

Dosen. : Minda Septiani  
 Matakuliah : (882) MULTIMEDIA MULTIMEDIA  
 SKS : 3  
 Kelas : MTD.44.1B.05.A  
 Jumlah Mahasiswa : 60

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>    | <b>Bahan Kajian</b>                                                                                                                                                | <b>Berita Acara Pengajaran</b>                                                                              | <b>Kehadiran</b>                                                                   |
|------------------|----------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>01</b>        | 403-e2         | 12 September 2022 | Ms Excel dan Mengetahui rumus yang akan digunakan untuk menghitung nilai dari sebuah cell                                                                          | pertemuan 1 tatap muka membahas tentang pengenalan excel istilah dalam excel formula dan fungsi dalam excel | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:01:30<br>Keluar:<br>17:15:05 |
| <b>02</b>        | 403-e2         | 19 September 2022 | Fungsi dalam Ms Excel 1 Fungsi Teks 2 Fungsi Statistik 3 Fungsi Pencarian dan Referensi dari tabel 4 Fungsi Logika IF 5 Fungsi Database 6 Fungsi Informasi ISERROR | pembahasan tentang fungsi dan formula spreadsheet                                                           | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:03:23<br>Keluar:<br>17:15:34 |
| <b>03</b>        | 403-e2         | 26 September 2022 | Mengerjakan latihan Studi Kasus                                                                                                                                    | pembahasan tentang studi kasus faktur penjualan                                                             | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:                                    |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>  | <b>Bahan Kajian</b>                                                                                                                                                                                             | <b>Berita Acara Pengajaran</b>                               | <b>Kehadiran</b>                                                                   |
|------------------|----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------|
|                  |                |                 |                                                                                                                                                                                                                 |                                                              | 15:02:36<br>Keluar:<br>17:18:29                                                    |
| <b>04</b>        | 403-e2         | 3 Oktober 2022  | Mengerjakan latihan Studi Kasus                                                                                                                                                                                 | pembahasan tentang studi kasus pengolahan data toko          | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:04:48<br>Keluar:<br>17:18:13 |
| <b>05</b>        | 403-e2         | 10 Oktober 2022 | Mengerjakan latihan Studi Kasus                                                                                                                                                                                 | pembahasan tentang studi kasus pengolahan data toko lanjutan | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:04:27<br>Keluar:<br>17:15:23 |
| <b>06</b>        | 403-e2         | 17 Oktober 2022 | Pivot Table<br>Membuat Tipe Summary<br>Menganalisa Pivot Table<br>Mengatur Mencetak Lembar Kerja<br>Preview Worksheet<br>Mencetak Beberapa Worksheet<br>Mencetak Garis Grid Dan Heading<br>Mengatur Printer Dan | pembahasan tentang pembuatan pivot table dan grafik          | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:03:18<br>Keluar:<br>17:15:15 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                                                    | <b>Berita Acara Pengajaran</b>                               | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------|
|                  |                |                  | Kertas<br>Mencetak<br>Print Area<br>Mencetak<br>Heading                |                                                              |                                                                                    |
| <b>07</b>        | 403-e2         | 24 Oktober 2022  | Review Materi                                                          | pembahasan tentang pembuatan pivot table dan grafik lanjutan | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:03:41<br>Keluar:<br>17:17:12 |
| <b>08</b>        | 403-e2         | 31 Oktober 2022  | (UTS)                                                                  | (UTS)                                                        | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:07:41<br>Keluar:<br>17:19:12 |
| <b>09</b>        | 403-e2         | 7 November 2022  | Macam-macam Grafik dan Modifikasi Grafik dalam Ms Excel                | pembahasan tentang pengenalan ms power point                 | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:01:26<br>Keluar:<br>17:16:58 |
| <b>10</b>        | 403-e2         | 14 November 2022 | Mengenal berbagai macam fitur pada power point membuat animasi sendiri | pembahasan tentang menyisipkan sound                         | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:02:25<br>Keluar:<br>17:15:05 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                                                                                                         | <b>Berita Acara Pengajaran</b>                | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------|
| <b>11</b>        | 403-e2 (kp)    | 25 November 2022 | Mengenal berbagai macam fitur pada power point membuat animasi sendiri Mahasiswa mampu menerapkan template pada Power Point | pengerjaan studi kasus                        | Tepat Waktu<br>Jadwal:<br>09:10-11:40<br>Masuk:<br>09:14:28<br>Keluar:<br>11:30:28 |
| <b>12</b>        | 403-e2         | 28 November 2022 | Mahasiswa mampu menyisipkan video dan audio pada power point                                                                | pembahasan menyisipkan music pada power point | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:03:54<br>Keluar:<br>17:17:08 |
| <b>13</b>        | 403-e2         | 5 Desember 2022  | Mengerjakan latihan Studi Kasus                                                                                             | pengerjaan studi kasus                        | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:02:25<br>Keluar:<br>17:15:05 |
| <b>14</b>        | 403-e2         | 12 Desember 2022 | Mengerjakan latihan Studi Kasus                                                                                             | pengerjaan studi kasus                        | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:02:06<br>Keluar:<br>17:15:04 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b> | <b>Berita Acara Pengajaran</b>         | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|---------------------|----------------------------------------|------------------------------------------------------------------------------------|
| <b>15</b>        | 403-e2         | 19 Desember 2022 | Review Materi       | pembahasan penyisipan video pada slide | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:01:23<br>Keluar:<br>17:20:14 |
| <b>16</b>        | 403-e2         | 9 Januari 2023   | (UAS)               | (UAS)                                  | Tepat Waktu<br>Jadwal:<br>15:00-17:30<br>Masuk:<br>15:05:25<br>Keluar:<br>17:15:05 |











| Nim                             | Nama                             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Jumlah |
|---------------------------------|----------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--------|
| <a href="#"><u>44221014</u></a> | nadya putri ramadhani            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 14     |
| <a href="#"><u>44221044</u></a> | joenathan clementius nitiatmadja | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 13     |
| <a href="#"><u>44221047</u></a> | billy januar                     | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 0  | 1  | 1  | 1  | 1  | 0  | 13     |
| <a href="#"><u>44221048</u></a> | inneke fatimah mayangsari        | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 14     |
| <a href="#"><u>44221080</u></a> | ananda hadi firmansyah           | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 14     |
| <a href="#"><u>44221086</u></a> | rasyikah dzihni larasati         | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 14     |
| <a href="#"><u>44221090</u></a> | maman abdul rohman               | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 14     |
| <a href="#"><u>44221094</u></a> | vinny virginia bintang alam      | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 1  | 1  | 1  | 1  | 0  | 0  | 0  | 11     |
| <a href="#"><u>44221099</u></a> | zahwa syafira rachmadany         | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 1  | 1  | 1  | 1  | 0  | 14     |
| <a href="#"><u>44221103</u></a> | zahra                            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 0  | 0  | 1  | 1  | 1  | 0  | 12     |



| # | Pertemuan    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|--------------|----|----|----|----|----|----|----|---|----|----|----|----|----|----|----|----|
|   | Jumlah hadir | 58 | 58 | 55 | 58 | 59 | 57 | 56 | 0 | 57 | 53 | 51 | 53 | 57 | 53 | 54 | 0  |

## Penilaian

| NIM                      | NAMA                 | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|----------------------|----------|-------|-----|-----|-------------|
| <a href="#">44220545</a> | hafshoh              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220561</a> | tria amalia putri    | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220586</a> | luqman nurhakim      | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220591</a> | dandy tampan satrio  | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220596</a> | amelia hakimah       | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220604</a> | haddad ismail        | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220605</a> | mafruhathunnimah     | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220629</a> | wendi candra wansyah | 0        | 0     | 0   | 0   | C           |
| <a href="#">44220638</a> | tiara nurinsani      | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA          | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|---------------|----------|-------|-----|-----|-------------|
| <a href="#">44220655</a> | malik ibrahim | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA                      | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|---------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44220678</a> | adinda dhalilatussyarifah | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220706</a> | surya rahman syah         | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220747</a> | rahayu abdillah           | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220749</a> | firyal putri fadia        | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220766</a> | rohmah hayyu seroja       | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220792</a> | al fajjri ibrahim         | 0        | 0     | 0   | 0   | B           |
| <a href="#">44220800</a> | muhammad husen            | 0        | 0     | 0   | 0   | E           |
| <a href="#">44220808</a> | novrian eka ramadhan      | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220810</a> | carmel pebrianty          | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220812</a> | hidzfiyah nur farha       | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA                        | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|-----------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44220826</a> | adam putra pratama          | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220828</a> | mutiara gabriela<br>sukmana | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220838</a> | mario iqbal ibrahim         | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220859</a> | fitri nuraini               | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220871</a> | della carissa               | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220886</a> | taufikoh rohadatul aisyi    | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220898</a> | hartini agaluh              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220921</a> | kheva maulana tsalatsa      | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220928</a> | shifa ainur rofiqoh         | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220940</a> | chindy aurellia putri       | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA                             | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|----------------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44220949</a> | gilang khasyfil aziz<br>ramadhan | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA                               | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|------------------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44220950</a> | sabrina dhiya apriyani             | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220951</a> | puteri zhafirah                    | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220958</a> | sagita aya pramudya                | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220959</a> | zahra rachmaningrum                | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220967</a> | she radyan alya monica<br>anandira | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220976</a> | rohmah artika ningsih              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220978</a> | mutiara ashari                     | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220983</a> | mohammad fadil<br>amrullah         | 0        | 0     | 0   | 0   | D           |
| <a href="#">44220988</a> | muhammad zulfikar                  | 0        | 0     | 0   | 0   | B           |

| NIM                      | NAMA                  | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|-----------------------|----------|-------|-----|-----|-------------|
| <a href="#">44221010</a> | efriza aulia pasya    | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221014</a> | nadya putri ramadhani | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA                                | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|-------------------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44221044</a> | joenathan clementius<br>nitiatmadja | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221047</a> | billy januar                        | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221048</a> | inneke fatimah<br>mayangsari        | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221080</a> | ananda hadi firmansyah              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221086</a> | rasyikah dzihni larasati            | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221090</a> | maman abdul rohman                  | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221094</a> | vinny virginia bintang<br>alam      | 0        | 0     | 0   | 0   | E           |
| <a href="#">44221099</a> | zahwa syafira<br>rachmadany         | 0        | 0     | 0   | 0   | A           |

| NIM                      | NAMA              | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|-------------------|----------|-------|-----|-----|-------------|
| <a href="#">44221103</a> | zahra             | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221115</a> | akmal ridho putra | 0        | 0     | 0   | 0   | A           |



| NIM                      | NAMA                             | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|----------------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44221123</a> | muhammad haikal                  | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221134</a> | balqis fitria                    | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221137</a> | muhamad helmi syafi'             | 0        | 0     | 0   | 0   | B           |
| <a href="#">44221139</a> | shyella vakhira                  | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221151</a> | nadia meighita army              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221152</a> | alfito ahmad putra               | 0        | 0     | 0   | 0   | D           |
| <a href="#">44221161</a> | fadhila khoirunnisa              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221165</a> | sangiang hayu murti<br>dhipayana | 0        | 0     | 0   | 0   | A           |

Dosen. : Minda Septiani  
Matakuliah : (882) MULTIMEDIA MULTIMEDIA  
SKS : 3  
Kelas : MTD.44.1C.06.A  
Jumlah Mahasiswa : 59

| Pertemuan | Ruangan     | Tanggal           | Bahan Kajian                                                                                                                                                       | Berita Acara Pengajaran                                                                                                                                                          | Kehadiran                                                                          |
|-----------|-------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 01        | 301-f3      | 15 September 2022 | Ms Excel dan Mengetahui rumus yang akan digunakan untuk menghitung nilai dari sebuah cell                                                                          | pertemuan 1 ms excel dan mengenal rumus yang akan digunakan untuk menghitung nilai dari sebuah cell                                                                              | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:01:13<br>Keluar:<br>12:19:36 |
| 02        | 301-f3 (kp) | 28 September 2022 | Fungsi dalam Ms Excel 1 Fungsi Teks 2 Fungsi Statistik 3 Fungsi Pencarian dan Referensi dari tabel 4 Fungsi Logika IF 5 Fungsi Database 6 Fungsi Informasi ISERROR | pertemuan - 2 fungsi dalam ms excel 1 fungsi teks 2 fungsi statistik 3 fungsi pencarian dan referensi dari tabel 4 fungsi logika if 5 fungsi database 6 fungsi informasi iserror | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:05:13<br>Keluar:<br>12:16:36 |
| 03        | 301-f3      | 29 September 2022 | Mengerjakan latihan Studi Kasus                                                                                                                                    | pertemuan 3 - mengerjakan latihan studi kasus                                                                                                                                    | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:10:13                        |

| Pertemuan | Ruangan     | Tanggal         | Bahan Kajian                                                                                                                                                                                                                       | Berita Acara Pengajaran                                             | Kehadiran                                                                          |
|-----------|-------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------|
|           |             |                 |                                                                                                                                                                                                                                    |                                                                     | Keluar:<br>12:23:36                                                                |
| 04        | 301-f3      | 6 Oktober 2022  | Mengerjakan latihan Studi Kasus                                                                                                                                                                                                    | pertemuan 4 - mengerjakan latihan studi kasus                       | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:01:39<br>Keluar:<br>12:19:56 |
| 05        | 301-f3      | 13 Oktober 2022 | Mengerjakan latihan Studi Kasus                                                                                                                                                                                                    | pertemuan 5 - mengerjakan latihan studi kasus                       | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:10:20<br>Keluar:<br>12:23:36 |
| 06        | 301-f3 (kp) | 26 Oktober 2022 | Pivot Table<br>Membuat Tipe Summary<br>Menganalisa Pivot Table<br>Mengatur Mencetak Lembar Kerja<br>Preview Worksheet<br>Mencetak Beberapa Worksheet<br>Mencetak Garis Grid Dan Heading<br>Mengatur Printer Dan Kertas<br>Mencetak | pertemuan 6 - pivot table worksheet mencetak garis grid dan heading | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:12:13<br>Keluar:<br>12:25:36 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>         | <b>Bahan Kajian</b>                                                                         | <b>Berita Acara Pengajaran</b>                                                                 | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                  |                |                        | Print Area<br>Mencetak<br>Heading                                                           |                                                                                                |                                                                                    |
| <b>07</b>        | 301-f3         | 27<br>Oktober<br>2022  | Review<br>Materi                                                                            | pertemuan 7 - review                                                                           | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:07:17<br>Keluar:<br>12:23:36 |
| <b>08</b>        | 301-f3         | 3<br>November<br>2022  | (UTS)                                                                                       | (UTS)                                                                                          | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:05:17<br>Keluar:<br>12:23:36 |
| <b>09</b>        | 301-f3         | 8<br>November<br>2022  | Macam-<br>macam<br>Grafik dan<br>Modifikasi<br>Grafik dalam<br>Ms Excel                     | pertemuan 9 - microsoft<br>power point                                                         | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:10:13<br>Keluar:<br>12:23:36 |
| <b>10</b>        | 301-f3         | 15<br>November<br>2022 | Mengenal<br>berbagai<br>macam fitur<br>pada power<br>point<br>membuat<br>animasi<br>sendiri | pertemuan 10 - mengenal<br>berbagai macam fitur<br>pada power point<br>membuat animasi         | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:07:17<br>Keluar:<br>12:23:36 |
| <b>11</b>        | 301-f3         | 22<br>November<br>2022 | Mengenal<br>berbagai<br>macam fitur<br>pada power                                           | pertemuan 11 - mengenal<br>berbagai macam fitur<br>pada power point<br>membuat animasi sendiri | Tepat Waktu<br>Jadwal:<br>10:00-12:30                                              |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                                                                | <b>Berita Acara Pengajaran</b>                                    | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                  |                |                  | point membuat animasi sendiri Mahasiswa mampu menerapkan template pada Power Point | mahasiswa mampu menerapkan template pada power point              | Masuk:<br>10:10:20<br>Keluar:<br>12:23:36                                          |
| <b>12</b>        | 301-f3         | 29 November 2022 | Mahasiswa mampu menyisipkan video dan audio pada power point                       | pertemuan 12 - mampu menyisipkan video dan audio pada power point | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:01:39<br>Keluar:<br>12:19:56 |
| <b>13</b>        | 301-f3         | 6 Desember 2022  | Mengerjakan latihan Studi Kasus                                                    | pertemuan 13 - mengerjakan latihan studi kasus                    | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:14:39<br>Keluar:<br>12:16:56 |
| <b>14</b>        | 301-f3 (kp)    | 16 Desember 2022 | Mengerjakan latihan Studi Kasus                                                    | pertemuan 14 - mengerjakan latihan studi kasus                    | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:01:39<br>Keluar:<br>12:19:56 |
| <b>15</b>        | 301-f3         | 20 Desember 2022 | Review Materi                                                                      | pertemuan 15 - review - quiz                                      | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:07:17                        |

| Pertemuan | Ruangan | Tanggal        | Bahan Kajian | Berita Acara Pengajaran | Kehadiran                                                                          |
|-----------|---------|----------------|--------------|-------------------------|------------------------------------------------------------------------------------|
|           |         |                |              |                         | Keluar:<br>12:23:36                                                                |
| 16        | 301-f3  | 5 Januari 2023 | (UAS)        | (UAS)                   | Tepat Waktu<br>Jadwal:<br>10:00-12:30<br>Masuk:<br>10:14:39<br>Keluar:<br>12:16:56 |

## Presensi Mahasiswa BSI

| Nim                             | Nama                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Jumlah |
|---------------------------------|--------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--------|
| <a href="#"><u>44221226</u></a> | maidin adel castria      | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#"><u>44221230</u></a> | ahmad rizki              | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221239</u></a> | m fadhlin multahadi      | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 8      |
| <a href="#"><u>44221249</u></a> | muhammad fadhli el-adib  | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#"><u>44221250</u></a> | bariz hernadio adi putro | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221258</u></a> | vina hidayaturrafi       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#"><u>44221264</u></a> | adelia rahma agustina    | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221265</u></a> | tasya shafa kamila       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |

| Nim                      | Nama                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Jumlah |
|--------------------------|--------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--------|
| <a href="#">44221276</a> | ridho akbar maulana      | 1 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#">44221293</a> | anisa fitri              | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#">44221302</a> | ingrid natalia siahaan   | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#">44221308</a> | iqfhandi aditya warman   | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#">44221309</a> | devina rizkya almira     | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#">44221310</a> | miselsa anisdria susanto | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 7      |
| <a href="#">44221326</a> | najwa ayyaumi raudha     | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#">44221371</a> | mohamad rafi sudrajat    | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#">44221372</a> | abdal fonna              | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |



| Nim                             | Nama                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Jumlah |
|---------------------------------|------------------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--------|
| <a href="#"><u>44221387</u></a> | benedictus<br>denny<br>christianto | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221391</u></a> | eveline<br>adelia dopo             | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221393</u></a> | fadlan<br>fadlillah                | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221405</u></a> | rico anugrah<br>ramaddan           | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221415</u></a> | muhamad<br>raihan imron            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#"><u>44221416</u></a> | naufal imron                       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221420</u></a> | rosita<br>wulandari                | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221426</u></a> | hegar<br>deofitransyah             | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221434</u></a> | fildzah<br>khairunnisa             | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |

| <b>Nim</b>                      | <b>Nama</b>            | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> | <b>11</b> | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b> | <b>16</b> | <b>Jumlah</b> |
|---------------------------------|------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------------|
| <a href="#"><u>44221452</u></a> | rafy bimantara         | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221475</u></a> | naia novitasari        | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221494</u></a> | nur diana              | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221496</u></a> | tiara maharani         | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221503</u></a> | cahya afrillita        | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221506</u></a> | muhammad rafli hafiz   | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221508</u></a> | vito dwi ratna         | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221515</u></a> | maharani putri ansyari | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221531</u></a> | zahra safira marselina | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |
| <a href="#"><u>44221537</u></a> | yaafi asani putra      | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 0        | 1        | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 10            |

| Nim                             | Nama                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Jumlah |
|---------------------------------|-------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--------|
| <a href="#"><u>44221543</u></a> | fitri amelia rizkiyani  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221548</u></a> | muhammad thoriq ismail  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221551</u></a> | frans rifaldhi sulaiman | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221694</u></a> | intan ardita rahmadhan  | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221700</u></a> | jonathan sitinjak       | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221705</u></a> | sofia alifah            | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 10     |
| <a href="#"><u>44221749</u></a> | gina aratusya           | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 9      |
| <a href="#"><u>44221750</u></a> | bayu tabah lesmana      | 1 | 1 | 1 | 0 | 0 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 8      |
| <a href="#"><u>44222072</u></a> | denisa yurika pramesty  | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 1 | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 6      |

| # | Pertemuan    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|--------------|----|----|----|----|----|----|----|---|----|----|----|----|----|----|----|----|
|   | Jumlah hadir | 43 | 44 | 43 | 43 | 42 | 42 | 43 | 0 | 42 | 43 | 45 | 0  | 0  | 0  | 0  | 0  |

## Penilaian

| NIM                      | NAMA                     | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|--------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44221226</a> | maidin adel castria      | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221230</a> | ahmad rizki              | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221239</a> | m fadhlin multahadi      | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221249</a> | muhammad fadhli el-adib  | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221250</a> | bariz hernadio adi putro | 0        | 0     | 0   | 0   | B           |
| <a href="#">44221258</a> | vina hidayaturrafi       | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221264</a> | adelia rahma agustina    | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221265</a> | tasya shafa kamila       | 0        | 0     | 0   | 0   | A           |
| <a href="#">44221276</a> | ridho akbar maulana      | 0        | 0     | 0   | 0   | A           |

| <b>NIM</b>                      | <b>NAMA</b>                  | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|------------------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44221293</u></a> | anisa fitri                  | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221302</u></a> | ingrid natalia siahaan       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221308</u></a> | iqfhandi aditya warman       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221309</u></a> | devina rizkya almira         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221310</u></a> | miselsa anisdria susanto     | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44221326</u></a> | najwa ayyaumi raudha         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221371</u></a> | mohamad rafi sudrajat        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221372</u></a> | abdal fonna                  | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44221387</u></a> | benedictus denny christianto | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221391</u></a> | eveline adelia dopo          | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221393</u></a> | fadlan fadlillah             | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221405</u></a> | rico anugrah ramaddan        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221415</u></a> | muhamad raihan imron         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221416</u></a> | naufal imron                 | 0               | 0            | 0          | 0          | A                  |

| <b>NIM</b>                      | <b>NAMA</b>            | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|------------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44221420</u></a> | rosita wulandari       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221426</u></a> | hegar deofitransyah    | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221434</u></a> | fildzah khairunnisa    | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221452</u></a> | rafy bimantara         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221475</u></a> | naia novitasari        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221494</u></a> | nur diana              | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221496</u></a> | tiara maharani         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221503</u></a> | cahya afrillita        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221506</u></a> | muhammad rafli hafiz   | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221508</u></a> | vito dwi ratna         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221515</u></a> | maharani putri ansyari | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221531</u></a> | zahra safira marselina | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221537</u></a> | yaafi asani putra      | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221543</u></a> | fitri amelia rizkiyani | 0               | 0            | 0          | 0          | A                  |

| <b>NIM</b>                      | <b>NAMA</b>             | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|-------------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44221548</u></a> | muhammad thoriq ismail  | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221551</u></a> | frans rifaldhi sulaiman | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221694</u></a> | intan ardita rahmadhan  | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221700</u></a> | jonathan sitinjak       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221705</u></a> | sofia alifah            | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221749</u></a> | gina aratusya           | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221750</u></a> | bayu tabah lesmana      | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44222072</u></a> | denisa yurika pramesty  | 0               | 0            | 0          | 0          | B                  |

Dosen. : Minda Septiani  
Matakuliah : (882) MULTIMEDIA MULTIMEDIA  
SKS : 3  
Kelas : MTD.44.1C.25.A  
Jumlah Mahasiswa : 60

| Pertemuan | Ruangan | Tanggal           | Bahan Kajian                                                                                                                                                       | Berita Acara Pengajaran                   | Kehadiran                                                                 |
|-----------|---------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------|
| 01        | 201-m1  | 14 September 2022 | Ms Excel dan Mengenal rumus yang akan digunakan untuk menghitung nilai dari sebuah cell                                                                            | pengenalan excel fungsi math string sumif | Tepat Waktu<br>Jadwal: 19:30-21:40<br>Masuk: 19:36:12<br>Keluar: 21:28:27 |
| 02        | 405-m1  | 21 September 2022 | Fungsi dalam Ms Excel 1 Fungsi Teks 2 Fungsi Statistik 3 Fungsi Pencarian dan Referensi dari tabel 4 Fungsi Logika IF 5 Fungsi Database 6 Fungsi Informasi ISERROR | fungsi vlook hlookup                      | Tepat Waktu<br>Jadwal: 19:30-21:40<br>Masuk: 19:31:08<br>Keluar: 21:25:28 |
| 03        | 405-m1  | 28 September 2022 | Mengerjakan latihan Studi Kasus                                                                                                                                    | fungsi database                           | Tepat Waktu<br>Jadwal: 19:30-21:40<br>Masuk: 19:31:28                     |



| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>  | <b>Bahan Kajian</b>                                                                                                                                                                                                                | <b>Berita Acara Pengajaran</b> | <b>Kehadiran</b>                                                                   |
|------------------|----------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------|
|                  |                |                 |                                                                                                                                                                                                                                    |                                | Keluar:<br>21:27:44                                                                |
| <b>04</b>        | 405-m1         | 5 Oktober 2022  | Mengerjakan latihan Studi Kasus                                                                                                                                                                                                    | fungsi if or                   | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:35:18<br>Keluar:<br>21:26:43 |
| <b>05</b>        | 405-m1         | 12 Oktober 2022 | Mengerjakan latihan Studi Kasus                                                                                                                                                                                                    | latihan if vlook               | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:32:05<br>Keluar:<br>21:26:26 |
| <b>06</b>        | 405-m1         | 19 Oktober 2022 | Pivot Table<br>Membuat Tipe Summary<br>Menganalisa Pivot Table<br>Mengatur Mencetak Lembar Kerja<br>Preview Worksheet<br>Mencetak Beberapa Worksheet<br>Mencetak Garis Grid Dan Heading<br>Mengatur Printer Dan Kertas<br>Mencetak | pivot table dan chart          | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:14<br>Keluar:<br>21:26:30 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                                                    | <b>Berita Acara Pengajaran</b>       | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------|
|                  |                |                  | Print Area<br>Mencetak<br>Heading                                      |                                      |                                                                                    |
| <b>07</b>        | 405-m1         | 26 Oktober 2022  | Review Materi                                                          | grafik review pertemuan 1-6          | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:14<br>Keluar:<br>21:26:17 |
| <b>08</b>        | 405-m1         | 2 November 2022  | (UTS)                                                                  | (UTS)                                | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:27<br>Keluar:<br>21:26:32 |
| <b>09</b>        | 405-m1         | 9 November 2022  | Macam-macam Grafik dan Modifikasi Grafik dalam Ms Excel                | power point                          | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:09<br>Keluar:<br>21:26:11 |
| <b>10</b>        | 405-m1         | 16 November 2022 | Mengenal berbagai macam fitur pada power point membuat animasi sendiri | power point lanjutan                 | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:29<br>Keluar:             |
| <b>11</b>        | 405-m1         | 23 November 2022 | Mengenal berbagai macam fitur pada power                               | presentasi kelompok brian dan andray | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:                                    |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                                                                | <b>Berita Acara Pengajaran</b>                             | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------|
|                  |                |                  | point membuat animasi sendiri Mahasiswa mampu menerapkan template pada Power Point |                                                            | 19:31:26<br>Keluar:<br>21:27:45                                                    |
| <b>12</b>        | 405-m1         | 30 November 2022 | Mahasiswa mampu menyisipkan video dan audio pada power point                       | menyisipkan video pada power point                         | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:27<br>Keluar:<br>21:27:32 |
| <b>13</b>        | 405-m1         | 7 Desember 2022  | Mengerjakan latihan Studi Kasus                                                    | design slide kiat sukses di kampus dan presentasi kelompok | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:37:48<br>Keluar:<br>21:27:10 |
| <b>14</b>        | 405-m1         | 14 Desember 2022 | Mengerjakan latihan Studi Kasus                                                    | presentasi kelompok                                        | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:36:35<br>Keluar:<br>21:28:07 |
| <b>15</b>        | 405-m1         | 21 Desember 2022 | Review Materi                                                                      | presentasi kelompok                                        | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:17                        |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>  | <b>Bahan Kajian</b> | <b>Berita Acara Pengajaran</b> | <b>Kehadiran</b>                                                                   |
|------------------|----------------|-----------------|---------------------|--------------------------------|------------------------------------------------------------------------------------|
|                  |                |                 |                     |                                | Keluar:<br>21:27:04                                                                |
| <b>16</b>        | 405-m1         | 11 Januari 2023 | (UAS)               | (UAS)                          | Tepat Waktu<br>Jadwal:<br>19:30-21:40<br>Masuk:<br>19:31:27<br>Keluar:<br>21:27:32 |







[illegible]







| # | Pertemuan    | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8 | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|---|--------------|----|----|----|----|----|----|----|---|----|----|----|----|----|----|----|----|
|   | Jumlah hadir | 60 | 55 | 55 | 58 | 58 | 59 | 56 | 0 | 59 | 56 | 58 | 56 | 56 | 55 | 54 | 0  |

## Penilaian

| NIM                      | NAMA                    | Presensi | TUGAS | UTS | UAS | GRADE AKHIR |
|--------------------------|-------------------------|----------|-------|-----|-----|-------------|
| <a href="#">44220016</a> | eliza danuarta          | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220021</a> | iqbal edy wijaya        | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220024</a> | aaqillah putri valencia | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220036</a> | riko adi prasetyo       | 0        | 0     | 0   | 0   | B           |
| <a href="#">44220052</a> | evi nuraliah            | 0        | 0     | 0   | 0   | E           |
| <a href="#">44220086</a> | nurul siti nurhalimah   | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220113</a> | farhan fauzan           | 0        | 0     | 0   | 0   | A           |
| <a href="#">44220126</a> | hanni                   | 0        | 0     | 0   | 0   | A           |

| <b>NIM</b>                      | <b>NAMA</b>         | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|---------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44220136</u></a> | amal maulana        | 0               | 0            | 0          | 0          | E                  |
| <a href="#"><u>44220151</u></a> | rahil wiar rahma    | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220165</u></a> | gia shakina         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220204</u></a> | ibnul hajibi        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220208</u></a> | bakhita utrujjah    | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220216</u></a> | dewi puspita sari   | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220227</u></a> | saei suryo alam     | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220236</u></a> | irvan fadillah      | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220271</u></a> | arniss riska vinata | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44220298</u></a> | lilis dwi anggela   | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220337</u></a> | fitri verani        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220346</u></a> | wibowo              | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220347</u></a> | rosalia indah       | 0               | 0            | 0          | 0          | A                  |

| <b>NIM</b>                      | <b>NAMA</b>              | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|--------------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44220410</u></a> | fadila utari             | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220463</u></a> | sabrina eka puspita sari | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220489</u></a> | mutiara kusuma maharani  | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220520</u></a> | bhagas azhar nugroho     | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44220567</u></a> | saskia putri arifianti   | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220576</u></a> | nabilla octaviana        | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220583</u></a> | albina kornelia anat     | 0               | 0            | 0          | 0          | E                  |
| <a href="#"><u>44220587</u></a> | rafie heriansyah         | 0               | 0            | 0          | 0          | E                  |
| <a href="#"><u>44220595</u></a> | diva zeina kardjani      | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220609</u></a> | andray pranowo           | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220627</u></a> | hardiansyah              | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220631</u></a> | muhammad akbar arif      | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220690</u></a> | saminem                  | 0               | 0            | 0          | 0          | A                  |

| <b>NIM</b>                      | <b>NAMA</b>                 | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|-----------------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44220693</u></a> | wulan novita nurhayati      | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220702</u></a> | lestari citra hartanti      | 0               | 0            | 0          | 0          | E                  |
| <a href="#"><u>44220741</u></a> | apriliani eman niscaya gulo | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220745</u></a> | rajib fadly                 | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44220775</u></a> | dina marcella               | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220780</u></a> | retno pinandhita wahyono    | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220864</u></a> | brian sultan setiawan       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220873</u></a> | rohana                      | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220942</u></a> | dhita varameita             | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220945</u></a> | daffa mikail kausar         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220948</u></a> | muhammad viergiansyah       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220954</u></a> | revi fahrezi yahya          | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220961</u></a> | muhammad rizky fauji        | 0               | 0            | 0          | 0          | A                  |

| <b>NIM</b>                      | <b>NAMA</b>             | <b>Presensi</b> | <b>TUGAS</b> | <b>UTS</b> | <b>UAS</b> | <b>GRADE AKHIR</b> |
|---------------------------------|-------------------------|-----------------|--------------|------------|------------|--------------------|
| <a href="#"><u>44220975</u></a> | rahma wati              | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44220981</u></a> | riki yudistira          | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44220984</u></a> | rizha nurhendra         | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44221021</u></a> | dea septiana            | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221079</u></a> | riyaz ramadhan          | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221112</u></a> | ester hulu              | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221113</u></a> | raka faza kautsar rafiq | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221125</u></a> | noferman bago           | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221128</u></a> | dexandra monica         | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221160</u></a> | rifqi fauzan fadhilah   | 0               | 0            | 0          | 0          | B                  |
| <a href="#"><u>44221173</u></a> | difa triananda          | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221758</u></a> | murniwati tafonao       | 0               | 0            | 0          | 0          | A                  |
| <a href="#"><u>44221786</u></a> | rina yuliaty            | 0               | 0            | 0          | 0          | A                  |

Dosen. : Minda Septiani  
Matakuliah : (615) PRAKTIK KERJA LAPANGAN  
SKS : 4  
Kelas : 13.5A.07 - 13502  
Jumlah Mahasiswa : 23

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>    | <b>Bahan Kajian</b>                                          | <b>Berita Acara Pengajaran</b>                                                           | <b>Kehadiran</b>                                                          |
|------------------|----------------|-------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>01</b>        | 203-b2         | 13 September 2022 | Pengertian, Tujuan dan Ruang Lingkup Praktik Kerja Lapangan  | Memberikan Arahkan Mengenai Pengertian, Tujuan dan Ruang Lingkup Praktik Kerja Lapangan  | Tepat Waktu<br>Jadwal: 14:10–17.30<br>Masuk: 14:12:12<br>Keluar: 17:16:27 |
| <b>02</b>        | 203-b2         | 20 September 2022 | Ketentuan dan Etika dalam pelaksanaan Praktik Kerja Lapangan | Memberikan Arahkan Mengenai Ketentuan dan Etika Dalam Pelaksanaan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal: 14:10–17.30<br>Masuk: 14:17:50<br>Keluar: 17:19:27 |
| <b>03</b>        | 203-b2         | 27 September 2022 | Teknis Penulisan Proposal dan Laporan Praktik Kerja Lapangan | Memberikan Arahkan Mengenai Teknis Penulisan Proposal dan Laporan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal: 14:10–17.30<br>Masuk: 14:12:47<br>Keluar: 17:21:27 |
| <b>04</b>        | 203-b2         | 4 Oktober 2022    | Proposal Praktik Kerja Lapangan                              | Pembuatan Proposal Praktik Kerja Lapangan Pendampingan Praktik Kerja Lapangan            | Tepat Waktu<br>Jadwal: 14:10–17.30<br>Masuk: 14:16:12<br>Keluar: 17:16:27 |



| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>  | <b>Bahan Kajian</b>                 | <b>Berita Acara Pengajaran</b>      | <b>Kehadiran</b>                                                                   |
|------------------|----------------|-----------------|-------------------------------------|-------------------------------------|------------------------------------------------------------------------------------|
| <b>05</b>        | 203-b2         | 11 Oktober 2022 | Pendampingan Praktik Kerja Lapangan | Pendampingan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:12:12<br>Keluar:<br>17:25:27 |
| <b>06</b>        | 203-b2         | 18 Oktober 2022 | Pendampingan Praktik Kerja Lapangan | Pendampingan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:12:12<br>Keluar:<br>17:16:27 |
| <b>07</b>        | 203-b2         | 25 Oktober 2022 | Pendampingan Praktik Kerja Lapangan | Pendampingan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:17:04<br>Keluar:<br>17:19:12 |
| <b>08</b>        | 203-b2         | 1 November 2022 | (UTS)                               | (UTS)                               | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:11:04<br>Keluar:<br>17:20:12 |
| <b>09</b>        | 203-b2         | 8 November 2022 | Pendampingan Praktik Kerja Lapangan | Pendampingan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:12:47<br>Keluar:<br>17:21:27 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                                 | <b>Berita Acara Pengajaran</b>                                    | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|-----------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>10</b>        | 203-b2         | 15 November 2022 | Pendampingan Praktik Kerja Lapangan                 | Pendampingan Praktik Kerja Lapangan                               | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:17:50<br>Keluar:<br>17:19:27 |
| <b>11</b>        | 203-b2         | 22 November 2022 | Outline Laporan Praktik Kerja Lapangan              | Memberikan Arahan Mengenai Outline Laporan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:17:04<br>Keluar:<br>17:23:12 |
| <b>12</b>        | 203-b2         | 29 November 2022 | Konsultasi Pembuatan Laporan Praktik Kerja Lapangan | Konsultasi Pembuatan Laporan Praktik Kerja Lapangan               | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:19:12<br>Keluar:<br>17:18:27 |
| <b>13</b>        | 203-b2         | 6 Desember 2022  | Konsultasi Pembuatan Laporan Praktik Kerja Lapangan | Konsultasi Pembuatan Laporan Praktik Kerja Lapangan               | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:15:12<br>Keluar:<br>17:27:27 |
| <b>14</b>        | 203-b2         | 13 Desember 2022 | Pengesahan Laporan Praktik Kerja Lapangan           | Pengesahan Laporan Praktik Kerja Lapangan                         | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:17:50<br>Keluar:<br>17:19:27 |

| <b>Pertemuan</b> | <b>Ruangan</b> | <b>Tanggal</b>   | <b>Bahan Kajian</b>                      | <b>Berita Acara Pengajaran</b>           | <b>Kehadiran</b>                                                                   |
|------------------|----------------|------------------|------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------|
| <b>15</b>        | 203-b2         | 20 Desember 2022 | Penilaian Laporan Praktik Kerja Lapangan | Penilaian Laporan Praktik Kerja Lapangan | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:12:12<br>Keluar:<br>17:25:27 |
| <b>16</b>        | 203-b2         | 10 Januari 2023  | (UAS)                                    | (UAS)                                    | Tepat Waktu<br>Jadwal:<br>14:10–17.30<br>Masuk:<br>14:15:09<br>Keluar:<br>17:20:15 |