



UNIVERSITAS BINA SARANA INFORMATIKA

Gedung Rektorat Jl. Kramat Raya No. 98, Senen. Jakarta Pusat 10450

Telp. (021) 23231170 Fax (021) 21236158 e-mail : rektorat@bsi.ac.id

KEPUTUSAN REKTOR UNIVERSITAS BINA SARANA INFORMATIKA

Nomor : 129/2.01/UBSI/III/2024

TENTANG TUGAS MENGAJAR SEMESTER GENAP TAHUN AKADEMIK 2023/2024

REKTOR UNIVERSITAS BINA SARANA INFORMATIKA,

- Menimbang
- Bahwa dalam rangka proses belajar mengajar Program Diploma Tiga dan Program Sarjana di Universitas Bina Sarana Informatika agar dapat menjaga kelancaran tugas dan tertib administrasi jalannya perkuliahan dengan baik maka perlu menugaskan dosen untuk mengajar pada Universitas Bina Sarana Informatika;
 - Bahwa dosen yang namanya tersebut dalam dalam surat keputusan ini dipandang cakap dan memenuhi syarat untuk mengajar pada Universitas Bina Sarana Informatika;
 - Bahwa berdasarkan pertimbangan sebagaimana dimaksudkan dalam huruf a dan b di atas, perlu diterbitkannya surat keputusan Rektor tentang tugas mengajar Semester Genap tahun akademik 2023/2024.
- Mengingat
- Undang-Undang Republik Indonesia Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;
 - Undang-Undang Republik Indonesia Nomor 14 Tahun 2005 tentang Guru dan Dosen;
 - Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
 - Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi;
 - Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Republik Indonesia Nomor 53 Tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi;
 - Keputusan Menteri Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia Nomor 732/KPT/I/2018 tentang Izin Penyatuan dan Perubahan Bentuk Beberapa Perguruan Tinggi Swasta Menjadi Universitas Bina Sarana Informatika di Jakarta yang diselenggarakan oleh Yayasan Bina Sarana Informatika;
 - Peraturan Yayasan Bina Sarana Informatika Nomor 382/Y-BSI/IX/2019 tanggal 16 September 2019 tentang Statuta Universitas Bina Sarana Informatika;
 - Keputusan Rektor Universitas Bina Sarana Informatika Nomor 234/2.01/UBSI/X/2023 tanggal 16 Oktober 2023 tentang Perubahan Struktur Organisasi dan Tata Kerja Universitas Bina Sarana Informatika Tahun 2023;
 - Keputusan Rektor Universitas Bina Sarana Informatika Nomor 208/2.01/UBSI/IX/2023 tanggal 4 September 2023 tentang Distribusi Mata Kuliah Pada Setiap Program Studi di Universitas Bina Sarana Informatika Tahun Akademik 2023/2024;
 - Keputusan Rektor Universitas Bina Sarana Informatika Nomor 206/2.01/UBSI/IX/2023 tanggal 01 September 2023 tentang Penetapan Kalender Akademik Universitas Bina Sarana Informatika Tahun Akademik 2023/2024.

Memperhatikan : Hasil rapat pimpinan tanggal 28 Februari 2024 di Jakarta.

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PSDKU

■ BOGOR ■ KARAWANG ■ PURWOKERTO ■ TASIKMALAYA ■ SURAKARTA
■ PONTIANAK ■ TEGAL ■ SUKABUMI ■ YOGYAKARTA





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MEMUTUSKAN

- Menetapkan : TUGAS MENGAJAR SEMESTER GENAP TAHUN AKADEMIK 2023/2024.
Pertama : Menugaskan masing-masing dosen untuk melaksanakan tugas mengajar pada mata kuliah seperti tercantum dalam lampiran surat keputusan ini
Kedua : Bersedia mentaati dan mematuhi peraturan, prosedur dan ketentuan yang berlaku di lingkungan Universitas Bina Sarana Informatika;
Ketiga : Kepada yang bersangkutan diberikan honorarium sesuai dengan peraturan yang berlaku di lingkungan Universitas Bina Sarana Informatika;
Keempat : Keputusan ini berlaku selama Semester Genap tahun akademik 2023/2024;
Kelima : Keputusan ini berlaku sejak ditetapkan dan apabila ditemukan kekeliruan dikemudian hari, akan dilakukan perbaikan sebagaimana mestinya.

Ditetapkan di : Jakarta

Pada tanggal : 6 Maret 2024

Rektor,



Prof. Dr. Ir. Mochamad Wahyudi, M.Kom, MM, M.Pd, IPU, ASEAN Eng

Tembusan :

1. Wakil Rektor
2. Kepala Biro/Badan
3. Dekan
4. Ketua Lembaga
5. Ketua Program Studi
6. Kepala Bagian/Tim/Unit
7. Kepala Kampus
8. Arsip





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LAMPIRAN KEPUTUSAN REKTOR UNIVERSITAS BINA SARANA INFORMATIKA

Nomor: 129/2.01/UBSI/III/2024

Tanggal: 6 Maret 2024

Tugas Mengajar Semester Genap Tahun Akademik 2023/2024

Nama : Endang Sri Andayani

NIP : 201502039

No.	Matakuliah	SKS	Kelas	Keterangan
1	Pendidikan Kewarganegaraan (106)	2	19.2A.37 - 19213	
2	Bahasa Inggris II (105)	2	19.2E.01 - 19227	
3	Business Correspondence (0020)	2	31.4A.01 - 31401	
4	Classroom Management (0310)	3	33.6A.07 - 33602	
5	Pendidikan Pancasila (101)	2	64.1C.07 - 64107	
6	Bahasa Inggris II (105)	2	15.2C.07 - 15215	
7	Teaching English As Foreign Language (0017)	3	33.4B.07 - 33404	
				Jumlah SKS : 16 SKS

Ditetapkan di : Jakarta
Pada tanggal : 6 Maret 2024

Rektor,



Prof. Dr. Ir. Mochamad Wahyudi, M.Kom, MM, M.Pd, IPU, ASEAN Eng

Tembusan :

1. Wakil Rektor
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Halaman 3/3

PSDKU

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■ PONTIANAK ■ TEGAL ■ SUKABUMI ■ YOGYAKARTA



Dosen : ENDANG SRI ANDAYANI
Matakuliah : (0310) CLASSROOM MANAGEMENT
SKS : 3
Kelas : 33.6A.07
Jumlah Mahasiswa : 32

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
1	en7-b2	15-March-2024	Classroom management is the process teachers use to ensure that classroom lessons run smoothly without disruptive behavior from students compromising the delivery of instruction. It includes the prevention of disruptive behavior preemptively, as well as effectively responding to it after it happens. Such disruptions may range from normal peer conflict[1] to more severe disturbances of the social class dynamics, such as bullying among students, which make it impossible for the affected students to concentrate on their schoolwork and result in a significant deterioration of their school performance.	Meeting 1. Classroom Management: An Introduction	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:24 Keluar: 14:56:08
2	en7-b2	22-March-2024	Learning Focuses : Students can explain Definite the environment The methods The material used in teaching	Meeting 2. Analyzing Classroom Organization	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:38:10 Keluar: 14:48:24
3	en7-b2(kp)	28-March-2024	Causes of Conflict in School and How to Avoid Them Personal disagreements between students Personal disagreements are one of the most common issues in school. And they're caused by various things, such as differences in opinions, values, or interests.	Meeting 3. Causes of Classroom Conflict	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:33:20 Keluar: 14:48:48

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
			For example, two students may conflict over which music artist is better. Or they may disagree about a particular school rule. And you'll find that even petty disagreements can escalate into conflict if not handled properly. Avoid this by encouraging students to resolve their differences respectfully. For instance, you could teach them how to have a productive discussion or debate. This way, they can share their opinions without resorting to name-calling or other negative behaviors. As with many problems, prevention is key to success.		
4	en7-b2	05-April-2024	Cooperation and collaboration are key, not only in second language learning but in any classroom and household for that matter. It is one the first things kids learn to do in kindergarten and preschool, and it's no surprise. When children work together in small groups, they can share strengths and also develop their weaker skills. Also, they develop their interpersonal skills and learn to deal with conflict. When they cooperate and are guided by clear objectives, students participate in different activities that improve their understanding. In today's world where being a "team player" is often a key part of business success, teaching children to cooperate and collaborate from an early age is very useful and important. Take a look at some of the benefits of cooperation and collaboration in the ESL classroom.	Meeting 4. Teaching Student to Cooperate	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:34 Keluar: 14:51:23

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
5	en7-b2	19-April-2024	Building good communication with students in a class involves several key strategies: 1. Be Approachable 2. Active Listening 3. Encourage Participation 4. Show Empathy 5. Provide Feedback 6. Be Transparent 7. Use Varied Communication Channels 8. Respect Diversity 9. Be Flexible 10. Continuous Improvement By implementing these strategies, you can foster positive communication with your students and create a supportive learning environment where everyone feels valued and engaged.	Meeting 5. Communicating with students	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:35:26 Keluar: 14:53:07
6	en7-b2	26-April-2024	Teaching Students to Listen to You	Meeting 6. Teaching Students to Listen to You	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:17 Keluar: 15:06:00
7	en7-b2	03-May-2024	Quiz Review	Quiz Review	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:35:33 Keluar: 14:59:00
8	en7-b2	17-May-2024	UTS	UTS	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:17

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
					Keluar: 15:01:06
9	en7-b2 (kp)	22-May-2024	Teaching tolerance to children is crucial for fostering a harmonious, inclusive society. Here are some strategies and principles for integrating tolerance education into a child's learning environment: Strategies for Teaching Tolerance Model Tolerance and Respect: Children learn a lot by observing adults. Demonstrate respectful behavior and open-mindedness in your interactions with others. Show appreciation for diversity in race, culture, religion, and opinion. Incorporate Multicultural Education: Introduce children to a variety of cultures through books, music, food, and celebrations. Highlight the similarities and differences in a positive light to foster appreciation and understanding.	Meeting 9. Teaching Tolerance	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:17 Keluar: 15:06:00
10	en7-b2	31-May-2024	Establishing procedures and rules for conduct in a classroom is essential for creating a structured and conducive learning environment. Here are the steps to establish and enforce these procedures effectively: 1. Define Clear Objectives 2. Develop the Rules and Procedures 3. Communicate the Rules Clearly 4. Teach the Procedures 5. Implement Consistently 6. Monitor and Adjust 7. Reinforce and Review	Meeting 10. Establishing Procedures and Rules for Conduct	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:35:33 Keluar: 14:59:00
11	en7-b2	07-June-2024	Helping students handle anger, frustration, and aggression	Meeting 11. Helping Student	Tepat Waktu

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
			requires a comprehensive approach that includes preventive strategies, teaching coping skills, and providing support. Though dealing with these issues is often difficult, newer classroom management strategies are showing success when educators depart from trying to control behavior and instead focus on creating supportive classroom learning environments. Clearly, a big part of the solution is preventing problems before they start. In this article we'll revisit proven strategies and I'll share newer ideas to help physical educators reduce off-task behaviors in our classrooms.	Handle Anger, Frustration, and Aggression.	Jadwal: 12:30-15:00 Masuk: 12:44:39 Keluar: 14:47:37
12	en7-b2	14-June-2024	Over the years, educational researchers have worked hard to create effective teaching strategies to help teachers solve problems of off-task behavior in their classrooms. Despite these efforts, classroom management issues and discipline problems remain a major concern for most teachers.	Meeting 12. Dealing with Off-task Behaviors Systematically	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:32:53 Keluar: 14:55:18
13	en7-b2	21-June-2024	Dealing with Disruptive Behaviors refers to the strategies, methods, and actions employed by individuals or organizations to manage, mitigate, and address behaviors that disrupt the normal functioning of a setting, such as a classroom, workplace, or public space. These behaviors can interfere with the activities, safety, and well-being of others and can range from mild interruptions to severe disturbances. The goal of	Meeting 13. Dealing with Disruptive Behaviors	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 12:54:47 Keluar: 15:02:30

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
			dealing with disruptive behaviors is to restore a productive, respectful, and safe environment.		
14	en7-b2	28-June-2024	Low self-esteem refers to a person having an overall poor sense of self-value. It essentially means having a poor opinion of yourself. Low self-esteem can encompass a range of factors, such as your sense of identity, self-confidence, feelings of competence, and feelings of belonging. Self-esteem is about more than just generally liking yourself—it also means believing that you deserve love and valuing your own thoughts, feelings, opinions, interests, and goals. It can also play a role in how you allow others to treat you. Having self-esteem not only impacts how you feel about and treat yourself, but it can even affect your motivation to go after the things you want in life and your ability to develop healthy, supportive relationships. It plays an important role in a variety of areas in life, which is why having low self-esteem can be such a serious problem.	Meeting 14. Don't Cause Any Problems Yourself	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 13:45:10 Keluar: 14:52:18
15	en7-b2	05-July-2024	Students follow the instruction to do the project for midterm score.	Meeting 15. Sharing Project II	Tepat Waktu Jadwal: 12:30-15:00 Masuk: 13:09:08 Keluar: 15:01:06
16	en7-b2	12-July-2024	UAS	UAS	Tepat Waktu Jadwal: 12:30-

Pertemuan	Ruangan	Tanggal	Bahan Kajian	Berita Acara Pengajaran	Kehadiran
					15:00 Masuk: 13:09:08 Keluar: 14:58:01

Presensi 33.6A.07

No	NIM	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Jumlah
1	33200026	HETTY PUSPITASARI	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1	14
2	33200101	GUSTI NOOR SHERLY ROSALINA	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	15
3	33210007	KEVI SHAFIRA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
4	33210023	INDAH SYAWALIA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
5	33210025	SOVIA DAWERIS	1	1	1	1	1	1	1	1	1	1	1	1	0	1	0	1	14
6	33210032	WIDIA DAMAYANTI TAHER	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
7	33210034	CLARA FRANSISCA OCTATIANA	0	1	1	1	1	1	1	1	0	1	0	1	1	0	0	1	11
8	33210046	ZAINIDA FIKRIYAH SNIAR	1	1	1	1	1	1	1	1	0	1	1	1	1	1	0	1	14
9	33210066	HOTMAULINA MANURUNG	1	0	1	0	0	1	1	1	1	1	1	1	0	1	0	1	11
10	33210072	FAIRUZ AULIA YASMIN	1	1	1	0	0	0	1	1	0	0	1	1	1	1	1	1	11
11	33210080	NAJMI FADLAN AZHAR FIRDAUSYI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
12	33210092	ALIYYA HANIFAH	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	14
13	33210095	ANDIFFA ARRUUM SARI	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	15
14	33210098	ALIFIYA TISHA PERMANA	1	1	1	0	0	1	1	1	0	1	1	1	1	1	0	1	12
15	33210099	ESTER NATASYA PUTRI	0	1	1	1	0	1	1	1	0	1	1	1	0	1	0	1	11
16	33210100	MAHARANI PUTRI ANNISA	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	15
17	33210101	HANNA PURBA	1	1	1	0	1	1	1	1	1	1	0	1	1	1	1	1	14
18	33210103	NATASYA ARAZAK	1	1	1	0	1	1	1	1	0	1	1	1	1	1	1	1	14
19	33210106	PANDU WINALIA WIBOWO	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
20	33210110	SALSABILA AMILYANA	1	1	1	1	1	1	1	1	0	0	1	0	1	0	1	1	12
21	33210115	TIARA DARA KINANTI	1	0	1	1	1	0	1	1	1	0	1	0	1	1	1	1	12
22	33210116	NADA SHAFI KHAULAH	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	15
23	33210129	ZHAHRA AMALIA FEBRIANA	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	15
24	33210132	REVI RAMADHAN HAYKAL	1	1	0	1	1	1	1	1	1	1	0	1	0	0	1	1	12
25	33210133	ALFITA NUR ALIFATUN AZIZAH	1	1	1	1	1	1	1	1	0	1	1	1	1	0	1	1	14

No	NIM	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Jumlah
26	33210135	EVANDER ZUFAR SETIAWAN	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	15
27	33210143	SALSA BELLA DIVA KUMALASARI	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
28	33210154	AIDA FITRIANI HASIBUAN	1	1	1	1	1	1	1	1	1	1	1	0	1	1	0	1	14
29	33210158	NURHADI IBNU	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
30	33210161	YOGA ARYA PRATAMA	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	15
31	33210163	ACHMAD LADUNI	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	15
32	33210190	MUHAMMAD LUKMANUL HAKIM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16
Total			31	30	29	27	27	31	32	32	21	29	30	30	28	29	26	32	

Penilaian 33.6A.07

No.	NIM	Nama	Nilai UTS	Nilai UAS	Nilai Absen	Nilai Tugas	Total	Grade
1	33200026	HETTY PUSPITASARI	0	0	0	0	97	A
2	33200101	GUSTI NOOR SHERLY ROSALINA	0	0	0	0	97	A
3	33210007	KEVI SHAFIRA	0	0	0	0	97	A
4	33210023	INDAH SYAWALIA	0	0	0	0	96	A
5	33210025	SOVIA DAWERIS	0	0	0	0	96	A
6	33210032	WIDIA DAMAYANTI TAHER	0	0	0	0	96	A
7	33210034	CLARA FRANSISCA OCTATIANA	0	0	0	0	96	A
8	33210046	ZAINIDA FIKRIYAHSNAR	0	0	0	0	95	A
9	33210066	HOTMAULINA MANURUNG	0	0	0	0	96	A
10	33210072	FAIRUZ AULIA YASMIN	0	0	0	0	96	A
11	33210080	NAJMI FADLAN AZHAR FIRDAUSYI	0	0	0	0	95	A
12	33210092	ALIYYA HANIFAH	0	0	0	0	95	A
13	33210095	ANDIFFA ARRUUM SARI	0	0	0	0	95	A
14	33210098	ALIFIYA TISHA PERMANA	0	0	0	0	95	A
15	33210099	ESTER NATASYA PUTRI	0	0	0	0	95	A
16	33210100	MAHARANI PUTRI ANNISA	0	0	0	0	95	A
17	33210101	HANNA PURBA	0	0	0	0	96	A
18	33210103	NATASYA ARAZAK	0	0	0	0	96	A
19	33210106	PANDU WINALIA WIBOWO	0	0	0	0	96	A
20	33210110	SALSABILA AMILYANA	0	0	0	0	96	A
21	33210115	TIARA DARA KINANTI	0	0	0	0	97	A
22	33210116	NADA SHAFI KHAULAH	0	0	0	0	97	A
23	33210129	ZHAHRA AMALIA FEBRIANA	0	0	0	0	97	A
24	33210132	REVI RAMADHAN HAYKAL	0	0	0	0	95	A
25	33210133	ALFITA NUR ALIFATUN AZIZAH	0	0	0	0	95	A
26	33210135	EVANDER ZUFAR SETIAWAN	0	0	0	0	96	A
27	33210143	SALSA BELLA DIVA KUMALASARI	0	0	0	0	95	A
28	33210154	AIDA FITRIANI HASIBUAN	0	0	0	0	96	A
29	33210158	NURHADI IBNU	0	0	0	0	96	A
30	33210161	YOGA ARYA PRATAMA	0	0	0	0	95	A
31	33210163	ACHMAD LADUNI	0	0	0	0	96	A
32	33210190	MUHAMMAD LUKMANUL HAKIM	0	0	0	0	96	A