

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 Perkantoran
PROGRAM STUDI : SI Manajemen

KELAS/RUANG : MPR22 / R.1.2
SEMESTER : Genap
TH. AKADEMIK : 2024/2025

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN						
			10./2.	17./2.	24./2.	3../3.	10./3.	17./3.	24./3.
1	222111001	Selvina Dekme							
2	222111007	Rojina Sandilia Amaral							
3	222111009	Ahmad Zaim Risqy							
4	222111011	Anjeli Selviarensi							
5	222111013	Evita Wulandari							
6	222111014	Friska Gisela Pandean							
7	222111016	Laurencia Aprilia Whi							
8	222111018	Muh. Faidil							
9	222111019	Oktopianus Babidaa							
10	222111021	Raihana Anggreani							
11	222111022	Selviyani							
12	222111023	Tri Wahyuni							
13	222111042	Feny Anjarsari							
14	222111043	Fina Ulinni'mah							
15	232112066	Gloria Rahel Tumbih							



Presensi Harian 1

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 Perkantoran
PROGRAM STUDI : S1 Manajemen

KELAS/RUANG : MPR22 / R.1.2
SEMESTER : Genap
TH. AKADEMIK : 2024/2025

NO	NO. MHS	N A M A MAHASISWA	TANGGAL / TANDA TANGAN						
			28/4	5/5	12/5	19/5	26/5	2/6	5/6
1	222111001	Selvina Dekme	-	=	=	=	=	=	=
2	222111007	Rojina Sandilia Amaral	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	222111009	Ahmad Zaim Risqy	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	222111011	Anjeli Selviarensi	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	222111013	Evita Wulandari	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	222111014	Friska Gisela Pandean	6	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	=	=
7	222111016	Laurencia Aprilia Whi	11	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	222111018	Muh. Faidil	11	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	222111019	Oktopianus Babidaa	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	222111021	Raihana Anggreani	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	222111022	Selviyani	13	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	222111023	Tri Wahyuni	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	222111042	Feny Anjarsari	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	222111043	Fina Ulinni'mah	14	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	232112066	Gloria Rahel Tumbih							



Presensi Harian 1

SEKOLAH TINGGI ILMU EKONOMI "YKP"

SEMESTER GENAP TAHUN AKADEMIK 2024/2025

NAMA DOSEN / ASISTEN : Edi Setiawan, S.T., M.M.
 MATA KULIAH : Manajemen Perkantoran
 KELAS : MPR22
 PROGRAM STUDI : S1 Manajemen

NO.	TANGGAL	MATERI KULIAH	PARAF
1	10-2-2025	Kontrak Belajar	h
2	17-2-2025	Pengantar manajemen kantor	h
3	24-2-2025	Pengertian manajemen kantor	h
4	3-3-2025	Pengelolaan manajemen kantor	h
5	10-3-2025	Tata Ruang kantor.	h
6	17-3-2025	Soal Quis	h
7	24-3-2025	Lingkungan kerja / kantor	h
8	17-4-2025	UTS	h
9	28-5-2025	Tata kelola kantor	h
10	5-5-2025	Komunikasi kantor	h
11	14-5-2025	Surat - menyurat khusus	h
12	19-5-2025	organisasi kantor	h
13	26-5-2025	penyusunan tugas	h
14	2-6-2025	Komunikasi organisasi	h
15	5-6-2025	manajemen persuratan	h
16	26-6-2025	UAS	h

Bag. Perkuliahan STIE YKP



SEKOLAH TINGGI ILMU EKONOMI "YKP"
DAFTAR NILAI REKAP FINAL

Dosen : Edi Setiawan, S.T., M.M.
Mata Kuliah : Manajemen Perkantoran

Semester : Genap 2024/2025
Kelas : MPR22

NO.		NAMA	NILAI				FINAL		KET
Urut	NIM		Hadir	Tugas	UTS	UAS	Angka	Huruf	
1	222111001	Selvina Dekme	0	0	0	0	0	E	NA
2	222111007	Rojina Sandilia Amaral	100	88	84	88	88	A	
3	222111009	Ahmad Zaim Risqy	100	90	90	90	91	A	
4	222111011	Anjeli Selviarensi	100	88	88	89	90	A	
5	222111013	Evita Wulandari	100	85	88	88	89	A	
6	222111014	Friska Gisela Pandean	43	45	85	70	68	C	
7	222111016	Laurencia Aprilia Whi	79	75	77	80	78	B	
8	222111018	Muh. Faidil	64	50	84	0	46	D	
9	222111019	Oktopianus Babidaa	100	86	85	88	88	A	
10	222111021	Raihana Anggreani	100	87	87	87	88	A	
11	222111022	Selviyani	93	89	88	86	88	A	
12	222111023	Tri Wahyuni	100	88	87	86	88	A	
13	222111042	Feny Anjarsari	100	89	88	88	89	A	
14	222111043	Fina Ulinni'mah	100	88	88	86	89	A	

Yogyakarta, 08 Juli 2025

