

SURAT TUGAS/LETTER OF ASSIGNMENT

Nomor/Number : 12/ 289 /F-Stgs/III/2016

Tentang/Concerning

PENGAJARAN MATA KULIAH/TEACHING COURSES PADA SEMESTER/IN SEMESTER **GENAP**
TAHUN AKADEMIK/ACADEMIC YEAR **2015/2016**

Dekan/Direktur (Dean/Director) Universitas Mercu Buana, memberikan tugas kepada/ Mercu Buana University, assigns to:

Nama dosen lengkap gelar/ *Lecturer's name with titles* : SUPRAPTO, SP, M.Si.
 NIDN/NUPN/NIDK/NIK/*Lecturer's Identification Number* : 0307066901 / 199690238
 Program studi/ *Department* : S-1 Akuntansi
 Jabatan akademik/ *Academic rank* :

Dengan jadwal mata kuliah sebagai berikut :
with the schedule of courses as follows:

No	MataKuliah/sks <i>Courses/ Credits</i>	Kode Kelas <i>/Class Code</i>	Waktu/Time	Ruang/Room	Jml.Mhs.The Number of students
1.	Ekonomika/ 3	A21326AA	07:00 - 09:29	B-304	37
2.	Ekonomika/ 3	A21326BA	09:30 - 11:59	B-304	50
3.	Ekonomika/ 3	A21326CA	12:00 - 14:29	B-304	34
4.	Statistik Bisnis/ 3	A31326DA	14:30 - 16:59	B-307	55
5.	-/ -	-	-	-	-

Tugas pengajaran ini mencakup kewajiban memberikan kuliah tatap muka maupun *e-learning* sesuai dengan jadwal dan SAP/RAPEM/URAIAN TUGAS, menyusun modul kuliah, meng-*upload* modul, mengevaluasi kehadiran mahasiswa, membuat soal ujian, melakukan pengawasan ujian, serta melakukan *entry* nilai pada Sistem Informasi Akademik (SIA) UMB, melakukan dokumentasi *hardcopy* dan *softcopy* mengenai riwayat pengajarannya untuk kepentingan pengembangan karir dosen.

This teaching assignments include the obligation to give face to face lectures and e-learning lectures in accordance with the schedule and SAP (Course Outlines) / RAPEM (Teaching Plan) / DESCRIPTION OF ASSIGNMENT, preparing the course modules, uploading modules, evaluating student attendance, making the exam, supervising the exam, as well as inputting scores in Academic Information System (SIA) UMB, documenting the hardcopy and softcopy of teaching records for the sake of lecturer's career development.

Demikian, agar penugasan pengajaran ini dapat dilaksanakan dengan penuh tanggungjawab.
This assignment must be carried out very responsibly.

Dikeluarkan di/ *issued in* : Jakarta
 Pada tanggal/ *dated on* : 1 Maret 2016
 Dekan/Dean,

Prof. Dr. Wiwik Utami, Ak.,MS., CA
 NIDN/NIDK/NIK : 0009046001/196600182