



SURAT TUGAS MENGAJAR

Nomor : 034/IPWIJA.PSM/ST-00/III/2024

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr. Taufik, SE. MM** untuk mengajar pada Program Studi Manajemen S1 Semester Genap 2023/2024, dengan matakuliah dan jadwal sebagai berikut:

No	Kode MK	Mata Kuliah	SKS	Kelas	Hari	Jam
1	KK1234	Praktikum Bhs. Inggris Bisnis	2	E1231	Jum'at	19.00 - 21.30
2	KK1234	Praktikum Bhs. Inggris Bisnis	2	G123	Rabu	08.00 - 10.30
3	KK1234	Praktikum Bhs. Inggris Bisnis	2	E223	Sabtu	13.30 - 16.00
4	KK1234	Praktikum Bhs. Inggris Bisnis	2	D323	Selasa	10.30 - 13.00
5	KK1234	Praktikum Bhs. Inggris Bisnis	2	D423	Selasa	08.00 - 10.30

Demikian surat tugas ini dibuat untuk dilaksanakan dengan penuh tanggung jawab.

Jakarta, 1 Maret 2024

Ketua Program Studi Manajemen







Dr. Susanti Widhiastuti, S.E., M.M



BERITA ACARA PERKULIAHAN SEMESTER GENAP TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS	Praktikum Bahasa Inggris Bisnis / D423
DOSEN	TAUFIK, Dr., SE., MM.
PROGRAM STUDI	MANAJEMEN / 61201
SEMESTER/BOBOT	2 / 2SKS
RUANG/LAB	-
HARI/JAM	-
JUMLAH MAHASISWA	28

KE	Tanggal	Materi	Jam Mulai	Jam Selesai	Mhs. Hadir	Paraf Dosen
1	2024-03-05	Career (Skills: Telephoning making contact, Listening: Ways to improve career)	08:00:00	10:31:00	20	
2	2024-03-12	Human Resources Development (Skill: presentation skill and argumentation)	08:00:01	10:31:00	23	
3	2024-03-19	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	08:01:01	10:31:00	21	
4	2024-03-26	Companies (Skills: Presenting your company, Writing skills: e-mail Fast Track Inc.,: Choose the best candidate for the job of sales manager)	08:00:00	10:30:08	26	
5	2024-04-02	Great Ideas	08:00:00	10:30:10	22	
6	2024-04-23	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	08:01:00	10:30:17	24	
7	2024-04-30	Entertaining (Skills: Socializing greeting and small talk, Listening: an Interview with two experts on corporate entertaining)	08:00:05	10:30:05	22	
8	2024-05-07	Quiz	08:01:00	10:30:15	21	
9	2024-05-14	UTS	09:00:00	11:00:00	27	
10	2024-05-28	Planning (Skills: Meeting, Interrupting and clarifying. Writing skills: Letters)	08:01:00	10:31:02	22	

11	2024-06-04	Managing people (Skills: Socializing and entertaining, Listening: Good managers)	08:00:00	10:30:10	26	
12	2024-06-11	Conflict. Skills: negotiating dealing with conflict. Listening: An interview with a management consultant	08:00:05	10:30:04	24	
13	2024-06-18	New Business: (Skills: dealing with numbers. Listening: An interview with a consultant to a new business)	08:00:09	10:30:07	23	
14	2024-06-25	Products (Skills: presenting products; Listening: the best things people ever bought)	08:00:09	10:31:00	22	
15	2024-07-02	Review	08:03:00	10:30:00	24	
16	2024-07-16	UAS	09:00:00	11:00:00	27	

Ketua Program Studi,



SUSANTI WIDHIASTUTI, Dr., M.M.



DAFTAR KEHADIRAN MAHASISWA SEMESTER GENAP TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS Praktikum Bahasa Inggris Bisnis / D423
DOSEN TAUFIK, Dr., SE., MM.
PROGRAM STUDI MANAJEMEN
SEMESTER/BOBOT 2 / 2SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 28

No	NIM	Nama Mahasiswa	TANGGAL KEHADIRAN																Jml
			2024-03-05	2024-03-12	2024-03-19	2024-03-26	2024-04-02	2024-04-23	2024-04-30	2024-05-07	2024-05-14	2024-05-28	2024-06-04	2024-06-11	2024-06-18	2024-06-25	2024-07-02	2024-07-16	
1	2020511408	DESTI NURAI SYAH	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0
2	2021512299	MOHAMMAD DIKI DERMAWAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
3	2022511424	IRFAN NUR ICHWANSYAH	A	H	A	A	A	A	A	H	H	A	H	A	H	A	A	H	6
4	202305110098	NYI AYU SITI ZAINAH ZEIN	H	H	A	H	H	H	H	H	H	H	H	A	H	H	H	H	14
5	202305110100	MUHAMMAD IRSYAD	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
6	202305110114	DELIA NUR ISNAENI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
7	202305110136	MILLATUL ISLAM DINI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
8	202305110139	RAHMAT ABDILLAH PARDOMUAN DAULA	H	H	A	H	H	H	H	H	H	H	H	H	H	H	H	H	15
9	202305110146	RIFAN ADI SAPUTRA	A	H	H	H	A	A	H	A	H	H	H	H	A	H	H	H	11
10	202305110151	NABILA TITANIA PUTRI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
11	202305110159	REGINA NUR AENI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
12	202305110160	RIZKA APRILLIA	H	H	H	H	A	A	H	H	H	H	A	H	H	A	H	H	12
13	202305110164	ALYA MUTIARA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
14	202305110173	AISYAH MULYA WIYAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
15	202305110208	MUHAMMAD RIFKI PRATAMA	A	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	15
16	202305110210	MOCHAMAD FIRDAUS	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
17	202305110243	JULIO CESAR SIANRESSY	H	H	A	H	A	H	H	H	H	H	H	A	A	H	H	H	12

18	202305110261	PUTRI CAHYANINGRUM	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
19	202305110271	MUHAMMAD SYAHMI GHAZIAN RUSLI	H	H	H	H	H	H	A	H	H	H	H	H	H	H	H	H	15
20	202305110277	ANISA NURHAFSARI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
21	202305110303	MUHAMAD FACHRIZAL	A	A	H	H	H	H	H	A	H	A	H	H	H	H	H	H	12
22	202305110316	NABILLA ANWAR PURNAMA SARI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
23	202305110321	WYNNA AZZAHRA ARMIN	H	H	H	H	A	H	A	A	H	A	H	H	A	A	H	H	10
24	202305110350	RAHMADINA	A	A	A	H	H	H	A	A	H	A	H	H	H	A	A	H	8
25	202305110351	RAHMADINI	A	A	A	H	H	H	A	A	H	A	H	H	H	A	A	H	8
26	202305110355	ATIKA PUTERI INDRAMSTUTI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
27	202305120206	LUTFIAN ADE NUGROHO	H	A	H	H	H	H	H	A	H	H	H	H	A	H	H	H	13
28	202305220361	MUHAMMAD SYAHRONI	A	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	15

Dosen,

TAUFIK, Dr., SE., MM.



REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GENAP TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS	Praktikum Bahasa Inggris Bisnis / D423
DOSEN	TAUFIK, Dr., SE., MM.
PROGRAM STUDI	MANAJEMEN
SEMESTER/BOBOT	2 / 2SKS
RUANG/LAB	-
HARI/JAM	-
JUMLAH MAHASISWA	28

No	NIM	Nama Mahasiswa	Kehadiran	Tugas	UTS	UAS	Total Skor	Nilai Akhir
1	2020511408	DESTI NURAI SYAH	0	0	0	0	0	E
2	2021512299	MOHAMMAD DIKI DERMAWAN	100	85	85	85	87	A-
3	2022511424	IRFAN NUR ICHWANSYAH	38	70	87	88	77	B+
4	202305110098	NYI AYU SITI ZAINAH ZEIN	88	85	85	82	85	A-
5	202305110100	MUHAMMAD IRSYAD	100	85	84	85	87	A-
6	202305110114	DELIA NUR ISNAENI	100	92	90	88	91	A
7	202305110136	MILLATUL ISLAM DINI	100	88	88	85	89	A-
8	202305110139	RAHMAT ABDILLAH PARDOMUAN DAULAY	94	87	86	85	87	A-
9	202305110146	RIFAN ADI SAPUTRA	69	85	85	80	82	A-
10	202305110151	NABILA TITANIA PUTRI	100	88	85	80	86	A-
11	202305110159	REGINA NUR AENI	100	88	85	85	88	A-
12	202305110160	RIZKA APRILLIA	75	87	83	80	83	A-
13	202305110164	ALYA MUTIARA	100	87	84	86	88	A-
14	202305110173	AISYAH MULYA WIYAH	100	85	83	84	86	A-
15	202305110208	MUHAMMAD RIFKI PRATAMA	94	86	85	80	85	A-
16	202305110210	MOCHAMAD FIRDAUS	100	87	83	86	88	A-
17	202305110243	JULIO CESAR SIANRESSY	75	85	85	84	84	A-
18	202305110261	PUTRI CAHYANINGRUM	100	84	84	85	86	A-

19	202305110271	MUHAMMAD SYAHMI GHAZIAN RUSLI	94	85	86	87	87	A-
20	202305110277	ANISA NURHAFSARI	100	86	86	84	87	A-
21	202305110303	MUHAMAD FACHRIZAL	75	85	85	80	83	A-
22	202305110316	NABILLA ANWAR PURNAMA SARI	100	87	84	83	87	A-
23	202305110321	WYNNA AZZAHRA ARMIN	63	85	87	85	84	A-
24	202305110350	RAHMADINA	50	87	88	0	54	C-
25	202305110351	RAHMADINI	50	87	86	0	53	C-
26	202305110355	ATIKA PUTERI INDRAMSTUTI	100	85	87	88	88	A-
27	202305120206	LUTFIAN ADE NUGROHO	81	80	87	87	84	A-
28	202305220361	MUHAMMAD SYAHRONI	94	85	88	80	85	A-

Dosen,



TAUFIK, Dr., SE., MM.