



**UNIVERSITAS IPWIJA**

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

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 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 / G123  
**DOSEN** TAUFIK, Dr., SE., MM.  
**PROGRAM STUDI** MANAJEMEN / 61201  
**SEMESTER/BOBOT** 2 / 2SKS  
**RUANG/LAB** -  
**HARI/JAM** -  
**JUMLAH MAHASISWA** 47

KE	Tanggal	Materi	Jam Mulai	Jam Selesai	Mhs. Hadir	Paraf Dosen
1	2024-03-06	Career (Skills: Telephoning making contact, Listening: Ways to improve career)	08:01:07	10:30:04	45	
2	2024-03-13	Human Resources Development (Skill: presentation skill and argumentation)	08:02:01	10:32:00	46	
3	2024-03-20	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	08:02:01	10:33:00	45	
4	2024-03-27	Companies (Skills: Presenting your company, Writing skills: e-mail Fast Track Inc., Choose the best candidate for the job of sales manager)	08:04:03	10:32:00	46	
5	2024-04-03	Great Ideas (Skills: successful meeting. Listening: An interview with the Head of the Innovation Works)	08:02:00	10:30:00	45	
6	2024-04-24	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	08:00:40	10:31:00	44	
7	2024-05-08	Entertaining (Skills: Socializing greeting and small talk, Listening: an Interview with two experts on corporate entertaining)	08:02:00	10:30:44	45	
8	2024-05-15	UTS	09:00:02	11:00:00	45	
9	2024-05-29	Quiz	08:02:00	10:30:00	44	
10	2024-06-05	Planning (Skills: Meeting, Interrupting and clarifying. Writing skills: Letters)	08:05:00	10:30:03	44	
11	2024-06-12	Managing people (Skills: Socializing and entertaining, Listening: Good managers)	08:03:00	10:32:00	44	

12	2024-06-19	Conflict: (Skill: Dealing with conflict. Listening: An interview with a management consultant)	08:05:00	10:30:02	46	
13	2024-06-26	New Business: (Skills: dealing with numbers. Listening: An interview with a consultant to a new business)	08:02:00	10:31:00	45	
14	2024-07-03	Products (Skills: presenting products; Listening: the best things people ever bought)	08:03:00	10:30:00	43	
15	2024-07-10	Review	08:00:00	10:31:00	43	
16	2024-07-17	UAS	09:00:00	11:00:00	46	

Ketua Program Studi,



SUSANTI WIDHIASTUTI, Dr., M.M.





47	202305110349	HUDAN ROSYADI	H	H	H	H	H	A	A	H	A	A	A	H	A	A	A	H	8
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Dosen,



TAUFIK, Dr., SE., MM.



## REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GENAP TAHUN AKADEMIK 2023/2024

**MATA KULIAH / KELAS** Praktikum Bahasa Inggris Bisnis / G123  
**DOSEN** TAUFIK, Dr., SE., MM.  
**PROGRAM STUDI** MANAJEMEN  
**SEMESTER/BOBOT** 2 / 2SKS  
**RUANG/LAB** -  
**HARI/JAM** -  
**JUMLAH MAHASISWA** 47

No	NIM	Nama Mahasiswa	Kehadiran	Tugas	UTS	UAS	Total Skor	Nilai Akhir
1	2020511481	MUH. FAJAR APRILIANTO	0	0	0	0	0	E
2	202305110001	PUTRI LAILATUL AFIFAH	100	85	87	85	87	A-
3	202305110002	ALI ALDIANSAH	100	87	86	86	88	A-
4	202305110003	AZ ZAHRA FARRAZ BUDI RACHMAN	81	86	90	88	87	A-
5	202305110004	MELATI	100	87	88	85	88	A-
6	202305110005	SITY RACHMAWATY	94	87	87	90	89	A-
7	202305110006	DHIFA NANDHYA PURNAMA PUTRI	94	92	89	90	91	A
8	202305110007	NATASYA AMELIA SYAHDILLA	94	92	90	91	92	A
9	202305110008	FITRI AULIA NISA	100	92	91	92	93	A
10	202305110009	LYDIA SRI HANDAYANI	100	85	86	84	87	A-
11	202305110010	SYAFIRA RAMADHANIA	100	85	87	86	88	A-
12	202305110011	DWI JOKO PAMUNGKAS	100	85	87	84	87	A-
13	202305110012	SITI ASIAH	100	90	89	90	91	A
14	202305110013	IQBAL RIZKY KURNIAWAN	100	85	86	87	88	A-
15	202305110014	MUHAMMAD NALBY PRAWIRA DIRJA	100	90	91	90	92	A
16	202305110030	HASIM MUBAROK	100	84	90	88	89	A-
17	202305110082	SAFIRA EKA SAPUTRI	100	90	90	91	92	A
18	202305110083	DEVIA OKTAVIANI	100	84	88	87	88	A-

19	202305110084	MONIK GITA LESTARI	100	90	90	91	92	A
20	202305110085	LUTHFI CAHYADI	88	90	92	90	91	A
21	202305110086	FAUZAN DHAIFULLAH	100	85	91	87	89	A-
22	202305110142	ANITA SAFITRI	94	90	90	90	91	A
23	202305110143	EKA RAHMAWATI	100	84	90	84	87	A-
24	202305110144	PUTRI HIKMAH AYU ANDIRA	100	90	90	91	92	A
25	202305110145	DINI NOVIANTI	100	90	89	85	90	A
26	202305110147	AULIA MUKAROMAH	100	85	88	84	87	A-
27	202305110148	ANES THASIA PUTRI	100	92	88	90	92	A
28	202305110150	INTAN ANANTIKA HAMDANI	100	85	88	84	87	A-
29	202305110162	RIPQI AKBAR	100	85	87	88	88	A-
30	202305110163	DESNITA MAHARANI	100	85	85	88	88	A-
31	202305110166	SYAHPITRI	100	85	0	0	40	D
32	202305110168	FEBILA YURIKA	100	85	87	86	88	A-
33	202305110209	VENNY PASKALIA	100	91	90	91	92	A
34	202305110217	MUTHI'AH ASMA'	100	90	89	90	91	A
35	202305110238	SITI MULYANI	100	85	87	86	88	A-
36	202305110273	DHEA INTAN KUSUMA ANDINI	100	85	87	85	87	A-
37	202305110299	FITRI NOVIANI	94	85	87	86	87	A-
38	202305110306	LYDIA PUSPITASARI	100	85	87	85	87	A-
39	202305110307	SUCIATI INDAH SEPTIANI	100	84	87	86	87	A-
40	202305110315	INDRI YANI	100	85	89	90	90	A
41	202305110318	MUHAMMAD ARKHAN AFRIJA HERMAWAN	100	86	86	84	87	A-
42	202305110320	FAUZIYYAH AZ ZAHRA MARJAYA	100	86	86	86	88	A-
43	202305110322	VINANDA NUR AZIZAH	100	85	86	87	88	A-
44	202305110341	NOPRA LIZHA	100	85	86	86	88	A-
45	202305110345	MUHAMMAD FARID	88	85	90	85	87	A-
46	202305110348	VINESSYA MEFANDA	100	87	88	85	88	A-
47	202305110349	HUDAN ROSYADI	50	80	89	85	81	A-



Dosen,

A handwritten signature in black ink, appearing to read 'Taufik', written in a cursive style.

TAUFIK, Dr., SE., MM.