



UNIVERSITAS IPWIJA

SK Kemendikbudristek RI No. 627/E/O/2022

Jl. H. Baping No.17 Kel. Susukan, Kec. Ciracas

Jakarta Timur. 13740 Telp. 021-22819921

E-mail : contact@ipwija.ac.id <https://ipwija.ac.id>

 UNIVERSITAS IPWIJA

SURAT TUGAS MENGAJAR

Nomor : 275/IPWIJA.PSM/ST-00/IX/2023

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dina Mardiana, S.I.Kom., M.M** untuk mengajar pada Program Studi Manajemen S1 Semester Ganjil 2023/2024, dengan matakuliah dan jadwal sebagai berikut:

| No | Kode MK | Mata Kuliah | SKS | Kelas | Hari | Jam |
|----|---------|---------------------------------|-----|-------|-------|---------------|
| 1 | KB3525 | Komunikasi dan Negosiasi Bisnis | 3 | D1211 | Kamis | 08.00 - 10.30 |
| 2 | KB3525 | Komunikasi dan Negosiasi Bisnis | 3 | D321 | Kamis | 10.30 - 13.00 |
| 3 | KB3525 | Komunikasi dan Negosiasi Bisnis | 3 | F1211 | Rabu | 19.00 - 21.30 |

Demikian surat tugas ini dibuat untuk dilaksanakan dengan penuh tanggung jawab.

Jakarta, 1 September 2023

Ketua Program Studi Manajemen

Dr. Susanti Widhiastuti, S.E., M.M



UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

**BERITA ACARA PERKULIAHAN
SEMESTER GANJIL TAHUN AKADEMIK 2023/2024**

MATA KULIAH / KELAS Komunikasi dan Negosiasi Bisnis / D321
DOSEN DINA MARDIANA, MM.
PROGRAM STUDI MANAJEMEN / 61201
SEMESTER/BOBOT 5 / 3SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 22

| KE | Tanggal | Materi | Jam Mulai | Jam Selesai | Mhs. Hadir | Paraf Dosen |
|----|------------|---|-----------|-------------|------------|-------------|
| 1 | 2023-09-14 | Pengertian komunikasi, sejarah komunikasi, prinsip - prinsip komunikasi | 10:30:41 | 13:00:25 | 20 | |
| 2 | 2023-09-21 | Komunikasi Verbal & non Verbal | 10:30:22 | 13:00:26 | 19 | |
| 3 | 2023-10-05 | Komunikasi antarpribadi/Interpersonal communications | 10:30:55 | 13:00:33 | 18 | |
| 4 | 2023-10-12 | Teknik Negosiasi Bisnis | 10:30:55 | 13:05:30 | 10 | |
| 5 | 2023-10-19 | Komunikasi Organisasi & Lintas Budaya | 10:30:36 | 13:00:49 | 17 | |
| 6 | 2023-10-26 | Proses Penulisan Pesan pesan Bisnis | 10:30:30 | 13:00:35 | 17 | |
| 7 | 2023-10-27 | Korespondensi/ Komunikasi Bisnis melalui Surat (Kelas Pengganti) | 15:30:24 | 17:00:26 | 17 | |
| 8 | 2023-11-02 | Komunikasi Bisnis melalui Laporan | 10:30:28 | 13:00:31 | 16 | |
| 9 | 2023-11-16 | Ujian Tengah Semester | 09:00:57 | 11:00:59 | 19 | |
| 10 | 2023-11-23 | Pengorganisasian, revisi pesan bisnis | 10:30:21 | 13:00:25 | 15 | |
| 11 | 2023-11-30 | Workplace Communications/ Personal SWOT analysis | 10:30:06 | 13:00:09 | 18 | |
| 12 | 2023-12-07 | Presentasi | 10:30:30 | 13:00:34 | 15 | |
| 13 | 2023-12-14 | Teknologi Informasi dalam Bisnis | 10:30:01 | 13:00:03 | 19 | |

| | | | | | | |
|----|------------|--|----------|----------|----|-----|
| 14 | 2023-12-21 | Rapat Bisnis, Penulisan Laporan Bisnis | 10:30:26 | 13:00:08 | 4 | 129 |
| 15 | 2023-12-28 | Proposal Bisnis | 10:30:10 | 13:00:06 | 19 | 129 |
| 16 | 2024-01-18 | Ujian Akhir Semester | 09:00:12 | 11:00:20 | 15 | 129 |

Ketua Program Studi,

SUSANTI WIDHIASTUTI, D.E., M.M.




UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

DAFTAR KEHADIRAN MAHASISWA SEMESTER GANJIL TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS Komunikasi dan Negosiasi Bisnis / D321
DOSEN DINA MARDIANA, MM.
PROGRAM STUDI MANAJEMEN
SEMESTER/BOBOT 5 / 3SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 22

| No | NIM | Nama Mahasiswa | TANGGAL KEHADIRAN | | | | | | | | | | | | | | | | Jml |
|----|------------|-----------------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----|
| | | | 2023-09-14 | 2023-09-21 | 2023-10-05 | 2023-10-12 | 2023-10-19 | 2023-10-26 | 2023-10-27 | 2023-11-02 | 2023-11-16 | 2023-11-23 | 2023-11-30 | 2023-12-07 | 2023-12-14 | 2023-12-21 | 2023-12-28 | 2024-01-18 | |
| 1 | 2021511133 | YESSA JULISA ARMANSYAH | H | H | H | A | H | H | H | H | H | H | H | A | H | A | H | H | 13 |
| 2 | 2021511227 | MUHAMMAD ARDIANSYAH | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 0 |
| 3 | 2021511238 | MAYLIDIAH ICHSANI | H | H | H | H | H | H | H | H | H | H | H | A | H | A | H | H | 14 |
| 4 | 2021511247 | NUR YULIAH FASMAWATI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 5 | 2021511248 | KEVIN JULIAN PASARIBU | H | H | A | A | A | H | H | H | H | H | H | H | H | A | H | H | 12 |
| 6 | 2021511249 | ZAHRA PUTRI ARYANTI | H | H | H | A | H | H | H | H | H | A | A | A | H | A | H | H | 11 |
| 7 | 2021511251 | MUHAMMAD IQBAL RAMA RIANTO | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 8 | 2021511264 | HANESTI AULIA PUTRI WARDANI | H | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | 15 |
| 9 | 2021511283 | AFIFAH SHADIAWATY | H | H | H | H | H | H | H | A | H | A | H | H | H | A | H | H | 13 |
| 10 | 2021511288 | ADE DIKI NUR HAMDANI | H | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | 15 |
| 11 | 2021511289 | ARNOLD SAPUTRA NABABAN | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 0 |
| 12 | 2021511290 | BILLY ANDREAS MANIK | H | H | H | A | H | A | A | H | H | H | H | H | H | A | H | A | 11 |
| 13 | 2021511294 | ZULLINAR DWI CAHYANI | H | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | 15 |
| 14 | 2021511297 | DWI SIWI MOYATUL JANNAH | H | A | H | A | H | A | A | H | H | H | H | H | H | A | H | A | 10 |
| 15 | 2021511306 | RISKA PERTIWI | H | H | H | A | A | H | H | H | A | H | A | H | H | A | H | H | 12 |
| 16 | 2021511309 | DEPITA SARI | H | H | H | A | A | H | H | H | H | H | H | H | H | H | H | A | 13 |
| 17 | 2021511319 | DEA RAHMA YASYA | H | H | H | A | H | H | H | H | H | A | H | H | H | A | H | H | 13 |

| | | | | | | | | | | | | | | | | | | | |
|----|------------|--------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 18 | 2021511324 | IZZA SYAVIRA | H | H | H | A | H | H | H | H | H | H | H | H | H | A | H | H | 14 |
| 19 | 2021511334 | IMAM SOFYAN ASTWASRY | H | H | H | H | H | H | H | H | H | H | H | A | H | H | H | A | 14 |
| 20 | 2021511339 | ANISYABELLA MUHDYNA SUCI | H | H | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 2 |
| 21 | 2021511345 | SASKIA YUNiar PRAMUDITA | H | H | H | H | H | H | H | A | H | H | H | H | H | A | H | H | 14 |
| 22 | 2021511370 | AINA FITRI PRADINA | H | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | 15 |

Dosen,

DINA MARDIANA, MM.



UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GANJIL TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS Komunikasi dan Negosiasi Bisnis / D321
DOSEN DINA MARDIANA, MM.
PROGRAM STUDI MANAJEMEN
SEMESTER/BOBOT 5 / 3SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 22

| No | NIM | Nama Mahasiswa | Kehadiran | Tugas | UTS | UAS | Total Skor | Nilai Akhir |
|----|------------|-----------------------------|-----------|-------|-----|-----|------------|-------------|
| 1 | 2021511133 | YESSA JULISA ARMANSYAH | 100 | 90 | 85 | 89 | 90 | A |
| 2 | 2021511227 | MUHAMMAD ARDIANSYAH | 0 | 0 | 0 | 0 | 0 | E |
| 3 | 2021511238 | MAYLIDIAH ICHSANI | 88 | 77 | 80 | 83 | 81 | A- |
| 4 | 2021511247 | NUR YULIAH FASMAWATI | 100 | 83 | 83 | 85 | 86 | A- |
| 5 | 2021511248 | KEVIN JULIAN PASARIBU | 75 | 60 | 78 | 80 | 73 | B |
| 6 | 2021511249 | ZAHRA PUTRI ARYANTI | 69 | 77 | 78 | 87 | 80 | A- |
| 7 | 2021511251 | MUHAMMAD IQBAL RAMA RIANTO | 100 | 90 | 85 | 89 | 90 | A |
| 8 | 2021511264 | HANESTI AULIA PUTRI WARDANI | 94 | 77 | 78 | 87 | 83 | A- |
| 9 | 2021511283 | AFIFAH SHADIAWATY | 81 | 51 | 78 | 80 | 70 | B |
| 10 | 2021511288 | ADE DIKI NUR HAMDANI | 94 | 85 | 80 | 85 | 85 | A- |
| 11 | 2021511289 | ARNOLD SAPUTRA NABABAN | 0 | 0 | 0 | 0 | 0 | E |
| 12 | 2021511290 | BILLY ANDREAS MANIK | 69 | 76 | 77 | 83 | 78 | B+ |
| 13 | 2021511294 | ZULLINAR DWI CAHYANI | 94 | 76 | 78 | 87 | 83 | A- |
| 14 | 2021511297 | DWI SIWI MOYATUL JANNAH | 63 | 50 | 78 | 85 | 70 | B |
| 15 | 2021511306 | RISKA PERTIWI | 75 | 51 | 78 | 83 | 70 | B |
| 16 | 2021511309 | DEPITA SARI | 100 | 90 | 88 | 86 | 90 | A |
| 17 | 2021511319 | DEA RAHMA YASYA | 81 | 74 | 78 | 89 | 81 | A- |
| 18 | 2021511324 | IZZA SYAVIRA | 88 | 68 | 80 | 87 | 80 | A- |

| | | | | | | | | |
|----|------------|--------------------------|-----|----|----|----|----|----|
| 19 | 2021511334 | IMAM SOFYAN ASTWASRY | 88 | 70 | 85 | 83 | 80 | A- |
| 20 | 2021511339 | ANISYABELLA MUHDYNA SUCI | 13 | 0 | 0 | 0 | 2 | E |
| 21 | 2021511345 | SASKIA YUNIAR PRAMUDITA | 100 | 88 | 88 | 88 | 90 | A |
| 22 | 2021511370 | AINA FITRI PRADINA | 94 | 79 | 80 | 89 | 85 | A- |

Dosen,



DINA MARDIANA, MM.



UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

**BERITA ACARA PERKULIAHAN
SEMESTER GANJIL TAHUN AKADEMIK 2023/2024**

MATA KULIAH / KELAS Komunikasi dan Negosiasi Bisnis / D1211
DOSEN DINA MARDIANA, MM.
PROGRAM STUDI MANAJEMEN / 61201
SEMESTER/BOBOT 5 / 3SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 34

| KE | Tanggal | Materi | Jam Mulai | Jam Selesai | Mhs. Hadir | Paraf Dosen |
|----|------------|---|-----------|-------------|------------|-------------|
| 1 | 2023-09-14 | Pengertian komunikasi, sejarah komunikasi, prinsip - prinsip komunikasi | 08:00:09 | 10:30:07 | 28 | |
| 2 | 2023-09-21 | Komunikasi Verbal & non Verbal | 08:00:57 | 10:30:49 | 29 | |
| 3 | 2023-10-05 | Komunikasi antarpribadi/Interpersonal communications | 08:00:40 | 10:30:34 | 26 | |
| 4 | 2023-10-12 | Teknik Negosiasi Bisnis | 08:00:38 | 10:30:14 | 29 | |
| 5 | 2023-10-19 | Komunikasi Organisasi & Lintas Budaya | 08:00:18 | 10:30:30 | 23 | |
| 6 | 2023-10-26 | Proses Penulisan Pesan pesan Bisnis | 08:00:33 | 10:30:16 | 27 | |
| 7 | 2023-10-27 | Korespondesi/ Komunikasi Bisnis melalui Surat (Kelas Pengganti) | 13:30:07 | 15:00:08 | 27 | |
| 8 | 2023-11-02 | Komunikasi Bisnis melalui Laporan | 08:00:16 | 10:30:19 | 25 | |
| 9 | 2023-11-09 | Ujian Tengah Semester | 09:00:52 | 11:00:56 | 30 | |
| 10 | 2023-11-23 | Presentasi | 08:00:42 | 10:30:42 | 26 | |
| 11 | 2023-11-30 | Workplace Communications/ Personal SWOT analysis | 08:00:15 | 10:30:40 | 27 | |
| 12 | 2023-12-07 | Perencanaan, Pengorganisasian, Revisi pesan pesan bisnis | 08:00:43 | 10:30:48 | 24 | |
| 13 | 2023-12-14 | Teknologi Informasi dalam Bisnis | 08:00:29 | 10:30:11 | 31 | |

| | | | | | | |
|----|------------|--|----------|----------|----|----|
| 14 | 2023-12-21 | Rapat Bisnis, Penulisan Laporan Bisnis | 08:00:29 | 10:30:36 | 23 | 29 |
| 15 | 2023-12-28 | Proposal Bisnis | 08:00:44 | 10:30:13 | 31 | 29 |
| 16 | 2024-01-11 | Ujian Akhir Semester | 09:00:07 | 11:00:11 | 29 | 29 |

Ketua Program Studi,



SUSANTI WIDHIASTUTI, D., M.M.



UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

DAFTAR KEHADIRAN MAHASISWA SEMESTER GANJIL TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS Komunikasi dan Negosiasi Bisnis / D1211
DOSEN DINA MARDIANA, MM.
PROGRAM STUDI MANAJEMEN
SEMESTER/BOBOT 5 / 3SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 34

| No | NIM | Nama Mahasiswa | TANGGAL KEHADIRAN | | | | | | | | | | | | | | | | |
|----|------------|---------------------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----|
| | | | 2023-09-14 | 2023-09-21 | 2023-10-05 | 2023-10-12 | 2023-10-19 | 2023-10-26 | 2023-10-27 | 2023-11-02 | 2023-11-09 | 2023-11-23 | 2023-11-30 | 2023-12-07 | 2023-12-14 | 2023-12-21 | 2023-12-28 | 2024-01-11 | Jml |
| 1 | 2020511478 | ARSY ASHARI SYAWALUDIN | A | A | H | H | A | A | A | H | H | A | A | A | H | A | H | H | 7 |
| 2 | 2020511500 | MUHAMMAD ADRIANSYAH | A | A | A | H | A | H | H | A | H | H | A | A | H | A | H | A | 7 |
| 3 | 2021511010 | ANNISA FITRY | H | A | H | H | H | H | H | A | H | H | H | H | H | H | H | H | 14 |
| 4 | 2021511021 | RAFLI ARDIANSYAH | H | H | H | H | H | A | A | A | H | H | H | H | H | H | H | H | 13 |
| 5 | 2021511051 | DONI DWI SETIAWAN | A | H | A | H | H | H | H | H | H | A | H | H | H | H | H | A | 12 |
| 6 | 2021511064 | JIHAN FADHILA | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 7 | 2021511065 | SYIFA ARDILLA DWISARI | H | H | H | H | H | H | H | H | H | H | H | A | H | A | H | H | 14 |
| 8 | 2021511067 | GRACIA JESICA RUMONDANG | H | H | H | H | A | H | H | A | H | H | H | A | H | A | H | H | 12 |
| 9 | 2021511079 | VANIA CALISTA | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 10 | 2021511080 | RAMADHAN ABDULLAH ABBAD | H | H | H | H | A | A | A | H | H | H | A | H | H | A | H | H | 11 |
| 11 | 2021511094 | LAILA KHAIROTUN HISAN SUGIYANTO | H | H | H | H | H | H | H | H | H | A | H | A | H | H | H | H | 14 |
| 12 | 2021511097 | HANIFAH LUTFIATUL ZANNAH | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 13 | 2021511100 | JUNDAN HAKIKI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 14 | 2021511101 | SALSHA NOVANDA SANTY PUTRI | H | H | A | H | H | H | H | H | H | H | H | H | H | H | H | H | 15 |
| 15 | 2021511103 | ALYA PUTRI | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 0 |
| 16 | 2021511109 | MAULANA FAUZI | H | H | H | H | A | H | H | H | H | A | A | A | H | H | H | H | 12 |
| 17 | 2021511111 | MAULANA FAUZAN | H | H | H | H | A | H | H | A | H | H | H | A | H | H | H | H | 13 |

| | | | | | | | | | | | | | | | | | | | |
|----|------------|------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 18 | 2021511113 | MARNI | H | H | H | A | H | H | H | H | H | H | H | H | H | H | H | H | 15 |
| 19 | 2021511118 | MUHAMMAD DIMAS KESUMA PUTRA | H | H | A | A | H | H | H | H | H | H | H | H | H | A | H | H | 13 |
| 20 | 2021511121 | CHURNIAWAN SUKMANA | H | H | A | H | A | A | A | H | H | A | H | H | H | A | H | H | 10 |
| 21 | 2021511123 | UMI KORIAH | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 22 | 2021511125 | ILHAM ALFAJRI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 23 | 2021511138 | LATIFA AISYAH ASDIANI GASMAR | H | H | H | H | H | H | H | H | H | H | H | H | H | A | H | H | 15 |
| 24 | 2021511164 | LOVIA HERNANDA | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 25 | 2021511166 | HELLEN DWI BANOWATI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 26 | 2021511216 | PERA YUNI BR HALOHO | H | H | H | H | H | H | H | H | A | H | H | H | H | H | H | H | 15 |
| 27 | 2021511217 | SITI JULIANTI OCTAVIANI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 28 | 2021511226 | YASHINTA FAZRIN | A | H | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 1 |
| 29 | 2021511228 | HERLINA KHOERUNNISA | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | 0 |
| 30 | 2021511229 | NURLIVIA AULIA | H | H | H | H | A | H | H | H | H | H | H | H | H | H | H | H | 15 |
| 31 | 2021511230 | MUHAMMAD AMIRUDIN | H | H | H | H | H | H | H | A | H | H | H | H | H | H | H | H | 15 |
| 32 | 2021511250 | ESA PUTERI ZAHARANI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 33 | 2021511329 | FAUZIAH ANDINI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 34 | 2021511354 | ZULIA MAHARANI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |

Dosen,

DINA MARDIANA, MM.




UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GANJIL TAHUN AKADEMIK 2023/2024

| | |
|----------------------------|---|
| MATA KULIAH / KELAS | Komunikasi dan Negosiasi Bisnis / D1211 |
| DOSEN | DINA MARDIANA, MM. |
| PROGRAM STUDI | MANAJEMEN |
| SEMESTER/BOBOT | 5 / 3SKS |
| RUANG/LAB | - |
| HARI/JAM | - |
| JUMLAH MAHASISWA | 34 |

| No | NIM | Nama Mahasiswa | Kehadiran | Tugas | UTS | UAS | Total Skor | Nilai Akhir |
|----|------------|---------------------------------|-----------|-------|-----|-----|------------|-------------|
| 1 | 2020511478 | ARSY ASHARI SYAWALUDIN | 44 | 55 | 78 | 72 | 65 | B- |
| 2 | 2020511500 | MUHAMMAD ADRIANSYAH | 44 | 0 | 78 | 0 | 20 | E |
| 3 | 2021511010 | ANNISA FITRY | 88 | 78 | 78 | 85 | 82 | A- |
| 4 | 2021511021 | RAFLI ARDIANSYAH | 81 | 52 | 78 | 85 | 72 | B |
| 5 | 2021511051 | DONI DWI SETIAWAN | 75 | 70 | 80 | 70 | 73 | B |
| 6 | 2021511064 | JIHAN FADHILA | 100 | 84 | 80 | 80 | 84 | A- |
| 7 | 2021511065 | SYIFA ARDILLA DWISARI | 88 | 78 | 78 | 85 | 82 | A- |
| 8 | 2021511067 | GRACIA JESICA RUMONDANG | 75 | 76 | 78 | 80 | 78 | B+ |
| 9 | 2021511079 | VANIA CALISTA | 100 | 90 | 85 | 88 | 90 | A |
| 10 | 2021511080 | RAMADHAN ABDULLAH ABBAD | 69 | 78 | 78 | 83 | 79 | B+ |
| 11 | 2021511094 | LAILA KHAIRATUN HISAN SUGIYANTO | 88 | 78 | 78 | 88 | 83 | A- |
| 12 | 2021511097 | HANIFAH LUTFIATUL ZANNAH | 100 | 79 | 78 | 85 | 83 | A- |
| 13 | 2021511100 | JUNDAN HAKIKI | 100 | 90 | 88 | 88 | 90 | A |
| 14 | 2021511101 | SALSHA NOVANDA SANTY PUTRI | 94 | 78 | 78 | 85 | 83 | A- |
| 15 | 2021511103 | ALYA PUTRI | 0 | 0 | 0 | 0 | 0 | E |
| 16 | 2021511109 | MAULANA FAUZI | 100 | 90 | 88 | 87 | 90 | A |
| 17 | 2021511111 | MAULANA FAUZAN | 100 | 90 | 88 | 87 | 90 | A |
| 18 | 2021511113 | MARNI | 94 | 78 | 78 | 85 | 83 | A- |

| | | | | | | | | |
|----|------------|------------------------------|-----|----|----|----|----|----|
| 19 | 2021511118 | MUHAMMAD DIMAS KESUMA PUTRA | 100 | 90 | 88 | 87 | 90 | A |
| 20 | 2021511121 | CHURNIAWAN SUKMANA | 63 | 45 | 78 | 85 | 68 | B- |
| 21 | 2021511123 | UMI KORIAH | 100 | 79 | 85 | 85 | 85 | A- |
| 22 | 2021511125 | ILHAM ALFAJRI | 100 | 79 | 78 | 80 | 82 | A- |
| 23 | 2021511138 | LATIFA AISYAH ASDIANI GASMAR | 94 | 80 | 78 | 88 | 84 | A- |
| 24 | 2021511164 | LOVIA HERNANDA | 100 | 76 | 78 | 85 | 82 | A- |
| 25 | 2021511166 | HELLEN DWI BANOWATI | 100 | 78 | 78 | 88 | 84 | A- |
| 26 | 2021511216 | PERA YUNI BR HALOHO | 100 | 90 | 85 | 80 | 87 | A- |
| 27 | 2021511217 | SITI JULIANTI OCTAVIANI | 100 | 78 | 78 | 85 | 83 | A- |
| 28 | 2021511226 | YASHINTA FAZRIN | 6 | 0 | 0 | 0 | 1 | E |
| 29 | 2021511228 | HERLINA KHOERUNNISA | 0 | 0 | 0 | 0 | 0 | E |
| 30 | 2021511229 | NURLIVIA AULIA | 94 | 79 | 80 | 85 | 83 | A- |
| 31 | 2021511230 | MUHAMMAD AMIRUDIN | 94 | 90 | 85 | 80 | 86 | A- |
| 32 | 2021511250 | ESA PUTERI ZAHARANI | 100 | 90 | 87 | 88 | 90 | A |
| 33 | 2021511329 | FAUZIAH ANDINI | 100 | 79 | 78 | 85 | 83 | A- |
| 34 | 2021511354 | ZULIA MAHARANI | 100 | 78 | 78 | 80 | 81 | A- |

Dosen,

DINA MARDIANA, MM.



UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

**BERITA ACARA PERKULIAHAN
SEMESTER GANJIL TAHUN AKADEMIK 2023/2024**

MATA KULIAH / KELAS Komunikasi dan Negosiasi Bisnis / F1211
DOSEN DINA MARDIANA, MM.
PROGRAM STUDI MANAJEMEN / 61201
SEMESTER/BOBOT 5 / 3SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 25

| KE | Tanggal | Materi | Jam Mulai | Jam Selesai | Mhs. Hadir | Paraf Dosen |
|----|------------|---|-----------|-------------|------------|-------------|
| 1 | 2023-09-20 | Pengertian komunikasi, sejarah komunikasi, prinsip - prinsip komunikasi | 18:30:44 | 21:00:02 | 24 | |
| 2 | 2023-09-27 | Komunikasi Verbal dan Nonverbal | 18:30:38 | 21:00:07 | 24 | |
| 3 | 2023-10-04 | Komunikasi Antar Pribadi / Personal | 18:30:09 | 21:00:52 | 22 | |
| 4 | 2023-10-11 | Komunikasi Organisasi dan Lintas Budaya | 18:30:17 | 21:00:31 | 22 | |
| 5 | 2023-10-18 | Korespondensi (komunikasi melalui surat) | 18:30:58 | 21:00:47 | 23 | |
| 6 | 2023-10-25 | Teknik Negosiasi Bisnis | 18:30:48 | 21:05:03 | 24 | |
| 7 | 2023-11-01 | Proses Penulisan Pesan-Pesan Bisnis | 18:30:24 | 21:00:28 | 21 | |
| 8 | 2023-11-08 | Komunikasi Melalui Laporan | 18:30:50 | 21:00:10 | 20 | |
| 9 | 2023-11-15 | Ujian Tengah Semester | 19:00:12 | 21:00:43 | 20 | |
| 10 | 2023-11-29 | Presentasi | 18:30:36 | 21:00:46 | 18 | |
| 11 | 2023-12-06 | Workplace Communications | 18:30:00 | 21:00:48 | 18 | |
| 12 | 2023-12-13 | Perencanaan, Pengorganisasian, Revisi pesan bisnis | 18:30:52 | 21:00:33 | 19 | |
| 13 | 2023-12-20 | Proposal Bisnis | 18:30:24 | 21:00:36 | 19 | |

| | | | | | | |
|----|------------|----------------------------------|----------|----------|----|----|
| 14 | 2023-12-27 | Teknologi Informasi dalam Bisnis | 18:30:25 | 21:00:00 | 17 | 17 |
| 15 | 2024-01-03 | Rapat & Laporan Bisnis | 18:30:43 | 21:00:05 | 17 | 17 |
| 16 | 2024-01-17 | Ujian Akhir Semester | 19:00:03 | 21:00:20 | 24 | 24 |

Ketua Program Studi,


SUSANTI WIDHASTUTI, Dr., M.M.

| | | | | | | | | | | | | | | | | | | | |
|----|------------|-------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 18 | 2021511050 | WIRANTI TRI OKTAVIANI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 19 | 2021511053 | FIKI ADE KRISTİYANI | H | H | A | A | H | H | H | H | H | A | A | A | A | A | A | H | 8 |
| 20 | 2021511060 | SHERLY NURUL AINNI RESMANA | H | H | A | A | A | A | A | A | A | A | A | A | A | A | A | H | 3 |
| 21 | 2021511099 | SHAFIRA NATHANIA PUTRI EFENDI | H | H | H | H | H | H | H | H | H | H | H | H | H | A | A | H | 14 |
| 22 | 2021511160 | FANISA RESTU AJENG | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 23 | 2021511224 | YANTI APRIYANTI | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |
| 24 | 2021511341 | BARY IRAWAN | A | A | H | H | H | H | A | A | H | A | A | A | A | A | A | H | 6 |
| 25 | 2021511360 | DESYLA ISKA NOVALIA | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | 16 |

Dosen,

DINA MARDIANA, MM.



UNIVERSITAS IPWIJA
PROGRAM STUDI S1-MANAJEMEN

REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GANJIL TAHUN AKADEMIK 2023/2024

| | |
|----------------------------|---|
| MATA KULIAH / KELAS | Komunikasi dan Negosiasi Bisnis / F1211 |
| DOSEN | DINA MARDIANA, MM. |
| PROGRAM STUDI | MANAJEMEN |
| SEMESTER/BOBOT | 5 / 3SKS |
| RUANG/LAB | - |
| HARI/JAM | - |
| JUMLAH MAHASISWA | 25 |

| No | NIM | Nama Mahasiswa | Kehadiran | Tugas | UTS | UAS | Total Skor | Nilai Akhir |
|----|------------|-------------------------|-----------|-------|-----|-----|------------|-------------|
| 1 | 2020511213 | MUHAMAD SAEFULLOH AFFAN | 100 | 40 | 80 | 78 | 68 | B- |
| 2 | 2021511001 | SINTA DEWI | 56 | 45 | 0 | 80 | 50 | C- |
| 3 | 2021511006 | WEISANDHY AMBAT | 100 | 90 | 87 | 87 | 90 | A |
| 4 | 2021511007 | ERISKI RADIN EFFENDY | 100 | 50 | 80 | 75 | 70 | B |
| 5 | 2021511009 | TATIK WALTINAH | 88 | 50 | 78 | 75 | 69 | B- |
| 6 | 2021511011 | SITI FATIMATUL ZAHRA | 100 | 75 | 80 | 78 | 80 | A- |
| 7 | 2021511014 | ROBI PUJA RUKMANA | 100 | 82 | 88 | 80 | 85 | A- |
| 8 | 2021511015 | INTAN NURI ADELIA | 81 | 79 | 78 | 80 | 80 | A- |
| 9 | 2021511019 | MALA NURMALASARI | 100 | 76 | 80 | 80 | 81 | A- |
| 10 | 2021511020 | SITI PAJARIAH | 100 | 76 | 80 | 80 | 81 | A- |
| 11 | 2021511023 | MILDA NOVITA PUTRI | 100 | 50 | 78 | 78 | 71 | B |
| 12 | 2021511028 | MONICA OKTAVIANI | 81 | 38 | 78 | 78 | 65 | B- |
| 13 | 2021511030 | DEVIKI KURNIAWATI | 69 | 50 | 78 | 80 | 68 | B- |
| 14 | 2021511036 | ARYA WIGUNA | 100 | 80 | 78 | 78 | 81 | A- |
| 15 | 2021511037 | IDA FARIDA | 100 | 90 | 86 | 87 | 90 | A |
| 16 | 2021511044 | RONALD DAVINSY | 69 | 73 | 80 | 75 | 75 | B+ |
| 17 | 2021511047 | FEBY GUSNIANTO | 38 | 50 | 0 | 0 | 22 | E |
| 18 | 2021511050 | WIRANTI TRI OKTAVIANI | 100 | 39 | 78 | 78 | 67 | B- |

| | | | | | | | | |
|----|------------|-------------------------------|-----|----|----|----|----|----|
| 19 | 2021511053 | FIKI ADE KRISTİYANI | 50 | 50 | 80 | 75 | 65 | B- |
| 20 | 2021511060 | SHERLY NURUL AINNI RESMANA | 19 | 38 | 78 | 75 | 58 | C |
| 21 | 2021511099 | SHAFIRA NATHANIA PUTRI EFENDI | 88 | 38 | 78 | 85 | 68 | B- |
| 22 | 2021511160 | FANISA RESTU AJENG | 100 | 78 | 80 | 78 | 81 | A- |
| 23 | 2021511224 | YANTI APRIYANTI | 100 | 77 | 78 | 80 | 81 | A- |
| 24 | 2021511341 | BARY IRAWAN | 45 | 65 | 78 | 75 | 70 | B |
| 25 | 2021511360 | DESYLA ISKA NOVALIA | 100 | 78 | 70 | 85 | 82 | A- |

Dosen,



DINA MARDIANA, MM.