

ROOM DIVISION MANAGEMENT - 0826

SKS: 4 | Kelas: HKP.53.4A.05.A

Dosen: 201507203 - MFI

Berita Acara Pengajaran

Temu	Ruang	Kehadiran	Bahan Kajian	BAP	MONEV
1	E-E2	2026-04-02 10:50-14:10 Masuk: 10:57:57 - 13:55:54	Konsep Room Division - Struktur organisasi hotel Room Division Management (P) (HKP)	Pertemuan 1: 1) Explained to the students about the function of front office department and House keeping Department as the heart, the hub and nerve center of guest activities/hotel activities. In other that the students can understand it and they can describe the the function and role/regulation of room division management. 2) Give the compulsory tasks to the students	Memenuhi
2	E-E2	2026-04-16 10:50-14:10 Masuk: 10:52:02 - 14:04:56	Konsep Room Division - Fungsi FO dan HK - Guest cycle Room Division Management (P) (HKP)	Pertemuan 2: 1) Explained to the students about method to handle	Memenuhi

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				reservation, check in procedure, billing arrangement, Described the room facilities in English. So in other that, the students can understand it, and they can practice it in English, too. 2) Give the compulsory tasks to the students	
3	E-E2	2026-04-23 10:50-14:10 Masuk: 11:09:23 - 14:14:23	SOP pelayanan FO dan HK - Komunikasi lintas departemen Room Division Management (P) (HKP)	Pertemuan 3: 1) Explained the students about the SOP of front office department and housekeeping department as room division management at the hotel operation. In other that the students can understand it and they practice method to handle for both department. 2) Give the compulsory tasks to the students	Memenuhi
4	E-E2	2026-04-30 10:50-14:10	SOP pelayanan FO dan HK - Service excellence Room Division Management (P) (HKP)	Pertemuan 4: 1) Explained to the	Memenuhi

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		Masuk: 10:52:12 - 14:03:03		students about Upgrading SOP part 2 such as; VIP early check in request from the guest, handling complaint, late check out, keep the excellence service, VIP guest early arrival and high occupancy Day. so that the students can understand it, and they can applicate in Industry with accuracy job description and job break down at the hotel operation. 2) Give the compulsory tasks to the students	
5	E-E2	2026-05-05 10:00-13:20 Masuk: 10:01:21 - 13:10:05	Pengenalan PMS hotel - Modul reservasi dan room status Room Division Management (P) (HKP)	Pertemuan 5: 1) Explained to the students about the Method to integrate PMS (Property Management System) to others department, particularly the software integration between Front office and Housekeeping	Memenuhi

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				department. So in other that, the students can understand it, and they can perform the software integration directly. 2) Give the compulsory tasks to the students.	
6	E-E2	2026-05-07 10:50-14:10 Masuk: 10:51:19 - 14:07:55	Pengenalan PMS hotel - Integrasi FO–HK dalam sistem Room Division Management (P) (HKP)	Pertemuan 6: 1) Explained to the students about the method to handle reservation by personal reservation with guaranteed reservation letter and directly practice per team in English language and up grading the PMS part 2. So that the students can understand it and they can practice it and also up grading the PMS part 2. 2) Give the compulsory tasks to the students	Memenuhi
7	E-E2	2026-05-26 07:30-10:50 Masuk:	- Laporan sederhana PMS Room Division Management (P) (HKP)	Pertemuan 7: 1) Explained to the students	Memenuhi

Temu	Ruang	Kehadiran	Bahan Kajian	BAP	MONEV
		07:32:06 - 10:50:36		practicum method to handle direct reservation per team part 2 in English language. So in other that, the students can understand it and they can practice to handle it, 2) Give the tasks to the students	
9	E-E2	2026-06-04 10:50-14:10 Masuk: 10:53:08 tidak absen keluar	Indikator kinerja (occupancy, productivity) - Analisis masalah layanan Integrasi Penelitian : Hotel Reservation Policy pada masa pandemi : Refund, Reschedule atau Cancel di Labuan Bajo Link Artikel : https://scholar.google.com/citations?view_op=view_citation&hl=id&user=ZGQivfcAAAAJ&authuser=2&citation_for_view=ZGQivfcAAAAJ:d1gkVwhDpl0C Room Division Management (P) (HKP)	Pertemuan 10: 1) Explained to the students about the material practicum and review and evaluating per team with English language and take a point of it (part one). so that the students could understand it and they can upgrade the practicum directly. 2) Give Compulsory tasks to the students	Memenuhi
10	E-E2	2026-06-11 10:50-14:10 Masuk: 10:56:09 tidak absen keluar	Indikator kinerja (occupancy, productivity) - Quality control Room Division Management (P) (HKP)	Pertemuan 10: 1) Explained to the students about Materials Services Hospitality	Memenuhi

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				innovation in front desk as a sub-division with practicum part 1(one), performing practicum per group/team in English. So that the students can understand it, and they can practice it refer to the hospitality science in English, too. 2) Give the compulsory tasks to the students	
11	E-E2	2026-06-18 10:50-14:10 Masuk: 10:51:23 - 13:59:14	Inovasi layanan hospitality - Digitalisasi hotel GCET : inovasi yang dibuat mahasiswa memperhatikan keberlanjutan, inklusivitas, dan etika layanan, maka sub-CPMK ini juga selaras dengan prinsip global ethics, khususnya prinsip tanggung jawab sosial dan lingkungan. Room Division Management (P) (HKP)	Pertemuan 11: 1) Explained to the students about the material of practicum Part 2, Among others; method to handle the guest Registration with many documents such as; Form "A", Meal coupon, Welcome drink card, guest card, and temporary passport in English language. So that, the students can understand it and they practice it (one by one team/group). 2) Give the	Memenuhi

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				compulsory tasks to the students	
12	E-E2	2026-06-25 10:50-14:10 Masuk: 10:51:47 - 14:09:39	Inovasi layanan hospitality - Digitalisasi hotel Room Division Management (P) (HKP)	Pertemuan 12: 1) Explained to the students about the method front office cashier integrated with Property Management System and also Innovative hospitality services (Part 3). So that, the students can understand it, and they could practice the method of PMS is used by Hotel. 2) Give the Compulsory tasks to the students	Belum Dimonev
13	E-E2	2026-07-02 10:50-14:10 Masuk: 10:51:05 - 14:01:51	Inovasi layanan hospitality - Digitalisasi hotel Room Division Management (P) (HKP)	Pertemuan 13: 1) Explained to the students about method to handle transaction, such as; proforma Invoice, Group rooming list and Master Bill/Folio with guaranteed reservation of " Advanced Deposit ". So that, The students can	Memenuhi

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				understand it, and they could account the documents transaction. 2) Give the compulsory tasks to the students	
14	E-E2	2026-07-09 10:50-14:10 Masuk: 10:53:33 tidak absen keluar	Inovasi layanan hospitality - Green hotel & sustainability Room Division Management (P) (HKP)	Pertemuan 14: 1) Explained to the students about the materials review and evaluate, it starts from meeting 9 to meeting 14 of room division managements, So in other that, the students can understand and remember all the materials. 2) Give the tasks to the students	Memenuhi

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Presensi Kehadiran

#	Nim	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
1	53240001	EMERSIANA PUTRI TALO	1	1	1	1	1	1	1	0	0	1	1	1	1	1	0	0	12
2	53240004	SYIFA ELIANA AHMAD	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
3	53240005	AHMAD SAHAL YAHYA	1	1	1	1	1	1	1	0	1	1	0	1	1	1	0	0	12
4	53240006	ZAIDAN ALFAIZ	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
5	53240007	HIDAYAT NURAZIZ	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
6	53240008	SURYA ADI MAULANA	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
7	53240010	LOVI MARENTA	1	1	1	1	1	1	0	0	0	0	1	1	1	1	0	0	10
8	53240011	NICOLAS ARMANDO PUTRA	1	1	1	1	1	1	0	0	1	1	1	1	1	1	0	0	12
9	53240012	ASTRIA PUTRI RAMADHANI	1	1	1	1	1	1	1	0	1	0	1	1	1	1	0	0	12
10	53240013	ZAHWA SYAKTI PAMBUDI	1	1	0	1	1	1	1	0	0	0	1	1	1	1	0	0	10

#	Nim	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
11	53240015	ASYAWANABILLA RIZKI ARMANINDITA	1	1	1	1	1	1	1	0	0	1	1	1	1	1	0	0	12
12	53240016	RIFQI MUHAMMAD IHSAN	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
13	53240018	IZZAT HABIB	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
14	53240019	AHMAD GUS ARDEL SAKASIMU DEMENSAH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	53240021	AKBAR MELANO	1	1	1	0	0	0	0	0	1	1	1	1	0	1	0	0	8
16	53240022	SYIFANA MUTIARA SALSABILA	1	1	1	1	1	1	0	0	1	1	1	1	1	1	0	0	12
17	53240024	AHMAD ABDUL MAJID	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
18	53240026	JOSE NARSICO SINURAT	1	1	1	1	1	1	0	0	1	0	0	0	1	1	0	0	9
19	53240027	FENELLA JULYA AZIAHRA	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
20	53240028	MUHAMMAD DAVA ALFARIZI	1	1	1	1	0	1	1	0	0	1	1	1	1	1	0	0	11
21	53240029	EVAH ROSDIANTI	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
22	53240031	NUR ELISA KAMAKAULA	0	0	1	1	0	0	0	0	1	1	1	1	1	1	0	0	8
23	53240034	VRISKA NAYLA ANJANI SAVITRI	1	1	1	1	1	1	1	0	1	0	1	1	0	1	0	0	11
24	53240036	AMALIA KHOIRUN NISA	1	1	1	1	1	1	0	0	0	1	1	1	1	1	0	0	11

#	Nim	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
25	53240037	ALICYA NATHANIA HARDIYANTHI	1	1	1	1	1	1	1	0	1	0	1	1	1	1	0	0	12
26	53240039	MILANO FERALD EKARDO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	53240045	FAJAR ADI PRATAMA	0	1	1	1	1	1	1	0	0	0	0	1	1	1	0	0	9
28	53240046	MARELLA CASIMIRA	1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	0	13
Total Kehadiran Harian			24	25	25	25	23	24	19	0	19	19	23	25	24	26	0	0	-

Penilaian

#	Nim	Nama	Presensi	Tugas	UTS	UAS	Grade Akhir
1	53240001	EMERSIANA PUTRI TALO	0	0	0	0	A
2	53240004	SYIFA ELIANA AHMAD	0	0	0	0	A
3	53240005	AHMAD SAHAL YAHYA	0	0	0	0	B
4	53240006	ZAIDAN ALFAIZ	0	0	0	0	A
5	53240007	HIDAYAT NURAZIZ	0	0	0	0	B
6	53240008	SURYA ADI MAULANA	0	0	0	0	A
7	53240010	LOVI MARENTA	0	0	0	0	B

#	Nim	Nama	Presensi	Tugas	UTS	UAS	Grade Akhir
8	53240011	NICOLAS ARMANDO PUTRA	0	0	0	0	B
9	53240012	ASTRIA PUTRI RAMADHANI	0	0	0	0	A
10	53240013	ZAHWA SYAKTI PAMBUDI	0	0	0	0	A
11	53240015	ASYAWANABILLA RIZKI ARMANINDITA	0	0	0	0	A
12	53240016	RIFQI MUHAMMAD IHSAN	0	0	0	0	B
13	53240018	IZZAT HABIB	0	0	0	0	B
14	53240019	AHMAD GUS ARDEL SAKASIMU DEMENSAH	0	0	0	0	E
15	53240021	AKBAR MELANO	0	0	0	0	B
16	53240022	SYIFANA MUTIARA SALSABILA	0	0	0	0	B
17	53240024	AHMAD ABDUL MAJID	0	0	0	0	A
18	53240026	JOSE NARSICO SINURAT	0	0	0	0	B
19	53240027	FENELLA JULYA AZIAHRA	0	0	0	0	A
20	53240028	MUHAMMAD DAVA ALFARIZI	0	0	0	0	B
21	53240029	EVAH ROSDIANTI	0	0	0	0	A

#	Nim	Nama	Presensi	Tugas	UTS	UAS	Grade Akhir
22	53240031	NUR ELISA KAMAKAULA	0	0	0	0	B
23	53240034	VRISKA NAYLA ANJANI SAVITRI	0	0	0	0	A
24	53240036	AMALIA KHOIRUN NISA	0	0	0	0	B
25	53240037	ALICYA NATHANIA HARDIYANTHI	0	0	0	0	B
26	53240039	MILANO FERARD EKARDO	0	0	0	0	E
27	53240045	FAJAR ADI PRATAMA	0	0	0	0	B
28	53240046	MARELLA CASIMIRA	0	0	0	0	B