

## Daftar Berita Acara Mengajar Fakultas Ekonomi Dan Bisnis Genap 2024/2025

Matakuliah : Korespondensi Niaga

Kelompok : SA

Dosen : Iis Torisa Utami, S.E, M.M.

| No. | Tanggal    | Materi yang Diberikan                                                              |
|-----|------------|------------------------------------------------------------------------------------|
| 1   | 03-03-2025 | Pendahuluan; ruang lingkup surat bisnis dan jenis-jenis surat bisnis               |
| 2   | 10-03-2025 | Prosedur pengurusan surat bisnis, dan makna surat perkenalan untuk kegiatan bisnis |
| 3   | 17-03-2025 | Permintaan surat                                                                   |
| 4   | 14-04-2025 | Surat penawaran produk, dan harga                                                  |
| 5   | 21-04-2025 | Surat Pesanan                                                                      |
| 6   | 25-04-2025 | Surat Konfirmasi Pesanan                                                           |
| 7   | 28-04-2025 | Surat pesanan kredit dan penagihan                                                 |
| 8   | 05-05-2025 | UTS                                                                                |
| 9   | 16-05-2025 | Surat pemberitahuan dan pengiriman barang                                          |
| 10  | 19-05-2025 | Surat tuntutan                                                                     |
| 11  | 26-05-2025 | Surat penjanjian dan surat kontrak                                                 |
| 12  | 02-06-2025 | Email                                                                              |
| 13  | 16-06-2025 | Jenis laporan Bisnis                                                               |
| 14  | 20-06-2025 | Legalitas surat Bisnis                                                             |
| 15  | 23-06-2025 | Elektronik Korespondensi & Evaluasi                                                |
| 16  | 07-07-2025 | UAS                                                                                |

Matakuliah: Korespondensi Niaga  
 Kelompok: SA  
 Semester Genap 2024/2025  
 Dosen : Iis Torisa Utami, S.E., M.M.

| No | NIM        | Nama                    | 1     | 2     | 3     | 4     | 5     | 6     | 7     | 8     | 9     | 10    | 11    | 12    | 13    | 14    | 15    | 16    | %     |
|----|------------|-------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|    |            |                         | 03/03 | 10/03 | 17/03 | 14/04 | 21/04 | 25/04 | 28/04 | 05/05 | 16/05 | 19/05 | 26/05 | 02/06 | 16/06 | 20/06 | 23/06 | 07/07 |       |
| 1  | 2333300016 | Cindy Suseno Putri      | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 2  | 2333300024 | Andeita Martia Kentjana | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 3  | 2333300032 | Endang                  | Alpha | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Alpha | Hadir | Hadir | Hadir | Hadir | Hadir | Alpha | 81.25 |
| 4  | 2333300040 | Zahra Aulia             | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 5  | 2333300057 | Mawar Puspitasari       | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 6  | 2333300065 | Amaliah Baitiah         | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 7  | 2333300073 | Paza Kamela Pri         | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 8  | 2333300081 | Mila Amalia             | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | Hadir | 100   |
| 9  | 2333300099 | Maria Sendi Oktavia     | Alpha | Hadir | Hadir | Alpha | Alpha | Hadir | Hadir | Hadir | Alpha | Hadir | Hadir | Alpha | Alpha | Alpha | Alpha | Hadir | 50    |

**Daftar Nilai**

Fakultas: Fakultas Ekonomi Dan Bisnis

Matakuliah: Korespondensi Niaga

Kelompok: SA

Dosen: Iis Torisa Utami, S.E, M.M.

| No. | NIM        | Nama                    | Presensi | Tugas | Midtest | Final | Prediksi Grade |
|-----|------------|-------------------------|----------|-------|---------|-------|----------------|
| 1   | 2333300016 | Cindy Suseno Putri      | 100 %    | 86    | 80      | 83    | 83 => A-       |
| 2   | 2333300024 | Andeita Martia Kentjana | 100 %    | 89    | 80      | 85    | 85 => A        |
| 3   | 2333300032 | Endang                  | 81 %     | 78    | 70      | 999   | 44 => -        |
| 4   | 2333300040 | Zahra Aulia             | 100 %    | 86    | 80      | 83    | 83 => A-       |
| 5   | 2333300057 | Mawar Puspitasari       | 100 %    | 89    | 78      | 86    | 85 => A        |
| 6   | 2333300065 | Amaliah Baitiah         | 100 %    | 86    | 83      | 83    | 84 => A-       |
| 7   | 2333300073 | Paza Kamela Pri         | 100 %    | 80    | 75      | 82    | 79 => B+       |
| 8   | 2333300081 | Mila Amalia             | 100 %    | 87    | 83      | 86    | 85 => A        |
| 9   | 2333300099 | Maria Sendi Oktavia     | 50 %     | 58    | 73      | 65    | 65 => B-       |

**Note:**

1. Nilai minimum yang dapat diberikan adalah 0 dan nilai maximum yang dapat diberikan adalah 100.
2. Nilai **999** atau **kosong (BUKAN NOL)** akan dianggap sebagai mahasiswa yang **TIDAK MENGIKUTI UJIAN**.

Cetak !