



UNIVERSITAS IPWIJA

SK Kemendikbudristek RI No. 627/E/O/2022

Jl. H. Baping No.17 Kel. Susukan, Kec. Ciracas

Jakarta Timur. 13740 Telp. 021-22819921

E-mail : contact@ipwija.ac.id <https://ipwija.ac.id>

 UNIVERSITAS IPWIJA

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 / D323
DOSEN TAUFIK, Dr., SE., MM.
PROGRAM STUDI MANAJEMEN / 61201
SEMESTER/BOBOT 2 / 2SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 26

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)	10:31:01	13:01:00	24	
2	2024-03-12	Human Resources Development (Skill: presenting skill and argumentation)	10:32:00	13:01:00	24	
3	2024-03-19	Selling online	10:30:02	13:00:30	25	
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)	10:30:01	13:02:00	26	
5	2024-04-02	Great Ideas (Skills: successful meeting. Listening: An interview with the Head of the Innovation Works)	10:30:00	13:01:00	24	
6	2024-04-23	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	10:30:00	13:02:00	22	
7	2024-04-30	Entertaining (Skills: Socializing greeting and small talk, Listening: an Interview with two experts on corporate entertaining)	10:31:00	13:01:48	22	
8	2024-05-07	Quiz	10:30:02	13:00:10	23	
9	2024-05-21	UTS	09:00:00	11:00:00	25	
10	2024-05-28	Planning (Skills: Meeting, Interrupting and clarifying. Writing skills: Letters)	10:31:00	13:01:00	23	
11	2024-06-04	Managing people (Skills: Socializing and entertaining, Listening: Good managers)	10:30:00	13:02:04	24	

12	2024-06-11	Conflict. Skills: negotiating dealing with conflict. Listening: An interview with a management consultant	10:31:00	13:01:00	18	
13	2024-06-18	New Business: (Skills: dealing with numbers. Listening: An interview with a consultant to a new business)	10:30:00	13:00:02	25	
14	2024-06-25	Products (Skills: presenting products; Listening: the best things people ever bought)	10:31:00	13:02:00	21	
15	2024-07-02	Review	10:30:00	13:00:00	24	
16	2024-07-23	UAS	09:00:00	11:00:00	26	

Ketua Program Studi,



SUSANTI WIDHIASTUTI, Dr., M.M.

18	202305110257	EVA AZZAHRA CAESARY	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
19	202305110269	MUHAMAD DAVI ALAMSYAH	H	H	H	H	H	H	A	H	H	H	H	H	H	H	H	H	15
20	202305110281	NABILA ANGRENI	H	H	H	H	H	H	A	H	H	H	H	H	H	A	H	H	14
21	202305110300	NABILA INES SARASWATI	H	H	H	H	H	H	H	A	A	A	H	H	H	H	H	H	13
22	202305110311	BERNADINO REALINO FARRELL	H	H	H	H	H	A	H	H	H	A	H	H	H	H	H	H	14
23	202305110313	NARIYAH MAHARANI	A	H	H	H	H	A	A	H	H	H	H	H	H	A	H	H	12
24	202305110314	SAHWA RAHMADANI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
25	202305110319	HANA FARIKHA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
26	202305110343	MEY ALAWIYAH WATI	H	H	H	H	H	H	H	H	H	H	H	A	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 / D323
DOSEN	TAUFIK, Dr., SE., MM.
PROGRAM STUDI	MANAJEMEN
SEMESTER/BOBOT	2 / 2SKS
RUANG/LAB	-
HARI/JAM	-
JUMLAH MAHASISWA	26

No	NIM	Nama Mahasiswa	Kehadiran	Tugas	UTS	UAS	Total Skor	Nilai Akhir
1	202305110126	RAHMA SABRIA	100	90	87	88	90	A
2	202305110141	VIRDA NAULIANA	88	94	89	90	91	A
3	202305110161	UFARA GHAI DA TSANIYAH	94	90	85	82	87	A-
4	202305110174	SEPTIA KIRANI	100	92	88	87	91	A
5	202305110198	RIKE NANDA PUTRI	100	90	90	85	90	A
6	202305110202	CINDY NATASYA SINAGA	100	88	87	82	87	A-
7	202305110207	RAIHAN SALFI ALAMSYAH	94	94	88	90	92	A
8	202305110213	NAJWA JINGGA SALSABILA	75	85	87	83	84	A-
9	202305110216	MUHAMMAD OKA ERSANO	100	95	85	88	92	A
10	202305110218	RIFKA NURMALA	94	85	84	86	87	A-
11	202305110223	OKTAVIANI WULANDARI	100	90	88	88	90	A
12	202305110226	SEPY DWI DAMAYANTI	88	85	84	80	84	A-
13	202305110229	PRAMIDIA LUCKY OCTAVIA	94	92	87	87	90	A
14	202305110230	JESSICA NABILA PUTRI	44	90	87	82	82	A-
15	202305110233	GEA NISA SEKAR ANJANI	100	88	85	85	88	A-
16	202305110235	NAURA SYAILILLA MATAHARI EL -SABIQ	69	88	87	86	86	A-
17	202305110239	FANESA PUTRI RAMDANI	94	90	87	88	90	A
18	202305110257	EVA AZZAHRA CAESARY	100	93	85	88	91	A

19	202305110269	MUHAMAD DAVI ALAMSYAH	94	92	87	88	90	A
20	202305110281	NABILA ANGRENI	88	91	88	88	90	A
21	202305110300	NABILA INES SARASWATI	81	90	86	86	87	A-
22	202305110311	BERNADINO REALINO FARRELL	88	90	90	89	90	A
23	202305110313	NARIYAH MAHARANI	75	90	85	85	86	A-
24	202305110314	SAHWA RAHMADANI	100	90	86	85	89	A-
25	202305110319	HANA FARIKHA	100	93	88	88	91	A
26	202305110343	MEY ALAWIYAH WATI	94	90	87	88	90	A

Dosen,



TAUFIK, Dr., SE., MM.