

SEKOLAH TINGGI ILMU EKONOMI "YKP"
 JL. GODEAN KM 3, TAMBAK, YOGYAKARTA Telp. 560436

PRESENSI KULIAH MAHASISWA

DOSEN : Aris Indriyanti, S.Pd., M.Pd.
 MATA KULIAH : Manajemen Kesekretariatan
 PROGRAM STUDI : SI Manajemen

KELAS/RUANG : BSM20 / R.3.1
 SEMESTER : Ganjil
 TH. AKADEMIK : 2023/2024

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN						
			.../...	.../...	✓.../...	27/09	.../...	.../...	.../...
1	202111053	Liony Precilya Suwandhy	•	-	<i>[Signature]</i>	<i>[Signature]</i>	-	-	<i>[Signature]</i>
2	202111054	Lisnawati Sandentina	•	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	202111055	Mareta Anggraini Putri	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	202111056	Marjan	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	202111057	Marstela Silangen	•	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	202111059	Moh. Arfan Saputera	•	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	202111060	Moh. Zulfikran S. Bondo	•	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	202111062	Nadia Reza Mahdina M Nonci	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	202111065	Nanda Akika Putri	Nm	Nm	Nm	Nm	Nm	Nm	Nm
10	202111066	Nilan Priskila Latunda	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	202111067	Nur Aisya	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	202111069	Nurdiana Azah Rasalsah Bella	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	202111072	Nurul Hikmah	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	202111073	Nurwulan Sari Lapamusu	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	202111074	Pipin Riana	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	202111075	Rahmat Samaun	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	202111076	Rayen Rafli Yabukon	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
18	202111079	Rian Saputra	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
19	202111080	Ricky	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
20	202111081	Rimba Sri Rahayu	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
21	202111082	Riska Rajulu	•	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
22	202111084	Rizan Mubarak	•	-	-	-	-	-	-

PRESENSI KULIAH MAHASISWA

DOSEN : Aris Indriyanti, S.Pd., M.Pd.
 MATA KULIAH : Manajemen Kesekretariatan
 PROGRAM STUDI : SI Manajemen

KELAS/RUANG : BSM20 / R.3.1
 SEMESTER : Ganjil
 TH. AKADEMIK : 2023/2024

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN						
			... / / / ...	23 / 23	... / / / ...
23	202111089	Septianingsih Aboya	•	Sub	Sub	Sub	—	•	Sub
24	202111093	Tri Sandy Faul Daud	•	—	—	—	Yfy	—	Yfy
25	202111094	Vivi Rahmawati	•	Vivi	Vivi	Vivi	Vivi	Vivi	Vivi
26	202111095	Windi	Widi	Widi	Widi	Widi	Widi	Widi	Widi
27	202111096	Yopiyanti	Yop	Yop	Yop	Yop	Yop	Yop	Yop
28	202111097	Riyan Aditya Saputra	•	Ri	Ri	Ri	Ri	Ri	—
29	202111099	Halimatussa'diyah	Hat	Hat	Hat	Hat	Hat	Hat	Hat
30	202111100	Rois taqiudin Takemi	Ra	Ra	Ra	Ra	Ra	Ra	Ra
31	202111101	Asma Octarin Kusuma	•	As	As	As	As	As	As
32	202111103	Rinaldy Prontos Gerard L.	Am	Am	Am	Am	Am	Am	Am
33	202111105	Jobeline Masela	Job	Job	Job	—	Job	Job	—
34	202111107	Galuh Febry Asmita	Gal	Gal	Gal	Gal	Gal	Gal	Gal
35	202111109	Krisdayanti	Kri	Kri	Kri	Kri	Kri	Kri	Kri
36	202111110	Nur Alifah	Nur	Nur	Nur	Nur	—	Nur	Nur
37	202111111	Anugrah Agung	•	An	An	An	An	—	—
	202111102	Nuri S. Mansoling	Nur	Nur	Nur	Nur	Nur	Nur	Nur
	182111065	Zasidha Isma P.	—	Za	Za	Za	Za	Za	Za

SEKOLAH TINGGI ILMU EKONOMI "YKP"
 JL. GODEAN KM 3, TAMBAK, YOGYAKARTA T.P. 560430

PRESENSI KULIAH MAHASISWA

DOSEN : Aris Indriyanti, S.Pd., M.Pd.
 MATA KULIAH : Manajemen Keschekretarlatan
 PROGRAM STUDI : SI Manajemen

KELAS/RUANG : BSM20 / R.3.1
 SEMESTER : Ganjil
 T.L. AKADEMIK : 2023/2024

NO	NO. MHS	N A M A MAHASISWA		TANGGAL / TANDA TANGAN							
				.../.../...	.../.../...	.../.../...	.../.../...	.../.../...	.../.../...	.../.../...	.../.../...
1	182111065	Zasidha Isma Asmiha	9	✓	=	/	-	/	/	-	
2	202111053	Liony Precilya Suwandhy	3	=	=	-	S	.	-	S	
3	202111054	Lisnawati Sandentina	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
4	202111055	Mareta Anggraini Putri	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
5	202111056	Marjan	12	✓	=	-	R	L	FS	FS	
6	202111057	Marstela Silangen	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
7	202111059	Moh. Arfan Saputera	10	-	Art	-	S	Art	Art	Art	
8	202111060	Moh. Zulfikran S. Bondo	10	=	=	<i>[Signature]</i>	i	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
9	202111062	Nadia Reza Mahdina M Nonci	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
10	202111065	Nanda Akika Putri	13	NM	NM	NM	NM	NM	i	NM	
11	202111066	Nilan Priskila Latunda	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	i	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
12	202111067	Nur Aisya	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	i	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
13	202111069	Nurdiana Azah Rasalsah Bella	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
14	202111072	Nurul Hikmah	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
15	202111073	Nurwulan Sari Lapamusu	12	<i>[Signature]</i>	S	<i>[Signature]</i>	S	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
16	202111074	Pipin Riana	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
17	202111075	Rahmat Samaun	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	-	-	-	
18	202111076	Rayen Rafli Yabukon	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
19	202111079	Rian Saputra	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
20	202111080	Ricky	8	-	-	<i>[Signature]</i>	-	-	-	-	
21	202111081	Rimba Sri Rahayu	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
22	202111082	Riska Rajulu	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	

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PRESENSI KULIAH MAHASISWA

DOSEN : Aris Indriyanti, S.Pd., M.Pd.
 MATA KULIAH : Manajemen Kesekretariatan
 PROGRAM STUDI : SI Manajemen

KELAS/RUANG : BSM20 / R.3.1
 SEMESTER : Ganjil
 TH. AKADEMIK : 2023/2024

NO	NO. MHS	N A M A MAHASISWA		TANGGAL / TANDA TANGAN							
				.../...	.../...	.../...	.../...	.../...	.../...	.../...	.../...
23	202111084	Rizan Mubarak	1	-	-	-	S	<i>[Signature]</i>	i	-	
24	202111089	Septianingsih Aboya	9	<i>[Signature]</i>	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
25	202111093	Tri Sandy Faul Daud	3	<i>[Signature]</i>	-	-	S	-	-	<i>[Signature]</i>	
26	202111094	Vivi Rahmawati	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	i	<i>[Signature]</i>	
27	202111095	Windi	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
28	202111096	Yopiyanti	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
29	202111097	Riyan Aditya Saputra	9	-	<i>[Signature]</i>	<i>[Signature]</i>	S	<i>[Signature]</i>	-	<i>[Signature]</i>	
30	202111099	Halimatussa'diyah	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
31	202111100	Rois taqiudin Takemi	12	✓	-	<i>[Signature]</i>	S	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
32	202111101	Asma Octarin Kusuma	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
33	202111102	Nuri S Monsoling	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
34	202111103	Rinaldy Prontos Gerard L	13	<i>[Signature]</i>	<i>[Signature]</i>	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
35	202111105	Jobeline Masela	7	<i>[Signature]</i>	-	<i>[Signature]</i>	-	-	-	-	
36	202111107	Galuh Febry Asmita	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
37	202111109	Krisdayanti	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	1	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
38	202111110	Nur Alifah	10	✓	S	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	S	<i>[Signature]</i>	
39	202111111	Anugrah Agung	6	<i>[Signature]</i>	<i>[Signature]</i>	-	-	-	-	-	

SEKOLAH TINGGI ILMU EKONOMI "YKP"
SEMESTER GANJIL TAHUN AKADEMIK 2023/2024

NAMA DOSEN / ASISTEN : Aris Indriyanti, S.Pd., M.Pd.
MATA KULIAH : Manajemen Kesekretariatan
KELAS : BSM20
PROGRAM STUDI : SI Manajemen

NO.	TANGGAL	MATERI KULIAH	PARAF
1	8 sep 2023	dasar manajemen kesekretariatan	f
2	13 sep 2023	fungsi & peran sekretaris	f
3	19 sep 2023	penyusunan dir sekretaris	f
4	24 sep 2023	fungsi pokok sekretaris & tanggung jawab	f
5	3 okt 2023	pengendalian dan pengelolaan keuangan	f
6	7 okt 2023	korespondensi, pelayanan umum	f
7	18 okt 2023	potensi dir, kearsifan;	f
8		UTS	
9	7 nov 2023	pengertian arsip	f
10	15 nov 2023	macam & arsip	f
11	17 nov 2023	macam & arsip sentral, desentralisasi	f
12	20 nov 2023	penyusunan hasil wawancara	f
13	5 des 2023	sistem pengarsipan perusahaan	f
14	9 des 2023	sistem manajemen	f
15	des 2023	evaluasi	f
16		UAS	