

TABLE OF CONTENTS

COVER.....	i
HALAMAN SAMPUL.....	ii
HALAMAN PENGESAHAN.....	iii
PERNYATAAN BEBAS PLAGIASI.....	iv
ACKNOWLEDGEMENT.....	v
ABSTRAK.....	vii
ABSTRACT.....	viii
TABLE OF CONTENTS.....	ix
LIST OF IMAGES.....	xii
CHAPTER 1. INTRODUCTION.....	1
1.1 Background of Study.....	1
1.2 Objectives of the Study.....	2
1.3 Scope of the Study.....	2
1.4 Method of Study.....	2
1.4.1 Method of Collecting the Data.....	2
1.4.1.1 Direct Observation.....	2
1.4.1.2 Interview.....	3
1.4.1.3 Documentation.....	3
1.4.1.4 Library Study.....	3
1.4.2 Method of Analyzing the Data.....	3
1.4.3 Method of Presenting the Data.....	3
1.5 Presentation of Study.....	4
CHAPTER 2. THE PROFILE OF AIRNAV INDONESIA BRANCH YOGYAKARTA .	5
2.1 History.....	5
2.1.1 Established of Perum LPPNPI.....	5

2.2 Location and Appearance.....	7
2.3 Business Field.....	8
2.4 Vision and Mission.....	9
2.4.1 Vision.....	9
2.4.2 Mission.....	9
2.5 Main Value.....	10
2.6 Organization Structure.....	10
2.7 Logo Definition.....	11
CHAPTER 3. ROLES, DUTIES, AND FUNCTIONS OF SECRETARY IN AIRNAV INDONESIA BRANCH YOGYAKARTA.....	12
3.1 Definitions and Several Kinds of Secretary.....	12
3.2 Several Type of The Secretary Roles.....	13
3.3 Several Types of The Secretary Duties.....	14
3.4 Secretary Roles, Duties, and Functions in AirNav Indonesia branch Yogyakarta...	14
3.5 Criteria Needed To Be Secretary in AirNav Indonesia branch Yogyakarta.....	23
CHAPTER 4. CONCLUSION.....	26
4.1 Conclusion.....	26
WORKS CITED.....	28
APPENDICES.....	29
Appendix 1. LIST OF PHOTOS.....	31
Appendix 2. LIST OF INFORMANTS.....	32
Appendix 3. LIST OF QUESTIONS.....	33
Appendix 4. CURRICULUM VITAE.....	34
Appendix 5. LOG BOOK.....	36



**THE ROLES, DUTIES AND FUNCTIONS OF SECRETARY TO HELP THE GENERAL MANAGER WORK
IN AIRNAV INDONESIA
BRANCH YOGYAKARTA**

ANGGI WIDIATAMA S, Drs. Winarto, M.M.

Universitas Gadjah Mada, 2020 | Diunduh dari <http://etd.repository.ugm.ac.id/>