



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 / E223
DOSEN	TAUFIK, Dr., SE., MM.
PROGRAM STUDI	MANAJEMEN / 61201
SEMESTER/BOBOT	2 / 2SKS
RUANG/LAB	-
HARI/JAM	-
JUMLAH MAHASISWA	33

KE	Tanggal	Materi	Jam Mulai	Jam Selesai	Mhs. Hadir	Paraf Dosen
1	2024-03-16	Career (Skills: Telephoning making contact, Listening: Ways to improve career)	13:30:00	16:00:03	31	
2	2024-03-23	Human Resources Development (Skill: presentation skill and argumentation)	13:31:00	16:00:05	31	
3	2024-03-30	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	13:31:00	16:01:07	27	
4	2024-04-06	Companies (Skills: Presenting your company, Writing skills: e-mail Fast Track Inc.,: Choose the best candidate for the job of sales manager)	13:31:00	16:01:07	27	
5	2024-04-13	Great Ideas (Skills: successful meeting. Listening: An interview with the Head of the Innovation Works)	13:30:00	16:01:05	32	
6	2024-04-20	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	13:32:00	16:01:05	32	
7	2024-04-27	Entertaining (Skills: Socializing greeting and small talk, Listening: an Interview with two experts on corporate entertaining)	13:30:00	16:02:00	31	
8	2024-05-04	Quiz	13:30:00	16:02:00	31	
9	2024-05-25	UTS	12:45:00	14:45:00	29	
10	2024-06-08	Planning (Skills: Meeting, Interrupting and clarifying. Writing skills: Letters)	13:30:00	16:01:00	32	
11	2024-06-15	Managing people (Skills: Socializing and entertaining, Listening: Good managers)	13:31:00	16:01:00	32	

12	2024-06-22	Conflict. Skills: negotiating dealing with conflict. Listening: An interview with a management consultant	13:30:00	16:01:00	21	
13	2024-06-29	New Business: (Skills: dealing with numbers. Listening: An interview with a consultant to a new business)	13:30:00	16:01:00	21	
14	2024-07-06	Products (Skills: presenting products; Listening: the best things people ever bought)	13:30:02	16:02:00	29	
15	2024-07-13	Review	13:30:02	16:00:02	29	
16	2024-07-27	UAS	12:45:00	14:45:00	31	

Ketua Program Studi,



SUSANTI WIDHIASTUTI, Dr., M.M.



DAFTAR KEHADIRAN MAHASISWA SEMESTER GENAP TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS Praktikum Bahasa Inggris Bisnis / E223
DOSEN TAUFIK, Dr., SE., MM.
PROGRAM STUDI MANAJEMEN
SEMESTER/BOBOT 2 / 2SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 33

No	NIM	Nama Mahasiswa	TANGGAL KEHADIRAN																Jml
			2024-03-16	2024-03-23	2024-03-30	2024-04-06	2024-04-13	2024-04-20	2024-04-27	2024-05-04	2024-05-25	2024-06-08	2024-06-15	2024-06-22	2024-06-29	2024-07-06	2024-07-13	2024-07-27	
1	2020511377	ICHSAN MALIK FAJAR	H	H	H	H	H	H	H	H	H	H	H	A	A	H	H	H	14
2	2022511217	Annisa Aulia Maharani	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
3	2022512421	IKA RAHAYU	H	H	A	A	H	H	H	H	H	H	H	H	H	H	H	H	14
4	2022522448	ZAHARI OKTAMI REZA	A	A	H	H	H	H	H	H	H	H	H	A	A	A	A	H	10
5	202305110092	TRIS ALIS TIYANI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
6	202305110096	FARIZ JIHADY RESHAINA	H	H	H	H	H	H	H	H	A	A	A	A	A	A	A	A	8
7	202305110105	LIDIA BR NAINGGOLAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
8	202305110117	IDA APRILIA	H	H	A	A	H	H	H	H	H	H	H	A	A	H	H	H	12
9	202305110179	TEVI IVANA HOFIFAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
10	202305110182	SELVINA FRANSISCA NAINGGOLAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
11	202305110187	WINDA LESTARI	H	H	H	H	H	H	H	H	H	H	H	A	A	H	H	H	14
12	202305110194	FERRY FIRMANSYAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
13	202305110196	FERI ARMANSAH	H	H	A	A	H	H	A	A	H	H	H	A	A	H	H	H	10
14	202305110199	ARYA FERDIANSYAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
15	202305110211	FINI ADIA RAHMA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
16	202305110214	VIOLIEN MAWAR ALIFFA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
17	202305110215	RIVALDI JODI SIAHAAN	H	H	H	H	A	A	H	H	H	H	H	A	A	A	A	H	10

18	202305110219	WULANDARI	H	H	H	H	H	H	H	H	H	H	H	H	A	A	H	H	H	14
19	202305110222	DIO PRIANTO	H	H	H	H	H	H	A	A	H	H	H	H	H	H	H	H	H	14
20	202305110227	NANI HARYANI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
21	202305110234	INDAH PUTRI NURCAHYANINGSIH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	A	A	H	14
22	202305110236	RAHMAT MAULANA	H	H	A	A	H	H	H	H	H	H	H	H	A	A	H	H	H	12
23	202305110242	MIFTAHUL HASANA	H	H	H	H	H	H	H	H	A	H	H	H	H	H	H	H	H	15
24	202305110244	INDAH DITA PURNAMA SARI	A	A	H	H	H	H	H	H	H	H	H	H	A	A	H	H	H	12
25	202305110252	AUDYA DWI OKTAVIANI	H	H	A	A	H	H	H	H	H	H	H	H	H	H	H	H	H	14
26	202305110253	APRILIA AZZAHRA	H	H	H	H	H	H	H	H	H	H	H	H	A	A	H	H	H	14
27	202305110256	NURAEININA AZIZAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
28	202305110259	TRİYANA SURYANINGSIH	H	H	A	A	H	H	H	H	H	H	H	H	H	H	H	H	A	13
29	202305110279	SINTIA AYULIANINGSIH	H	H	H	H	H	H	H	H	A	H	H	H	H	H	H	H	H	15
30	202305110282	YUSYIFA ARFIANI NASUTION	H	H	H	H	H	H	H	H	A	H	H	H	H	H	H	H	H	15
31	202305110295	MUHAMMAD RAYHAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
32	202305110296	MUHAMMAD RIZQI AGUNG	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
33	202305110308	TSABITAH LESTYANASARI	H	H	H	H	H	H	H	H	H	H	H	H	A	A	H	H	H	14

Dosen,

TAUFIK, Dr., SE., MM.



REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GENAP TAHUN AKADEMIK 2023/2024

MATA KULIAH/ KELAS	Praktikum Bahasa Inggris Bisnis / E223
DOSEN	TAUFIK, Dr., SE., MM.
PROGRAM STUDI	MANAJEMEN
SEMESTER/BOBOT	2 / 2SKS
RUANG/LAB	-
HARI/JAM	-
JUMLAH MAHASISWA	33

No	NIM	Nama Mahasiswa	Kehadiran	Tugas	UTS	UAS	Total Skor	Nilai Akhir
1	2020511377	ICHSAN MALIK FAJAR	88	85	85	83	85	A-
2	2022511217	Annisa Aulia Maharani	100	95	87	87	92	A
3	2022512421	IKA RAHAYU	88	95	87	88	91	A
4	2022522448	ZAHARI OKTAMI REZA	63	70	85	84	78	B+
5	202305110092	TRIS ALIS TIYANI	100	90	87	88	90	A
6	202305110096	FARIZ JIHADY RESHAINA	50	75	85	86	79	B+
7	202305110105	LIDIA BR NAINGGOLAN	100	90	86	87	90	A
8	202305110117	IDA APRILIA	75	85	85	70	79	B+
9	202305110179	TEVI IVANA HOFIFAH	100	94	87	86	91	A
10	202305110182	SELVINA FRANSISCA NAINGGOLAN	100	94	84	85	90	A
11	202305110187	WINDA LESTARI	88	92	87	88	90	A
12	202305110194	FERRY FIRMANSYAH	100	86	89	90	90	A
13	202305110196	FERI ARMANSAH	63	70	88	84	78	B+
14	202305110199	ARYA FERDIANSYAH	100	90	86	87	90	A
15	202305110211	FINI ADIA RAHMA	100	80	88	84	85	A-
16	202305110214	VIOLIEN MAWAR ALIFFA	100	92	87	90	92	A
17	202305110215	RIVALDI JODI SIAHAAN	63	80	86	86	82	A-
18	202305110219	WULANDARI	88	80	84	83	83	A-

19	202305110222	DIO PRIANTO	88	90	88	89	90	A
20	202305110227	NANI HARYANI	100	90	87	87	90	A
21	202305110234	INDAH PUTRI NURCAHYANINGSIH	88	80	83	82	83	A-
22	202305110236	RAHMAT MAULANA	75	80	87	85	83	A-
23	202305110242	MIFTAHUL HASANA	94	84	87	85	86	A-
24	202305110244	INDAH DITA PURNAMA SARI	75	80	83	84	82	A-
25	202305110252	AUDYA DWI OKTAVIANI	88	85	86	87	87	A-
26	202305110253	APRILIA AZZAHRA	88	86	87	87	87	A-
27	202305110256	NURAEININA AZIZAH	100	86	84	85	87	A-
28	202305110259	TRİYANA SURYANINGSIH	81	88	85	87	87	A-
29	202305110279	SINTIA AYULIANINGSIH	94	86	84	85	87	A-
30	202305110282	YUSYIFA ARFIANI NASUTION	94	90	87	88	90	A
31	202305110295	MUHAMMAD RAYHAN	100	90	88	87	90	A
32	202305110296	MUHAMMAD RIZQI AGUNG	100	90	87	87	90	A
33	202305110308	TSABITAH LESTYANASARI	88	90	85	84	87	A-

Dosen,



TAUFIK, Dr., SE., MM.