



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

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr.Taufik, SE. MM** 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	D524	Rabu	08.00 - 10.30
2	KK1234	Praktikum Bahasa Inggris Bisnis	2	D224	Senin	08.00 - 10.30
3	KK1234	Praktikum Bahasa Inggris Bisnis	2	D324	Senin	10.30 - 13.00
4	KK1234	Praktikum Bahasa Inggris Bisnis	2	F224	Kamis	16.30 - 19.00
5	KK1234	Praktikum Bahasa Inggris Bisnis	2	F324	Rabu	16.30 - 19.00
6	KK1234	Praktikum Bahasa Inggris Bisnis	2	F1241	Kamis	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

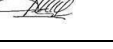
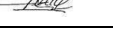


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Jl. Letda Natsir No. 7 Cikeas Nagrak, Gunung Putri
Bogor 16967 Telp. 021-8233737
Email: contact@ipwija.ac.id <https://ipwija.ac.id>

JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis
NAMA DOSEN : TAUFIK
KREDIT/SKS : 2 SKS
KELAS : D224

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Senin, 3 Maret 2025	08:00	10:30	3D	Selesai	Career: Skills: Telephoning Making Contact, Listening: Ways to improve career	Career: Skills: Telephoning Making Contact, Listening: Ways to improve career	(38 / 39)	TAUFIK	
2	Senin, 10 Maret 2025	08:00	10:30	3D	Selesai	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	(39 / 39)	TAUFIK	
3	Senin, 17 Maret 2025	08:00	10:30	3D	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)	(36 / 39)	TAUFIK	
4	Senin, 24 Maret 2025	08:00	10:30	3D	Selesai	Business Idea (Business idea and Innovation)	Business idea (Business idea and Innovation)	(36 / 39)	TAUFIK	
5	Senin, 14 April 2025	08:00	10:30	3D	Selesai	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	Stress (Skills: Participating in discussion, Listening: An interview with an authority in stress management)	(37 / 39)	TAUFIK	
6	Senin, 21 April 2025	08:00	10:30	Online	Selesai	Entertaining: Skills: Socializing: greeting and small talk. Listening: An interview with two experts on corporate entertaining	Entertaining: Skills: Socializing: greeting and small talk. Listening: An interview with two experts on corporate entertaining	(38 / 39)	TAUFIK	
7	Senin, 28 April 2025	08:00	10:30	Online	Selesai	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	(39 / 39)	TAUFIK	
8	Senin, 5 Mei 2025	08:00	10:30	3D	Selesai	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	(31 / 39)	TAUFIK	



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MATA KULIAH : Praktikum Bahasa Inggris Bisnis
NAMA DOSEN : TAUFIK
KREDIT/SKS : 2 SKS
KELAS : D224

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Minggu, 18 Mei 2025	09:00	11:00	Online	Selesai	Midterm Examination/ Ujian Tengah Semester (UTS)	Midterm Examination/ Ujian Tengah Semester (UTS)	(35 / 39)	TAUFIK	
10	Senin, 26 Mei 2025	08:00	10:30	3D	Selesai	Managing people. Skills: Socializing and entertaining. Listening: Good managers	Managing people. Skills: Socializing and entertaining. Listening: Good managers	(38 / 39)	TAUFIK	
11	Senin, 2 Juni 2025	08:00	10:30	3D	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	(39 / 39)	TAUFIK	
12	Senin, 9 Juni 2025	08:00	10:30	3D	Selesai	Presentation: Marketing Strategy	Presentation : Marketing Strategy	(39 / 39)	TAUFIK	
13	Senin, 16 Juni 2025	08:00	10:30	Online	Selesai	Business Innovation. Skill: Presentation and Reading Skill	Business Innovation. Skill: Presentation and Reading Skill	(39 / 39)	TAUFIK	
14	Senin, 23 Juni 2025	08:00	10:30	3D	Selesai	Business Strategy. Skill :Reading Skill and Presentation skill	Business Strategy. Skill: reading skill and Presentation skill	(39 / 39)	TAUFIK	
15	Senin, 30 Juni 2025	08:00	10:30	3D	Selesai	Review: Business English (Grammar and Reading Comprehension)	Review: Business English (Grammar and Reading Comprehension)	(39 / 39)	TAUFIK	
16	Senin, 14 Juli 2025	09:00	11:00	Online	Selesai	UAS (Ujian Akhir Semester)/ Final Examination	UAS (Ujian Akhir Semester)/ Final Examination	(39 / 39)	TAUFIK	

Bogor, 16 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 : D224

Dosen Pengajar : TAUFIK

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	202305110057	ANGGUN DIAN SARTIKA	16	2	13	1		81.25
2	202405110051	NOFER IKHSAN RAMADHAN	16		15	1		93.75
3	202405110053	ERLISTY RIFALINA	16		15		1	93.75
4	202405110054	SAEPUL RAHMAN	16		16			100
5	202405110055	MAULANA RAMADHI	16		16			100
6	202405110056	GLADYS SALSABILA	16		16			100
7	202405110057	MELINA AGUSTIN	16	1	15			93.75
8	202405110059	RIYO HAMDAN PERMANA	16	2	14			87.5
9	202405110060	MUHAMMAD FIRZHY AHSAN	16		14	1	1	87.5
10	202405110061	INDAH FITRIA DEWI	16		15		1	93.75
11	202405110063	ZULFATUNNI`MAH	16		16			100
12	202405110064	NAJWA AURA FARIDA	16		16			100
13	202405110065	HIERA DWI RAHMAWATI	16		16			100
14	202405110066	MUHAMAD NAZAR RIANA	16	1	14		1	87.5

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:07:19 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202405110067	SITI NUR AULIA	16		15	1		93.75
16	202405110070	ADELIA PUTRI	16		15	1		93.75
17	202405110074	LAELA FADLIYANA PUTRI	16	1	15			93.75
18	202405110077	ALYA SAFITRI	16		16			100
19	202405110247	MUHAMMAD WILDAN FAUZI	16		15	1		93.75
20	202405110248	PINGKAN AULIA	16		16			100
21	202405110249	RAFI NUR WAHID	16	2	13	1		81.25
22	202405110250	JUMRA ASMADI	16	1	15			93.75
23	202405110251	DIAH TRI APRILIA	16		16			100
24	202405110252	IMANELLA YUSPIATI	16		16			100
25	202405110253	NADIN ANDINI RAHMAH	16		16			100
26	202405110254	HUDA APRILIYA	16		16			100
27	202405110267	AMANDA MAHARANI	16		16			100
28	202405110268	ISPIA AULIA PARIDA	16		16			100
29	202405110269	DESTRIANA FAUZIAH PUTRI	16		16			100
30	202405110270	NANDINEA FLUDZENSKY PUTRI	16		16			100
31	202405110271	WIDYAWATI	16	1	15			93.75
32	202405110306	ZAHRA ANANDA SHAKILA	16		16			100
33	202405110307	ADJIEF AL GHIFFARY	16		16			100
34	202405110308	LOISTA AMALIA	16		16			100
35	202405110309	ISMY NABILAH	16		15	1		93.75
36	202405110310	HAURA FATHIYA	16		16			100
37	202405110311	ZULFARA NADHINE	16		16			100
38	202405110312	ABDULLOH FAQIH SYAH	16		16			100
39	202405110313	SOFA RAMADHANI BASKARA	16		16			100

Bogor, 17 Agustus 2025

Ketua Prodi Manajemen



YOYO INDAH GUNAWAN

NIP. 0317096701



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LAPORAN NILAI PERKULIAHAN MAHASISWA
Program Studi S1 Manajemen
Periode 2024 Genap

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : D224

Kelas / Kelompok :

Kode Mata kuliah : KK1234

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	202305110057	ANGGUN DIAN SARTIKA	75.00	74.00	75.00	81.25	75.43	B+	✓		
2	202405110051	NOFER IKHSAN RAMADHAN	84.00	87.50	88.00	93.75	87.08	A-	✓		
3	202405110053	ERLISTY RIFALINA	90.00	95.00	92.00	93.75	92.08	A	✓		
4	202405110054	SAEPUL RAHMAN	85.00	85.00	84.00	100	86.15	A-	✓		
5	202405110055	MAULANA RAMADHI	90.00	97.50	92.00	100	93.20	A	✓		
6	202405110056	GLADYS SALSABILA	90.00	95.00	94.00	100	93.40	A	✓		
7	202405110057	MELINA AGUSTIN	85.00	85.00	80.00	93.75	84.13	A-	✓		
8	202405110059	RIYO HAMDAN PERMANA	75.00	75.00	72.00	87.5	75.20	B+	✓		
9	202405110060	MUHAMMAD FIRZHY AHSAN	60.00	60.50	60.00	87.5	62.85	C+	✓		
10	202405110061	INDAH FITRIA DEWI	85.00	97.50	92.00	93.75	90.83	A	✓		
11	202405110063	ZULFATUNNI' MAH	85.00	95.00	72.00	100	83.95	A-	✓		
12	202405110064	NAJWA AURA FARIDA	90.00	92.50	92.00	100	92.20	A	✓		
13	202405110065	HIERA DWI RAHMAWATI	85.00	67.50	88.00	100	84.05	A-	✓		
14	202405110066	MUHAMAD NAZAR RIANA	85.00	92.50	88.00	87.5	87.80	A-	✓		
15	202405110067	SITI NUR AULIA	85.00	80.00	90.00	93.75	86.63	A-	✓		
16	202405110070	ADELIA PUTRI	85.00	97.50	86.00	93.75	88.73	A-	✓		

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17	202405110074	LAELA FADLIYANA PUTRI	85.00	80.00	90.00	93.75	86.63	A-	✓		
18	202405110077	ALYA SAFITRI	85.00	97.50	90.00	100	90.75	A	✓		
19	202405110247	MUHAMMAD WILDAN FAUZI	85.00	92.50	88.00	93.75	88.43	A-	✓		
20	202405110248	PINGKAN AULIA	90.00	75.00	84.00	100	85.90	A-	✓		
21	202405110249	RAFI NUR WAHID	84.00	70.00	72.00	81.25	76.73	B+	✓		
22	202405110250	JUMRA ASMADI	85.00	80.00	76.00	93.75	81.73	A-	✓		
23	202405110251	DIAH TRI APRILIA	88.00	92.50	90.00	100	90.80	A	✓		
24	202405110252	IMANELLA YUSPIATI	85.00	87.50	86.00	100	87.35	A-	✓		
25	202405110253	NADIN ANDINI RAHMAH	88.00	95.00	96.00	100	93.40	A	✓		
26	202405110254	HUDA APRILIYA	85.00	95.00	84.00	100	88.15	A-	✓		
27	202405110267	AMANDA MAHARANI	85.00	92.50	90.00	100	89.75	A-	✓		
28	202405110268	ISPIA AULIA PARIDA	85.00	80.00	76.00	100	82.35	A-	✓		
29	202405110269	DESTRIANA FAUZIAH PUTRI	88.00	95.00	92.00	100	92.00	A	✓		
30	202405110270	NANDINEA FLUDZENSKY PUTRI	85.00	92.50	86.00	100	88.35	A-	✓		
31	202405110271	WIDYAWATI	85.00	97.50	92.00	93.75	90.83	A	✓		
32	202405110306	ZAHRA ANANDA SHAKILA	85.00	75.00	84.00	100	84.15	A-	✓		
33	202405110307	ADJIEF AL GHIFFARY	85.00	90.00	90.00	100	89.25	A-	✓		
34	202405110308	LOISTA AMALIA	85.00	82.50	92.00	100	88.45	A-	✓		
35	202405110309	ISMY NABILAH	88.00	97.50	92.00	93.75	91.88	A	✓		
36	202405110310	HAURA FATHIYA	85.00	80.00	84.00	100	85.15	A-	✓		
37	202405110311	ZULFARA NADHINE	85.00	95.00	90.00	100	90.25	A	✓		
38	202405110312	ABDULLOH FAQIH SYAH	88.00	92.50	94.00	100	92.20	A	✓		
39	202405110313	SOFA RAMADHANI BASKARA	84.00	92.50	76.00	100	84.50	A-	✓		

Tanggal Cetak : Sabtu, 16 Agustus 2025, 23:48:50

Paraf Dosen :



TAUFIK

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