



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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Jl. Letda Natsir No. 7 Cikeas Nagrak, Gunung Putri
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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 : D1241

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 5 Maret 2025	10:30	13:00	3E	Selesai	Career Skills: - Telephoning Making Contact. - Listening : Ways to improve career	Career Skills: - Telephoning Making Contact. - Listening : Ways to improve career	(31 / 34)	SRI LESTARI PRASILOWATI	
2	Rabu, 12 Maret 2025	10:30	13:00	3E	Selesai	Selling online: - Skills: Negotiating: reaching agreement. - Listening: Multi-channel retail	Selling online: - Skills: Negotiating: reaching agreement. - Listening: Multi-channel retail	(29 / 34)	SRI LESTARI PRASILOWATI	
3	Rabu, 19 Maret 2025	10:30	13:00	3E	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.	(29 / 34)	SRI LESTARI PRASILOWATI	
4	Rabu, 26 Maret 2025	10:30	13:00	3E	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	(30 / 34)	SRI LESTARI PRASILOWATI	
5	Rabu, 16 April 2025	10:30	13:00	3E	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	(32 / 34)	SRI LESTARI PRASILOWATI	
6	Rabu, 23 April 2025	10:30	13:00	3E	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	(32 / 34)	SRI LESTARI PRASILOWATI	
7	Rabu, 30 April 2025	10:30	13:00	3E	Selesai	Marketing: - Skills: Telephoning: exchanging information. - Listening: Successful marketing	Marketing: - Skills: Telephoning: exchanging information. - Listening: Successful marketing	(30 / 34)	SRI LESTARI PRASILOWATI	
8	Rabu, 7 Mei 2025	10:30	13:00	3E	Selesai	Quiz	Quiz	(29 / 34)	SRI LESTARI PRASILOWATI	



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JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis
NAMA DOSEN : SRI LESTARI PRASILOWATI
KREDIT/SKS : 2 SKS
KELAS : D1241

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 21 Mei 2025	10:30	13:00	Online	Selesai	Mid-Semester Exams / Ujian Tengah Semester (UTS)	Mid-Semester Exams / Ujian Tengah Semester (UTS)	(32 / 34)	SRI LESTARI PRASILOWATI	
10	Rabu, 28 Mei 2025	10:30	13:00	3E	Selesai	Planning: - Skills: Meeting: Interrupting and clarifying. - Writing skills: Letters	Planning: - Skills: Meeting: Interrupting and clarifying. - Writing skills: Letters	(28 / 34)	SRI LESTARI PRASILOWATI	
11	Rabu, 4 Juni 2025	10:30	13:00	3E	Selesai	Managing people: - Skills: Socializing and entertaining. - Listening: Good managers	Managing people: - Skills: Socializing and entertaining. - Listening: Good managers	(31 / 34)	SRI LESTARI PRASILOWATI	
12	Rabu, 11 Juni 2025	10:30	13:00	3E	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	(31 / 34)	SRI LESTARI PRASILOWATI	
13	Rabu, 18 Juni 2025	10:30	13:00	3E	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	(30 / 34)	SRI LESTARI PRASILOWATI	
14	Rabu, 25 Juni 2025	10:30	13:00	3E	Selesai	Products: - Skills: Presenting products. - Listening: the best things people ever bought	Products: - Skills: Presenting products. - Listening: the best things people ever bought	(31 / 34)	SRI LESTARI PRASILOWATI	
15	Rabu, 2 Juli 2025	10:30	13:00	3E	Selesai	Review	Review	(30 / 34)	SRI LESTARI PRASILOWATI	
16	Rabu, 23 Juli 2025	10:30	13:00	Online	Selesai	Final Semester Exams / Ujian Akhir Semester (UAS)	Final Semester Exams / Ujian Akhir Semester (UAS)	(31 / 34)	SRI LESTARI PRASILOWATI	



Bogor, 15 Agustus 2025
Ketua Prodi Manajemen

YOYO INDAH GUNAWAN
NIDN 0317096701



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

LAPORAN PERSENTASE PRESENSI MAHASISWA MANAJEMEN 2024 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : D1241

Dosen Pengajar : SRI LESTARI PRASILOWATI

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2022511001	OMSAH	16	16				0
2	2022511109	FEBRIYANTI HATUINA	16	16				0
3	202405110001	ZASKIA	16		16			100
4	202405110005	AUDYA PUTRI	16		16			100
5	202405110008	RAISYA AMELIA PUTRI	16		16			100
6	202405110009	DANIEL FRANSISCUS	16		16			100
7	202405110013	NABILA SEPTIANA FIRDAUS	16	1	15			93.75
8	202405110015	GAYISKA SAVANA	16		16			100
9	202405110017	ASILA RATU PASHA	16		16			100
10	202405110018	CYNTIA ARDITA PUTRI	16		16			100
11	202405110020	SUGISKA	16		16			100
12	202405110022	RAKHA JOEYA SAPUTRA	16	2	13	1		81.25
13	202405110024	MUHAMAD LINTAR	16		16			100
14	202405110026	FARRELIA SUCI RAMADHANI	16		16			100
15	202405110030	HUMAIRA PAUJIAH RAKASTIWI	16		16			100
16	202405110032	UMAR ABDUL AZIZ	16		13	1	2	81.25
17	202405110033	NURDIANA VEGARIASARI AGUSTINA	16		16			100
18	202405110035	MELINDA SERLINA	16		15		1	93.75
19	202405110039	ASTA DEWI AMBARWATI	16		16			100
20	202405110041	MUHAMMAD ILHAM	16	1	15			93.75
21	202405110043	HAURA NUR SYAHLA	16		15		1	93.75
22	202405110044	ULLY ANANTA	16	1	14	1		87.5
23	202405110047	VELINADIA DWI LARASATI	16	1	15			93.75
24	202405110050	SILVIA LESTARI HENDARYANTO	16	3	12		1	75
25	202405110106	HAFIZA MEDIA ZAHRA	16		16			100
26	202405110129	SRI MULYANI	16		16			100
27	202405110134	FIQIH OCTAVIAN KORYANTO	16		16			100
28	202405110143	NUROFIQ	16		16			100

Diciptakan oleh: SRI LESTARI PRASILOWATI, pada 15 Agustus 2025 09:43:37 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

29	202405110151	ANDI PERMANA	16		16			100
30	202405110157	AHMAD WAFDAN AL ABROR	16		15		1	93.75
31	202405110167	REVALDO NURIZKI	16	1	15			93.75
32	202405110173	DANIEL HASIHOLAN HUTAPEA	16	3	12		1	75
33	202405110323	IVAN RIVALDY	16		15			93.75
34	202405110324	HANIPAH SAKINAH	16		14			87.5

Bogor, 15 Agustus 2025

Ketua Prodi Manajemen

YOYO INDAH GUNAWAN
NIP. 0317096701



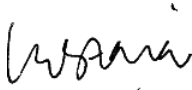
LAPORAN NILAI PERKULIAHAN MAHASISWA
Program Studi S1 Manajemen
Periode 2024 Genap

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

Nama Kelas : D1241
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	2022511001	OMSAH				0					
2	2022511109	FEBRIYANTI HATUINA		25.00	40.00	0	19.00	E			
3	202405110001	ZASKIA	80.00	78.00	80.00	100	81.60	A-	✓		
4	202405110005	AUDYA PUTRI	80.00	75.00	75.00	100	79.25	B+	✓		
5	202405110008	RAISYA AMELIA PUTRI	79.00	65.00	65.00	100	73.40	B	✓		
6	202405110009	DANIEL FRANSISCUS	79.00	58.00	70.00	100	73.75	B	✓		
7	202405110013	NABILA SEPTIANA FIRDAUS	79.00	64.00	70.00	93.75	74.33	B	✓		
8	202405110015	GAYISKA SAVANA	80.00	80.00	85.00	100	83.75	A-	✓		
9	202405110017	ASILA RATU PASHA	80.00	78.00	65.00	100	76.35	B+	✓		
10	202405110018	CYNTIA ARDITA PUTRI	80.00	92.00	75.00	100	82.65	A-	✓		
11	202405110020	SUGISKA	80.00	65.00	75.00	100	77.25	B+	✓		
12	202405110022	RAKHA JOEYA SAPUTRA	70.00	58.00	55.00	81.25	63.48	C+	✓		
13	202405110024	MUHAMAD LINTAR	79.00	62.00	70.00	100	74.55	B	✓		
14	202405110026	FARRELIA SUCI RAMADHANI	80.00	80.00	80.00	100	82.00	A-	✓		
15	202405110030	HUMAIRA PAUJIAH RAKASTIWI	80.00	86.00	75.00	100	81.45	A-	✓		
16	202405110032	UMAR ABDUL AZIZ	70.00	60.00	65.00	81.25	67.38	B-	✓		
17	202405110033	NURDIANA VEGARIASARI AGUSTINA	79.00	70.00	50.00	100	69.15	B-	✓		
18	202405110035	MELINDA SERLINA	79.00	64.00	60.00	93.75	70.83	B	✓		
19	202405110039	ASTA DEWI AMBARWATI	80.00	60.00	60.00	100	71.00	B	✓		
20	202405110041	MUHAMMAD ILHAM	79.00	57.00	60.00	93.75	69.43	B-	✓		
21	202405110043	HAURA NUR SYAHLA	79.00	76.00	70.00	93.75	76.73	B+	✓		
22	202405110044	ULLY ANANTA	79.00	80.00	80.00	87.5	80.40	A-	✓		
23	202405110047	VELINADIA DWI LARASATI	80.00	100.00	82.00	93.75	86.08	A-	✓		
24	202405110050	SILVIA LESTARI HENDARYANTO	75.00	78.00	40.00	75	63.35	C+	✓		
25	202405110106	HAFIZA MEDIA ZAHRA	80.00	84.00	75.00	100	81.05	A-	✓		
26	202405110129	SRI MULYANI	75.00	75.00	60.00	100	72.25	B	✓		
27	202405110134	FIQIH OCTAVIAN KORYANTO	80.00	80.00	75.00	100	80.25	A-	✓		
28	202405110143	NUROFIQ	80.00	65.00	50.00	100	68.50	B-	✓		
29	202405110151	ANDI PERMANA	80.00	80.00	70.00	100	78.50	B+	✓		
30	202405110157	AHMAD WAFDAN AL ABROR	79.00	58.00	70.00	93.75	73.13	B	✓		
31	202405110167	REVALDO NURIZKI	75.00	85.00		93.75					
32	202405110173	DANIEL HASIHOLOAN HUTAPEA	70.00		80.00	75	60.00	C+	✓		
33	202405110323	IVAN RIVALDY	75.00	70.00	75.00	93.75	75.88	B+	✓		
34	202405110324	HANIPAH SAKINAH	75.00	50.00	70.00	87.5	69.50	B-	✓		

Tanggal Cetak : Jumat, 15 Agustus 2025, 09:04:05

Paraf Dosen :

SRI LESTARI PRASILOWATI