



SEKOLAH TINGGI TARAKANITA

Kampus 1: Kompleks Billy & Moon Pondok Kelapa - Jakarta Timur 13450 - Indonesia

Kampus 2: Thamrin City Jakarta Community Center Lt. 6, Jl. Thamrin Boulevard - Jakarta - Indonesia

Telp/Phone: (021) 8649870, 8651764, 8651765

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Website: <http://starki.id>

DAFTAR PESERTA KELAS

Program Studi SEKRETARI/ADMINISTRASI PERKANTORAN - D3 Reguler

Semester : Genap 2024/2025

Mata Kuliah : Business Writing 4
 Nama Kelas : 2-01
 Jumlah Peserta : 26
 Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

No.	NIM	Nama	Program Studi
1	2023130006	ATIRA NANDA NURICHO LASE	63412
2	2023130008	BRIGITA OKTAVIANI SELIN	63412
3	2023130012	EVLIN	63412
4	2023130013	FATHAYYA NAIYA KHUMAINI	63412
5	2023130014	FEBIOLA CAROLINE PUTRI PASEKY	63412
6	2023130015	FELLYSISIMA MARIA INA DERAN RATUMAKIN	63412
7	2023130016	GENDHIS TYATIRA	63412
8	2023130018	IVANKA GABE SIAGIAN	63412
9	2023130021	JESSICA LARAS PANGGABEAN	63412
10	2023130022	JESSLYN SINDY WINATA	63412
11	2023130025	KARTIKA LAKSONO	63412
12	2023130028	MARIA JANNETE ANGELA BOCHEM	63412
13	2023130030	MARTA AGUSTINA	63412
14	2023130033	MICHELLE LUNA PRANAJAYA	63412
15	2023130037	NADYA GRACIELLA S.	63412
16	2023130038	NASSYA NARISWARI	63412
17	2023130040	PATRICIA GERARDINE EUNIKE ERO	63412
18	2023130042	PATRICIA HUANG	63412
19	2023130043	PUTI RANIA HELMI	63412
20	2023130045	SHAFINA AMELIA ANDRIANI PUTRI	63412
21	2023130047	SYLVIA RARAS PRIMASTYA	63412
22	2023130048	TIARA KALLISTA	63412
23	2023130050	WULAN ADISSA	63412
24	2023130053	YOLANDA PASURIA P.	63412
25	2023130054	YOSEFA HANDRIANI HARTATI	63412
26	2023130055	YOSEFINA IRMA RIYANI	63412

Jakarta, 16 Juli 2025

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 NIDN:



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REKAP MATERI KULIAH

Semester : Genap 2024/2025

Program Studi : SEKRETARI/ADMINISTRASI PERKANTORAN - D3 Reguler

Mata Kuliah : Business Writing 4 (D323230)

Nama Kelas : 2-01

Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

Pertemuan Ke	Tanggal	Isi Pertemuan	Dosen Hadir
1	Rencana: 2025-02-14 Pelaksanaan: 2025-02-14	Tema: introduction Pokok Bahasan: Introduction to reports (progress, problem solving, analytical) Keterangan: Students were given the rules of conduct in Business Writing 4 class. Students learnt the overview of business reports.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
2	Rencana: 2025-02-21 Pelaksanaan: 2025-02-21	Tema: progress report Pokok Bahasan: explanation, assignment Keterangan: Students learnt the theory of progress report. students analyse the example of progress report. students wrote a progress report (situation 1).	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
3	Rencana: 2025-02-28 Pelaksanaan: 2025-02-28	Tema: progress report Pokok Bahasan: situation 2 Keterangan: Students were given the feedback on their previous works. Student wrote a progress report (situation 2).	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
4	Rencana: 2025-03-07 Pelaksanaan: 2025-03-07	Tema: progress report Pokok Bahasan: writing a progress report Keterangan: Students were given the feedback on their previous work. Students made second progress report on situation 2	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
5	Rencana: 2025-03-14 Pelaksanaan: 2025-03-14	Tema: problem solving report Pokok Bahasan: structure, fishbone diagram, 5 whys Keterangan: Students learnt what problem solving report is.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

		Students learnt how to make a fishbone diagram. Students made fishbone diagram and problem solving report outline in group.	
6	Rencana: 2025-03-21 Pelaksanaan: 2025-03-21	Tema: problem solving report Pokok Bahasan: writing the outline of problem solving report Keterangan: Students were given the feedback on their previous outonle og problem solving report. Student wrote the outline of problem solving report (situation 2)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
7	Rencana: 2025-03-28 Pelaksanaan: 2025-03-27	Tema: problem solving report Pokok Bahasan: problem solving outline (fishbone and 5 Whys) Keterangan: Make-up class Jumat 28 Maret 2025 (Idul Fitri) Students revised their fishbone diagram (STARKI problem solving)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
8	Rencana: 2025-04-25 Pelaksanaan: 2025-04-25	Tema: problem solving report Pokok Bahasan: writing a problem solving memo Keterangan: Students write a problem solving memo about low sale of coffee	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
9	Rencana: 2025-05-02 Pelaksanaan: 2025-05-02	Tema: Problem solving report Pokok Bahasan: Writing a problem solving report (situation 2) Keterangan: Students were given the feedback on their previous assignment. Students wrote a problem solving report (situation 2)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
10	Rencana: 2025-05-09 Pelaksanaan: 2025-05-09	Tema: analytical report Pokok Bahasan: explanation, writing an analytical report (situation 1) Keterangan: Students learnt how to write an analytica report. Students learnt the method in providing analysis (pro con, SWOT, PEST) Students wrote an analytical report (situation 1 about choosing a restaurant to welcome the foreign guests)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
11	Rencana: 2025-05-16 Pelaksanaan: 2025-05-16	Tema: analytical report Pokok Bahasan: writing an analytical report Keterangan: Students were given a feedback on their previous assignment. Students wrote the analytica report (situation 2)	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
12	Rencana: 2025-05-23	Tema: analytical report	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

	Pelaksanaan: 2025-05-23	Pokok Bahasan: revising an analytical report Keterangan: Students did peer-feedback. Students revised their writing based on the feedback.	
13	Rencana: 2025-05-30 Pelaksanaan: 2025-05-30	Tema: analytical report Pokok Bahasan: revising an analytical report Keterangan: Students revised their previous work.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
14	Rencana: 2025-06-06 Pelaksanaan: 2025-06-05	Tema: analytical report Pokok Bahasan: review Keterangan: Students reviewed the materials for final test. Students prepared the final project. make-up class libur Idul Adha	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

Dosen Pengampu

Jakarta, 16 Juli 2025

Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
NIDN: 0305118803

NIDN:



**SEKOLAH TINGGI ILMU KOMUNIKASI DAN SEKRETARI
SCHOOL OF COMMUNICATION AND SECRETARIAL STUDIES**

TARAKANITA

Ijin Penyelenggaraan: Keputusan Menteri Pendidikan Nasional Nomor: 218/D/O/2008
Educational License by the Ministry of Education Number: 218/D/O/2008

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DAFTAR NILAI AKHIR

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Semester : Genap 2024/2025

Mata Kuliah : Business Writing 4
Nama Kelas : 2-01
Jumlah Peserta : 26
Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

No.	NIM	Nama	Nilai Asal						Absolut	Relatif
			Pemecahan Kasus	Hasil Proyek	Tugas	Quiz	UTS	UAS		
1.	2023130006	ATIRA NANDA NURICHO LASE	72.00	70.00	85.00	0.00	44.00	55.00	63.80	C+
2.	2023130008	BRIGITA OKTAVIANI SELIN	60.00	68.00	85.00	0.00	59.00	45.00	61.30	C+
3.	2023130012	EVLIN	67.00	72.00	85.00	0.00	56.00	50.00	64.45	C+
4.	2023130013	FATHAYYA NAI A KHUMAINI	68.00	78.00	49.00	0.00	51.00	57.00	63.00	C+
5.	2023130014	FEBIOLA CAROLINE PUTRI PASEKY	68.00	75.00	85.00	0.00	58.00	60.00	67.85	B-
6.	2023130015	FELLYSISIMA MARIA INA DERAN RATUMAKIN	62.00	69.00	61.00	0.00	40.00	50.00	56.85	C
7.	2023130016	GENDHIS TYATIRA	70.00	79.00	85.00	0.00	61.00	70.00	71.95	B
8.	2023130018	IVANKA GABE SIAGIAN	60.00	68.00	85.00	0.00	60.00	56.00	63.70	C+
9.	2023130021	JESSICA LARAS PANGGABEAN	78.00	78.00	85.00	0.00	52.00	52.00	68.30	B-
10.	2023130022	JESSLYN SINDY WINATA	70.00	80.00	85.00	0.00	59.00	65.00	70.80	B
11.	2023130025	KARTIKA LAKSONO	62.00	70.00	85.00	0.00	58.00	57.00	64.50	C+
12.	2023130028	MARIA JANNETE ANGELA BOCHEM	71.00	73.00	85.00	0.00	55.00	57.00	66.90	B-
13.	2023130030	MARTA AGUSTINA	60.00	70.00	85.00	0.00	41.00	48.00	58.80	C
14.	2023130033	MICHELLE LUNA PRANAJAYA	60.00	68.00	60.00	0.00	46.00	52.00	57.60	C
15.	2023130037	NADYA GRACIELLA S.	75.00	80.00	85.00	0.00	50.00	56.00	68.45	B-
16.	2023130038	NASSYA NARISWARI	75.00	78.00	85.00	0.00	63.00	60.00	71.35	B
17.	2023130040	PATRICIA GERARDINE EUNIKE ERO	70.00	75.00	85.00	0.00	45.00	60.00	65.75	C+
18.	2023130042	PATRICIA HUANG	65.00	80.00	85.00	0.00	70.00	57.00	70.15	B
19.	2023130043	PUTI RANIA HELMI	65.00	70.00	85.00	0.00	42.00	50.00	60.65	C
20.	2023130045	SHAFINA AMELIA ANDRIANI PUTRI	75.00	77.00	85.00	0.00	60.00	60.00	70.50	B
21.	2023130047	SYLVIA RARAS PRIMASTYA	65.00	79.00	85.00	0.00	56.00	63.00	68.30	B-
22.	2023130048	TIARA KALLISTA	72.00	75.00	85.00	0.00	50.00	55.00	66.25	B-
23.	2023130050	WULAN ADISSA	60.00	68.00	25.00	0.00	58.00	48.00	55.70	C
24.	2023130053	YOLANDA PASURIA P.	68.00	72.00	85.00	0.00	51.00	60.00	65.70	C+
25.	2023130054	YOSEFA HANDRIANI HARTATI	72.00	75.00	85.00	0.00	55.00	53.00	66.85	B-
26.	2023130055	YOSEFINA IRMA RIYANI	65.00	77.00	85.00	0.00	48.00	56.00	64.80	C+

Mengetahui,

Nama Dosen	Tanda tangan
Gabriella Novianty Soedjarwo, S.Pd., M.Hum.	