



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 : 028/IPWIJA.PSM/ST-00/III/2025

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr. Sri Lestari Prasilowati, MA** untuk mengajar pada Program Studi Manajemen S1 Semester Genap 2024/2025, dengan matakuliah dan jadwal sebagai berikut:

No	Kode MK	Mata Kuliah	SKS	Kelas	Hari	Jam
1	KK1234	Praktikum Bahasa Inggris Bisnis	2	E1241	Sabtu	07.30 - 10.00
2	KK1234	Praktikum Bahasa Inggris Bisnis	2	D1241	Rabu	10.30 - 13.00
3	KK1234	Praktikum Bahasa Inggris Bisnis	2	D424	Selasa	10.30 - 13.00
4	KK1234	Praktikum Bahasa Inggris Bisnis	2	E224	Jum'at	16.30 - 19.00
5	KK1234	Praktikum Bahasa Inggris Bisnis	2	E324	Jum'at	19.00 - 21.30

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

Bogor, 1 Maret 2025
Ketua Program Studi Manajemen



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



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Email: contact@ipwija.ac.id <https://ipwija.ac.id>

JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis
NAMA DOSEN : SRI LESTARI PRASILOWATI
KREDIT/SKS : 2 SKS
KELAS : D424

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Selasa, 4 Maret 2025	10:30	13:00	3B	Selesai	Career Skills: - Telephoning Making Contact. - Listening : Ways to improve career	Career Skills: - Telephoning Making Contact. - Listening : Ways to improve career	(26 / 30)	SRI LESTARI PRASILOWATI	
2	Selasa, 11 Maret 2025	10:30	13:00	3B	Selesai	Selling online: - Skills: Negotiating: reaching agreement. - Listening: Multi-channel retail	Selling online: - Skills: Negotiating: reaching agreement. - Listening: Multi-channel retail	(26 / 30)	SRI LESTARI PRASILOWATI	
3	Selasa, 18 Maret 2025	10:30	13:00	3B	Selesai	Companies: - Skills: Presenting your company. - Writing skills: e-mail Fast - Track Inc.,: Choose the best candidate for the job of sales manager.	Companies: - Skills: Presenting your company. - Writing skills: e-mail Fast - Track Inc.,: Choose the best candidate for the job of sales manager.	(27 / 30)	SRI LESTARI PRASILOWATI	
4	Selasa, 25 Maret 2025	10:30	13:00	3B	Selesai	Great Ideas: - Skills: successful meeting. - Listening: An interview with the Head of the Innovation Works	Great Ideas: - Skills: successful meeting. - Listening: An interview with the Head of the Innovation Works	(28 / 30)	SRI LESTARI PRASILOWATI	
5	Selasa, 15 April 2025	10:30	13:00	3B	Selesai	Great Ideas: - Skills: successful meeting. - Listening: An interview with the Head of the Innovation Works	Great Ideas: - Skills: successful meeting. - Listening: An interview with the Head of the Innovation Works	(28 / 30)	SRI LESTARI PRASILOWATI	
6	Selasa, 22 April 2025	10:30	13:00	3B	Selesai	Entertaining: - Skills: Sosializing: greeting and small talk. - Listening: An interview with two experts on corporate entertaining	Entertaining: - Skills: Sosializing: greeting and small talk. - Listening: An interview with two experts on corporate entertaining	(27 / 30)	SRI LESTARI PRASILOWATI	
7	Selasa, 29 April 2025	10:30	13:00	3B	Selesai	Marketing: - Skills: Telephoning: exchanging information. - Listening: Successful marketing	Marketing: - Skills: Telephoning: exchanging information. - Listening: Successful marketing	(23 / 30)	SRI LESTARI PRASILOWATI	
8	Selasa, 6 Mei 2025	10:30	13:00	3B	Selesai	Quiz	Quiz	(28 / 30)	SRI LESTARI PRASILOWATI	



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JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis
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KELAS : D424

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Selasa, 20 Mei 2025	09:00	11:00	Online	Selesai	Mid-Semester Exams / Ujian Tengah Semester (UTS)	Mid-Semester Exams / Ujian Tengah Semester (UTS)	(30 / 30)	SRI LESTARI PRASILOWATI	
10	Selasa, 27 Mei 2025	10:30	13:00	3B	Selesai	Planning: - Skills: Meeting: Interrupting and clarifying. - Writing skills: Letters	Planning: - Skills: Meeting: Interrupting and clarifying. - Writing skills: Letters	(28 / 30)	SRI LESTARI PRASILOWATI	
11	Senin, 2 Juni 2025	10:30	13:00	3B	Selesai	Managing people: - Skills: Socializing and entertaining. - Listening: Good managers	Managing people: - Skills: Socializing and entertaining. - Listening: Good managers	(30 / 30)	SRI LESTARI PRASILOWATI	
12	Selasa, 10 Juni 2025	10:30	13:00	3B	Selesai	Conflict: - Skills: negotiating dealing with conflict. - Listening: An interview with a management consultant	Conflict: - Skills: negotiating dealing with conflict. - Listening: An interview with a management consultant	(25 / 30)	SRI LESTARI PRASILOWATI	
13	Selasa, 17 Juni 2025	10:30	13:00	3B	Selesai	New Business : - Skills: dealing with numbers. - Listening: An interview with a consultant to a new business	New Business : - Skills: dealing with numbers. - Listening: An interview with a consultant to a new business	(25 / 30)	SRI LESTARI PRASILOWATI	
14	Selasa, 24 Juni 2025	10:30	13:00	3B	Selesai	Products: - Skills: Presenting products. - Listening: the best things people ever bought	Products: - Skills: Presenting products. - Listening: the best things people ever bought	(29 / 30)	SRI LESTARI PRASILOWATI	
15	Selasa, 1 Juli 2025	10:30	13:00	3B	Selesai	Review	Review	(29 / 30)	SRI LESTARI PRASILOWATI	
16	Selasa, 22 Juli 2025	09:00	11:00	Online	Selesai	Final Semester Exams / Ujian Akhir Semester (UAS)	Final Semester Exams / Ujian Akhir Semester (UAS)	(30 / 30)	SRI LESTARI PRASILOWATI	



Bogor, 15 Agustus 2025
Ketua Prodi Manajemen

YOYO INDAH GUNAWAN

NIDN 0317096701



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LAPORAN PERSENTASE PRESENSI MAHASISWA MANAJEMEN 2024 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : D424

Dosen Pengajar : SRI LESTARI PRASILOWATI

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2021511067	GRACIA JESSICA RUMONDANG	16	7	9			56.25
2	202405110229	JULY AGUSTINA	16	1	13	1	1	81.25
3	202405110231	CHANDRA LAILA SUKMAWATI	16		16			100
4	202405110233	NISRINA NUR FATINAH	16		16			100
5	202405110234	NISSRINA ALYA AFFIFAH	16		15		1	93.75
6	202405110235	AIDA KHAIRUN NISA	16		15		1	93.75
7	202405110236	ZASKIYA MAHARANI PUTRI MULYADI	16		16			100
8	202405110237	DIMAS TRI BUWONO	16		16			100
9	202405110243	ALEXA MARBUN	16		16			100
10	202405110244	NABILA NAFISYAH	16	1	15			93.75
11	202405110246	MUHAMMAD RAKHA AFLAKHI	16	1	15			93.75
12	202405110255	MA' ARIF	16		15	1		93.75
13	202405110256	NANI SEPTIANI	16	1	14		1	87.5
14	202405110257	MIRFAN FAQIH A	16		15	1		93.75
15	202405110258	PRAMESWARI SEKAR RACHIMI	16		16			100
16	202405110259	POPY DWITASARI	16	1	15			93.75
17	202405110264	INE NURAPRILIANTY	16		16			100
18	202405110266	DENI ALFARIDJI	16		16			100
19	202405110274	FATIMATUS SYADIYAH	16	1	14	1		87.5
20	202405110277	SHERLI MARSELA	16		16			100
21	202405110278	AJENG FIRDA KHOERUNISA	16		16			100
22	202405110281	SRI WIDYASTUTI	16	1	14		1	87.5
23	202405110284	GRACIA YEMIMA SIAGIAN	16		16			100
24	202405110289	SRI DELA AGUSTIN	16	1	15			93.75
25	202405110290	INDRA ARIANA SAPUTRA	16	3	12		1	75
26	202405110293	MUHAMAD PADHLAN AGRESTA LIM	16	4	11	1		68.75
27	202405110298	AKIL DITYAH FAHRESYA	16		15		1	93.75
28	202405110300	TAUFIK HIDAYAT	16		14		2	87.5

Dibuat oleh: SRI LESTARI PRASILOWATI, pada 15 Agustus 2025 09:45:21 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

29	202405110317	ALIF ALFIAN ZAENI	16	1	14			87.5
30	202405110322	PUTRA RAMADHAN ANDRIYANTO	16	1	13	1	1	81.25



Bogor, 15 Agustus 2025
Ketua Prodi Manajemen

YOYO INDAH GUNAWAN
NIP. 0317096701



LAPORAN NILAI PERKULIAHAN MAHASISWA
Program Studi S1 Manajemen
Periode 2024 Genap

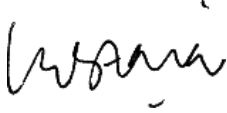
Mata kuliah : Praktikum Bahasa Inggris Bisnis
Kelas / Kelompok :
Kode Mata kuliah : KK1234

Nama Kelas : D424
SKS : 2

No	NIM	Nama Mahasiswa	TUGAS (35,00%)	UTS (20,00%)	UAS (35,00%)	KEHADIRAN (10,00%)	Nilai	Grade	Lulus	Sunting KRS?	Info
1	2021511067	GRACIA JESSICA RUMONDANG	60.00	75.00	65.00	56.25	64.38	C+	✓		
2	202405110229	JULY AGUSTINA	79.00	77.00	65.00	81.25	73.93	B	✓		
3	202405110231	CHANDRA LAILA SUKMAWATI	80.00	80.00	82.00	100	82.70	A-	✓		
4	202405110233	NISRINA NUR FATINAH	80.00	77.00	75.00	100	79.65	B+	✓		
5	202405110234	NISSRINA ALYA AFFIFAH	80.00	77.00	74.00	93.75	78.68	B+	✓		
6	202405110235	AIDA KHAIRUN NISA	80.00	84.00	65.00	93.75	76.93	B+	✓		
7	202405110236	ZASKIYA MAHARANI PUTRI MULYADI	80.00	74.00	75.00	100	79.05	B+	✓		
8	202405110237	DIMAS TRI BUWONO	79.00	70.00	65.00	100	74.40	B	✓		
9	202405110243	ALEXA MARBUN	80.00	80.00	70.00	100	78.50	B+	✓		
10	202405110244	NABILA NAFISYAH	80.00	70.00	65.00	93.75	74.13	B	✓		
11	202405110246	MUHAMMAD RAKHA AFLAKHI	80.00	70.00	65.00	93.75	74.13	B	✓		
12	202405110255	MA' ARIF	85.00	98.00	85.00	93.75	88.48	A-	✓		
13	202405110256	NANI SEPTIANI	75.00	65.00	70.00	87.5	72.50	B	✓		
14	202405110257	M IRFAN FAQIH A	75.00	70.00	70.00	93.75	74.13	B	✓		
15	202405110258	PRAMESWARI SEKAR RACHIMI	85.00	94.00	84.00	100	87.95	A-	✓		
16	202405110259	POPY DWITASARI	80.00	75.00	75.00	93.75	78.63	B+	✓		
17	202405110264	INE NURAPRILIANTY	80.00	75.00	75.00	100	79.25	B+	✓		
18	202405110266	DENI ALFARIDJI	80.00	75.00	70.00	100	77.50	B+	✓		
19	202405110274	FATIMATUS SYADIIYAH	75.00	75.00	65.00	87.5	72.75	B	✓		
20	202405110277	SHERLI MARSELA	80.00	77.00	82.00	100	82.10	A-	✓		
21	202405110278	AJENG FIRDA KHOERUNISA	80.00	84.00	80.00	100	82.80	A-	✓		
22	202405110281	SRI WIDYASTUTI	75.00	75.00	70.00	87.5	74.50	B	✓		
23	202405110284	GRACIA YEMIMA SIAGIAN	75.00	77.00	50.00	100	69.15	B-	✓		
24	202405110289	SRI DELA AGUSTIN	85.00	90.00	75.00	93.75	83.38	A-	✓		
25	202405110290	INDRA ARIANA SAPUTRA	70.00	45.00	55.00	75	60.25	C+	✓		
26	202405110293	MUHAMAD PADHLAN AGRESTA LIM	70.00	45.00	50.00	68.75	57.88	C	✓		
27	202405110298	AKIL DITYAH FAHRESYA	80.00	87.00	66.00	93.75	77.88	B+	✓		
28	202405110300	TAUFIK HIDAYAT	79.00	74.00	66.00	87.5	74.30	B	✓		
29	202405110317	ALIF ALFIAN ZAENI	79.00	70.00	66.00	87.5	73.50	B	✓		
30	202405110322	PUTRA RAMADHAN ANDRIYANTO	79.00	25.00	60.00	81.25	61.78	C+	✓		

Tanggal Cetak : Jumat, 15 Agustus 2025, 09:14:42

Paraf Dosen :


SRI LESTARI PRASILOWATI