

SURAT TUGAS
No. 7164/ST/GNP/PAMU/2020

Berdasarkan Surat Kesepakatan Mengajar Dosen (terlampir), maka DEKAN/Kepala PAMU, memberikan tugas kepada :

Nama : ALFIAN, S.Pd, M.Pd
No. Dosen / NIP : 7164 / 218090781
NIDN / NIDK : 0327098703
Jabatan Akademik : Asisten Ahli (150)
Alamat : KP DURI RT. 006/004

Untuk mengajar pada Semester Genap 2019 - 2020 yang berlangsung dari tanggal sampai dengan tanggal untuk mata kuliah:

No.	MATA KULIAH	SKS	SEKSI	BASIS
1	ESA134 Business English	2	CR201	Paralel Citra Raya
2	ESA134 Business English	2	KJ102	Paralel Kebon Jeruk
3	ESA133 Toefl 2	2	CR10	Paralel Citra Raya
4	ESA133 Toefl 2	2	CR11	Paralel Citra Raya

Dengan Hak dan Tanggung Jawab sebagai berikut :

1. Menyusun Rencana Pembelajaran Semester (RPS) yang ditetapkan oleh Fakultas/Program Studi sebelum perkuliahan dimulai dalam bentuk yang telah ditetapkan oleh Universitas;
2. Membuat bahan kuliah/praktikum berbasis konsep untuk 14 kali pertemuan dan di upload pada web pembelajaran Universitas Esa Unggul yaitu untuk bahan presentasi dan modul kuliah (teori) di <http://ddp.esaunggul.ac.id/> dan modul kuliah praktikum di Repository Perpustakaan Universitas Esa Unggul <http://digilib.esaunggul.ac.id/>;
3. Menghadiri dan memberikan bahan kuliah/praktek pada kegiatan perkuliahan/praktikum tepat waktu sesuai dengan jadwal yang telah ditetapkan;
4. Memotivasi mahasiswa untuk mempelajari bahan kuliah yang diberikan dan bahan lain dari perpustakaan;
5. Melakukan evaluasi keberhasilan mahasiswa secara objektif melalui pemberian tugas-tugas sesuai dengan kebutuhan mata kuliah yang diajarkan dan ujian tengah/akhir semester;
6. Menerima honor sesuai dengan ketentuan yang berlaku di Yayasan Pendidikan Kemala Bangsa/Universitas Esa Unggul berdasarkan persyaratan dan kualifikasi yang dimiliki;

Demikian Surat Tugas ini diberikan untuk dilaksanakan sebaik-baiknya.

Jakarta, 11 Maret 2020

Dekan/Kepala PAMU



DRS. ALIARAS WAHID, MM

NIP. 294090029

Publikasi Akademik Mata Kuliah Universitas (PAMU)
Universitas
Esa Unggul



Data

Perkuliahan (Adm)

Perkuliahan (Dosen)

Jabatan Khusus (Dosen)

Implementasi K-2017

SISTEM INFORMASI MANAJEMEN
AKADEMIK

Menu

Peserta

Jurnal (Riwayat)

Nama Mata Kuliah : Business English **Dosen** : ALFIAN (7164)
Kode MK dan Kelas : ESA 134 (KJ102)
Jadwal dan Ruang : Selasa, 19:00 - 20:40 ()
Jumlah Mahasiswa : 35
Semester : SEMESTER GENAP 2019 - 2020



Perencanaan Jurnal Perkuliahan



Pertemuan ke / Kelompok	Rencana Perkuliahan					Realisasi Perkuliahan			Option		
	Tanggal/Jam	Dosen/Ruang	Jenis	Peserta	Rencana Materi Perkuliahan	Pelaksanaan	Materi/Kegiatan	Catatan Dosen	Status	Gen. Honor	Realisasi
1/1	Senin, 2 Mar 2020 -	7164 - ALFIAN Ruang :	Teori	33		Online	PERKULIAHAN ONLINE 1 WELCOME ABOARD EVERYONE! On this first online meeting, we are about to discuss and have a joyful introduction about our lovely Campus. In the end of this activity you are expected to: 1. Understand about online learning activities. 2. Understand about grading system. 3. Understand about the vision and mission of Esa Unggul University in English. 4. Understand about faculties in Esa Unggul University in English.		Selesai	✓	🔗
2/1	Senin, 9 Mar 2020 -	7164 - ALFIAN Ruang :	Teori	28		Online	PERKULIAHAN ONLINE 2 STARTING CONVERSATION IN THIS TOPIC, WE ARE ABOUT TO DISCUSS HOW TO START A GOOD CONVERSATION. THERE ARE SOME TIPS WE CAN USE: - GREETING - SHAKING HAND FIRMLY - USING POLITE SENTENCE - ASKING ABOUT WEATHER - GIVING AN OPEN-ENDED QUESTION AFTER LEARNING THIS TOPIC, YOU ARE HOPED TO BE ABLE TO START A CONVERSATION IN ENGLISH BY USING THOSE TIPS, SO THAT YOU WILL GET A GOOD CONVERSATION WITH THE PERSON		Selesai	✓	🔗

							YOU WERE TALKING TO.			
3/1	Senin, 16 Mar 2020 -	7164 - ALFIAN Ruang :	Teori	29		Online	PERKULIAHAN ONLINE 3 This subject is about Asking and Giving Opinion. This subject discusses about : 1. How to give an opinion while you have a different opinion with others. 2. How to answer an opinion while someone asks your opinion	Selesai	✓	🔗
4/1	Senin, 23 Mar 2020 -	7164 - ALFIAN Ruang :	Teori	29		Online	PERKULIAHAN ONLINE 4 This subject is about an application letter 1. Students are expected to know about the application letter. 2. Students are expected to know how to make a good application letter.	Selesai	✓	🔗
5/1	Senin, 30 Mar 2020 -	7164 - ALFIAN Ruang :	Teori	31		Online	PERKULIAHAN ONLINE 5 This subject is about: Job Interview The aims of the subject are: 1. Students know how to prepare a job interview 2. Students know how to face a job interview	Selesai	✓	🔗
6/1	Senin, 6 Apr 2020 -	7164 - ALFIAN Ruang :	Teori	31		Online	PERKULIAHAN ONLINE 6 The subject is about how to do the negotiation with people The aims of the subject: 1. Students are able to know the activities of the negotiation. 2. Students are able to practice the negotiation in English	Selesai	✓	🔗
7/1	Senin, 13 Apr 2020 -	7164 - ALFIAN Ruang :	Teori	33		Online	This subject is about problem solving Learning Objectives: 1. Students are able to identify problem solving and decision making 2. Students are able to apply several ways in doing problem solving	Selesai	✓	🔗
8/1	Senin, 4 Mei 2020 -	7164 - ALFIAN Ruang :	Teori	32		Online	PERKULIAHAN ONLINE 8 This subject is about: 1. How to identify the main idea	Selesai	✓	🔗

							2. How to find some supporting sentences 3. How to make a summary			
9/1	Senin, 11 Mei 2020 -	7164 - ALFIAN Ruang :	Teori	31		Online	PERKULIAHAN ONLINE 9 This subject is about how to write a report. The aims of the subjects are: 1. Students are able to know about the writing report. 2. Students are able to know the steps to make a writing report. 3. Students are able to make a writing report.	Selesai	✓	
10/1	Senin, 1 Jun 2020 -	7164 - ALFIAN Ruang :	Teori	33		Online	PERKULIAHAN ONLINE 10 The subject is about 'agreement' and disagreement VS 'advantage and disadvantage.' The aims of the subject are ; 1. Students know the expressions of 'agreement/disagreement' and advantage/disadvantage' 2. Students know how to make sentences by using 'agreement/disagreement' and 'advantage/disadvantage.'	Selesai	✓	
11/1	Senin, 8 Jun 2020 -	7164 - ALFIAN Ruang :	Teori	33		Online	PERKULIAHAN ONLINE 11 The subject is about Translation The aims of the subject are: 1. Students are able to know how to translate a paragraph 2. Students are able to translate a paragraph	Selesai	✓	
12/1	Senin, 15 Jun 2020 -	7164 - ALFIAN Ruang :	Teori	30		Online	PERKULIAHAN ONLINE 12 The subject is about the Effective Presentation The aims of the subject are: 1. To give students the explanation about Effective Presentation. 2. To give students the steps to do the presentation 3. To make students present their ideas in the presentation.	Selesai	✓	
13/1	Senin, 22 Jun 2020 -	7164 - ALFIAN Ruang :	Teori	31		Online	HOW TO GET SUCCESSFUL	Selesai	✓	
14/1	Senin, 29 Jun	7164 -	Teori	28		Online		Selesai		

	2020 -	ALFIAN Ruang :					PERKULIAHAN ONLINE 14 The subject is about "How to Write a Paragraph." The targets of the subject are: 1. Students know about the generic structure of a paragraph 2. Students can write a paragraph			
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Data

Perkuliahan (Adm)

Perkuliahan (Dosen)

Jabatan Khusus (Dosen)

Implementasi K-2017

SISTEM INFORMASI MANAJEMEN
AKADEMIK

Nama Mata Kuliah : Business English **Dosen** : ALFIAN (7164)
Kode MK dan Kelas : ESA 134 (KJ102)
Jadwal dan Ruang : Selasa, 19:00 - 20:40 ()
Jumlah Mahasiswa : 35
Semester : SEMESTER GENAP 2019 - 2020

Untuk mengisi absensi, diharuskan mengisi jurnal pada pertemuan yang diinginkan. Untuk mengisi jurnal perkuliahan klik [di sini](#).

Upload File Scan Absensi Sebagai Bukti Absen Manual

Upload : No file chosen

Pengisian Absensi Kuliah Kelompok 1



No.	NIM	Nama	Perkuliahan Ke													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14
			02 Mar	09 Mar	16 Mar	23 Mar	30 Mar	06 Apr	13 Apr	04 Mei	11 Mei	01 Jun	08 Jun	15 Jun	22 Jun	29 Jun
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.	201441101	ANTHONIUS RIMHOT PARULIAN	H	H	H	H	H	H	H	H	H	H	H	H	H	
2.	201521026	RIKY	H	A	H	H	H	A	H	H	H	H	H	H	H	
3.	201541090	JOKO HUTAPEA	H	H	H	H	H	H	H	H	H	H	H	H	A	
4.	201571037	AMANDA FEBRYANI	H	H	H	H	H	H	H	A	H	H	H	A	A	
5.	201571055	RYAN FAUZI RAHMAN	H	H	H	H	H	H	H	H	H	H	H	A	H	
6.	201571164	FARID HERNANDO	A	A	A	H	H	H	H	H	H	H	H	H	A	
7.	20160401039	KINANTY DWI ARICA	H	A	A	A	A	A	A	A	A	A	A	A	A	
8.	20160401184	GUNUNG SITEMBER SIHOMBING	H	A	A	H	H	H	H	H	H	H	H	H	H	
9.	20160401282	TOMMY ARDHIE TRIPUTRA	A	A	A	A	A	A	A	A	A	A	A	A	A	
10.	20160701083	WISNU DEWI SINTA	H	H	H	H	H	H	H	H	H	H	H	H	H	
11.	20170401256	HANDY NOVANSHA	H	H	H	A	A	A	H	H	H	H	H	A	A	
12.	20170401296	MUHAMMAD DIATMOECO RAFIF	H	H	H	H	H	H	H	H	H	H	H	A	A	
13.	20170701089	ANISA DESTIANA PUTRI	H	H	H	H	H	H	H	A	H	H	H	H	H	
14.	20170701190	WIDYA ADRICA ANGGREINI	H	H	H	H	H	H	H	H	H	H	H	H	H	
15.	20170701195	DESITA AYU LESTARI	H	H	H	H	H	H	H	H	H	H	H	H	H	
16.	20170701197	AZMIATUL HASANAH	H	H	H	H	H	H	H	H	H	H	H	H	H	
17.	20170701200	IKA WAHYU PRATIWI	H	H	H	H	H	H	H	H	H	H	H	H	H	
18.	20170701201	BASRIL NOVEM	H	H	H	H	H	H	H	H	H	H	H	H	H	
19.	20170701202	VIVI FEBRIYANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	
20.	20170701223	LYDIA NATALYA TAMBUNAN	H	H	H	H	H	H	H	H	H	H	H	H	H	
21.	20170701226	SITI PIRZIA ASTRIANA	H	H	H	H	H	H	H	H	H	H	H	H	H	
22.	20170701227	VOVY WAHYUNI	H	H	H	H	H	H	H	H	H	H	H	H	H	
23.	20170701228	ELLENA PATRICIA N	H	A	H	H	H	H	H	H	H	H	H	H	H	
24.	20170701233	IIS SUSANTI	H	H	H	A	H	H	H	H	H	H	H	H	H	
25.	20170701236	SHELLY DWI HERNAWANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	
26.	20170701241	NOFIANDI PUTRA	H	H	H	H	H	H	H	H	H	H	H	H	H	
27.	20170701242	AYUNITA FAUZIYAH	H	H	H	H	H	H	H	H	H	H	H	H	H	
28.	20180401207	FELICIANA DEWI KANJAYA	H	H	H	A	H	H	H	H	H	H	H	H	H	
29.	20180401219	ADITYO PERMANA	H	A	A	A	A	H	H	H	H	H	H	H	H	
30.	20180401267	WIWIN NURWIANTI	H	H	H	H	H	H	H	H	H	H	H	H	H	
31.	20180803070	SAHRI RAMA	H	H	H	H	H	H	H	H	H	H	H	H	H	
32.	20180803117	NETRA WELIZA	H	H	H	H	H	H	H	A	H	H	H	H	H	
33.	20180803122	RINALDI MARSA	H	H	H	H	H	H	H	H	H	H	H	H	H	
34.	20180803124	ANDRI GUNAWAN	H	H	A	H	H	H	H	H	H	H	H	H	H	
35.	20190401391	YENI EKA SARI	H	H	H	H	H	H	H	H	H	H	H	H	H	

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Nilai perkuliahan kelas ini sudah disahkan dan dikunci oleh ALFIAN pada tanggal 26-07-2020

Versi Cetak

[Cetak Nilai...](#) [Download Versi Excel...](#)

Parameter Nilai	
Subjek	Bobot(%)
absensi	10
UTS	30
tugasonline	20
UAS	40

Petunjuk Penulisan Parameter Penilaian

- Jika ada tugas 1 sampai 3 gunakan subjek : tugas1, tugas2, dan tugas3
- Tugas online subjek : tugasonline (menggunakan huruf kecil tanpa spasi)
- Quiz online subjek : quizonline (menggunakan huruf kecil tanpa spasi)
- Absensi gunakan subjek : absensi (menggunakan huruf kecil)
- Ujian Tengah Semester gunakan subjek : UTS,
Ujian Akhir Semester gunakan subjek : UAS
- Setiap kali ada perubahan Parameter Penilaian mohon lakukan simpan ulang

Perhatian

- Mengapus parameter nilai dapat mengakibatkan nilai mahasiswa pada parameter terkait terhapus

Pengisian Nilai



Absensi di bawah 75 %

No.	NIM	Nama	absensi	UTS	tugasonline	UAS	NA	N. Remidi	NH	Lulus	Dipakai
			10 %	30 %	20 %	40 %					<input type="checkbox"/>
1.	201441101	Anthonius Rimhot Parulian	100	80,00	82,14	80,00	82.43		A	✓	✓
2.	201521026	Riky	85,71	75,00	72,54	75,00	75.58		B+	✓	✓
3.	201541090	Joko Hutapea	92,86	75,00	74,62	65,00	72.71		B	✓	✓
4.	201571037	Amanda Febryani	78,57	75,00	63,25	65,00	69.01		B	✓	✓
5.	201571055	Ryan Fauzi Rahman	92,86	75,00	70,64	70,00	73.91		B	✓	✓
6.	201571164	Farid Hernando	71,43	75,00	58,08	75,00	71.26		B	✓	✓
7.	20160401039	Kinanty Dwi Arica	7,14	0,00	10,00	0,00	2.71		E		✓
8.	20160401184	Gunung Sitember Sihombing	85,71	80,00	61,79	65,00	70.93		B	✓	✓
9.	20160401282	Tommy Ardhie Triputra	0	75,00	-0,83	0,00	22.33		E		✓
10.	20160701083	Wisnu Dewi Sinta	100	80,00	72,43	65,00	74.49		B+	✓	✓
11.	20170401256	Handy Novansha	57,14	0,00	52,90	0,00	16.29		E		✓
12.	20170401296	Muhammad Diatmoeco Rafif	85,71	0,00	76,67	60,00	47.91		D		✓
13.	20170701089	Anisa Destiana Putri	92,86	80,00	76,92	80,00	80.67		A	✓	✓
14.	20170701190	Widya Adrica Anggreini	100	80,00	67,00	75,00	77.40		A-	✓	✓
15.	20170701195	Desita Ayu Lestari	100	80,00	72,29	0,00	48.46		D		✓
16.	20170701197	Azmiatul Hasanah	100	80,00	73,50	75,00	78.70		A-	✓	✓
17.	20170701200	Ika Wahyu Pratiwi	100	80,00	80,36	75,00	80.07		A	✓	✓
18.	20170701201	Basril Novem	100	80,00	79,86	75,00	79.97		A-	✓	✓
19.	20170701202	Vivi Febriyanti	100	80,00	80,36	80,00	82.07		A	✓	✓
20.	20170701223	Lydia Natalya Tambunan	100	75,00	66,50	70,00	73.80		B	✓	✓
21.	20170701226	Siti Pirzia Astriana	100	80,00	80,21	70,00	78.04		A-	✓	✓
22.	20170701227	Vovy Wahyuni	100	80,00	80,71	80,00	82.14		A	✓	✓
23.	20170701228	Ellena Patricia N	92,86	80,00	73,57	75,00	78.00		A-	✓	✓
24.	20170701233	Iis Susanti	92,86	75,00	71,79	70,00	74.14		B+	✓	✓
25.	20170701236	Shelly Dwi Hernawanti	100	80,00	75,36	75,00	79.07		A-	✓	✓
26.	20170701241	Nofiandi Putra	100	80,00	81,43	80,00	82.29		A	✓	✓
27.	20170701242	Ayunita Fauziyyah	100	80,00	81,43	65,00	76.29		B+	✓	✓
28.	20180401207	Felliciana Dewi Kanjaya	92,86	80,00	67,43	65,00	72.77		B	✓	✓
29.	20180401219	Adityo Permana	71,43	80,00	49,21	70,00	68.99		B	✓	✓
30.	20180401267	Wiwin Nurwianti	100	80,00	78,21	0,00	49.64		D		✓
31.	20180803070	Sahri Rama	100	80,00	79,29	70,00	77.86		A-	✓	✓

32.	20180803117	Netra Weliza	92,86	80,00	77,31	65,00	74.75		B+	✓	✓
33.	20180803122	Rinaldi Marsa	100	85,00	78,57	65,00	77.21		A-	✓	✓
34.	20180803124	Andri Gunawan	92,86	85,00	67,79	70,00	76.34		B+	✓	✓
35.	20190401391	Yeni Eka Sari	100	85,00	76,29	70,00	78.76		A-	✓	✓