

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

**PRESENSI KULIAH MAHASISWA**

DOSEN : **Edi Setiawan, S.T., M.M.**  
 MATA KULIAH : **Manajemen Kesekretariatan**  
 PROGRAM STUDI : **S1 Manajemen**

KELAS/RUANG : **SM21 / R.1.3**  
 SEMESTER : **Ganjil**  
 TH. AKADEMIK : **2024/2025**

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN						
			19.10	21.10	26.10	1.11.0	8.11.0	15.11.0	22.11.0
1	212111001	Eka Widya Fatmayani	<i>Eka</i>	<i>Eka</i>	<i>Eka</i>	<i>Eka</i>	<i>Eka</i>	<i>Eka</i>	<i>Eka</i>
2	212111002	Anisa Winata Desriani	<i>Anisa</i>	<i>Anisa</i>	<i>Anisa</i>	<i>Anisa</i>	<i>Anisa</i>	<i>Anisa</i>	<i>Anisa</i>
3	212111003	Moh. Rifai	<i>Moh</i>	<i>Moh</i>	<i>Moh</i>	<i>Moh</i>	<i>Moh</i>	<i>Moh</i>	<i>Moh</i>
4	212111004	Wanda Nikita Putri	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>
5	212111005	Nur. Anisa Z. Pulingala	<i>Nur</i>	<i>Nur</i>	<i>Nur</i>	<i>Nur</i>	<i>Nur</i>	<i>Nur</i>	<i>Nur</i>
6	212111006	Maria Tambunan	<i>Maria</i>	<i>Maria</i>	<i>Maria</i>	<i>Maria</i>	<i>Maria</i>	<i>Maria</i>	<i>Maria</i>
7	212111007	Afrida Widyawati	<i>Afrida</i>	<i>Afrida</i>	<i>Afrida</i>	<i>Afrida</i>	<i>Afrida</i>	<i>Afrida</i>	<i>Afrida</i>
8	212111008	Agnes Artha Grachia	<i>Agnes</i>	<i>Agnes</i>	<i>Agnes</i>	<i>Agnes</i>	<i>Agnes</i>	<i>Agnes</i>	<i>Agnes</i>
9	212111010	Pragola Yogiawan	<i>Pragola</i>	<i>Pragola</i>	<i>Pragola</i>	<i>Pragola</i>	<i>Pragola</i>	<i>Pragola</i>	<i>Pragola</i>
10	212111012	Winda Amanda Yusuf	<i>Winda</i>	<i>Winda</i>	<i>Winda</i>	<i>Winda</i>	<i>Winda</i>	<i>Winda</i>	<i>Winda</i>
11	212111013	Ardianta	<i>Ardianta</i>	<i>Ardianta</i>	<i>Ardianta</i>	<i>Ardianta</i>	<i>Ardianta</i>	<i>Ardianta</i>	<i>Ardianta</i>
12	212111014	Wanda Adinda Yusuf	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>	<i>Wanda</i>
13	212111015	Cristy Elvira Somulang	<i>Cristy</i>	<i>Cristy</i>	<i>Cristy</i>	<i>Cristy</i>	<i>Cristy</i>	<i>Cristy</i>	<i>Cristy</i>
14	212111016	Valendra Ade Saputra	<i>Valendra</i>	<i>Valendra</i>	<i>Valendra</i>	<i>Valendra</i>	<i>Valendra</i>	<i>Valendra</i>	<i>Valendra</i>
15	212111017	Dita Tasya	<i>Dita</i>	<i>Dita</i>	<i>Dita</i>	<i>Dita</i>	<i>Dita</i>	<i>Dita</i>	<i>Dita</i>
16	212111018	Een Nopiana	<i>Een</i>	<i>Een</i>	<i>Een</i>	<i>Een</i>	<i>Een</i>	<i>Een</i>	<i>Een</i>
17	212111019	Eflin Fantesa	<i>Eflin</i>	<i>Eflin</i>	<i>Eflin</i>	<i>Eflin</i>	<i>Eflin</i>	<i>Eflin</i>	<i>Eflin</i>
18	212111020	Erlangga	<i>Erlangga</i>	<i>Erlangga</i>	<i>Erlangga</i>	<i>Erlangga</i>	<i>Erlangga</i>	<i>Erlangga</i>	<i>Erlangga</i>
19	212111021	Fatur Adha	<i>Fatur</i>	<i>Fatur</i>	<i>Fatur</i>	<i>Fatur</i>	<i>Fatur</i>	<i>Fatur</i>	<i>Fatur</i>
20	212111022	Fauziah Hulopi	<i>Fauziah</i>	<i>Fauziah</i>	<i>Fauziah</i>	<i>Fauziah</i>	<i>Fauziah</i>	<i>Fauziah</i>	<i>Fauziah</i>
21	212111025	Parentina Wahyunda Putri	<i>Parentina</i>	<i>Parentina</i>	<i>Parentina</i>	<i>Parentina</i>	<i>Parentina</i>	<i>Parentina</i>	<i>Parentina</i>
22	212111028	Julisti Djibu	<i>Julisti</i>	<i>Julisti</i>	<i>Julisti</i>	<i>Julisti</i>	<i>Julisti</i>	<i>Julisti</i>	<i>Julisti</i>
23	212111029	Kelly Ginalda	<i>Kelly</i>	<i>Kelly</i>	<i>Kelly</i>	<i>Kelly</i>	<i>Kelly</i>	<i>Kelly</i>	<i>Kelly</i>
24	212111030	Ketrin Arlendita	<i>Ketrin</i>	<i>Ketrin</i>	<i>Ketrin</i>	<i>Ketrin</i>	<i>Ketrin</i>	<i>Ketrin</i>	<i>Ketrin</i>

Presensi Harian 1



**PRESENSI KULIAH MAHASISWA**

DOSEN : **Edi Setiawan, S.T., M.M.**  
 MATA KULIAH : **Manajemen Kesekretariatan**  
 PROGRAM STUDI : **SI Manajemen**

KELAS/RUANG : **SM21 / R.1.3**  
 SEMESTER : **Ganjil**  
 TH. AKADEMIK : **2024/2025**

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN						
			10.10	21.10	26.10	31.10	05.11	12.11	22.11
25	212111031	Liyavenly Yabukon	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
26	212111033	Muhnika	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
27	212111035	Olim Febriyanti	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
28	212111036	Paskalina Rahayaan	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
29	212111037	Ramayani	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
30	212111038	Richard Alexander Wirawan	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
31	212111040	Imelda Kolatlana	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
32	212111041	Sagita Moodumbi	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
33	212111042	Nurjana	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
34	212111044	Tiwi Andina Pradini	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
35	212111045	Aprilina Dwi Setyo Ningrum	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
36	212111046	Siti Nur Azizah Rochmi Hastuti	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
37	212111047	Geis Rein Graver Luturyali	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
38	212111049	Imam Zulkarnaen	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
39	212111050	Putri Khoirunnisa	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
40	212111051	Nurul Faizatul Istiqomah	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]



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 MATA KULIAH : **Manajemen Kesekretariatan**  
 PROGRAM STUDI : **SI Manajemen**

KELAS/RUANG : **SM21 / R.1.3**  
 SEMESTER : **Ganjil**  
 TH. AKADEMIK : **2024/2025**

NO	NO. MHS	N A M A MAHASISWA		TANGGAL / TANDA TANGAN						
				02 / 11	09 / 11	16 / 11	23 / 11	30 / 11	07 / 12	14 / 12
1	212111001	Eka Widya Fatmayani	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	212111002	Anisa Winata Desriani	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	212111003	Moh. Rifai	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	212111004	Wanda Nikita Putri	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	212111005	Nur. Anisa Z. Pulingala	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	212111006	Maria Tambunan	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	212111007	Afrida Widyawati	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	212111008	Agnes Artha Grachia	11	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	212111010	Pragola Yogiawan	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	212111012	Winda Amanda Yusuf	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	212111013	Ardianta	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	212111014	Wanda Adinda Yusuf	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	212111016	Valendra Ade Saputra	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	212111017	Dita Tasya	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	212111018	Een Nopiana	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16	212111019	Eflin Fantesa	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	212111020	Erlangga	12	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
18	212111021	Fatur Adha	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
19	212111022	Fauziah Hulopi	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
20	212111025	Parentina Wahyunda Putri	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
21	212111028	Julisti Djibu	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
22	212111029	Kelly Ginalda	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
23	212111031	Liyavenly Yabukon	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
24	212111033	Muhnika	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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

**PRESENSI KULIAH MAHASISWA**

DOSEN : **Edi Setiawan, S.T., M.M.**  
 MATA KULIAH : **Manajemen Kesekretariatan**  
 PROGRAM STUDI : **S1 Manajemen**

KELAS/RUANG : **SM21 / R.1.3**  
 SEMESTER : **Ganjil**  
 TH. AKADEMIK : **2024/2025**

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN							
			12/11	19/11	26/11	3/12	10/12	17/12	24/12	
25	212111035	Olim Febriyanti	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
26	212111036	Paskalina Rahayaan	13	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
27	212111037	Ramayani	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
28	212111038	Richard Alexander Wirawan	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
29	212111040	Imelda Kolatlana	13	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
30	212111041	Sagita Moodumbi	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
31	212111042	Nurjana	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
32	212111044	Tiwi Andina Pradini	6	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
33	212111045	Aprilina Dwi Setyo Ningrum	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
34	212111046	Siti Nur Azizah Rochmi Hastuti	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
35	212111047	Geis Rein Graver Luturyali	12	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
36	212111049	Imam Zulkarnaen	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
37	212111050	Putri Khoirunnisa	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]
38	212111051	Nurul Faizatul Istiqomah	14	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]



SEKOLAH TINGGI ILMU EKONOMI "YKP"

SEMESTER GANJIL TAHUN AKADEMIK 2024/2025

NAMA DOSEN / ASISTEN : Edi Setiawan, S.T., M.M.  
 MATA KULIAH : Manajemen Kesekretariatan  
 KELAS : SM21  
 PROGRAM STUDI : S1 Manajemen

NO.	TANGGAL	MATERI KULIAH	PARAF
1	10-9-2024	Pendahuluan	h
2	24-9-2024	Pendahuluan materi Umum	h
3	26-9-2024	Pengertian Kesekretariatan	h
4	1-9-2024	Pengertian Jenis Kesekretariatan	h
5	8-10-2024	Pengelolaan Dokumen Perusahaan	h
6	15-10-2024	Pengelolaan Kesekretariatan	h
7	22-10-2024	Peran Sekretaris	h
8	5-11-2024	UTS	h
9	12-11-2024	Pengelolaan Arsip Daftar	h
10	19-11-2024	Laporan manajerial	h
11	26-11-2024	Pertanggungjawaban / inventaris kantor	h
12	3-12-2024	Komunikasi perantara.	h
13	10-12-2024	Kompetensi Sekretaris di era digital	h
14	17-12-2024	Administrasi kesekretariatan organisasi	h
15	24-12-2024	Tata Kelola Kesekretariatan	h
16	14-01-2025	UAS	h

Bag. Perkuliahan STIE YKP



**SEKOLAH TINGGI ILMU EKONOMI "YKP"**  
**REKAP NILAI AKHIR SEMESTER GANJIL T.A. 2024/2025**

Dosen : Edi Setiawan, S.T., M.M.  
Mata Kuliah : Mnj. Kesekretariatan

Semester : Ganjil 2024/2025  
Kelas : SM21

NO.		NAMA	NILAI				FINAL		KET
Urut	NIM		Hadir	Tugas	UTS	UAS	Angka	Huruf	
1	212111001	Eka Widya Fatmayani	100	88	90	90	91	A	
2	212111002	Anisa Winata Desriani	100	86	90	88	90	A	
3	212111003	Moh. Rifai	100	88	90	90	91	A	
4	212111004	Wanda Nikita Putri	100	88	90	88	90	A	
5	212111005	Nur. Anisa Z. Pulingala	100	85	88	88	89	A	
6	212111006	Maria Tambunan	100	85	88	87	88	A	
7	212111007	Afrida Widyawati	100	86	90	87	89	A	
8	212111008	Agnes Artha Grachia	79	75	88	86	84	B	
9	212111010	Pragola Yogiawan	100	90	90	90	91	A	
10	212111012	Winda Amanda Yusuf	100	85	88	86	88	A	
11	212111013	Ardianta	100	86	88	87	88	A	
12	212111014	Wanda Adinda Yusuf	93	85	88	86	87	A	
13	212111016	Valendra Ade Saputra	100	85	85	86	87	A	
14	212111017	Dita Tasya	100	88	90	90	91	A	
15	212111018	Een Nopiana	100	87	88	88	89	A	
16	212111019	Eflin Fantesa	100	87	85	86	87	A	
17	212111020	Erlangga	93	87	85	85	86	A	
18	212111021	Fatur Adha	100	85	85	85	87	A	
19	212111022	Fauziah Hulopi	100	86	85	87	87	A	
20	212111025	Parentina Wahyunda Putri	100	86	90	85	88	A	
21	212111028	Julisti Djibu	100	86	88	86	88	A	
22	212111029	Kelly Ginalda	93	87	88	86	88	A	
23	212111031	Liyavenly Yabukon	100	85	88	86	88	A	
24	212111033	Muhnika	100	86	88	85	88	A	
25	212111035	Olim Febriyanti	100	90	90	88	90	A	
26	212111036	Paskalina Rahayaan	93	88	85	86	87	A	
27	212111037	Ramayani	100	87	88	85	88	A	
28	212111038	Richard Alexander Wirawan	100	86	85	85	87	A	
29	212111040	Imelda Kolatlana	93	88	85	85	86	A	
30	212111041	Sagita Moodumbi	100	86	85	86	87	A	
31	212111042	Nurjana	100	85	88	85	88	A	

**SEKOLAH TINGGI ILMU EKONOMI "YKP"**  
**REKAP NILAI AKHIR SEMESTER GANJIL T.A. 2024/2025**

Dosen : Edi Setiawan, S.T., M.M.

Semester : Ganjil 2024/2025

Mata Kuliah : Mnj. Kesekretariatan

Kelas : SM21

NO.		NAMA	NILAI				FINAL		KET
Urut	NIM		Hadir	Tugas	UTS	UAS	Angka	Huruf	
32	212111044	Tiwi Andina Pradini	43	65	80	78	69	C	
33	212111045	Aprilina Dwi Setyo Ningrum	100	88	88	88	89	A	
34	212111046	Siti Nur Azizah Rochmi Hastu	100	85	85	87	87	A	
35	212111047	Geis Rein Graver Luturyali	86	75	85	85	83	B	
36	212111049	Imam Zulkarnaen	100	88	88	88	89	A	
37	212111050	Putri Khoirunnisa	100	87	88	87	89	A	
38	212111051	Nurul Faizatul Istiqomah	100	88	88	88	89	A	

Yogyakarta, 16 Januari 2025

