



UNIVERSITAS TAMA JAGAKARSA

Kampus : Jl. Letjen T.B Simatupang No. 152 Tanjung Barat – Jakarta Selatan 12530
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Fax : (021) 789 0966, Email : info@jagakarsa.ac.id
Website : http://www.jagakarsa.ac.id

SURAT TUGAS

No. 032/UTAMA/D/FE/AKT S-1/II/2023

Fakultas : Ekonomi
Nama : Desyi Erawati, S.E., M.Ak.
Pangkat / Golongan : -
NIDN/NIDK/NUPM : 0319127505

Untuk melaksanakan tugas sebagai berikut :

No	Uraian Tugas	Waktu		Mata Kuliah	Kode MK	Kredit (SKS)	Jenjang Pogram	Program Studi	Semester
		Hari	Pukul						
1.	Belajar Mengajar	Rabu	08.00-09.40	Komputer Akuntansi	32B045	2	Strata Satu (S1)	Akuntansi	Genap 2022/2023
2.	Belajar Mengajar	Selasa	16.30-18.20	Komputer Akuntansi	32B045	2	Strata Satu (S1)	Akuntansi	
						4			

Kepada yang bersangkutan akan diberikan gaji / honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa. Penugasan ini berlaku dari tanggal 6 Maret 2023 sampai dengan tanggal 1 Juli 2023.

Jakarta, 6 Februari 2023
Dekan Fakultas Ekonomi



Prof. Dr. NFH. Ginting, S.E., S.H., M.M.

Tembusan:

1. Rektor Universitas Tama Jagakarsa
2. Wakil Rektor 1
3. Ketua Program Studi Akuntansi S1
4. Kepala Bagian Administrasi Umum
5. Arsip



UNIVERSITAS TAMA JAGAKARSA
LEMBAGA PENJAMINAN MUTU
LEMBAR MONITORING PERKULIAHAN

FORM: UTAMAF/AU/002

PROGRAM STUDI : Akuntansi
SEMESTER : 5
TAHUN AJARAN : 2022/2023

KODE/MATA KULIAH/SKS :
DOSEN PENGAMPU : Desy Chawar

Komputer Akuntansi / 2

PERTUKUAN KE	HARI/TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
1	8/3-23	Pengolahan MYOB	Pendahuluan / Dasar-dasar MYOB ACC	9	De	Komentar Program Studi	Komentar UJM
2	15/3-23	Mengaplikasikan pembuatan dengan MYOB Accounting	Mengaplikasikan pembuatan dengan MYOB Accounting	9	De		
3	29/3-23	Mengurus rekening	Mengurus rekening atau general ledger (chart of account)	10	De		
4	1/4-23	Pengaturan pajak	Pengaturan pajak dengan menghilangkan pajak yang tidak diperlukan	9	De		
5	12/4-23	Menginputkan rekening terkait	Menginputkan rekening terkait linked account	10	De		
6	3/5-23	Input saldo awal Customer supplier	Membuat Cardfile & inventory	9	De		
7	10/5-23	Input Saldo awal persediaan	menganti saldo awal persediaan	8	De		
8	17/5-23		61 75	10	De		
9	24/5-23	Jurnal Penjualan	Jurnal penjualan → Input transaksi penjualan		De		

PERTEMUAN KE	HARI/ TANGGAL	POKOK BAHASAN	URAIAN MATERI BAHASAN	Jumlah Mhs Hadir	Tanda tangan Dosen	Kontrol / Monitoring	
						Program Studi	Unit Jaminan Mutu
						Komentar Program Studi	Komentar UJM
10	31/5-23	Jurnal penerimaan kas	mencatat transaksi keuangan (jurnal penerimaan kas)	7	df		
11	7/6-23	Jurnal pembelian	mencatat transaksi keuangan (jurnal pembelian)	10	df		
12	14/6-23	Jurnal pengeluaran kas	mencatat transaksi keuangan (jurnal pengeluaran kas)	10	df		
13	21/6-23	Jurnal umum	mencatat transaksi keuangan (jurnal umum)	10	df		
14		Pengisian	mencatat transaksi keuangan (pengisian)		df		
15		Laporan keuangan	setelah semua data transaksi diinput setelah input lap. keu		df		
16	12/7-23		UAS	11	df		

Dosen Pengampu

Dusaf

Jakarta,

Ketua Program Studi



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A. 2022/2023

UTAMAF-AU/001

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Website : http://www.jagakarsa.ac.id

Program Studi : Akuntansi

Kode dan Mata kuliah : Komputer Akuntansi

Smt/SKS/W. Kuliah : II / 2 / 08.00 - 09.40

Dosen : DRSYI - ERAMATI, M.K.

Tgl. Kuliah pertama dan berakhir : 8/3-2023

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																				Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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Keterangan :
✓ : Hadir Perkuliahan
- : Absen Perkuliahan
S : Sakit
i : Ijin

PENILAIAN
0 - 44 = E
45 - 55 = D
56 - 69 = C
70 - 79 = B
80 - 100 = A

Dosen Pengampu

18/3/2023

Ketua Program Studi

Jakarta, 8/3-2023

DHDNS PROGRAM STUDI AKUNTANSI S1 FAKULTAS EKONOMI UNIVERSITAS TAMA JAGAKARSA



KAMPUS : JL. LETJEN T.B SIMATUPANG NO. 152 TANJUNG BARAT - JAKARTA SELATAN 12530

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PROGRAM STUDI AKUNTANSI S1

MATA KULIAH DAN KODE MATA KULIAH : KOMPUTER AKUNTANSI

SKS/WAKTU KULIAH/SMT : 2 / 16.30-18.20 / VI

KULIAH PERTAMA DAN BERAKHIR TANGGAL : 7/3/2023 - 30/06/2023

NAMA DOSEN : DESYI ERAWATI, SE, M.Ak

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																Hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15						Jumlah	Huruf	
			7-Mar	14-Mar	28-Mar	4-Apr	11-Apr	2-May	9-May	16-May	23-May	30-May	6-Jun	13-Jun	20-Jun	27-Jun	10-Jul						20%	20%	
1	20320009	Shela Julien Septin	√	√	√	√	I	√	√	√	√	√	√	√	√	√		19	18	22.5	31.5	91	A	LULUS	
2	20320003	Ayu Sekar Rini	√	√	√	√	√	√	√	√	√	√	√	√	√	√		20	17	21.25	29.75	88	A	LULUS	
3	20320001	Novia Andriyani	√	√	√	√	√	√	√	√	√	√	√	√	√	√		20	18	22.5	31.5	92	A	LULUS	
4	20320015	Regina Siri Bomaking	√	√	√	√	I	√	√	√	√	√	I	√	√	√		17	18	22.5	31.5	89	A	LULUS	
5	21327023	Pingkan Salsabila	√	√	√	√	I	√	√	√	√	√	√	√	√	√		19	18	23	31.5	91.5	A	LULUS	
6	20320018	Anita Rachman	√	√	√	√	√	I	√	√	√	√	√	√	√	√		19	18	21.75	27.65	86.4	A	LULUS	
7	19320015	Novia Widiyanti	–	–	–	√	√	I	√	√	–	√	–	√	√	√	–	9	0	0	0	9	E	TL	
8	22327015	Rizky Perwita	√	√	√	√	√	√	√	√	√	√	I	√	√	√		19	13	15.75	22.75	70.5	B	LULUS	
9	19320014	Ferdianus Beni	√	√	√	√	√	√	√	√	√	√	√	√	√	√		20	10.4	13	18.2	61.6	C	LULUS	
10	19320047	Tabah Prasetyo	√	–	–	√	√	√	√	√	√	√	√	√	√	√		16	18	22.5	31.5	88	A	LULUS	
11	19320032	Petra W.Hia	√	√	√	√	√	√	√	√	√	√	–	√	√	√		19	10	12.5	18.2	59.7	C	LULUS	
12	22327016	Siti Hanizah	√	√	√	√	√	√	√	√	√	√	√	√	√	√		19	13	15.75	22.75	70.5	B	LULUS	

Keterangan:	
√	Hadir Perkuliahan
-	Absen Perkuliahan
S	Sakit
i	Ijin
Kehadiran Minimal 75%	
UTS	Ujian Tengah Semester
UAS	Ujian Akhir Semester
Ket	Lulus/Tidak Lulus

PENILAIAN

0-44 = E

45-55 = D

56-69 = C

70-79 = B

80-100 = A

Dosen Pengampu

(DESYI ERAWATI, SE, M.Ak)

Jakarta, 25 JULI 2023

Ketua Program Studi

DR. PIRMANTA SEBAYANG, SE, MM