



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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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 : D324

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Senin, 3 Maret 2025	10:30	13:00	3C	Selesai	Career: Skills: Telephoning Making Contact, Listening : Ways to improve career	Career: Skills: Telephoning Making Contact, Listening : Ways to improve career	(30 / 34)	TAUFIK	
2	Senin, 10 Maret 2025	10:30	13:00	Online	Selesai	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	(34 / 34)	TAUFIK	
3	Senin, 17 Maret 2025	10:30	13:00	3C	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)	(32 / 34)	TAUFIK	
4	Senin, 24 Maret 2025	10:30	13:00	3C	Selesai	Business idea (Business idea and Business Innovation)	Business Idea (Business idea and business innovation)	(34 / 34)	TAUFIK	
5	Senin, 14 April 2025	10:30	13:00	3C	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)	(33 / 34)	TAUFIK	
6	Senin, 21 April 2025	10:30	13:00	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	(33 / 34)	TAUFIK	
7	Senin, 28 April 2025	10:30	13:00	3C	Selesai	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	(34 / 34)	TAUFIK	
8	Senin, 5 Mei 2025	10:30	13:00	3C	Selesai	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	(34 / 34)	TAUFIK	



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JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis
NAMA DOSEN : TAUFIK
KREDIT/SKS : 2 SKS
KELAS : D324

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Senin, 19 Mei 2025	09:00	11:00	Online	Selesai	Midterm Examination/ Ujian Tengah Semester (UTS)	Midterm Examination/ Ujian Tengah Semester (UTS)	(33 / 34)	TAUFIK	
10	Senin, 26 Mei 2025	10:30	13:00	3C	Selesai	Managing people. Skills: Socializing and entertaining. Listening: Good managers	Managing people. Skills: Socializing and entertaining. Listening: Good managers	(34 / 34)	TAUFIK	
11	Senin, 2 Juni 2025	10:30	13:00	3C	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	(34 / 34)	TAUFIK	
12	Senin, 9 Juni 2025	10:30	13:00	3C	Selesai	Presentation: Marketing Strategy	Presentation : Marketing Strategy	(34 / 34)	TAUFIK	
13	Senin, 16 Juni 2025	10:30	13:00	Online	Selesai	Business Innovation. Skill: Presentation and Reading Skill	Business Innovation. Skill: Presentation and reading Skill	(34 / 34)	TAUFIK	
14	Senin, 23 Juni 2025	10:30	13:00	3C	Selesai	Business Strategy. Skill: readingbskill and presentation skill	Business strategy. Skill: reading skill and presentation skill	(34 / 34)	TAUFIK	
15	Senin, 30 Juni 2025	10:30	13:00	3C	Selesai	Review: Business English (Grammar and Reading Comprehension)	Review: Business English (Grammar and Reading Comprehension)	(34 / 34)	TAUFIK	
16	Senin, 21 Juli 2025	09:00	11:00	Online	Selesai	UAS (Ujian Akhir Semester)/ Final Examination	UAS (Ujian Akhir Semester)/ Final Examination	(34 / 34)	TAUFIK	

Bogor, 16 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 : D324

Dosen Pengajar : TAUFIK

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	202405110078	WANDA EDIRA	16	1	15			93.75
2	202405110081	RIKAWARTINI	16		16			100
3	202405110082	SHELLA QUR`ANA SANJAYA	16	2	14			87.5
4	202405110091	NISA FITRIAH RAMADANTI	16		16			100
5	202405110092	LIRA DINDA AULIA	16		16			100
6	202405110094	M ILHAM	16		16			100
7	202405110096	ALYA NUR ANDINI	16		16			100
8	202405110098	SHEILA AGUSTIN	16		16			100
9	202405110099	NAZAHWA FATHARANI	16		16			100
10	202405110102	MUCHAMMAD FAIZ RAZAN	16		16			100
11	202405110104	MARCELLIUS SIHOMBING	16	1	15			93.75
12	202405110174	SITI HALIMATUSADIAH	16		15		1	93.75
13	202405110175	ZALIKHA FIRA MELIA	16		16			100
14	202405110176	PUTRI AYU HARTINI	16		16			100

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:09:22 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202405110177	VIERA CAHYA NANDITA	16		16			100
16	202405110178	THORIQ SYAWALDI	16		16			100
17	202405110180	FRANSISKA KAMELIA	16		16			100
18	202405110181	AMALINA RAHMAWATI	16		16			100
19	202405110182	ALFIANSYAH CANDRA PRATAMA	16		16			100
20	202405110184	AGHIL ZULFIKRI	16		16			100
21	202405110185	HANANIAH SADRAKH MIKTAM	16		16			100
22	202405110186	KHOIRUNISA NAHWA FIRDAUSI	16		16			100
23	202405110188	RIANDRA CHEALSEA AZ'ZAHRA	16		16			100
24	202405110189	VALIZA BILQIST	16		16			100
25	202405110190	NOVALDI MAULANA	16		14	2		87.5
26	202405110191	MOURIN ZHAKILA KHALISA	16		16			100
27	202405110192	SYIFA AZ-ZAHRA	16		16			100
28	202405110193	SYAHRUL FAHREZI	16		14	1	1	87.5
29	202405110194	DEBBY PEBRIANI	16		16			100
30	202405110195	KEVIN MORENO	16		16			100
31	202405110196	NADYA SALSABILA IVANA PUTRI	16		16			100
32	202405110197	ARDIANTI ASTUTININGTYAS	16		16			100
33	202405110326	ANJANI TERAS NARANG	16		16			100
34	202405110328	WISMAWATI HALAWA	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 : D324

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	202405110078	WANDA EDIRA	85.00	95.00	82.00	93.75	86.83	A-	✓		
2	202405110081	RIKA WARTINI	90.00	90.00	96.00	100	93.10	A	✓		
3	202405110082	SHELLA QUR`ANA SANJAYA	85.00	82.50	90.00	87.5	86.50	A-	✓		
4	202405110091	NISA FITRIAH RAMADANTI	85.00	85.00	94.00	100	89.65	A-	✓		
5	202405110092	LIRA DINDA AULIA	85.00	92.50	88.00	100	89.05	A-	✓		
6	202405110094	M ILHAM	80.00	77.50	78.00	100	80.80	A-	✓		
7	202405110096	ALYA NUR ANDINI	90.00	95.00	90.00	100	92.00	A	✓		
8	202405110098	SHEILA AGUSTIN	85.00	87.50	92.00	100	89.45	A-	✓		
9	202405110099	NAZAHWA FATHARANI	90.00	95.00	90.00	100	92.00	A	✓		
10	202405110102	MUCHAMMAD FAIZ RAZAN	85.00	92.50	86.00	100	88.35	A-	✓		
11	202405110104	MARCELLIUS SIHOMBING	85.00	70.00	75.00	93.75	79.38	B+	✓		
12	202405110174	SITI HALIMATUSADIAH	85.00	97.50	84.00	93.75	88.03	A-	✓		
13	202405110175	ZALIKHA FIRA MELIA	90.00	97.50	90.00	100	92.50	A	✓		
14	202405110176	PUTRI AYU HARTINI	85.00	92.50	88.00	100	89.05	A-	✓		
15	202405110177	VIERA CAHYA NANDITA	90.00	95.00	92.00	100	92.70	A	✓		
16	202405110178	THORIQ SYAWALDI	90.00	95.00	90.00	100	92.00	A	✓		
17	202405110180	FRANSISKA KAMELIA	85.00	85.00	90.00	100	88.25	A-	✓		

Dicetak oleh: TAUFIK, pada 16 Agustus 2025 23:47:09 WIB | siakad.ipwija.ac.id/siakad/rep_nilai

18	202405110181	AMALINA RAHMAWATI	90.00	95.00	92.00	100	92.70	A	✓		
19	202405110182	ALFIANSYAH CANDRA PRATAMA	90.00	97.50	92.00	100	93.20	A	✓		
20	202405110184	AGHIL ZULFIKRI	80.00	77.50	70.00	100	78.00	B+	✓		
21	202405110185	HANANIAH SADRAKH MIKTAM	90.00	82.50	84.00	100	87.40	A-	✓		
22	202405110186	KHOIRUNISA NAHWA FIRDAUSI	85.00	87.50	90.00	100	88.75	A-	✓		
23	202405110188	RIANDRA CHEALSEA AZ'ZAHRA	85.00	87.50	90.00	100	88.75	A-	✓		
24	202405110189	VALIZA BILQIST	85.00	92.50	88.00	100	89.05	A-	✓		
25	202405110190	NOVALDI MAULANA	85.00	90.00	84.00	87.5	85.90	A-	✓		
26	202405110191	MOURIN ZHAKILA KHALISA	90.00	97.50	90.00	100	92.50	A	✓		
27	202405110192	SYIFA AZ-ZAHRA	85.00	85.00	88.00	100	87.55	A-	✓		
28	202405110193	SYAHRUL FAHREZI	90.00	95.00	90.00	87.5	90.75	A	✓		
29	202405110194	DEBBY PEBRIANI	90.00	95.00	94.00	100	93.40	A	✓		
30	202405110195	KEVIN MORENO	85.00	82.50	92.00	100	88.45	A-	✓		
31	202405110196	NADYA SALSABILA IVANA PUTRI	88.00	90.00	90.00	100	90.30	A	✓		
32	202405110197	ARDIANTI ASTUTININGTYAS	85.00	95.00	82.00	100	87.45	A-	✓		
33	202405110326	ANJANI TERAS NARANG	85.00	92.50	88.00	100	89.05	A-	✓		
34	202405110328	WISMAWATI HALAWA	85.00	80.00	88.00	100	86.55	A-	✓		

Tanggal Cetak : Sabtu, 16 Agustus 2025, 23:47:09

Paraf Dosen :



TAUFIK

