

Dosen : Sugiyah, M.Pd
 Matakuliah : (595) ENGLISH BUSINESS CORRESPONDENCE II
 SKS : 3
 Kelas : 21.4B.07
 Jumlah Mahasiswa : 32

BERITA ACARA PENGAJARAN

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
01	EN4-B4	17 Maret 2021	Making a complaint letter	Students Are Able To Make Complaint Letter Correctly	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:36:29 Keluar: 21:37:58
02	EN4-B4	24 Maret 2021	Making an adjustment letter	Students Are Able To Make N Adjustment Letter Corectly	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:31:39 Keluar: 21:31:57
03	EN4-B4	31 Maret 2021	Credit	Students Are Able To Make Letter Of Credit	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:33:45 Keluar: 21:31:44
04	EN4-B4	7 April 2021	Collection Procedure	Collection Procedure	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:37:02 Keluar: 21:35:06
05	EN4-B4	14 April 2021	Bank Home and Payment	Students Are Able To Understand About Banking Home And Payment	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:33:42 Keluar: 21:35:35
06	EN4-B4 (M)	21 April 2021	Insurance	Students Are Able To Understand About Insurance	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:30:00 Keluar: 21:33:01
07	EN4-B4	28 April 2021	Review Meeting 1- 6	Students Are Able To Do The Task Correctly	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:40:04 Keluar: 21:35:38

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
08	-	-	(UTS)	-	-
09	EN4-B4	19 Mei 2021	Routine Report	Students Are Able To Understand About Routine Report Students Are Able To Make Routine Report	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:33:32 Keluar: 21:35:53
10	EN4-B4 (KP)	29 Mei 2021	The Interoffice Memorandum	Students Are Able To Make Informal Interoffice Memos Correctly	Tepat Waktu Jadwal1 19:30-21:40- Masuk: 19:35:31 Keluar: 21:36:50
11	EN4-B4	2 Juni 2021	Informal Reports -Interoffice Memos	Students Are Able To Make Simple Memorandum	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:38:02 Keluar: 21:30:46
12	EN4-B4	9 Juni 2021	Quotation Letter	-Students Are Able To Understand About Quotation Letter - Students Are Able To Make Quotation Letter The Lecturer Uses Mybest And Wag As Her Teaching Media	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:37:09 Keluar: 21:30:24
13	EN4-B4	16 Juni 2021	Documents For Shipping	-Students Are Able To Understand About Documents For Shipping -The Lecturer Uses Wag And Mybest As Her Teaching Aid	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:32:54 Keluar: 21:37:25
14	EN4-B4	23 Juni 2021	Documents For Shipping	- Students Are Able To Understand About Documents For Billing - The Lecturer Use Wag And Mybest As Her Teaching Media -All Students Are Online	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:39:51 Keluar: 21:38:11
15	EN4-B4	30 Juni 2021	Review Meeting 9-14	- Quiz The Students Do The Quiz And Submit It On Time - The Lecturer Use Zoom And Mybest As Her Teaching Media	Tepat Waktu Jadwal: 19:30-21:40 Masuk: 19:34:28 Keluar: 21:30:30
16	-	-	(UAS)	-	

NIM	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Jumlah
21190308	Sigit Suryahadi Purwanto	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	14
21190312	Bobby Sanjaya	1	1	1	1	1	1	1	0	1	1	1	0	1	1	1	0	13
21190337	Alifah Laila	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	14
21190374	Rusita Afriyanti	1	1	1	1	1	1	1	0	1	1	0	1	1	1	1	0	13
21190422	Muhamad Ichsan Riyan Syahputra	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	14
21190424	Andjar Mulyani	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	0	14
	Pertemuan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	Jumlah hadir	32	32	31	31	31	32	30	0	31	29	30	30	30	30	31	0	

Penilaian Mahasiswa

NIM	NAMA	Presensi	TUGAS	UTS	UAS	GRADE AKHIR
21190002	Novi Sari	100	90	80	60	A
21190004	Riyan Suhendra	93	90	50	70	B
21190008	Desi Puspita Sari	93	70	0	50	C
21190009	Lutfiatul Sofiah	100	70	50	50	C
21190025	Bunga Julyandira	100	90	50	70	B
21190035	Mutia Fajriah	100	30	50	50	C
21190037	Pitri Andayani	100	90	60	80	A
21190040	Jajang Nurjaman	93	70	80	60	B
21190053	Dian Fithrihayati	100	90	50	60	B
21190078	Lilis Fitri Yanti Sinaga	93	30	65	60	C
21190101	Ade Robi Supriadi	93	70	50	60	C
21190117	Yohanda	93	30	0	60	D
21190124	Fitria Indra Sari Iskandar	93	30	60	90	B
21190145	Linsi Safitri	100	90	0	50	C
21190157	Safira Irsalina	100	90	60	60	B
21190160	Ayu Nur Aprilia	100	70	60	50	B
21190202	Cindy Nabilla	100	90	60	70	B
21190224	Saidil Anwar	93	30	70	50	C
21190225	Siti Amalia Hani	100	70	50	75	B
21190240	Desty Apriliantini	100	50	80	80	B

NIM	NAMA	Presensi	TUGAS	UTS	UAS	GRADE AKHIR
21190241	Nurdiansyah	100	90	50	50	B
21190263	Iis Hadiyana	100	50	50	70	C
21190271	Santi Widayanti	43	30	50	50	D
21190276	Hajjatul Alfina Putri	100	90	50	60	B
21190278	Hanung Hermawan	100	30	60	50	C
21190307	Rika Rahayu	100	90	50	50	B
21190308	Sigit Suryahadi Purwanto	100	90	50	50	B
21190312	Bobby Sanjaya	93	30	80	80	B
21190337	Alifah Laila	100	90	50	60	B
21190374	Rusita Afriyanti	93	50	60	70	C
21190422	Muhamad Ichsan Riyan Syahputra	100	30	80	50	C
21190424	Andjar Mulyani	100	50	65	70	B