

Daftar Berita Acara Mengajar Fakultas Teknologi Informasi Gasal 2017/2018

Matakuliah : Otomasi Perkantoran

Kelompok : AC

Dosen : Painem

No.	Tanggal	Materi yang Diberikan
1	15-09-2017	- Lembar kerja word - Setting font - Setting margin - Setting spasi (paragraph) - Warna tulisan - Italic, Bold...
2	22-09-2017	- Membuat Kolom - Drop Cap - Autofit Content - Average() - Sum() - Page Number - Header dan Footer - Insert Picture - Insert Shape
3	29-09-2017	- Insert picture dan edit ukuran gambar - Insert shape - Insert Footnote - Insert SmartArt - Insert Caption - Insert Chart - Protect Dokumen
4	06-10-2017	Latihan
5	13-10-2017	mail merge dokumen dan label
6	20-10-2017	power point1
7	27-10-2017	hyperlink
8	03-11-2017	uts
9	10-11-2017	- Format tangga - Format Rupiah - Fungsi SUM() - Fungsi MAX() - Fungsi MIN() - Fungsi AVERAGE() - Fungsi MIN() - Fungsi COUNT()
10	17-11-2017	latihan
11	24-11-2017	- Subtotal - Filters - PivotTable

12	08-12-2017	latihan excel
13	11-12-2017	IF
14	15-12-2017	filter
15	22-12-2017	review

Matakuliah: Otomasi Perkantoran
 Kelompok: AC
 Semester Gasal 2017/2018
 Dosen : Painem, M.Kom

No	NIM	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	%
			15/09	22/09	29/09	06/10	13/10	20/10	27/10	03/11	10/11	17/11	24/11	08/12	11/12	15/12	22/12	
1	1311502239	Muhamad Amirudin Fahmi	Alpha	Alpha	Alpha	Hadir	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Hadir	Hadir	Alpha	20
2	1312503004	David Saturday	Ijin	Hadir	Alpha	Hadir	Hadir	Hadir	Alpha	Hadir	Alpha	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	73.33
3	1312503780	Sugeng Widjayanto	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
4	1411500075	Edi Susanto	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	93.33
5	1411500703	Ilham Setiawan	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Ijin	Hadir	Hadir	Hadir	Hadir	86.67
6	1411500836	Rismawan Arramdani	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	86.67
7	1411501164	Rizki Dharmawan Pohan	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
8	1411501529	Alfian Pradana	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	93.33
9	1411501552	Ainur Rofiq	Hadir	Alpha	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Sakit	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	86.67
10	1411501818	Hilman Tri Purwanto	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
11	1411501875	Ardha Sena	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
12	1411501883	Muh.Zadly Basri	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
13	1411502808	Pilar Ketaton	Hadir	Alpha	Ijin	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	86.67
14	1411502899	Wisnu Wardhana	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
15	1411503640	Dimas Dermawan Heripribadi	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	93.33
16	1411503988	Rizky Nurfan Thariq	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
17	1411504127	Arief Maulana Akbar	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Alpha	Alpha	Hadir	Hadir	Alpha	73.33
18	1411504168	Reyza Fadly Kertoprodjo	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Sakit	Alpha	Hadir	Hadir	Hadir	86.67
19	1412500223	Reza Wibisono	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
20	1412500421	Irsandi Wahyu Eriansyah	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	86.67
21	1412500496	Muhamad Faizal Mahri	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Sakit	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	86.67
22	1412502922	Fahmi Dwi Ramdiansyah	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	93.33
23	1412503151	Pandu Betrian	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	93.33
24	1412503292	Anto Prasetyo	Alpha	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Sakit	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	80
25	1412504134	Faisal Khairudin	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
26	1412504209	Imam Muhamad Ramdani	Hadir	Alpha	Hadir	Hadir	Alpha	Hadir	Ijin	Hadir	Hadir	Hadir	Alpha	Alpha	Hadir	Hadir	Alpha	66.67
27	1413500115	Nico Putra Utama	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	93.33
28	1413500172	Abel Al Afghani	Alpha	Alpha	Alpha	Hadir	Hadir	Alpha	Ijin	Alpha	Hadir	Alpha	Alpha	Alpha	Hadir	Hadir	Alpha	40

29	1413500313	Joko Eko Sulistio	Hadir	Hadir	Alpha	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	86.67
30	1512501253	Muhammad Fauzan Hadi Saputra	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100

Universitas Budi Luhur

& Akademi Sekretari Budi Luhur
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Daftar Nilai

Fakultas: Fakultas Teknologi Informasi
Matakuliah: Otomasi Perkantoran
Kelompok: AC
Dosen: Painem

No.	NIM	Nama	Presensi	Tugas	Midtest	Final	Prediksi Grade
1	1311502239	Muhamad Amirudin Fahmi	20 %	999	999	999	2 => -
2	1312503004	David Saturday	73 %	75	75	75	75 => -
3	1312503780	Sugeng Widjayanto	100 %	95	95	95	96 => A
4	1411500075	Edi Susanto	93 %	90	90	90	90 => A
5	1411500703	Ilham Setiawan	87 %	75	75	0	46 => D
6	1411500836	Rismawan Arramdani	87 %	85	85	85	85 => A
7	1411501164	Rizki Dharmawan Pohan	100 %	95	95	95	96 => A
8	1411501529	Alfian Pradana	93 %	90	90	90	90 => A
9	1411501552	Ainur Rofiq	87 %	85	85	85	85 => A
10	1411501818	Hilman Tri Purwanto	100 %	95	95	95	96 => A
11	1411501875	Ardha Sena	100 %	95	95	95	96 => A
12	1411501883	Muh.Zadly Basri	100 %	95	95	95	96 => A
13	1411502808	Pilar Ketaton	87 %	85	85	85	85 => A
14	1411502899	Wisnu Wardhana	100 %	95	95	95	96 => A
15	1411503640	Dimas Dermawan Heripribadi	93 %	90	90	90	90 => A
16	1411503988	Rizky Nurfan Thariq	100 %	95	95	95	96 => A
17	1411504127	Arief Maulana Akbar	73 %	999	999	999	7 => -
18	1411504168	Reyza Fadly Kertoprodjo	87 %	85	85	85	85 => A
19	1412500223	Reza Wibisono	100 %	95	95	95	96 => A
20	1412500421	Irsandi Wahyu Eriansyah	87 %	85	85	85	85 => A
21	1412500496	Muhamad Faizal Mahri	87 %	85	85	85	85 => A

22	1412502922	Fahmi Dwi Ramdiansyah	93 %	90	90	90	90 => A
23	1412503151	Pandu Betrian	93 %	90	90	90	90 => A
24	1412503292	Anto Prasetyo	80 %	75	75	75	76 => B+
25	1412504134	Faisal Khairudin	100 %	95	95	95	96 => A
26	1412504209	Imam Muhamad Ramdani	67 %	75	75	75	74 => -
27	1413500115	Nico Putra Utama	93 %	90	90	90	90 => A
28	1413500172	Abel Al Afghani	40 %	999	999	999	4 => -
29	1413500313	Joko Eko Sulistio	87 %	85	85	85	85 => A
30	1512501253	Muhammad Fauzan Hadi Saputra	100 %	95	95	95	96 => A

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 !