

Surat Penugasan Dosen

Nomor : 013/F.Par-UPH/I/2023
Hal : Penugasan Mengajar
Lampiran : -

Kepada Yth.

Ibu Dr. THEODOSIA C. NATHALIA, S.ST.Par., M.M.

Dosen Fakultas Pariwisata
Universitas Pelita Harapan

Dengan ini kami beritahukan bahwa perkuliahan Semester Genap 2022/2023 di Universitas Pelita Harapan akan dimulai pada tanggal 09 Januari 2023 s.d. 08 Mei 2023. Sehubungan dengan hal tersebut, maka bersama ini kami sampaikan jadwal tugas mengajar Bapak/Ibu sebagai berikut:

| No. | Mata Kuliah | Class Nbr / Section | Pukul | sks | S | S | R | K | J | S | Beban sks | Beban Mengajar (Jam) | Keg. |
|-----|--------------------------------|---------------------|---------------|-----|---|---|---|---|---|---|-----------|----------------------|------|
| 1 | PROSEDUR, SISTEM INFORMASI KDH | 2726 / 2C | 13:15 - 14:55 | 4 | Y | - | - | - | - | - | 2.00 | 2.00 | KUL |
| 2 | DISAIN P&P FASILITAS HOTEL | 1308 / 8A | 13:15 - 14:55 | 2 | - | - | Y | - | - | - | 2.00 | 2.00 | KUL |
| 3 | DISAIN P&P FASILITAS HOTEL | 1309 / 8B | 9:15 - 10:55 | 2 | Y | - | - | - | - | - | 2.00 | 2.00 | KUL |

Total Beban sks:6.00

Total Beban Mengajar (Jam):6.00

Atas perhatian dan kerja sama yang baik, kami ucapkan terima kasih.

Jakarta, 9 Januari 2023



Prof. Dr. Diena M. Lemy, A.Par., M.M., CHE
Dekan Fakultas Pariwisata

Tembusan :

1. Para Kaprodi Fakultas Pariwisata
2. Senior Direktur HRD & Legal Aspect






LAPORAN PELAKSANAAN PERKULIAHAN

AJR-11/FRM-04/REV-02

Mata Kuliah : Prosedur Kantor Depan Hotel
Kode Mata Kuliah : Hos 4201
Dosen : Theodosia C. Nathalia

Jenis Kegiatan : T
Jurusan/Kelas : Manajemen Perhotelan
Hari/Jam :

| Pertemuan Ke- | Materi yang diajarkan | Paraf Dosen | Keterangan |
|---------------|---|-------------|------------|
| 1 | Introduction to Hotel Industry, Front Office, and Guests | <i>The</i> | |
| 2 | | <i>The</i> | |
| 3 | Organization in Front Office & Reservation in Front Office | <i>The</i> | |
| 4 | | <i>The</i> | |
| 5 | Guest Registration and In-House Guest | <i>The</i> | |
| 6 | | <i>The</i> | |
| 7 | Interdepartmental Communication in Front Office & Recording Guests Data | <i>The</i> | |
| 8 | | <i>The</i> | |
| 9 | Accounting Function in Front Office | <i>The</i> | |
| 10 | | <i>The</i> | |
| 11 | Handling Complaint & Role of GRO in Front Office | <i>The</i> | |
| 12 | | <i>The</i> | |
| 13 | Check Out & Maintenance of Guest Account | <i>The</i> | |
| 14 | | | |

| | | |
|--|---|------------------|
| | Paraf  _____ | Tanggal _____ |
|--|---|------------------|

* Lingkari salah satu

** Pemeriksaan dilakukan oleh Kajur/Koordinator MK/Kalab pada pertengahan dan akhir semester, bersamaan dengan pengisian Form Evaluasi Proses Pelaksanaan Perkuliahan



DAFTAR HADIR KULIAH UNIVERSITAS PELITA HARAPAN

FAKULTAS : Pariwisata (54000)
JURUSAN : Manajemen Perhotelan (D4)
(54541)
TAHUN/SEM : 2022 / 2
HARI : SENIN

MATA KULIAH : PROSEDUR, SISTEM INFORMASI KDH
KODE MK : 4120
DOSEN : THEODOSIA C. NATHALIA

KELAS : 2726
WAKTU : 13:15 - 14:55
KEGIATAN : KUL

| NO | NIM | NAMA MAHASISWA | TANGGAL | | | | | | | | | | | | | | KETERANGAN HADIR |
|----|-------------|-----------------------------|---------|------|------|------|-----|------|------|------|-----|------|------|------|-----|------|---------------------|
| | | | 9/1 | 16/1 | 24/1 | 30/1 | 6/2 | 13/2 | 20/2 | 27/2 | 6/2 | 13/2 | 20/2 | 27/2 | 3/3 | 10/3 | |
| 1 | 01541220055 | AUDREY HANS SOETJIPTO | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 2 | 01541220070 | CHRISTOFORUS DJOHAN SANTOSA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 3 | 01541220079 | ELIZABETH ANGELS | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 4 | 01541220069 | ELVA ALYCIA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 5 | 01541220063 | EVELYN HIMAWAN | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 6 | 01541220081 | FLORENCIA HANJANI | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 7 | 01541220058 | IRENE NIONONI | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 8 | 01541220057 | JASON SETIAWAN | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 9 | 01541220077 | JESSICA MARY LAUW | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 10 | 01541220065 | JOHANNA GUNAWAN | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 11 | 01541220104 | KEZIA MARSINTA SIAGIAN | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 12 | 01541220084 | LEONALD UTOMO | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 13 | 01541220112 | MAHDIYUL KIRAM | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 14 | 01541220088 | MATTHEW DIMAS YERUSA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 15 | 01541220108 | METTA AGNELY EDVAN | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 16 | 01541220072 | NELSEN SETIADY RUSLI | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 17 | 01541220092 | SAMUEL ANDERSON JAURY | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 18 | 01541220100 | THEODORA VALERIE | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |



UNIVERSITAS FELITA HARAPAN

FAKULTAS : Pariwisata (54000) MATA KULIAH : PROSEDUR, SISTEM INFORMASI KDH KELAS : 2726
JURUSAN : Manajemen Perhotelan (D4) (54541) KODE MK : 4120 WAKTU : 13:15 - 14:55
TAHUN/SEM : 2022 / 2 DOSEN : THEODOSIA C. NATHALIA KEGIATAN : KUL
HARI : SENIN

| NO | NIM | NAMA MAHASISWA | TANGGAL | | | | | | | | | | | | | | KETERANGAN HADIR |
|----|-------------|-------------------|---------|---|---|---|-----|---|---|---|---|---|---|---|---|--|---------------------|
| | | | | | | | 6/2 | | | | | | | | | | |
| 19 | 01541220109 | VASCO JUAN TANTRA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |

Report Name :

Num of row : 19 row(s)

Program : Sarjana Terapan

Printed By : 19990733



DAFTAR KEHADIRAN UJIAN MAHASISWA

Institusi : UPH
Strata : D4
Jurusan : 54541-Manajemen Perhotelan (D4)
Fakultas : Pariwisata
T.A/ Semester : 2022/2
Kode Mata Kuliah : HOS4120
Mata Kuliah : PROSEDUR, SISTEM INFORMASI KDH

Kode Kelas : 2726/2C
NIK : 20030120
Dosen : THEODOSIA C. NATHALIA
Tanggal : 08-May-2023
Jam : 13:15-14:55
Ruangan/Kapasitas : /40
Tipe Ujian : UAS

| No. | Nama | NIM | Tanda Tangan | Nilai | Keterangan |
|-----|-----------------------------|-------------|--------------|-------|------------|
| 1 | AUDREY HANS SOETJIPTO | 01541220055 | | 57 | |
| 2 | CHRISTOPORUS DJOHAN SANTOSA | 01541220070 | | 42 | |
| 3 | ELIZABETH ANGELS | 01541220079 | | 49 | |
| 4 | ELVA ALYCIA | 01541220069 | | 62 | |
| 5 | EVELYN HIMAWAN | 01541220063 | | 62 | |
| 6 | FLORENCIA HANJANI | 01541220081 | | 47 | |
| 7 | IRENE NIONONI | 01541220058 | | 60 | |
| 8 | JASON SETIAWAN | 01541220057 | | — | |
| 9 | JESSICA MARY LAUW | 01541220077 | | 52 | |
| 10 | JOHANNA GUNAWAN | 01541220065 | | 51 | |
| 11 | KEZIA MARSINTA SIAGIAN | 01541220104 | | 54 | |
| 12 | LEONALD UTOMO | 01541220084 | | 51 | |
| 13 | MAHDIYUL KIRAM | 01541220112 | | 49 | |
| 14 | MATTHEW DIMAS YERUSA | 01541220088 | | 50 | |
| 15 | METTA AGNELY EDVAN | 01541220108 | | 53 | |
| 16 | NELSEN SETIADY RUSLI | 01541220072 | | 56 | |
| 17 | SAMUEL ANDERSON JAURY | 01541220092 | | 49 | |
| 18 | THEODORA VALERIE | 01541220100 | | 62 | |
| 19 | VASCO JUAN TANTRA | 01541220109 | | 51 | |



DAFTAR KEHADIRAN UJIAN MAHASISWA

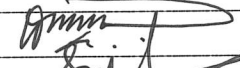

BERITA ACARA UJIAN

Pada hari: Senin tanggal: 08 Mei 2023 pukul: 13:15 s.d. 14:15 di ruang: D 306 telah dilaksanakan ujian: Front Office Procedure (T) Dengan jumlah peserta: 19 mahasiswa. Jumlah peserta yang hadir: 19 mahasiswa, dan jumlah peserta yang tidak hadir: - Mahasiswa.
Jumlah soal ujian: 20 Lembar, sisa/kurang: - lembar.

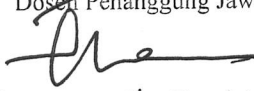
Kejadian selama ujian berlangsung: *)

Tertib dan Lancar

Demikian berita acara ujian dibuat dengan sebenarnya.
Pembantu Pengawas:

| Nama | Tanda Tangan |
|--------------------------------|---|
| 1. Samuel Musa Liha, S.Tr.Par |  |
| 2. Sisilia C Parera, S.Tr.Par. |  |
| 3. | |

Dosen Penanggung Jawab:


Dr. Theodosia C. Nathalia, S.ST.Par., M.M.

19970311