



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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SK. Kemendikbudristek RI No. 627/E/O/2022
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 : D524

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 5 Maret 2025	08:00	10:30	I	Selesai	Career (Skills: Telephoning Making Contact. Listening : Ways to improve career)	Career (Skills: Telephoning Making Contact. Listening : Ways to improve career)	(17 / 18)	TAUFIK	
2	Rabu, 12 Maret 2025	08:00	10:30	I	Selesai	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	(17 / 18)	TAUFIK	
3	Rabu, 19 Maret 2025	08:00	10:30	I	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)	(17 / 18)	TAUFIK	
4	Rabu, 26 Maret 2025	08:00	10:30	I	Selesai	Great Business idea	Great Business Idea (reading and presentation)	(17 / 18)	TAUFIK	
5	Rabu, 16 April 2025	08:00	10:30	I	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)	(16 / 18)	TAUFIK	
6	Rabu, 23 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	(17 / 18)	TAUFIK	
7	Rabu, 30 April 2025	08:00	10:30	Online	Selesai	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	(17 / 18)	TAUFIK	
8	Rabu, 7 Mei 2025	08:00	10:30	I	Selesai	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	(17 / 18)	TAUFIK	



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JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis
NAMA DOSEN : TAUFIK
KREDIT/SKS : 2 SKS
KELAS : D524

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 14 Mei 2025	09:00	11:00	Online	Selesai	Midterm Examination/ Ujian Tengah Semester (UTS)	Midterm Examination/ Ujian Tengah Semester (UTS)	(17 / 18)	TAUFIK	
10	Rabu, 28 Mei 2025	08:00	10:30	Online	Selesai	Managing people, Skills: Socializing and entertaining. Listening: Good managers	Managing people, Skills: Socializing and entertaining. Listening: Good managers	(17 / 18)	TAUFIK	
11	Rabu, 4 Juni 2025	08:00	10:30	I	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	(16 / 18)	TAUFIK	
12	Rabu, 11 Juni 2025	08:00	10:30	I	Selesai	Presentation: Marketing Strategy	Presentation: Marketing Strategy	(17 / 18)	TAUFIK	
13	Rabu, 18 Juni 2025	08:00	10:30	Online	Selesai	Business Innovation. Skill: Presentation and Reading Skill	Business Innovation. Skill: Presentation and Reading Skill	(18 / 18)	TAUFIK	
14	Rabu, 25 Juni 2025	08:00	10:30	I	Selesai	Eight Parts of speech (definition , function and examples)	Eight Parts of speech (definition , function and examples)	(18 / 18)	TAUFIK	
15	Rabu, 2 Juli 2025	08:00	10:30	I	Selesai	Review; Business English (English Grammar and Reading Comprehension)	Review; Business English (English Grammar and Reading Comprehension)	(14 / 18)	TAUFIK	
16	Rabu, 16 Juli 2025	09:00	11:00	Online	Selesai	UAS (Ujian Akhir Semester)/ Final Examination	UAS (Ujian Akhir Semester)/ Final Examination	(17 / 18)	TAUFIK	

Bogor, 16 Agustus 2025
Ketua Prodi Manajemen



YOYO-INDAH GUNAWAN
NIDN 0317096701



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Bogor 16967 Telp. 021-8233737

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 : D524

Dosen Pengajar : TAUFIK

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2021511070	RESIYANA PUTRI MUSDALIFAH	16	13	3			18.75
2	202405110095	HERI SUPRIYANTO	16		14	2		87.5
3	202405110179	AMIR HAVIS	16	1	13	2		81.25
4	202405110219	SUCI NUR AULIA	16		16			100
5	202405110272	ARETTA FIRDHA PANCANINGRUM	16		16			100
6	202405110327	DJAYUSMAN	16		16			100
7	202405110337	ROSMANIDA GIAWA	16		16			100
8	202405110338	NERTA SURYANI	16		16			100
9	202405110339	MUNAWWARAH SHOBRIYAH LUBIS	16		16			100
10	202405110340	WEKA BAGAS PRATAMA	16		15	1		93.75
11	202405110342	MUHAMMAD AL FATH ARIA PRANANDA	16		16			100
12	202405110344	WULANDARI	16		16			100
13	202405110345	MAYAAMELIA	16		16			100
14	202405110347	REFANI NURAZMI	16		16			100

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:10:35 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202405110348	OLYMPIA PANKA SIALLAGAN	16		16			100
16	202405110351	SINTA AMELIA	16		16			100
17	202405110353	MUTIARA ZASKIA KHAIRANA	16		16			100
18	202405110354	ANANDA RAHADATUL AISYI	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
Kelas / Kelompok :
Kode Mata kuliah : KK1234
Nama Kelas : D524
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	2021511070	RESIYANA PUTRI MUSDALIFAH				18.75					
2	202405110095	HERI SUPRIYANTO	85.00	87.50	90.00	87.5	87.50	A-	✓		
3	202405110179	AMIR HAVIS	85.00	97.50	88.00	81.25	88.18	A-	✓		
4	202405110219	SUCI NUR AULIA	85.00	77.50	90.00	100	86.75	A-	✓		
5	202405110272	ARETTA FIRDHA PANCANINGRUM	88.00	95.00	88.00	100	90.60	A	✓		
6	202405110327	DJAYUSMAN	88.00	92.50	96.00	100	92.90	A	✓		
7	202405110337	ROSMANIDA GIAWA	85.00	87.50	82.00	100	85.95	A-	✓		
8	202405110338	NERTA SURYANI	88.00	92.50	94.00	100	92.20	A	✓		
9	202405110339	MUNAWWARAH SHOBRIYAH LUBIS	88.00	97.50	92.00	100	92.50	A	✓		
10	202405110340	WEKA BAGAS PRATAMA	85.00	85.00	64.00	93.75	78.53	B+	✓		
11	202405110342	MUHAMMAD AL FATH ARIA PRANANDA	88.00	97.50	88.00	100	91.10	A	✓		
12	202405110344	W ULANDARI	88.00	97.50	82.00	100	89.00	A-	✓		
13	202405110345	MAYA AMELIA	88.00	95.00	80.00	100	87.80	A-	✓		
14	202405110347	REFANI NURAZMI	88.00	97.50	86.00	100	90.40	A	✓		
15	202405110348	OLYMPIA PANKA SIALLAGAN	90.00	97.50	90.00	100	92.50	A	✓		
16	202405110351	SINTA AMELIA	85.00	92.50	86.00	100	88.35	A-	✓		
17	202405110353	MUTIARA ZASKIA KHAIRANA	84.00	87.50	80.00	100	84.90	A-	✓		
18	202405110354	ANANDA RAHADATUL AISYI	84.00	72.50	72.00	100	79.10	B+	✓		

Tanggal Cetak : Sabtu, 16 Agustus 2025, 23:36:52

Paraf Dosen :


TAUFIK

