UNIVERSITAS
MERCU BUANA

SURAT TUGAS/LETTER OF ASSIGNMENT

Nomor/Number : 12/793/F-Stgs/IX/2017

Tentang/Concerning

PENGAJARAN MATA KULIAH/TEACHING COURSES PADA SEMESTER/IN SEMESTER **GANJIL** TAHUN AKADEMIK/ACADEMIC YEAR **2017/2018**

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

Nama dosen lengkap gelar/ *Lecturer's name with titles* : Heliantono, SE.Ak.M.Ak
NIDN/NUPN/NIDK/NIK/*Lecturer's Identification Number* : 0316036401/609640231
Program studi/ *Department* : **S-1 Akuntansi**
Jabatan akademik/ *Academic rank* : Asisten Ahli

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

No	MataKuliah/sks *Courses/ Credits*	Kode Kelas /*Class Code*	Waktu/*Time*	Ruang/*Room*	Jml.Mhs.The Number of students
1.	Audit Internal/3	B71321EL	19:30-22:00	M-610-1	60
2.	/				
3.	/				
4.	/				
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 September 2017
Dekan/Dean,

Dr. Harnovinsah, AK., M.Si., CA., CIPSAS
NIDN/NIK 0318096701/ 112670353

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