

## DAFTAR PRESENSI KULIAH

Semester : Genap 2023/2024

Mata Kuliah : Business Speaking 4 (A019335)  
Nama Kelas : 2-01A  
Dosen : FREDERICKA KRISMA SETYATAMI, M.Pd.  
Dosen Yang Hadir : FREDERICKA KRISMA SETYATAMI, M.Pd. (14 dari 14) (100%)  
Pertemuan Terlaksana : 14 dari 14

No.	NIM	Nama	Prodi	Jml. Kehadiran	% Kehadiran	Sakit	Ijin	Alpa
1	2022130001	YOHANA CHRISTA KEWA LAGAN	ADMINISTRASI PERKANTORAN - D3 Reguler	12	85.71	0	1	1
2	2022130004	RISTI MARTALINE ZALUKHU	ADMINISTRASI PERKANTORAN - D3 Reguler	13	92.86	0	1	0
3	2022130010	AGATA PUTRI PRIMASARI	ADMINISTRASI PERKANTORAN - D3 Reguler	14	100	0	0	0
4	2022130012	AMALIA MELANIE RAISKA	ADMINISTRASI PERKANTORAN - D3 Reguler	12	85.71	1	1	0
5	2022130015	BIANCA CLARISSA	ADMINISTRASI PERKANTORAN - D3 Reguler	11	78.57	2	1	0
6	2022130018	CELINE DONDA	ADMINISTRASI PERKANTORAN - D3 Reguler	14	100	0	0	0
7	2022130026	FATHIA NARISWARI	ADMINISTRASI PERKANTORAN - D3 Reguler	12	85.71	0	1	1
8	2022130037	JEMIMA ASHER	ADMINISTRASI PERKANTORAN - D3 Reguler	13	92.86	0	1	0
9	2022130044	MARGARETA IVANA WIDYANINGRUM	ADMINISTRASI PERKANTORAN - D3 Reguler	12	85.71	0	0	2
10	2022130052	NARISWARI ARIQAZAHRA	ADMINISTRASI PERKANTORAN - D3 Reguler	11	78.57	2	1	0
11	2022130053	NATASHA OLIVIA KURNIAWAN	ADMINISTRASI PERKANTORAN - D3 Reguler	12	85.71	1	1	0
12	2022130057	PRISSA AURELIA AZAHRA	ADMINISTRASI PERKANTORAN - D3 Reguler	12	85.71	0	0	2
13	2022130063	SATYA EKACAHYANI	ADMINISTRASI PERKANTORAN - D3 Reguler	13	92.86	1	0	0

2 Agustus 2024

  
Satryanto Andi Seputro, S.Kom.  
Kepala Bagian Administrasi Akademik

## REKAP MATERI KULIAH

**Semester : Genap 2023/2024**

**Program Studi** : ADMINISTRASI PERKANTORAN  
**Mata Kuliah** : Business Speaking 4 (A019335)  
**Nama Kelas** : 2-01A  
**Dosen** : FREDERICKA KRISMA SETYATAMI, M.Pd.

Pertemuan Ke	Tanggal	Isi Pertemuan
1	<b>Rencana:</b> 2024-02-22 <b>Pelaksanaan:</b> 2024-02-22	<b>Tema:</b> The Secretary assistant to the executive <b>Pokok Bahasan:</b> Students are learning about the concept of being a secretary and its job <b>Keterangan:</b> onsite
2	<b>Rencana:</b> 2024-02-29 <b>Pelaksanaan:</b> 2024-02-29	<b>Tema:</b> Secretary the assistant to the executive <b>Pokok Bahasan:</b> Students in small groups are giving a presentation <b>Keterangan:</b> onsite
3	<b>Rencana:</b> 2024-03-07 <b>Pelaksanaan:</b> 2024-03-07	<b>Tema:</b> Group Presentation <b>Pokok Bahasan:</b> Secretary open many doors <b>Keterangan:</b> onsite
4	<b>Rencana:</b> 2024-03-14 <b>Pelaksanaan:</b> 2024-03-14	<b>Tema:</b> Your Personal Effectiveness <b>Pokok Bahasan:</b> Students are learning the knowledge about the Secretary's Personal Effectiveness <b>Keterangan:</b> onsite
5	<b>Rencana:</b> 2024-03-21 <b>Pelaksanaan:</b> 2024-03-21	<b>Tema:</b> Secretarial Effectiveness <b>Pokok Bahasan:</b> Group Presentation <b>Keterangan:</b> onsite
6	<b>Rencana:</b> 2024-04-04 <b>Pelaksanaan:</b> 2024-04-04	<b>Tema:</b> Grup Presentation <b>Pokok Bahasan:</b> Students in small group giving presentation on topic " She has follow Through" <b>Keterangan:</b> onsite
7	<b>Rencana:</b> 2024-04-18 <b>Pelaksanaan:</b> 2024-04-18	<b>Tema:</b> Your personal Effectiveness <b>Pokok Bahasan:</b> Small Group Presentation <b>Keterangan:</b> onsite
8	<b>Rencana:</b> 2024-05-02 <b>Pelaksanaan:</b> 2024-05-02	<b>Tema:</b> Unit 3 Your Appearance <b>Pokok Bahasan:</b> Students are learning about " Your appearance " <b>Keterangan:</b> onsite
9	<b>Rencana:</b> 2024-05-09 <b>Pelaksanaan:</b> 2024-05-16	<b>Tema:</b> Health and Cleanliness <b>Pokok Bahasan:</b> Students in pair are presenting the presentation <b>Keterangan:</b>

		MUC onsite
10	<b>Rencana:</b> 2024-05-16 <b>Pelaksanaan:</b> 2024-05-16	<b>Tema:</b> Health and Cleanliness <b>Pokok Bahasan:</b> Students in pair are presenting their presentation <b>Keterangan:</b> onsite
11	<b>Rencana:</b> 2024-05-23 <b>Pelaksanaan:</b> 2024-06-12	<b>Tema:</b> Your Appearance <b>Pokok Bahasan:</b> Students are giving presentation <b>Keterangan:</b> onsite
12	<b>Rencana:</b> 2024-05-30 <b>Pelaksanaan:</b> 2024-05-30	<b>Tema:</b> Poise and posture <b>Pokok Bahasan:</b> pair up presentation <b>Keterangan:</b> onsite
13	<b>Rencana:</b> 2024-06-06 <b>Pelaksanaan:</b> 2024-06-06	<b>Tema:</b> How to be a Positive Person <b>Pokok Bahasan:</b> Small Group Presentation <b>Keterangan:</b> onsite
14	<b>Rencana:</b> 2024-06-13 <b>Pelaksanaan:</b> 2024-06-13	<b>Tema:</b> How To be a Positive Person <b>Pokok Bahasan:</b> Student are giving Presentation <b>Keterangan:</b> onsite

Dosen Pengampu

Jakarta, 2 Agustus 2024



FREDERICKA KRISMA SETYATAMI, M.Pd.

NIDN: 0311078104



# Sekolah Tinggi Ilmu Komunikasi dan Sekretari Tarakanita

Kompleks Billy & Moon Pondok Kelapa - Jakarta Timur 13450 - Indonesia  
Telp/Phone: (021) 8649870, 8651764, 8651765 Fax: (021) 8642115 Website: <http://starki.id>

## DAFTAR NILAI AKHIR

Program Studi **ADMINISTRASI PERKANTORAN - D3 Reguler**  
Semester : **Genap 2023/2024**

Mata Kuliah : Business Speaking 4  
Nama Kelas : 2-01A  
Jumlah Peserta : 13  
Dosen : FREDERICKA KRISMA SETYATAMI, M.Pd.

No.	NIM	Nama	Nilai Asal			Absolut	Relatif
			Harian	UTS	UAS		
1	2022130001	YOHANA CHRISTA KEWA LAGAN	70.00	70.00	78.50	72.98	B
2	2022130004	RISTI MARTALINE ZALUKHU	68.00	70.00	72.00	69.90	B-
3	2022130010	AGATA PUTRI PRIMASARI	70.00	75.00	70.00	71.25	B
4	2022130012	AMALIA MELANIE RAISKA	88.00	85.00	81.00	84.80	A
5	2022130015	BIANCA CLARISSA	85.00	80.00	78.00	81.30	A
6	2022130018	CELINE DONDA	85.00	83.00	83.50	83.98	A
7	2022130026	FATHIA NARISWARI	70.00	72.00	68.50	69.98	B-
8	2022130037	JEMIMA ASHER	80.00	80.00	85.00	81.75	A
9	2022130044	MARGARETA IVANA WIDYANINGRUM	77.00	77.00	72.50	75.43	B+
10	2022130052	NARISWARI ARIQAZAHRA	70.00	70.00	60.00	66.50	B-
11	2022130053	NATASHA OLIVIA KURNIAWAN	80.00	78.00	75.00	77.75	A-
12	2022130057	PRISSA AURELIA AZAHRA	75.00	73.00	75.00	74.50	B+
13	2022130063	SATYA EKACAHYANI	70.00	73.00	68.50	70.23	B

Mengetahui,

Nama Dosen	Tanda tangan
FREDERICKA KRISMA SETYATAMI, M.Pd.	