

Matakuliah: English For Secretary
 Kelompok: DA
 Semester Gasal 2025/2026
 Dosen : Fenti Sofiani, S.Pd., M.M.

No	NIM	Nama	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	%		
			17/09	24/09	01/10	15/10	17/10	22/10	30/10	05/11	19/11	21/11	03/12	10/12	12/12	17/12	23/12	14/01			
1	2333300016	Cindy Suseno Putri	Hadir	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	Hadir	Hadir	100
3	2333300032	Endang	Hadir	Alpha	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Sakit	Hadir	Hadir	Hadir	93.75	
4	2333300040	Zahra Aulia	Hadir	Hadir	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	Hadir	Hadir	100
6	2333300065	Amaliah Baitiah	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Sakit	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	Hadir	Hadir	100
8	2333300081	Mila Amalia	Hadir	Hadir	Hadir	Sakit	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	100
9	2333300099	Maria Sendi Oktavia	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	Alpha	0

Daftar Berita Acara Mengajar Fakultas Fakultas Ekonomi Dan Bisnis Gasal 2025/2026

Matakuliah : English For Secretary

Kelompok : DA

Dosen : Fenti Sofiani, S.Pd., M.M.

No.	Tanggal	Materi yang Diberikan
1	17-09-2025	1. Locating people
2	24-09-2025	2. People at work
3	01-10-2025	3. Numbers
4	15-10-2025	4. Giving and taking messages
5	17-10-2025	5. Receiving Visitors
6	22-10-2025	6. Numbers
7	30-10-2025	7. Review for mid test
8	05-11-2025	8. UTS
9	19-11-2025	9. Request & Quotation
10	21-11-2025	10. CV & Resume
11	03-12-2025	11. Inter office Memo & Reading skills
12	10-12-2025	12. Describing Qualities & Office duties
13	12-12-2025	13. Reading exercises
14	17-12-2025	14. Office Equipment
15	23-12-2025	15. Review & Group assignment
16	14-01-2026	16. UAS

Daftar Nilai

Fakultas: Fakultas Ekonomi Dan Bisnis

Matakuliah: English For Secretary

Kelompok: DA

Dosen: Fenti Sofiani, S.Pd., M.M.

No.	NIM	Nama	Presensi	Tugas	Midtest	Final	Prediksi Grade
1	2333300016	Cindy Suseno Putri	100 %	100	90	50	77 => B+
2	2333300024	Andeita Martia Kentjana	100 %	100	85	86	90 => A
3	2333300032	Endang	94 %	90	60	80	77 => B+
4	2333300040	Zahra Aulia	100 %	100	90	78	88 => A
5	2333300057	Mawar Puspitasari	100 %	100	85	86	90 => A
6	2333300065	Amaliah Baitiah	100 %	95	65	68	75 => B+
7	2333300073	Paza Kamela Pri	100 %	95	60	54	68 => B-
8	2333300081	Mila Amalia	100 %	100	90	66	83 => A-
9	2333300099	Maria Sendi Oktavia	0 %	999	999	999	0 => -

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 !