



**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](mailto:contact@ipwija.ac.id) <https://ipwija.ac.id>  
 UNIVERSITAS IPWIJA

## **SURAT TUGAS MENGAJAR**

**Nomor : 030/IPWIJA.PSM/ST-00/III/2025**

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr. Titing Widyastuti, MM** untuk mengajar pada Program Studi Manajemen S1 Semester Genap 2024/2025, dengan matakuliah dan jadwal sebagai berikut:

| No | Kode MK | Mata Kuliah                      | SKS | Kelas | Hari  | Jam           |
|----|---------|----------------------------------|-----|-------|-------|---------------|
| 1  | KB3504  | Manajemen Sumber Daya Manusia II | 3   | D123  | Kamis | 08.00 - 10.30 |
| 2  | KB3504  | Manajemen Sumber Daya Manusia II | 3   | G123  | Senin | 08.00 - 10.30 |
| 3  | KK2321  | Pengantar Aplikasi Komputer      | 2   | D324  | Kamis | 10.30 - 13.00 |
| 4  | KK2321  | Pengantar Aplikasi Komputer      | 2   | D424  | Senin | 10.30 - 13.00 |
| 5  | KK2321  | Pengantar Aplikasi Komputer      | 2   | F224  | Rabu  | 16.30 - 19.00 |
| 6  | KB3504  | Manajemen Sumber Daya Manusia II | 3   | F323  | Rabu  | 19.00 - 21.30 |

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

Bogor, 1 Maret 2025

Ketua Program Studi Manajemen

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



# UNIVERSITAS IPWIJA

SK. Kemendikbudristek RI No. 627/E/O/2022  
Jl. Letda Natsir No. 7 Cikeas Nagrak, Gunung Putri  
Bogor 16967 Telp. 021-8233737  
Email: [contact@ipwija.ac.id](mailto:contact@ipwija.ac.id) <https://ipwija.ac.id>

## JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Pengantar Aplikasi Komputer  
NAMA DOSEN : Dr. Ir. TITING WIDYASTUTI, MM.  
KREDIT/SKS : 2 SKS  
KELAS : D324

| TATAP MUKA KE | HARI/TANGGAL         | MULAI | SELESAI | RUANG  | STATUS  | RENCANA MATERI           | REALISASI MATERI         | KEHADIRAN MHS | PENGAJAR                       | TANDA TANGAN |
|---------------|----------------------|-------|---------|--------|---------|--------------------------|--------------------------|---------------|--------------------------------|--------------|
| 1             | Kamis, 6 Maret 2025  | 10:30 | 13:00   | 3C     | Selesai | Pengenalan Komputer      | Pengenalan Komputer      | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 2             | Kamis, 13 Maret 2025 | 10:30 | 13:00   | 3C     | Selesai | Organisasi Komputer      | Organisasi Komputer      | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 3             | Kamis, 20 Maret 2025 | 10:30 | 13:00   | 3C     | Selesai | Sistem Bilangan          | Sistem Bilangan          | (32 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 4             | Kamis, 10 April 2025 | 10:30 | 13:00   | 3C     | Selesai | Hardware                 | Hardware                 | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 5             | Kamis, 17 April 2025 | 10:30 | 13:00   | 3C     | Selesai | Software                 | Software                 | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 6             | Kamis, 24 April 2025 | 10:30 | 13:00   | 3C     | Selesai | Malicious Codes          | Malicious Codes          | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 7             | Jumat, 2 Mei 2025    | 10:30 | 13:00   | Online | Selesai | Microsoft Office         | Microsoft Office         | (35 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 8             | Kamis, 8 Mei 2025    | 10:30 | 13:00   | Online | Selesai | Review/Latihan Soal/Quiz | Review/Latihan Soal/Quiz | (34 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |



JURNAL PERKULIAHAN  
MANAJEMEN 2024 GENAP

MATA KULIAH : Pengantar Aplikasi Komputer  
NAMA DOSEN : Dr. Ir. TITING WIDYASTUTI, MM.  
KREDIT/SKS : 2 SKS  
KELAS : D324

| TATAP MUKA KE | HARI/TANGGAL        | MULAI | SELESAI | RUANG      | STATUS  | RENCANA MATERI                           | REALISASI MATERI                         | KEHADIRAN MHS | PENGAJAR                       | TANDA TANGAN |
|---------------|---------------------|-------|---------|------------|---------|------------------------------------------|------------------------------------------|---------------|--------------------------------|--------------|
| 9             | Kamis, 22 Mei 2025  | 09:30 | 11:30   | Online     | Selesai | Ujian Tengah Semester Genap 2024/2025    | Ujian Tengah Semester Genap 2024/2025    | (35 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 10            | Kamis, 5 Juni 2025  | 10:30 | 13:00   | LT1 LABKOM | Selesai | Aplikasi Pengolah Kata (Word Processing) | Aplikasi Pengolah Kata (Word Processing) | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 11            | Kamis, 12 Juni 2025 | 10:30 | 13:00   | LT1 LABKOM | Selesai | Aplikasi Pengolah Data/Angka             | Aplikasi Pengolah Data/Angka             | (34 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 12            | Jumat, 13 Juni 2025 | 13:30 | 16:00   | Online     | Selesai | Aplikasi Presentasi                      | Aplikasi Presentasi                      | (33 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 13            | Kamis, 19 Juni 2025 | 10:30 | 13:00   | 3C         | Selesai | E-Commerce dan CMS                       | E-Commerce dan CMS                       | (32 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 14            | Kamis, 26 Juni 2025 | 10:30 | 13:00   | Online     | Selesai | Flowchart                                | Flowchart                                | (32 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 15            | Kamis, 3 Juli 2025  | 10:30 | 13:00   | Online     | Selesai | Review                                   | Review                                   | (34 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |
| 16            | Kamis, 24 Juli 2025 | 09:30 | 11:30   | Online     | Selesai | Ujian Akhir Semester Genap 2024/2025     | Ujian Akhir Semester Genap 2024/2025     | (35 / 36)     | Dr. Ir. TITING WIDYASTUTI, MM. |              |

Bogor, 23 Agustus 2025  
Ketua Prodi Manajemen  
  
YOYO INDAH GUNAWAN  
NIDN 0317096701



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LAPORAN PERSENTASE PRESENSI MAHASISWA  
MANAJEMEN  
2024 GENAP

Mata kuliah : Pengantar Aplikasi Komputer Nama Kelas : D324  
Dosen Pengajar : Dr. Ir. TITING WIDYASTUTI, MM.

| No              | NIM          | Nama                      | Pertemuan | Alfa | Hadir | Ijin | Sakit | Presentase |
|-----------------|--------------|---------------------------|-----------|------|-------|------|-------|------------|
| Peserta Reguler |              |                           |           |      |       |      |       |            |
| 1               | 2022511339   | WISNU AGUS BUDIANTO       | 16        | 1    | 14    |      | 1     | 87.5       |
| 2               | 202305110057 | ANGGUN DIAN SARTIKA       | 16        | 7    | 9     |      |       | 56.25      |
| 3               | 202405110078 | WANDA EDIRA               | 16        |      | 15    | 1    |       | 93.75      |
| 4               | 202405110081 | RIKA WARTINI              | 16        |      | 16    |      |       | 100        |
| 5               | 202405110082 | SHELLA QUR'ANA SANJAYA    | 16        | 16   |       |      |       | 0          |
| 6               | 202405110091 | NISA FITRIAH RAMADANTI    | 16        |      | 16    |      |       | 100        |
| 7               | 202405110092 | LIRA DINDA AULIA          | 16        |      | 16    |      |       | 100        |
| 8               | 202405110094 | M ILHAM                   | 16        |      | 16    |      |       | 100        |
| 9               | 202405110096 | ALYA NUR ANDINI           | 16        |      | 16    |      |       | 100        |
| 10              | 202405110098 | SHEILA AGUSTIN            | 16        |      | 16    |      |       | 100        |
| 11              | 202405110099 | NAZAHWA FATHARANI         | 16        |      | 16    |      |       | 100        |
| 12              | 202405110102 | MUCHAMMAD FAIZ RAZAN      | 16        |      | 16    |      |       | 100        |
| 13              | 202405110104 | MARCELLIUS SIHOMBING      | 16        | 2    | 14    |      |       | 87.5       |
| 14              | 202405110174 | SITI HALIMATUSADIAH       | 16        |      | 15    |      | 1     | 93.75      |
| 15              | 202405110175 | ZALIKHA FIRA MELIA        | 16        |      | 16    |      |       | 100        |
| 16              | 202405110176 | PUTRI AYU HARTINI         | 16        |      | 16    |      |       | 100        |
| 17              | 202405110177 | VIERA CAHYA NANDITA       | 16        |      | 16    |      |       | 100        |
| 18              | 202405110178 | THORIQ SYAWALDI           | 16        |      | 15    |      | 1     | 93.75      |
| 19              | 202405110180 | FRANSISKA KAMELIA         | 16        |      | 16    |      |       | 100        |
| 20              | 202405110181 | AMALINA RAHMAWATI         | 16        |      | 16    |      |       | 100        |
| 21              | 202405110182 | ALFIANSYAH CANDRA PRATAMA | 16        |      | 16    |      |       | 100        |
| 22              | 202405110184 | AGHIL ZULFIKRI            | 16        |      | 16    |      |       | 100        |
| 23              | 202405110185 | HANANIAH SADRAKH MIKTAM   | 16        |      | 15    | 1    |       | 93.75      |
| 24              | 202405110186 | KHOIRUNISA NAHWA FIRDAUSI | 16        |      | 16    |      |       | 100        |
| 25              | 202405110188 | RIANDRA CHEALSEA AZ'ZAHRA | 16        | 1    | 15    |      |       | 93.75      |
| 26              | 202405110189 | VALIZA BILQIST            | 16        |      | 15    |      | 1     | 93.75      |
| 27              | 202405110190 | NOVALDI MAULANA           | 16        | 3    | 12    | 1    |       | 75         |
| 28              | 202405110191 | MOURIN ZHAKILA KHALISA    | 16        |      | 16    |      |       | 100        |

Dicetak oleh: Dr. Ir. TITING WIDYASTUTI, MM., pada 23 Agustus 2025 02:17:08 WIB | [siakad.ipwija.ac.id/siakad/rep\\_prosentaseabs](https://siakad.ipwija.ac.id/siakad/rep_prosentaseabs)

|    |              |                             |    |   |    |  |   |       |
|----|--------------|-----------------------------|----|---|----|--|---|-------|
| 29 | 202405110192 | SYIFA AZ-ZAHRA              | 16 |   | 16 |  |   | 100   |
| 30 | 202405110193 | SYAHRUL FAHREZI             | 16 | 2 | 12 |  | 2 | 75    |
| 31 | 202405110194 | DEBBY PEBRIANI              | 16 |   | 16 |  |   | 100   |
| 32 | 202405110195 | KEVIN MORENO                | 16 |   | 16 |  |   | 100   |
| 33 | 202405110196 | NADYA SALSABILA IVANA PUTRI | 16 | 1 | 15 |  |   | 93.75 |
| 34 | 202405110197 | ARDIANTI ASTUTININGTYAS     | 16 |   | 16 |  |   | 100   |
| 35 | 202405110326 | ANJANI TERAS NARANG         | 16 |   | 16 |  |   | 100   |
| 36 | 202405110328 | WISMAWATI HALAWA            | 16 |   | 16 |  |   | 100   |

Bogor, 23 Agustus 2025

Ketua Prodi Manajemen



*[Signature]*  
 BOYO INDAH GUNAWAN  
 NIP. 0317096701



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LAPORAN NILAI PERKULIAHAN MAHASISWA  
Program Studi S1 Manajemen  
Periode 2024 Genap

Mata kuliah : Pengantar Aplikasi Komputer  
Kelas / Kelompok :  
Kode Mata kuliah : KK2321  
Nama Kelas : D324  
SKS : 2

| No                    | NIM          | Nama Mahasiswa              | TUGAS<br>(35,00%) | UTS<br>(20,00%) | UAS<br>(35,00%) | KEHADIRAN<br>(10,00%) | Nilai | Grade | Lulus | Sunting<br>KRS? | Info |
|-----------------------|--------------|-----------------------------|-------------------|-----------------|-----------------|-----------------------|-------|-------|-------|-----------------|------|
| 1                     | 2022511339   | WISNU AGUS BUDIANTO         | 85.00             | 90.00           | 92.00           | 87.5                  | 88.70 | A-    | ✓     |                 |      |
| 2                     | 202305110057 | ANGGUN DIAN SARTIKA         | 80.00             | 90.00           | 100.00          | 56.25                 | 86.63 | A-    | ✓     |                 |      |
| 3                     | 202405110078 | WANDA EDIRA                 | 90.00             | 90.00           | 96.00           | 93.75                 | 92.48 | A     | ✓     |                 |      |
| 4                     | 202405110081 | RIKA WARTINI                | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 5                     | 202405110082 | SHELLA QUR'ANA SANJAYA      | 30.00             |                 | 88.00           | 0                     | 41.30 | D     | ✓     |                 |      |
| 6                     | 202405110091 | NISA FITRIAH RAMADANTI      | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 7                     | 202405110092 | LIRA DINDA AULIA            | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 8                     | 202405110094 | M ILHAM                     | 90.00             | 90.00           | 90.00           | 100                   | 91.00 | A     | ✓     |                 |      |
| 9                     | 202405110096 | ALYA NUR ANDINI             | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 10                    | 202405110098 | SHEILA AGUSTIN              | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 11                    | 202405110099 | NAZAHWA FATHARANI           | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 12                    | 202405110102 | MUCHAMMAD FAIZ RAZAN        | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 13                    | 202405110104 | MARCELLIUS SIHOMBING        | 85.00             | 90.00           | 100.00          | 87.5                  | 91.50 | A     | ✓     |                 |      |
| 14                    | 202405110174 | SITI HALIMATUSADIAH         | 90.00             | 90.00           | 100.00          | 93.75                 | 93.88 | A     | ✓     |                 |      |
| 15                    | 202405110175 | ZALIKHA FIRA MELIA          | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 16                    | 202405110176 | PUTRI AYU HARTINI           | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 17                    | 202405110177 | VIERA CAHYA NANDITA         | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 18                    | 202405110178 | THORIQ SYAWALDI             | 90.00             | 90.00           | 98.00           | 93.75                 | 93.18 | A     | ✓     |                 |      |
| 19                    | 202405110180 | FRANSISKA KAMELIA           | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 20                    | 202405110181 | AMALINA RAHMAWATI           | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 21                    | 202405110182 | ALFIANSYAH CANDRA PRATAMA   | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 22                    | 202405110184 | AGHIL ZULFIKRI              | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 23                    | 202405110185 | HANANIAH SADRAKH MIKTAM     | 90.00             | 90.00           | 88.00           | 93.75                 | 89.68 | A-    | ✓     |                 |      |
| 24                    | 202405110186 | KHOIRUNISA NAHWA FIRDAUSI   | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 25                    | 202405110188 | RIANDRA CHEALSEA AZZAHRA    | 90.00             | 90.00           | 98.00           | 93.75                 | 93.18 | A     | ✓     |                 |      |
| 26                    | 202405110189 | VALIZA BILQIST              | 90.00             | 90.00           | 100.00          | 93.75                 | 93.88 | A     | ✓     |                 |      |
| 27                    | 202405110190 | NOVALDI MAULANA             | 75.00             | 90.00           | 92.00           | 75                    | 83.95 | A-    | ✓     |                 |      |
| 28                    | 202405110191 | MOURIN ZHAKILA KHALISA      | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 29                    | 202405110192 | SYIFA AZ-ZAHRA              | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 30                    | 202405110193 | SYAHRUL FAHREZI             | 75.00             | 90.00           | 98.00           | 75                    | 86.05 | A-    | ✓     |                 |      |
| 31                    | 202405110194 | DEBBY PEBRIANI              | 90.00             | 90.00           | 100.00          | 100                   | 94.50 | A     | ✓     |                 |      |
| 32                    | 202405110195 | KEVIN MORENO                | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 33                    | 202405110196 | NADYA SALSABILA IVANA PUTRI | 90.00             | 90.00           | 98.00           | 93.75                 | 93.18 | A     | ✓     |                 |      |
| 34                    | 202405110197 | ARDIANTI ASTUTININGTYAS     | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 35                    | 202405110326 | ANJANI TERAS NARANG         | 90.00             | 90.00           | 98.00           | 100                   | 93.80 | A     | ✓     |                 |      |
| 36                    | 202405110328 | WISMAWATI HALAWA            | 90.00             | 90.00           | 96.00           | 100                   | 93.10 | A     | ✓     |                 |      |
| Rata-rata nilai kelas |              |                             | 86.94             | 87.50           | 97.61           | 92.71                 | 91.37 | A-    |       |                 |      |

Pengisian nilai untuk kelas ini ditutup pada Minggu, 17 Agustus 2025 oleh 0317056602

Tanggal Cetak : Sabtu, 23 Agustus 2025, 02:18:02

Paraf Dosen :

Dr. Ir. TITING WIDYASTUTI, MM.

Cetak oleh: Dr. Ir. TITING WIDYASTUTI, MM., pada 23 Agustus 2025 02:18:02 WIB | [siakad.ipwija.ac.id/siakad/rep\\_nilai](https://siakad.ipwija.ac.id/siakad/rep_nilai)