



**JADWAL PERKULIAHAN
PRAKTIK KESEKRETARISAN
SEMESTER GANJIL TA 2023/2024**

Kelas : SI 21 B

| Pertemuan Ke- | Hari, Tanggal | Jam | Tempat | Topik | Dosen |
|---------------|---------------------------|-------|----------|----------------------------------|------------------------------------|
| 1 | Selasa, 26 September 2023 | 11.00 | Online | Secretarial Vista | Rusliyawati, S.Kom., M.TI. |
| 2-5 | Kamis, 28 September 2023 | 15.00 | Online | Customer Service | Dyah Aminatun, S.Pd., M.Pd. |
| | Selasa, 3 Oktober 2023 | 11.00 | Online | | |
| | Kamis, 5 Oktober 2023 | 15.00 | R. 302 B | | |
| | Kamis, 12 Oktober 2023 | 15.00 | R. 302 B | | |
| 6-8 | Selasa, 10 Oktober 2023 | 11.00 | Online | Convening Business Meetings | Hj. Tien Yulianti, S.Pd., M.Pd. |
| | Selasa, 17 Oktober 2023 | 11.00 | Online | | |
| | Kamis, 19 Oktober 2023 | 15.00 | R. 302 B | | |
| 9-11 | Selasa, 24 Oktober 2023 | 11.00 | Online | Financial Control | Rusliyawati, S.Kom., M.TI. |
| | Selasa, 31 Oktober 2023 | 11.00 | Lab 1 A | | |
| | Selasa, 7 November 2023 | 11.00 | Lab 1 A | | |
| 12-14 | Kamis, 26 Oktober 2023 | 15.00 | Online | Drafting and Preparing Document | M. Ghufroni An Ars, S.Pd., M.Pd. |
| | Selasa, 14 November 2023 | 11.00 | Lab 1 A | | |
| | Selasa, 21 November 2023 | 11.00 | Lab 1 A | | |
| 15 | Sabtu, 25 November 2023 | 17.00 | Online | UTS | |
| 16-17 | Kamis, 2 November 2023 | 15.00 | Online | Travel and Accomodation Overview | Dina Amelia, SS., M.Hum. |
| | Kamis, 9 November 2023 | 15.00 | | | |
| 18-19 | Kamis, 16 November 2023 | 15.00 | Online | Office Procedure and Work Agenda | Hj. Tien Yulianti, S.Pd., M.Pd. |
| | Selasa, 28 November 2023 | 11.00 | Lab 1 A | | |
| 20-23 | Kamis, 23 November 2023 | 15.00 | Online | E-Filling | Rusliyawati, S.Kom., M.TI. |
| | Kamis, 30 November 2023 | 15.00 | R. 302 B | | |
| | Selasa, 5 Desember 2023 | 11.00 | Lab 1 A | | |
| | Selasa, 12 Desember 2023 | 11.00 | Lab 1 A | | |
| 24-27 | Kamis, 7 Desember 2023 | 15.00 | Online | IT For Secretary | Nirwana Hendrastuty, S.Kom., M.Cs. |
| | Selasa, 19 Desember 2023 | 11.00 | Lab 1 A | | |
| | Selasa, 2 Januari 2023 | 11.00 | Lab 1 A | | |
| | Kamis, 4 Januari 2023 | 15.00 | R. 302 B | | |
| 28 | Kamis, 14 Desember 2023 | 15.00 | Online | K3 | Rusliyawati, S.Kom., M.TI. |
| 29-30 | Kamis, 21 Desember 2023 | 15.00 | Online | Video CV | Ade Dwi Putra, S.Kom., M.Kom. |
| | Kamis, 28 Desember 2023 | 15.00 | | | |
| 31-32 | | | | UJIAN AKHIR SEMESTER | |

Ka. Prodi S1 Sistem Informasi

Damayanti, S.Kom., M.Kom.

Bandarlampung, 25 September 2023

Koordinator Kesekretarisan Fakultas,

Nirwana Hendrastuty, S.Kom., M.Cs.

Menyetujui,
Koordinator Kesekretarisan,

Rusliyawati, S.Kom., M.TI.