



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 / E1231
DOSEN TAUFIK, Dr., SE., MM.
PROGRAM STUDI MANAJEMEN / 61201
SEMESTER/BOBOT 2 / 2SKS
RUANG/LAB -
HARI/JAM -
JUMLAH MAHASISWA 31

KE	Tanggal	Materi	Jam Mulai	Jam Selesai	Mhs. Hadir	Paraf Dosen
1	2024-03-15	Career (Skills: Telephoning making contact, Listening: Ways to improve career)	19:00:04	21:30:00	29	
2	2024-03-22	Human Resources Development (Skill: presentation skill and argumentation)	19:00:06	21:30:02	29	
3	2024-03-29	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	19:00:00	21:30:01	29	
4	2024-04-05	Companies (Skills: Presenting your company, Writing skills: e-mail Fast Track Inc.,: Choose the best candidate for the job of sales manager)	19:00:03	21:30:00	29	
5	2024-04-12	Great Ideas (Skills: successful meeting. Listening: An interview with the Head of the Innovation Works)	19:00:00	21:30:06	29	
6	2024-04-19	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	19:05:00	21:30:00	29	
7	2024-05-24	UTS	19:00:00	21:00:00	29	
8	2024-06-07	Quiz	19:02:00	21:30:00	29	
9	2024-06-14	Entertaining (Skills: Socializing greeting and small talk, Listening: an Interview with two experts on corporate entertaining)	19:00:00	21:30:00	29	
10	2024-06-21	Planning (Skills: Meeting, Interrupting and clarifying. Writing skills: Letters)	19:00:00	21:30:00	26	
11	2024-06-28	Managing people (Skills: Socializing and entertaining, Listening: Good managers)	19:00:00	21:30:04	26	

12	2024-07-05	Conflict: (Skill: Dealing with conflict. Listening: An interview with a management consultant)	19:00:04	21:30:00	29	
13	2024-07-12	New Business: (Skills: dealing with numbers. Listening: An interview with a consultant to a new business)	19:01:00	21:30:02	29	
14	2024-07-13	Products (Skills: presenting products; Listening: the best things people ever bought)	19:02:00	21:30:00	27	
15	2024-07-19	Review	19:02:00	21:30:00	27	
16	2024-07-26	UAS	19:00:00	21:00:00	29	

Ketua Program Studi,



SUSANTI WIDHIASTUTI, Dr., M.M.

18	202305110055	SELFIA MARYANI	H	H	H	H	H	H	H	H	H	H	H	H	H	A	A	H	14
19	202305110058	OLIVIA YULIA HERMAWAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
20	202305110061	FARKHAN MAULANA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
21	202305110065	DINDA OLIVIA PUTRI	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
22	202305110066	MASRIFAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
23	202305110067	TITANIA NAVY JUNYEFA CINTA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
24	202305110069	RISMA WIDYA PUTRI RIDWAN	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
25	202305110072	HANY LUNGSI ALFIAH	H	H	H	H	H	H	H	H	H	H	H	H	H	A	H	H	15
26	202305110077	NURKHOLIS MAKMUR	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
27	202305110078	ENDINI MAWAR SAKINAH	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
28	202305110080	INDRIANI ROSSALINA	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
29	202305110175	KHAIRUL AHMAD HIDAYAT	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
30	202305110302	MEI TERESA NATALIE	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	16
31	202305220364	INDRI ROSDIANTI	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	0

Dosen,

TAUFIK, Dr., SE., MM.



REKAPITULASI PENILAIAN PEMBELAJARAN SEMESTER GENAP TAHUN AKADEMIK 2023/2024

MATA KULIAH / KELAS	Praktikum Bahasa Inggris Bisnis / E1231
DOSEN	TAUFIK, Dr., SE., MM.
PROGRAM STUDI	MANAJEMEN
SEMESTER/BOBOT	2 / 2SKS
RUANG/LAB	-
HARI/JAM	-
JUMLAH MAHASISWA	31

No	NIM	Nama Mahasiswa	Kehadiran	Tugas	UTS	UAS	Total Skor	Nilai Akhir
1	2019511097	LUIS SETIYAWAN	75	94	92	90	91	A
2	2021511181	WOLMI RIZKI MAULIDINA	100	85	85	86	87	A-
3	202305110015	SERLEY YULIANA	69	80	86	82	81	A-
4	202305110019	ATIKA SARI NURDANINGSIH	100	92	84	87	90	A
5	202305110022	ETI NURHIDAYATI	100	90	87	87	90	A
6	202305110026	INDRI PERMATA SARI	100	85	86	86	88	A-
7	202305110032	NADIRA	100	84	87	84	87	A-
8	202305110033	AFRI ZENI SULISTIO	100	85	86	84	87	A-
9	202305110036	PARHAN	100	85	82	83	86	A-
10	202305110037	RAHMA WULANDARI	100	84	83	83	86	A-
11	202305110038	BENI ARDIAN	88	90	89	89	90	A
12	202305110039	CANDRA EPENDI	100	85	87	84	87	A-
13	202305110043	YULIA PURWASARI YASMIN	100	92	85	87	90	A
14	202305110044	DINDA OKTAFIANA GARNIES	100	83	85	84	86	A-
15	202305110045	SHOLLAEHATUN HASANAH	100	92	87	87	91	A
16	202305110048	NURHALIZA	25	0	0	0	3	E
17	202305110049	DELTA SAFITRI	100	85	85	85	87	A-
18	202305110055	SELFIA MARYANI	88	88	87	87	88	A-

19	202305110058	OLIVIA YULIA HERMAWAN	100	84	85	86	87	A-
20	202305110061	FARKHAN MAULANA	100	84	88	86	88	A-
21	202305110065	DINDA OLIVIA PUTRI	100	83	85	84	86	A-
22	202305110066	MASRIFAH	100	83	83	85	86	A-
23	202305110067	TITANIA NAVY JUNYEFA CINTA	100	84	86	85	87	A-
24	202305110069	RISMA WIDYA PUTRI RIDWAN	100	93	86	88	91	A
25	202305110072	HANY LUNGSI ALFIAH	94	94	88	86	90	A
26	202305110077	NURKHOLIS MAKMUR	100	84	85	82	86	A-
27	202305110078	ENDINI MAWAR SAKINAH	100	85	82	84	86	A-
28	202305110080	INDRIANI ROSSALINA	100	93	85	86	90	A
29	202305110175	KHAIRUL AHMAD HIDAYAT	100	85	85	85	87	A-
30	202305110302	MEI TERESA NATALIE	100	86	84	84	87	A-
31	202305220364	INDRI ROSDIANTI	0	0	0	0	0	E

Dosen,



- TAUFIK, Dr., SE., MM.