



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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DAFTAR PESERTA KELAS

Program Studi SEKRETARI/ADMINISTRASI PERKANTORAN - D3 Reguler

Semester : Genap 2024/2025

Mata Kuliah : Business Writing 4
 Nama Kelas : 2-02
 Jumlah Peserta : 32
 Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

No.	NIM	Nama	Program Studi
1	2020130041	DWIKA KARTIKA SARI SIMANULLANG	63412
2	2022130013	ANDREA AVERINA LISTYANI	63412
3	2022130070	SITI MARYATI	63412
4	2022130079	WATI BR NAINGGOLAN	63412
5	2022130083	BERLIANA SEFTAMAULI SAMOSIR	63412
6	2023130001	AGATHA WIHENING MUTIARA PERTIWI YUWONO	63412
7	2023130002	AGNES PUTRI JAYANTI	63412
8	2023130003	AGNES SOBALISA LIMBONG	63412
9	2023130004	AGNESIA RUTH CINDY PANGARIBUAN	63412
10	2023130005	ALZENA AGATHA WINDI BIYANTI	63412
11	2023130007	AZ-ZAHWA RIDWAN	63412
12	2023130009	CARLA MONICA VIRGIAWATI	63412
13	2023130011	DEVI AULIA SARI	63412
14	2023130017	GISELA AGATA REGINA	63412
15	2023130019	JESICA RUTH ANASTASIA	63412
16	2023130024	KARMENITA DEBORA	63412
17	2023130026	KENY ROSE YANUAR	63412
18	2023130027	MARIA ANGELICA PUTRI ARIENI	63412
19	2023130029	MARIA MUTIARA ADVENTA	63412
20	2023130031	MELINDA ANGELITA	63412
21	2023130032	MEVIA RAHMA ANDHINI	63412
22	2023130034	MUTIARA ZAHRA NATASUBRATA	63412
23	2023130035	NADIFA AISYABANI	63412
24	2023130036	NADYA AMELINDA SINULINGGA	63412
25	2023130041	PATRICIA GISELA	63412
26	2023130044	PUTRI KHAYLA MISYKAH	63412
27	2023130049	VANNESA HOLLY YUWONO	63412
28	2023130051	YESA AMALIA	63412
29	2023130052	YOLANDA MAHARDIKA WAHYUNINGRAT WILANTEN	63412
30	2023130056	ELISABET ANITA BULAWAN	63412
31	2023130057	AMANDA FISCA NOVIANTI	63412
32	2023130060	VIRGINIA KINSKY LOMBONE	63412

Jakarta, 16 Juli 2025



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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 : 2-02

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

Pertemuan Ke	Tanggal	Isi Pertemuan	Dosen Hadir
1	Rencana: 2025-02-10 Pelaksanaan: 2025-02-10	Tema: Introduction to Business Writing 4 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: 2025-02-17 Pelaksanaan: 2025-02-17	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: 2025-02-24 Pelaksanaan: 2025-02-24	Tema: progress report Pokok Bahasan: writing a progress report Keterangan: Students were given a feedback on their first progress report. Students wrote the progress report on situation 2.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
4	Rencana: 2025-03-03 Pelaksanaan: 2025-03-03	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: 2025-03-10 Pelaksanaan: 2025-03-10	Tema: problem-solving report Pokok Bahasan: theory on how to write a problem solving report, fishbone diagram Keterangan:	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

		Students learnt the theory on how to write a problem solving report. Students learnt how to make fishbone diagram. Student analysed the case and make a fishbone diagram based on the case.	
6	Rencana: 2025-03-17 Pelaksanaan: 2025-03-17	Tema: problem solving report Pokok Bahasan: writing a problem solving report Keterangan: Students were given a feedback on their first assignment Students made a fishbone diagram and problem-solving report outline about STARKI	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
7	Rencana: 2025-03-24 Pelaksanaan: 2025-03-24	Tema: problem solving report Pokok Bahasan: writing a problem solving outline Keterangan: Students revised their problem solving outline	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
8	Rencana: 2025-04-14 Pelaksanaan: 2025-04-14	Tema: problem solving report Pokok Bahasan: making problem solving report to the client Keterangan: Students wrote a problem solving report to the client.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
9	Rencana: 2025-04-28 Pelaksanaan: 2025-04-28	Tema: problem solving report Pokok Bahasan: writing a problem solving report (situation 2) Keterangan: Students were given feedback on their previous assignment (writing a problem solving memo on situation 1) Students wrote a problem solving report on situation 2	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
10	Rencana: 2025-05-05 Pelaksanaan: 2025-05-05	Tema: analytical report Pokok Bahasan: explanation, writing an analytical report Keterangan: Students were given an explanation on how to write an analytical report Students learnt SWOT and PEST analysis Students wrote an analytical report about choosing a restaurant for having lunch with clients.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
11	Rencana: 2025-05-12 Pelaksanaan: 2025-05-15	Tema: analytical report Pokok Bahasan: writing an analytical report Keterangan: Feedback on analytical report situation 1. Writing an analytical report (situation 2) Kelas pengganti Hari raya Waisak	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
12	Rencana: 2025-05-19 Pelaksanaan: 2025-05-19	Tema: analytical report Pokok Bahasan: writing an analytical report Keterangan:	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

		Students wrote an analytical report (situation 2)	
13	Rencana: 2025-05-26 Pelaksanaan: 2025-05-26	Tema: analytical report Pokok Bahasan: revising an analytical report Keterangan: Students were given the feedback on their previous writing. Students revised their analytical report.	0305118803 - Gabriella Novianty Soedjarwo, S.Pd., M.Hum.
14	Rencana: 2025-06-02 Pelaksanaan: 2025-06-02	Tema: analytical report Pokok Bahasan: review Keterangan: Students were preparing the final project (portfolio of their assignments) Students reviewed the material learnt in this semester.	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

Program Studi SEKRETARI/ADMINISTRASI PERKANTORAN - D3 Reguler

Semester : Genap 2024/2025

Mata Kuliah : Business Writing 4
Nama Kelas : 2-02
Jumlah Peserta : 32
Dosen : Gabriella Novianty Soedjarwo, S.Pd., M.Hum.

No.	NIM	Nama	Nilai Asal						Absolut	Relatif
			Pemecahan Kasus	Hasil Proyek	Tugas	Quiz	UTS	UAS		
1.	2020130041	DWIKA KARTIKA SARI SIMANULLANG	60.00	70.00	57.00	0.00	40.00	45.00	55.20	C
2.	2022130013	ANDREA AVERINA LISTYANI	65.00	71.00	40.00	0.00	40.00	45.00	55.00	C
3.	2022130070	SITI MARYATI	67.00	75.00	85.00	0.00	60.00	70.00	70.00	B
4.	2022130079	WATI BR NAINGGOLAN	60.00	60.00	71.00	0.00	45.00	53.00	56.70	C
5.	2022130083	BERLIANA SEFTAMAULI SAMOSIR	60.00	65.00	71.00	0.00	40.00	45.00	55.35	C
6.	2023130001	AGATHA WIHENING MUTIARA PERTIWI YUWONO	80.00	82.00	85.00	0.00	60.00	75.00	76.00	A-
7.	2023130002	AGNES PUTRI JAYANTI	72.00	83.00	85.00	0.00	52.00	72.00	72.05	B
8.	2023130003	AGNES SOBALISA LIMBONG	82.00	85.00	85.00	0.00	75.00	80.00	81.25	A
9.	2023130004	AGNESIA RUTH CINDY PANGARIBUAN	83.00	78.00	85.00	0.00	53.00	40.00	67.35	B-
10.	2023130005	ALZENA AGATHA WINDI BIYANTI	73.00	76.00	71.00	0.00	51.00	50.00	64.55	C+
11.	2023130007	AZ-ZAHWA RIDWAN	68.00	77.00	85.00	0.00	43.00	72.00	67.75	B-
12.	2023130009	CARLA MONICA VIRGIAWATI	75.00	80.00	85.00	0.00	45.00	60.00	68.25	B-
13.	2023130011	DEVI AULIA SARI	72.00	76.00	85.00	0.00	41.00	65.00	66.70	B-
14.	2023130017	GISELA AGATA REGINA	60.00	70.00	85.00	0.00	60.00	55.00	64.00	C+
15.	2023130019	JESICA RUTH ANASTASIA	67.00	75.00	85.00	0.00	50.00	58.00	65.60	C+
16.	2023130024	KARMENITA DEBORA	70.00	76.00	85.00	0.00	42.00	68.00	67.00	B-
17.	2023130026	KENY ROSE YANUAR	60.00	65.00	80.00	0.00	40.00	45.00	56.25	C
18.	2023130027	MARIA ANGELICA PUTRI ARIENI	61.00	72.00	85.00	0.00	45.00	53.00	61.35	C+
19.	2023130029	MARIA MUTIARA ADVENTA	60.00	70.00	85.00	0.00	51.00	57.00	62.60	C+
20.	2023130031	MELINDA ANGELITA	62.00	70.00	85.00	0.00	49.00	50.00	61.30	C+
21.	2023130032	MEVIA RAHMA ANDHINI	75.00	77.00	85.00	0.00	50.00	50.00	66.50	B-
22.	2023130034	MUTIARA ZAHRA NATASUBRATA	62.00	80.00	85.00	0.00	67.00	68.00	71.00	B
23.	2023130035	NADIFA AISYABANI	68.00	73.00	85.00	0.00	45.00	55.00	63.75	C+
24.	2023130036	NADYA AMELINDA SINULINGGA	68.00	74.00	85.00	0.00	51.00	58.00	65.80	C+
25.	2023130041	PATRICIA GISELA	70.00	85.00	85.00	0.00	48.00	78.00	72.45	B
26.	2023130044	PUTRI KHAYLA MISYKAH	68.00	73.00	85.00	0.00	43.00	47.00	61.75	C+
27.	2023130049	VANNESA HOLLY YUWONO	65.00	65.00	60.00	0.00	43.00	50.00	57.10	C
28.	2023130051	YESA AMALIA	77.00	78.00	85.00	0.00	49.00	57.00	68.45	B-
29.	2023130052	YOLANDA MAHARDIKA WAHYUNINGRAT WILANTEN	70.00	77.00	85.00	0.00	40.00	60.00	65.25	C+
30.	2023130056	ELISABET ANITA BULAWAN	60.00	67.00	70.00	0.00	45.00	50.00	57.75	C
31.	2023130057	AMANDA FISCA NOVIANTI	70.00	76.00	85.00	0.00	55.00	59.00	67.80	B-
32.	2023130060	VIRGINIA KINSKY LOMBONE	70.00	70.00	85.00	0.00	45.00	55.00	63.50	C+

Mengetahui,

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