
4	Kewirausahaan	Entrepreneurship	192
5	Fisika	Physics	150
III	PROGRAM PRODUKTIF:	PRODUKTIF PROGRAM:	
1	Menginstalasi PC	Installing Personal Computer	232
2	Mendiagnosis permasalahan pengoperasian PC dan periferal	Diagnosing problem in operating computer and peripheral	100
3	Melakukan perbaikan dan / atau setting ulang sistem PC	Repairing and or resetting personal computer system	100
4	Melakukan perbaikan periferal	Repairing the peripheral	80
5	Melakukan perawatan PC	Maintaining personal computer	80
6	Melakukan perawatan periferal	Maintaining peripheral	40
7	Menginstalasi sistem operasi berbasis GUI (<i>Graphical User Interface</i>)	Installing operation system based on Graphical User Interface (GUI)	120
8	Menginstalasi sistem operasi berbasis text	Installing operation system based on text	120
9	Menginstalasi <i>software</i>	Installing software	72
10	Mem-Back-Up dan Me-Restore <i>software</i>	Backing up and Restoring software	120

11	Menginstalasi perangkat jaringan lokal (<i>Local Area Network</i>)	Installing Local Area Network	192
12	Mendiagnosis permasalahan pengoperasian PC yang tersambung jaringan	Diagnosing problem in operating Personal Computer connected network	80
13	Melakukan perbaikan dan/atau setting ulang koneksi jaringan	Repairing and or Resetting up networking connection	192
14	Menginstalasi sistem operasi jaringan berbasis GUI (<i>Graphical User Interface</i>)	Installing operation system Networking based on Graphical User Interface (GUI)	120
15	Menginstalasi sistem operasi jaringan berbasis text	Installing operation system network based on text	120
16	Menginstalasi perangkat jaringan berbasis luas (<i>Wide Area Network</i>)	Installing Wide Area Network	120
17	Mendiagnosis permasalahan perangkat yang tersambung jaringan berbasis luas (<i>Wide Area Network</i>)	Diagnosing problem personal Computer connected to Wide Area Network	120
18	Melakukan perbaikan dan/atau setting ulang koneksi jaringan berbasis luas (<i>Wide Area Network</i>)	Repairing and or resetting the connection based Wide Area Network	120
19	Mengadministrasi server dalam jaringan	Administering server in network	120
20	Merancang bangun dan menganalisis <i>Wide Area Network</i>	Designing and analyzing Wide Area Network	
	JUMLAH		4726

A.2.6 Tours & Travel (Uhasa Jasa Pariwisata)

Bidang Keahlian: Pariwisata
Program Keahlian: Usaha Jasa Pariwisata

No	Program/mata diklat	Field of study/competency	Durasi/ Waktu (jam)
I	PROGRAM NORMATIF:	NORMATIF PROGRAM:	
1	Pendidikan Agama	Religion Education	192
2	Pendidikan Kewarganegaraan dan Sejarah	Civics and History	288
3	Bahasa Indonesia	Indonesian	192
4	Pendidikan Jasmani dan Olah Raga	Physical Education	288
II	PROGRAM ADAPTIF:	ADAPTIF PROGRAM:	
1	Matematika	Mathematics	330
2	Bahasa Inggris	English	660
3	Keterampilan Komputer dan Pengelolaan Informasi (KKPI)	Computer Skill and Information Management	202
4	Kewirausahaan	Entrepreneurship	192
5	Bahasa Asing Pilihan (Jerman/ Perancis/ Jepang/ Mandarin)	Selected foreign language (German/France/Japanese/Mandarin)	330
III	PROGRAM PRODUKTIF:	PRODUKTIF PROGRAM:	
1	Bekerja Dengan Kolega dan Pelanggan	Cooperating with colleagues and customers	16
2	Bekerja Dalam Lingkungan Sosial Yang Berbeda	Working in different social environment	16
3	Mengikuti Prosedur Kesehatan, Keselamatan dan Keamanan di Tempat Kerja	Following procedure of health, safety, and security in working place	32
4	Menangani Konflik	Handling conflict	24
5	Mengembangkan dan Memutakhirkan Pengetahuan Industri Pariwisata	Developing and updating knowledge in tourism	42
6	Mengikuti Prosedur Hygienis di Tempat Kerja	Following hygienic procedure in working place	16
7	Berkomunikasi Melalui Telepon	Communicating with telephone	32
8	Bekerja Sebagai Pemandu Wisata	Working as a tourist guide	100

9	Memberikan Bantuan Layanan Transfer Keberangkatan/Kedatangan	Assisting transferring service of departure/arrival	80
10	Mengembangkan dan Memelihara Pengetahuan Umum yang diperlukan oleh Pramuwisata	Developing and maintaining general knowledge needed by tourist guide	40
11	Mengkoordinasikan dan Mengendalikan Perjalanan Wisata	Coordinating and controlling tour travel	60
12	Memimpin Rombongan Perjalanan Wisata	Leading tour traveling groups	80
13	Menyiapkan dan Mempresentasikan Komentar Pemanduan Pada Perjalanan Wisata	Preparing and presenting comments of tourist guide in tour traveling	60
14	Mengelola Perjalanan Wisata Lebih dari Satu Hari (Extended Tour)	Managing extended tour (more than one day) traveling	64
15	Mengalokasikan Sumber Daya Perjalanan Wisata	Allocating tour traveling resources	40
16	Melakukan Pengecekan Pra Keberangkatan Tour	Checking pre departure tour	30
17	Menerima dan Memproses Reservasi	Receiving and processing reservation	60
18	Mengoperasikan Sistem Reservasi Komputer	Operating computer reservation system	60
19	Menghitung Harga dan Menerbitkan Tiket Penerbangan Domestik	Calculating cost and issuing ticket for domestic flight	150
20	Menghitung Harga dan Menerbitkan Tiket Penerbangan Normal Internasional	Calculating cost and issuing ticket for normal international flight	216
21	Memproses Dokumen Perjalanan Selain Tiket Penerbangan	Processing traveling document in addition to flight ticket	76
22	Mencari dan Mengemas Produk dan Jasa Pariwisata	Looking for and packing service and products of tourism	160
23	Memesan dan Mengkoordinasikan Layanan Penyedia Jasa dan Produk Pariwisata	Reserving and coordinating services and product of tourism	32
24	Menyiapkan dan Menawarkan Harga Produk	Preparing and offering product cost	60
25	Menjual Produk dan Jasa Pariwisata	Selling service and products of tourism	64
26	Mencari dan Menyediakan Informasi Tentang Tujuan Wisata dan Memberikan Saran	Seeking and preparing information about tour destination and giving recommendation	100
27	Mengakses dan Menginterpretasikan Informasi Produk Wisata	Accessing and interpreting tour product information	40
28	Memelihara Inventaris Informasi Produk Wisata	Maintaining tour product information	30

29	Mengembangkan dan Memperbarui Pengetahuan Lokal	Developing and updating local knowledge	16
30	Meng akses dan Mempresentasikan Informasi	Accessing and presenting tour information	80
	JUMLAH	TOTAL	4448

Annex 3: Equipment

A.3.1 Equipment for the Department of Business & Management

The following office equipment is needed for the training offices B&M1, B&M3 and B&M4.

Cluster 1: Furniture and workstations – B&M1 and B&M3

No.	Item	Specification/description	Qty
1	Student Computer Desk	for 2 students each	18
2	Teacher Office desk	With Computer Annex	2
3	Office Chair		38
4	Round - Table	for min 8 Persons/ for group meetings – / group discussions / customer service	2
5	Chair	For Round – Table	16
6	Service/Reception Counter	1,30 m high	2
7	Office Cupboard for filing	Two door office filing cupboard	6
8	Bookshelf	Stand-up shelf with 5 – 6 shelves	2
9	Display unit	For displaying brochures and official local documents	4
10	Coffee maker		2
11	Water Boiler		2
12	Set of cups/plates		12
13	Set of tea cups/glasses		12
14	Coffee/tea spoons		12
15	Set of drinking glasses		12

Cluster 2: Computers and communications – B&M1 and B&M3

No.	Item	Specification/description	Qty
1	Computer for Teacher	Network ready with CD burner	2
2	Computers for students	Network ready with CD reader	18
3	Digital Camera	For documentation	2
4	Tape Recorder		2
5	Dictaphone		2
6	Web cam	With microphone	2
7	Xerox Copier		2
8	24 Needle Printer		2
9	Ink Jet Printer	Colour (different types)	4
10	Laser Printer		2
11	Manual Typewriter	spherical print head	4
12	Electronic Typewriter	spherical print head	4
13	Telephone System	local system for internal use only with headsets	2
14	Desk Calculator with printer		18
15	Pin board + push pins	0,80 m x 0.60 m	2
16	Whiteboard	board markers non -permanent	2
17	Beamer		2
18	Overhead Projector		2
19	Projection Screen for Beamer/Overhead Projector		2
20	Fax Machine	For regular paper	2
21	Scanner		2
22	Computer Software	Windows + Microsoft Office	18
23	Computer Network inclusive of Network Software	e.g. Novell	2

No.	Item	Specification/description	Qty
24	Software for accounting	e.g. Lexware, Microsoft Quicken	2
25	Table Calendars	For top of office desks	18
26	Wall Year Planner	size app. 1,20 m x 0,80 m	2
27	Filing Equipment	Folders / dividers/ binders	60
28	Binding machine	for flyers/publications	2
29	Paper Cutter		2
30	Credit card processor	Mechanical credit card imprinter	2
31	Mouse pads		18
32	Anti Virus Software	Norton	2
33	Power outlets	For 6 plugs with switch	20
34	UPS (uninterrupted Power supplies)	For computers, Typewriters, etc	20
35	External Telephone connection	Connection to local telephone system	2
36	Internal Telephone System	Connecting 10 internal telephones within the training office	2

Cluster 3: Media and materials for English commercial correspondence – B&M1 and B&M3

No.	Item	Specification/description	Qty
1	Sets of Reference Books	Timetables / Local maps / Encyclopaedias / Dictionaries	18
2	Correspondence books		38
3	English books for business English + workbooks	e.g. "At your service", Oxford University Press	38
4	Bank slips	Credit card slips for demo purposes	2 sets
5	Refence books for suppliers	e.g., "Who delivers ...?"	2
6	Type writing books	Standard English Letters	38
7	Flip Chart	For Calling Cards	2
8	Flip Chart Paper		10 sets
9	Video Camera	Plus Tripod	2
10	TV		2
11	DVD - Player		2

Cluster 4: Mini Market equipment – B&M4

No.	Item	Specification/description	Qty
1	Student Desk	for 2 students each	9
2	Teacher Office desk	With Computer Annex	1
3	Office Chair		19
4	Sales counter	With glass top, 0,80 m x 1,50 m x 0,60 m for presentation of products	3
5	Sales cup boards for display/storage of goods	Two glass doors front and glass shelves – 1,50 m x 0,40 m x 1,80 m	3
6	Wall shelves (open)	Wooden shelves 1,80 m x 0,80 m x 0,40 m	3
7	Service Counter	0,80 m high	3
8	Cold storage/display refrigerator	1,80 m high	3
9	Cash register		3
10	Computer	Windows + Microsoft Office + Small enterprise accounting	4
11	Ink jet printer		4
12	Desk Calculator	With printer	4
13	Pin board + push pins	0,80 m x 0.60 m	1
14	Whiteboard	board markers non -permanent	1
15	Overhead Projector		1
16	Overhead transparencies		100
17	Overhead transparencies markers	Non-permanent	4 sets
18	Projection Screen for Overhead Projector		1
19	Set of Office Material	For teacher and student office desks (hole puncher, stapler, scissors, file holder, staple remover, ink pads, glue, cardboard coloured)	10
20	Table Calendars	For top of office desks	10

No.	Item	Specification/description	Qty
21	Wall Year Planner	size app. 1,20 m x 0,80 m	1
22	Filing Equipment	Folders / dividers/ binders	12
23	Sets of Reference Books	Catalogues of relevant providers/wholesalers	9
24	Digital Camera		1
25	Office supplies – for 1 year	Paper, printing cartridges, paper rolls for desk calculator, pens, pencils, note books, note pads, paper clips, carbon paper, envelopes, stapler, permanent markers	1
26	Mouse pad		4
27	English books for retail business + workbook		19
28	Card File Case	For Calling Cards	1
29	Flip Chart	For Calling Cards	1
30	Flip Chart Paper		100
31	Video Camera	Plus Tripod	1
32	TV		1
33	DVD – Player		1
34	Decimal Scale	Regular shop scale with a weighing bowl for weights up to 10 kilograms	1
33	Digital Scale	For weights up to 10 kilograms	1

Cluster 5: Typewriter and computer equipment

No.	Item	Specification/description	Qty
	Equipment for typewriting rooms and Computer Science rooms.		

Cluster 6: Consumables, spare parts and start-up supply for one year

No.	Item	Specification/description	Qty
1	Set of Office Material	For teacher and student office desks (hole puncher, stapler, scissors, file holder, staple remover, ink pads, glue, blank CDs, cardboard coloured – different sizes, CD-holder, floppy disks)	18
2	Office supplies – for 1 year	Paper, toner, printing cartridges, Type writer ribbons, paper rolls for desk calculator, pens, pencils, note books, note pads, paper clips, carbon paper, fax paper, toner for fax machine, envelopes, permanent markers	2
3	Ink-Jet Overhead Transparencies		200
4	Overhead transparencies		200
5	Overhead transparencies markers	Non-permanent	8 sets
6	Card File Case	For Calling Cards	2
7	Card Files Holder	For Calling Cards	2
8	Tapes for Tape recorder		10

A.3.2 Equipment for the Department of Printing

Cluster 1: Equipment for integrated PrePress – PRINT 01

No.	Item	Specification/description	Qty
1	Personal computer	Pentium 4, RAM 1 GB, hard disk 80 GB, VGA card G 4, motherboard HP, DVD drive RW, Graphics software (e.g. Photoshop, Corel Draw, Freehand, Adobe Illustrator)	16
2	Personal computer for data processing	Pentium 4, RAM 1 GB, hard disk 80 GB, VGA card G 4, motherboard HP, DVD drive RW, Graphics software (e.g. Photoshop, Corel Draw, Freehand, Adobe Illustrator)	3
3	Personal computer for RIP-ing	Pentium 4, RAM 1 GB, hard disk 80 GB, VGA card G 4, motherboard HP, DVD drive RW, Graphics software (e.g. Photoshop, Corel Draw, Freehand, Adobe Illustrator)	1
4	Apple Macintosh computer	Intel Core Duo 2.0 GHz, 512 MB DDR2 SDRAM PC5300, DVD-RW Combo, GbE NIC, Bluetooth, WiFi (802.11g, IEEE 802.11b), ATI Radeon X1600 128 MB, 20" LCD Display, Mac OS X version 10.4 Tiger	2
5	Digital camera	Optical and digital zoom 3x optic, minimum 5 megapixel, e.g. Kodak CX7330	2
6	Flatbed scanner	e.g. CanoScan 4200F	1
7	Laser printer (black-and-white)	e.g. HP	1
8	Colour printer	e.g. Canon	1
9	Sublimation colour printer	e.g. Epson C 67	1
10	Computer-to-Plate	Polimer system (including appropriate software). Output on printing plate, e.g. Heidelberg Prosetter P52	1
11	Plotter / Proofer	Test printing before printing to plate, e.g. Canon Image Prograf W6400	1

Cluster 2: Equipment for printing – PRINT 02

No.	Item	Specification/description	Qty
1	Offset printing machine for 1 colour	Max. paper size: 36x52 cm Min. paper size: 21 x 28 cm Speed: 8000 sheets per hour Dampening alcohol, automatic plate adjustment (e.g. Heidelberg Printmaster PM52-1 or GTO52)	1
2	Offset printing machine for 2 colours	Max. paper size: 36x52 cm Min. paper size: 21 x 28 cm Speed: 8000 sheets per hour Dampening alcohol, automatic plate adjustment (e.g. Heidelberg Printmaster PM52-2 or GTOZ)	1
3	Spectro densitometer	Dot size at sample: 3.4mm; standard measurement range = 0.0 D – 2.5 D. For measuring density, dot grain, hue error, print contrast (e.g. X-Rite 518, Heidelberg)	1
4	Micrometer	For measuring paper thickness, plate thickness and blanket thickness	6
5	Semi-automatic printing machine	Max. paper size: 50 x 70 cm For embossing, foil stamping, die cutting, perforating and creasing (e.g. Turning Printing Machinery: TYMB 650A)	2
6	Manual printing equipment	Max. paper size: 40 x 40 cm For embossing and forestamping or hotprint	3
7	Printing table for screen printing	Size (LxWxH): 100 x 60 x 75 cm Glass on top, thickness 5 mm	4 (3 without lamp, 1 with tube lamp under glass for printing and screen engraving)
8	Screen printing table	6 screen, 4 table, Pallet size 38 x 40 cm, Diameter 224 cm, Maximum frame width 50 cm e.g. Blue Max III For practice screen printing special on T Shirt, (e.g. on page 4, T Shirt Printing)	1
9	Spot dryer	For drying T shirt after printing on the table, jet 1 air flow.	1
10	Drying Rack	size 50 x 60 cm, 50 soft, for drying shelf paper	2
11	Squeeze	various length, for print by screen printing	20
12	Emulsion coater	30 cm length, for coating screen emulsion on the screen	3
13	Fan	12 inch, for drying screen emulsion on the screen	2

14	High pressure cleaner	e.g. Karcher HD 10/25 SXPlus	1
15	Work table	Size: 120 x 300 cm	2

Cluster 3: Equipment for finishing – PRINT 03

No.	Item	Specification/description	Qty
1	Cutting machine	Cutting length approx. 90 cm Front table width approx. 90 cm For cutting paper to printing size (e.g. Polar 92)	2 (1 with program, 1 without program)
2	Folding machine	Format: paper size should be in line with printing machine (e.g. TD Topline, Heidelberg)	1
3	Wire stitching machine	Stitching thickness: max. 14 mm Wire gauge = Nrn 20-30, Nrn = II-IV	1
4	Book binding work table	Size: approx. 120 x 300 cm	1

Cluster 4: Consumables, spare parts and start-up supply for 1 year

No.	Item	Specification/description	Qty
Integrated Prepress			
1	Compact Disc (CD) 700 MB	700 MB	18
2	Ink Cartridge	For Laser jet black and white	3
3	Ink Cartridge	For Bubble jet color	5
4	Ink Cartridge For Plotter ink 1	Ink Cartridge For Plotter ink 1	1
5	Wood Free Paper (HVS) A4 size	70 gsm, (500 sheets per pack)	3
6	Wood Free Paper (HVS) Roll	65 cm width, 500 meter length for print 1 by plotter	1
7	Printing Plate	For computer to plate, GTO 52 size, (50 sheets per pack)	4
8	Plate Developer	gallon, for developing plate	2
9	Plate Fixer For fixing plate (gallon)	for fixing plate (gallon)	1
10	Arabic Gum	for protecting non image (litre)	1
11	Protecting ink	for protecting image on the printing plate (kg)	1
Offset Printing			
12	Wood Free Paper (HVS)	size 65 x 100 cm, 70 gsm, 500 sheets per pack, for practice in offset printing machine,	10
13	Art Carton	size 65 x 100 cm, 230 gsm, 500 sheets per pack, for practice in offset printing machine	3
14	Printing Ink	Set, @ 1kg, content cyan, magenta, yellow, black. for practice in offset printing machine	4
15	Printing Ink	Set, @ 3kg, content black. for practice in offset printing machine	2
16	Alcohol	Isopropyl Alcohol for wetting agent (gallon)	1
17	Fountain Solution	For Reducing water surface tighten, PH. (litre)	2
18	Bocherin Blue	For cleaning inking unit after practice (gallon)	5
Letterpress Printing			
19	Art Carton	For Printing in higher printing practice 2 (embossing, foil stamping, die cutting, size 65 x 100 cm, 230 gsm, 500 sheets per pack)	2
20	Foil stamping	For practice in higher printing (roll in 60 cm 4 widht, color gold, silver, blue, green)	4
21	Foil stamping printing form	For practice foil stamping, (size 10 x 10 cm, 4 made of zinc)	4
22	Embossing (Blind druck) printing form	For practice embossing, (size 10 x 15 cm, 4 made of zinc, couple. For embossing is needed a couple of printing form)	4
23	Die cutting form	For practice die cutting size 30 x 40 cm 2	2

Screen Printing			
24	Screen	For practice screen printing, 40 x 50, no. 120	6
25	Screen	For practice screen printing, 80 x 100	6
26	Screen	For practice screen printing on T Shirt, 40 x 50 cm, no. 55	12
27	Screen emulsion	For practice on paper by screen printing (kg)	5
28	Screen emulsion	For practice on T Shirt (kg)	5
29	Screen remover	For removing screen emulsion on the screen 4 after practice	4
30	Screen printing ink solvent base ink	(set, @ 1 kg, content 12 different colors)	2
31	Reducer	For reducing thickness screen printing ink (litre, 10 e.g. Fujisol 3 or M3)	10
32	Ink remover	gallon	5
33	Screen printing ink water base ink	For practice on T Shirt (medium paste, kg)	5
34	Pigment	For coloring medium paste (@100 ml, content 10 different colors)	5
35	T Shirt	All Size, white (dozen)	6
36	Paper Sticker	For practice screen printing (size 70 x 100 cm, heets)	150
Finishing			
37	Wire for Stitching	For practice in wire stitching machine (No.22 and No. 24, roll)	2
38	Hot melt	For perfect binding by machine (kg)	10
39	Cool melt	For glueing book cover (kg)	10
40	Bone folder	(Tulang pelipat, piece), for folding the paper by manual	18
41	Board no. 40	For hard book cover (full size 65 x 77 cm, 1 one pack content 40 sheets)	1
42	Board no. 100	For hard book cover on spine (full size 65 x 77 cm, 0.25 one pack content 100 sheets)	0.25
43	Capital Tape	(Capital band, pita kapital), for book beauty on the spine)	10
44	Wood Free Paper	For content of the book (size 65 x 100 cm, 70 gsm, per pack 500 sheets)	3

A.3.3 Equipment for the Department of Information & Communication

Cluster 1: Equipment for computer technology, computer room – IT 01

No.	Item	Specification/description	Qty
1	Networked student computer system	Standard Desktop PC (Students) incl. Monitor 17", Non-interruptible Power Supply (UPS) WLAN – Card, Modem, optical drive, PC table	18
2	Trainer PC & Server	Desktop PC 19" (Trainer), HDD 200GB (Server) incl. Monitor 19", Non-interruptible Power Supply (UPS), WLAN – Card, Modem, optical drive, PC table	1
3	Beamer (Trainer)		1
4	Card Reader		1
5	External HDD-Drive	500 GB, for back up, access to several network PC's, e.g. Maxtor shared storage	1
6	24 Port LAN Hub	Incl. router switch	1
7	USB ZIP Drive		1
8	Colour laser printer	Size A4	1
9	B&W laser printer	Size A4	1
10	Scanner	Size A4	1
11	Software	<ul style="list-style-type: none"> - OS Windows XP Server - MS Office - Anti virus - Visual basic application - Java script - Java - C++ 	19
12	High speed internet connection	High speed internet connection DSL according local standards	1
13	Storage Cabinet	Storage Cabinet (Steel), double wing door, lockable, incl. 7 adjustable boards	2
14	W-LAN	Standard conform 802.11 (IEEE), e.g. WLAN Indoor bridge solution, 54 MBit/s, 2,4 GHz	1
15	DSL-Router, Switch, Firewall	e.g. Netgear, DG 834GTB (all in one incl. WLAN!)	
16	USB stick	1 GB	20
17	Digital camera	Digital camera for training of data transfer and data storage, e.g. Nikon cool pix 5 MPixel	1
18	External HDD Drive	Shared storage, access to several Network PC, drag & sort, e.g. Maxtor shared storage 3.5"	1

Cluster 2: Equipment for computer technology, assembly, installation and repair – IT 02

No.	Item	Specification/description	Qty
1	Set for assembling/ dismantling PC	Parts of PC for assembling: Casing, HDD, Main board, RAM, optical drive, power supply, Modem, TV-/Sound-/Video card WLAN Card, to result in a complete functional standard PC	18
2	Non-interruptible Power Supply	UPS	18
3	Monitor	19"	18
4	24 Port LAN Hub	Incl. router switch	1
5	B&W laser printer		1
6	Software	- OS Windows XP Server - MS Office - Anti virus	18
7	High speed internet connection	High speed internet connection DSL according local supplier	1
8	Miniature Drilling Machine	incl. table top stand	3
9	Soldering Station	Soldering station incl. stand, P=50W Temperature control 200-400 grd. C	3
10	De-soldering Pump	self cleaning, repulsion free, incl. 3 Teflon spare tips	1
11	Toolkit for ICT	Set of miniature screw driver/Philips screw driver, standard screw driver 1, Pliers for twisted pair cable e.g. Misco 107172, modular crimp pliers 4-8pol, e.g. Misco 107167 LSA-clipon tool, white label, dia. 0.7-2.5, e.g. Misco 107171, Voltage tester	10
12	Storage Cabinet	Storage Cabinet (Steel), double wing door, lockable, incl. 7 adjustable boards	3
13	PC table		18
14	Electrician work bench	w/ safety protected power supply, 3 outlet sockets(PEC-standard) on top, integrated drawers cabinet, w/ space for 2 students (e.g. Hommel mod. 209, HHW82209&82308203)	18
15	Cable drum	LAN cable, 90m e.g. Misco HS 57968	1
16	Crimb adapter	Pieces	100
17	LAN-storage system	Network device storage cabinet, shelf trolley, 1,8mX1,9mX0,8m e.g. Misco HS 18096	2
18	External HDD Drive	Shared storage, access to several Network PC, min. 200GB ,drag & sort, e.g. Maxtor shared storage 3.5"	1

A.3.4 Equipment for the Department of Tourism

The following equipment is needed for the 2 training rooms:

Cluster 1: Furniture and workstations

No.	Item	Specification/description	Qty
1	Student Computer Desk	for 2 students each	18
2	Teacher Office desk	With Computer Annex	2
3	Office Chair		38
4	Round - Table	for min 8 Persons/ for group meetings – / group discussions / customer service	2
5	Chair	For Round – Table	16
6	Service/Reception Counter	1,30 m high	2
7	Office Cupboard for filing	Two door office filing cupboard	6
8	Bookshelf	Stand-up shelf with 5 – 6 shelves	2
9	Display unit	For displaying brochures and magazines as in a travel agency	8
10	Coffee maker		2
11	Water Boiler		2
12	Set of cups/plates		12
13	Set of tea cups/glasses		12
14	Coffee/tea spoons		12
15	Set of drinking glasses		2

Cluster 2: Computers and communications

No.	Item	Specification/description	Qty
1	Computer for Teacher	Network ready with CD burner	2
2	Computers for students	Network ready with CD reader	18
3	Digital Camera	For documentation	2
4	Tape Recorder		2
5	Dictaphone		2
6	Web cam	With microphone	2
7	Xerox Copier		2
8	24 Needle Printer		2
9	Ink Jet Printer	Colour (different types)	4
10	Laser Printer		2
11	Manual Typewriter	spherical print head	4
12	Electronic Typewriter	spherical print head	4
13	Telephone System	local system for internal use only with headsets	2
14	Desk Calculator with printer		18
15	Pin board + push pins	0,80 m x 0.60 m	2
16	Whiteboard	board markers non -permanent	2
17	Beamer		2
18	Overhead Projector		2
19	Projection Screen for Beamer/Overhead Projector		2
20	Fax Machine	For regular paper	2
21	Scanner		2
22	Computer Software	Windows + Microsoft Office	20

No.	Item	Specification/description	Qty
23	Computer Network inclusive of Network Software	e.g. Novell	2
24	Software for Travel Industry	e.g. Tripmaker / Encyclopaedia / Fidelio / Galileo / Translation Software / World Geography	2
25	Table Calendars	For top of office desks	20
26	Wall Year Planner	size app. 1,20 m x 0,80 m	2
27	Filing Equipment	Folders / dividers/ binders	60
28	Binding machine	for flyers/publications	2
29	Paper Cutter		2
30	Credit card processor	Mechanical credit card imprinter	2
31	Mouse pads		20
32	Anti Virus Software	Norton	2
33	Power outlets	For 6 plugs with switch	20
34	UPS (uninterrupted Power supplies)	For computers, Typewriters, etc	20
35	External Telephone connection	Connection to local telephone system	2
36	Internal Telephone System	Connecting 10 internal telephones within the training office	2

Cluster 3: Typical brochures found in travel agencies

No.	Item	Specification/description	Qty
1	Sets of Reference Books	Timetables / Geography / World Maps / Encyclopaedias	18
2	Geography books		38
3	English books for Travel and Hotel business + workbooks	e.g. "At your service – English for the Travel and Tourist Industry", Oxford University Press	38

Cluster 4: Teaching and training media

No.	Item	Specification/description	Qty
1	Bank slips	Credit card slips for demo purposes	2 sets
2	Globe		2
3	Map Holder		2
4	Tour books	e.g. ADAC Tour books / AAA Tour books	38
5	IATA Reference books		20
6	Flip Chart	For Calling Cards	2
7	Flip Chart Paper		10
8	Video Camera	Plus Tripod	2
9	TV		2
10	DVD - Player		2

Cluster 5: Consumables, spare parts and start-up supply for one year

No.	Item	Specification/description	Qty
1	Set of Office Material	For teacher and student office desks (hole puncher, stapler, scissors, file holder, staple remover, ink pads, glue, blank CDs, cardboard coloured – different sizes, CD-holder, floppy disks)	20
2	Office supplies – for 1 year	Paper, toner, printing cartridges, Type writer ribbons, paper rolls for desk calculator, pens, pencils, note books, note pads, paper clips, carbon paper, fax paper, toner for fax machine, envelopes, permanent markers	2
3	Ink-Jet Overhead Transparencies		200
4	Overhead transparencies		200
5	Overhead transparencies markers	Non-permanent	8 sets
6	Card File Case	For Calling Cards	2
7	Card Files Holder	For Calling Cards	2
8	Tapes for Tape recorder		10

Annex 4: Number of teachers required

No.	MATA DIKLAT (SUBJECT MATTERS)	Accountancy		Office Administration		Sales & Retail		Printing Preparation		Computer & Networking		Tours & Travel		Total		Teachers needed
		6 classes		6 classes		6 classes		3 classes		3 classes		3 classes		27 classes		
		periods /course	periods/ week	periods /course	periods/ week	periods /course	periods/ week	periods /course	periods/ week	periods /course	periods/ week	periods /course	periods/ week	periods /course	periods/ week	
I	NORMATIF:															
1	Pendidikan Agama (Religion)	192	12	192	12	192	12	192	6	192	6	192	6	1152	52	2.9
2	Pendidikan Kewarganegaraan dan Sejarah (Civics and History)	288	17	288	17	288	17	288	9	288	9	288	9	1728	78	4.3
3	Bahasa Indonesia (Indo Language)	192	12	192	12	192	12	192	6	192	6	192	6	1152	52	2.9
4	Pendidikan Jasmani dan Olah Raga (Physical Education)	288	17	288	17	192	12	288	9	288	9	288	9	1632	72	4.0
II	ADAPTIF:															
1	Matematika (Mathematics)	403	24	330	20	406	24	516	15	516	15	330	10	2501	109	6.1
2	Bahasa Inggris (English)	550	33	440	26	550	33	550	17	550	17	660	20	3300	145	8.1
3	Keterampilan Komputer dan Pengelolaan Informasi (IT)	203	12	202	12	200	12	202	6	202	6	202	6	1211	54	3.0
4	Kewirausahaan (Entrepreneurship)	192	12	192	12	112	7	192	6	192	6	192	6	1072	47	2.6
5	Ekonomi (Economics)	112	7	112	7	188	11							412	25	1.4
6	Ilmu Pengetahuan Alam (Science)													0	0	
7	Fisika (Physics)							210	6	150	5			360	11	0.6
8	Kimia (Chemistry)							192	6					192	6	0.3
9	Bahasa Asing Pilihan (Jerman/ Perancis/ Jepang/ Mandarin)											330	10	330	10	0.6
	Totals "normatif" + "adaptif"	2420	145	2236	134	2320	139	2822	85	2570	77	2674	80	15042	661	36.7
III	PRODUKTIF:	2470	222	2126	191	2620	236	2010	90	2248	101	1876	84	13350	925	
	Total no. of "productif" teachers		12.4		10.6		13.1		5.0		5.6		4.7			51
	Total periods per course	4890		4362		4940		4832		4818		4550		28392		88.1