



SURAT KEPUTUSAN
KETUA PROGRAM STUDI MANAJEMEN
STRATA SATU UNIVERSITAS IPWIJA
Nomor : 026/IPWIJA.PSM/SK-00/III/2023
tentang
PENUGASAN DOSEN MENGAJAR
SEMESTER GENAP TAHUN AKADEMIK 2022/2023

Menimbang : Bahwa untuk melaksanakan mekanisme proses belajar mengajar pada Program Studi Manajemen Strata Satu Universitas IPWIJA maka perlu diterbitkan keputusan tentang penugasan dosen mengajar.

Mengingat : a. Undang-Undang Nomor : 20 tahun 2003
b. Undang-undang No. 12 tahun 2012
c. Keputusan Badan Akreditasi Nasional Perguruan Tinggi Depdiknas Nomor : 11710/SK/BAN-PT/Akred-PMT/S/X/2021
d. Statuta Universitas IPWIJA
e. Kurikulum Operasional Nomor : 042/KS-IPWIJA/SK/VII/2022

MEMUTUSKAN

Menetapkan :
Pertama : Menugaskan Sdr **Abdul Manan, S.Komp., M.Komp** pada Semester Genap Tahun Akademik 2022/2023 untuk mengajar :

| No | Kode MK | Mata Kuliah | SKS | Kelas | Hari | Jam |
|----|---------|-----------------------------|-----|-------|--------|---------------|
| 1 | KB3526 | E-Business | 2 | I119 | Sabtu | 07.30 - 10.00 |
| 2 | KK2321 | Pengantar Aplikasi Komputer | 2 | G122 | Selasa | 08.00 - 10.30 |
| 3 | KK2321 | Pengantar Aplikasi Komputer | 2 | D122 | Senin | 10.30 - 13.00 |
| 4 | KK2321 | Pengantar Aplikasi Komputer | 2 | D322 | Senin | 08.00 - 10.30 |
| 5 | KB3609 | Sistem Informasi Manajemen | 3 | G120 | Selasa | 10.30 - 13.00 |

Kedua : Segala biaya yang timbul sebagai akibat dari Surat Keputusan ini dibebankan kepada anggaran Universitas IPWIJA.

Ketiga : Apabila dikemudian hari terdapat kekeliruan dalam keputusan ini akan diperbaiki sebagaimana mestinya

Keempat : Surat Keputusan ini berlaku sejak tanggal ditetapkan.

Ditetapkan di : Jakarta
Pada Tanggal : 1 Maret 2023
Ketua Program Studi











Dr. Susanti Widhiastuti, SE, MM





BERITA ACARA PERKULIAHAN SEMESTER GENAP TAHUN AKADEMIK 2022/2023

| | |
|----------------------------|------------------------------------|
| MATA KULIAH / KELAS | Pengantar Aplikasi Komputer / G122 |
| DOSEN | ABDUL MANAN, M.Kom. |
| PROGRAM STUDI | MANAJEMEN / 61201 |
| SEMESTER/BOBOT | 2 / 2SKS |
| RUANG/LAB | - |
| HARI/JAM | - |
| JUMLAH MAHASISWA | 30 |

| KE | Tanggal | Materi | Jam Mulai | Jam Selesai | Mhs. Hadir | Paraf Dosen |
|----|------------|--|-----------|-------------|------------|-------------|
| 1 | 2023-03-07 | Pendahuluan dan Pengantar Aplikasi Komputer | 08:00:00 | 10:30:00 | 29 | |
| 2 | 2023-03-14 | Pengantar aplikasi lanjutan | 08:00:00 | 10:30:00 | 25 | |
| 3 | 2023-03-21 | Sejarah Internet, Penggunaan E-mail dan Search Engine, Pemanfaatan Aplikasi Cloud Computing (Google Drive dan Dropbox) | 08:00:00 | 10:30:00 | 26 | |
| 4 | 2023-03-28 | Dasar-dasar Microsoft Word: Fungsi Edit, Format Dokumen, Fungsi Tabulasi, Daftar Isi dengan Multilevel List Daftar Pustaka dengan Citation & Bibliography | 08:00:00 | 10:30:00 | 26 | |
| 5 | 2023-04-04 | Dasar-dasar Microsoft Word: Membuat dan Memodifikasi Tabel, Pemanfaatan Fasilitas Mail Merge. | 08:00:00 | 10:30:00 | 22 | |
| 6 | 2023-04-11 | Dasar-Dasar Microsoft Power Point : Layout dan Design Template, Fungsi Tabel, Chart, File Picture, Sound & Movie, Animasi | 08:00:00 | 10:30:00 | 21 | |
| 7 | 2023-04-18 | Dasar-Dasar Ms.Excel Membuat dan Memodifikasi Tabel, Membuat Hyperlink dan Mengaplikasikan format Cel | 08:00:00 | 10:30:00 | 23 | |
| 8 | 2023-05-09 | FUNGSI MATEMATIKA AUTOSUM, PRODUCT & SUMPRODUCT FUNGSI PIVOT TABLE & PIVOT CHART | 08:00:00 | 10:30:00 | 25 | |

| | | | | | | |
|----|------------|---|----------|----------|----|---|
| 9 | 2023-05-16 | UTS Genap 2022-2023 | 09:00:00 | 11:00:00 | 29 |  |
| 10 | 2023-05-30 | Lanjutan FUNGSI MATEMATIKA AUTOSUM, PRODUCT & SUMPRODUCT FUNGSI PIVOT TABLE & PIVOT CHART | 08:00:00 | 10:30:00 | 23 |  |
| 11 | 2023-06-06 | FUNGSI LOGIKA IF, VLOOKUP & HLOOKUP FUNGSI RANK, DATA SORT & COUNTIF | 08:00:00 | 10:30:00 | 29 |  |
| 12 | 2023-06-13 | FUNGSI LOGIKA IF, VLOOKUP & HLOOKUP | 08:00:00 | 10:30:00 | 28 |  |
| 13 | 2023-06-20 | FUNGSI RANK, DATA SORT & COUNTIF dan Query lanjutan | 08:00:00 | 10:30:00 | 21 |  |
| 14 | 2023-06-27 | membuat e-commerce dengan aplikasi cms | 08:00:00 | 10:30:00 | 23 |  |
| 15 | 2023-07-04 | Riview dan Quiz | 08:00:00 | 10:30:00 | 26 |  |
| 16 | 2023-07-18 | UAS Pengantar Aplikasi Komputer | 09:00:00 | 11:00:00 | 29 |  |


 Ketua Program Studi,

 SUSANTI WIDHIASTUTI, Dr., M.M.



DAFTAR KEHADIRAN MAHASISWA SEMESTER GENAP TAHUN AKADEMIK 2022/2023

MATA KULIAH / KELAS Pengantar Aplikasi Komputer / G122
DOSEN ABDUL MANAN, M.Kom.
PROGRAM STUDI MANAJEMEN
SEMESTER/BOBOT 2 / 2SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 30

| No | NIM | Nama Mahasiswa | TANGGAL KEHADIRAN | | | | | | | | | | | | | | | | Jml |
|----|------------|--------------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----|
| | | | 2023-03-07 | 2023-03-14 | 2023-03-21 | 2023-03-28 | 2023-04-04 | 2023-04-11 | 2023-04-18 | 2023-05-09 | 2023-05-16 | 2023-05-30 | 2023-06-06 | 2023-06-13 | 2023-06-20 | 2023-06-27 | 2023-07-04 | 2023-07-18 | |
| 1 | 2019511466 | CHANDRA LATIEF THAMBIA | H | H | H | H | A | H | A | H | H | H | H | H | H | A | H | H | 13 |
| 2 | 2022511008 | FARHAN PUTRA DENISKA | H | H | H | H | H | A | H | A | H | H | H | H | H | H | A | H | 13 |
| 3 | 2022511010 | LUTHFYAH NAFIAH | H | H | H | H | H | H | H | H | H | A | H | H | A | H | H | H | 14 |
| 4 | 2022511011 | AUDY GITA RIANI | H | H | A | H | A | A | H | H | H | H | H | H | H | A | A | H | 11 |
| 5 | 2022511017 | ADELIA JULIANA PUTRI | H | H | A | H | A | H | H | H | H | H | H | H | H | H | H | H | 14 |
| 6 | 2022511018 | SALSA NABILA | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 7 | 2022511019 | HANIFAH FAUZIAH SHOLIAH | H | H | H | H | H | A | A | H | H | H | H | H | H | H | H | H | 14 |
| 8 | 2022511020 | ANDHIKA MAULANA SAPUTRA | H | A | H | A | A | A | A | A | H | H | H | A | A | A | H | H | 7 |
| 9 | 2022511021 | NURUL ADZKIA | H | H | H | H | H | A | H | H | H | H | H | H | H | H | H | H | 15 |
| 10 | 2022511145 | Resti Handayani | A | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 15 |
| 11 | 2022511148 | AZIZAH NUR FADILLAH | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 12 | 2022511178 | AMELIA TIARA PUTRI | H | A | H | H | H | A | A | H | H | A | H | H | A | H | H | H | 11 |
| 13 | 2022511179 | SINDI MAULIDDIA | H | H | H | H | H | H | H | H | A | H | H | H | H | H | H | H | 15 |
| 14 | 2022511180 | PANDU PRASETIYA SETIAWAN | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 15 | 2022511260 | Nabila Dwi Cahyani | H | A | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 15 |
| 16 | 2022511287 | INEKE KUSMAYANDI | H | H | H | H | H | H | H | H | H | A | H | H | H | H | H | H | 15 |
| 17 | 2022511292 | SOPHIE FADIYAH | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | H | 15 |

| | | | | | | | | | | | | | | | | | | | |
|----|------------|----------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 18 | 2022511364 | YOHANA PUTRI PASARIBU | H | A | A | A | A | H | A | A | H | A | H | H | A | A | H | H | 7 |
| 19 | 2022511425 | MUHAMMAD RIZKY NAUFAL HADY | H | H | H | H | A | H | H | H | H | H | H | H | A | H | H | H | 14 |
| 20 | 2022511430 | MUMTAZZUN NISA MIRZA | H | H | H | A | H | H | H | H | H | H | A | H | H | H | A | H | 13 |
| 21 | 2022511431 | AINUN FAJRIATI ANAFA | H | H | H | H | H | H | H | H | H | A | H | A | H | H | H | H | 14 |
| 22 | 2022511432 | LIDYA LONGLEY YESA TIWU | H | H | H | H | H | A | H | H | H | H | H | H | H | H | H | H | 15 |
| 23 | 2022511434 | APRILINDA TRIESNA DEWI PAMUNGKAS | H | H | H | H | A | H | H | H | H | A | H | H | H | H | H | H | 14 |
| 24 | 2022511435 | ANNISA TRIAS HAJAR UTAMI | H | H | H | H | H | H | A | H | H | H | H | H | H | H | H | H | 15 |
| 25 | 2022511437 | MUHAMMAD FURQON | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | H | 15 |
| 26 | 2022511438 | AJENG RATNA KUSUMA | H | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | 15 |
| 27 | 2022511439 | NASYWA REZA PERMANA | H | H | H | H | H | H | H | A | H | H | H | H | H | H | H | H | 15 |
| 28 | 2022511442 | TRIYAS YULIA HAPSARI | H | A | A | A | A | A | A | A | H | A | H | H | A | A | A | A | 4 |
| 29 | 2022511443 | MUHAMMAD RAFLI KADDAFI | H | H | H | H | H | A | H | H | H | H | H | H | H | H | H | H | 15 |
| 30 | 2022511445 | MAWAR MAHARANI | H | H | H | H | H | H | H | H | H | H | H | H | A | A | H | H | 14 |

Dosen,



ABDUL MANAN, M.Kom.



REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GENAP TAHUN AKADEMIK 2022/2023

| | |
|----------------------------|------------------------------------|
| MATA KULIAH / KELAS | Pengantar Aplikasi Komputer / G122 |
| DOSEN | ABDUL MANAN, M.Kom. |
| PROGRAM STUDI | MANAJEMEN |
| SEMESTER/BOBOT | 2 / 2SKS |
| RUANG/LAB | - |
| HARI/JAM | - |
| JUMLAH MAHASISWA | 30 |

| No | NIM | Nama Mahasiswa | Kehadiran | Tugas | UTS | UAS | Total Skor | Nilai Akhir |
|----|------------|--------------------------|-----------|-------|-----|-----|------------|-------------|
| 1 | 2019511466 | CHANDRA LATIEF THAMBI | 90 | 95 | 95 | 90 | 93 | A |
| 2 | 2022511008 | FARHAN PUTRA DENISKA | 90 | 90 | 95 | 95 | 93 | A |
| 3 | 2022511010 | LUTHFYAH NAFIAH | 90 | 95 | 90 | 95 | 94 | A |
| 4 | 2022511011 | AUDY GITA RIANI | 80 | 85 | 95 | 90 | 89 | A- |
| 5 | 2022511017 | ADELIA JULIANA PUTRI | 90 | 95 | 90 | 95 | 94 | A |
| 6 | 2022511018 | SALSA NABILA | 100 | 95 | 90 | 95 | 95 | A |
| 7 | 2022511019 | HANIFAH FAUZIAH SHOLIAH | 90 | 95 | 95 | 90 | 93 | A |
| 8 | 2022511020 | ANDHIKA MAULANA SAPUTRA | 60 | 75 | 70 | 75 | 73 | B |
| 9 | 2022511021 | NURUL ADZKIA | 90 | 90 | 95 | 95 | 93 | A |
| 10 | 2022511145 | Resti Handayani | 90 | 90 | 95 | 95 | 93 | A |
| 11 | 2022511148 | AZIZAH NUR FADILLAH | 100 | 95 | 90 | 95 | 95 | A |
| 12 | 2022511178 | AMELIA TIARA PUTRI | 80 | 90 | 95 | 85 | 89 | A- |
| 13 | 2022511179 | SINDI MAULIDDIA | 90 | 95 | 90 | 95 | 94 | A |
| 14 | 2022511180 | PANDU PRASETIYA SETIAWAN | 100 | 95 | 90 | 95 | 95 | A |
| 15 | 2022511260 | Nabila Dwi Cahyani | 90 | 95 | 90 | 95 | 94 | A |
| 16 | 2022511287 | INEKE KUSMAYANDI | 90 | 95 | 90 | 95 | 94 | A |
| 17 | 2022511292 | SOPHIE FADIYAH | 90 | 95 | 95 | 90 | 93 | A |
| 18 | 2022511364 | YOHANA PUTRI PASARIBU | 60 | 75 | 70 | 75 | 73 | B |

| | | | | | | | | |
|----|------------|----------------------------------|----|----|----|----|----|---|
| 19 | 2022511425 | MUHAMMAD RIZKY NAUFAL HADY | 90 | 90 | 95 | 95 | 93 | A |
| 20 | 2022511430 | MUMTAZZUN NISA MIRZA | 80 | 90 | 95 | 90 | 90 | A |
| 21 | 2022511431 | AINUN FAJRIATI ANAFA | 90 | 95 | 90 | 90 | 92 | A |
| 22 | 2022511432 | LIDYA LONGLEY YESA TIWU | 90 | 95 | 90 | 95 | 94 | A |
| 23 | 2022511434 | APRILINDA TRIESNA DEWI PAMUNGKAS | 90 | 95 | 95 | 90 | 93 | A |
| 24 | 2022511435 | ANNISA TRIAS HAJAR UTAMI | 90 | 95 | 90 | 95 | 94 | A |
| 25 | 2022511437 | MUHAMMAD FURQON | 90 | 95 | 95 | 90 | 93 | A |
| 26 | 2022511438 | AJENG RATNA KUSUMA | 90 | 95 | 90 | 95 | 94 | A |
| 27 | 2022511439 | NASYWA REZA PERMANA | 90 | 90 | 95 | 95 | 93 | A |
| 28 | 2022511442 | TRIAS YULIA HAPSARI | 50 | 50 | 60 | 0 | 35 | E |
| 29 | 2022511443 | MUHAMMAD RAFLI KADDAFI | 90 | 95 | 90 | 95 | 94 | A |
| 30 | 2022511445 | MAWAR MAHARANI | 90 | 90 | 95 | 90 | 91 | A |

Dosen,



ABDUL MANAN, M.Kom.

