



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



UNIVERSITAS IPWIJA

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> (<https://ipwija.ac.id>)

JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : F224

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Kamis, 6 Maret 2025	16:30	19:00	3B	Selesai	Career (Skills: Telephoning Making Contact. Listening : Ways to improve career)	Career (Skills: Telephoning Making Contact. Listening : Ways to improve career)	(22 / 27)	TAUFIK	
2	Kamis, 13 Maret 2025	16:30	19:00	3B	Selesai	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	(22 / 27)	TAUFIK	
3	Kamis, 20 Maret 2025	16:30	19:00	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 / 27)	TAUFIK	
4	Kamis, 27 Maret 2025	16:30	19:00	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	(27 / 27)	TAUFIK	

5	Kamis, 3 April 2025	16:30	19:00	Online	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	(27 / 27)	TAUFIK	
6	Kamis, 10 April 2025	16:30	19:00	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	(27 / 27)	TAUFIK	
7	Kamis, 17 April 2025	16:30	19:00	3B	Selesai	Marketing: Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing: Skills: Telephoning: exchanging information. Listening: Successful marketing	(24 / 27)	TAUFIK	
8	Kamis, 24 April 2025	16:30	19:00	3B	Selesai	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	(24 / 27)	TAUFIK	



UNIVERSITAS IPWIJA

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> (<https://ipwija.ac.id>)

JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : F224

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Kamis, 15 Mei 2025	19:00	21:00	Online	Selesai	Midterm Examination/ Ujian Tengah Semester (UTS)	Midterm Examination/ Ujian Tengah Semester (UTS)	(26 / 27)	TAUFIK	
10	Kamis, 5 Juni 2025	16:30	19:00	3B	Selesai	Presentation: Business Presentation	Presentation: Business Presentation	(27 / 27)	TAUFIK	
11	Kamis, 12 Juni 2025	16:30	19:00	3B	Selesai	Business Strategy: Skill (Reading Skill and Presentation skill)	Business Strategy: Skill (Reading Skill and Presentation skill)	(27 / 27)	TAUFIK	
12	Kamis, 19 Juni 2025	16:30	19:00	Online	Selesai	The eight parts of speech (Definition, function and example)	The eight parts of speech (Definition, function and example)	(27 / 27)	TAUFIK	
13	Kamis, 26 Juni 2025	16:30	19:00	Online	Selesai	The eight parts of speech (Definition, function and example)	The eight parts of speech (Definition, function and example)	(27 / 27)	TAUFIK	
14	Kamis, 3 Juli 2025	16:30	19:00	2C	Selesai	Review English Grammar and Reading Comrehension	Review English Grammar and reading Comprehension	(20 / 27)	TAUFIK	
15	Kamis, 10 Juli 2025	16:30	19:00	2C	Selesai	English Grammar and Reading Comprehension	English Grammar and Reading Comprehension	(20 / 27)	TAUFIK	

16	Kamis, 17 Juli 2025	19:00	21:00	Online	Selesai	UAS (Ujian Akhir Semester)/ Final Examination	UAS (Ujian Akhir Semester)/ Final Examination	(27 / 27)	TAUFIK	
----	---------------------	-------	-------	--------	---------	--	--	-----------	--------	---

Bogor, 17 Agustus 2025
Ketua Prodi Manajemen




YOYO INDAH GUNAWAN
NIDN 0317096701



UNIVERSITAS IPWIJA

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> (<https://ipwija.ac.id>)

LAPORAN PERSENTASE PRESENSI MAHASISWA MANAJEMEN 2024 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : F224

Dosen Pengajar : TAUFIK

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	202305110170	MAULIDA AL ZAHRA	16	1	13	2		81.25
2	202405110075	DONI	16		16			100
3	202405110080	TUBAGUS SOFWAN ABIDIN	16		14	2		87.5
4	202405110100	ANINDYA WILA APRILIA	16		16			100
5	202405110103	SERINA SRI WAHYUNI SIMAMORA	16		14	2		87.5
6	202405110105	YUDI HIDAYAT	16	1	14	1		87.5
7	202405110159	DIMAS AGUSTIAN ISKANDAR	16		16			100
8	202405110198	MICHAEL LUMBANTORUAN	16		16			100
9	202405110200	LINA YULIANA	16		16			100
10	202405110201	MAULIDYAARYANI	16		16			100
11	202405110202	SITI NURHOLIFAH	16		16			100
12	202405110203	DESY MULIASARI	16		16			100
13	202405110204	REVA BUDI SEPTIAWAN	16	2	12	2		75
14	202405110205	NOVERRINDO SATRIA WIBAWA	16		16			100

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:11:57 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202405110207	HELMIDA LESTARI HALAWA	16		14	2		87.5
16	202405110208	JEFRI	16		16			100
17	202405110209	SITI RAHAYU	16		16			100
18	202405110210	SALSA BELA KARTIKA	16		16			100
19	202405110211	GILANG RAMADHAN	16	1	10	5		62.5
20	202405110217	APRILIA PUTRI	16		16			100
21	202405110224	PUTRI ANRIANI	16	2	10	4		62.5
22	202405110225	RAFLI AFRI RIZKI	16		16			100
23	202405110240	DINA FITRI	16	2	12	2		75
24	202405110241	AYUNDA PIK MULIANI	16		16			100
25	202405110242	FRECILIA BUDIARTI	16		16			100
26	202405110245	IIS HERMAWATI	16		16			100
27	202405110350	SYAIFULARIZAL	16		16			100

Bogor, 17 Agustus 2025 Ketua
Prodi Manajemen



Yoyo Indah Gunawan
YOYO INDAH GUNAWAN
NIP. 0317096701



UNIVERSITAS IPWIJA

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> (<https://ipwija.ac.id>)

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 : F224
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	202305110170	MAULIDA AL ZAHRA				81.25					
2	202405110075	DONI	85.00	95.00	90.00	100	90.25	A	✓		
3	202405110080	TUBAGUS SOFWAN ABIDIN	80.00	85.00		87.5					
4	202405110100	ANINDYA WILA APRILIA	80.00	90.00	76.00	100	82.60	A-	✓		
5	202405110103	SERINA SRI WAHYUNI SIMAMORA	80.00	90.00	82.00	87.5	83.45	A-	✓		
6	202405110105	YUDI HIDAYAT	80.00	85.00	86.00	87.5	83.85	A-	✓		
7	202405110159	DIMAS AGUSTIAN ISKANDAR	80.00	65.00	94.00	100	83.90	A-	✓		
8	202405110198	MICHAEL LUMBANTORUAN	80.00	90.00	84.00	100	85.40	A-	✓		
9	202405110200	LINA YULIANA	88.00	95.00	90.00	100	91.30	A	✓		
10	202405110201	MAULIDYA ARYANI	85.00	87.50	90.00	100	88.75	A-	✓		
11	202405110202	SITI NURHOLIFAH	85.00	90.00	94.00	100	90.65	A	✓		
12	202405110203	DESY MULIASARI	85.00	87.50	90.00	100	88.75	A-	✓		
13	202405110204	REVA BUDI SEPTIAWAN	85.00	92.50	82.00	75	84.45	A-	✓		
14	202405110205	NOVERRINDO SATRIA WIBAWA	85.00	85.00	90.00	100	88.25	A-	✓		

15	202405110207	HELMIDA LESTARI HALAWA	80.00	87.50		87.5					
16	202405110208	JEFRI	85.00	95.00	88.00	100	89.55	A-	✓		
17	202405110209	SITI RAHAYU	85.00	92.50	86.00	100	88.35	A-	✓		
18	202405110210	SALSA BELA KARTIKA	85.00	95.00	92.00	100	90.95	A	✓		
19	202405110211	GILANG RAMADHAN	80.00	97.50	80.00	62.5	81.75	A-	✓		
20	202405110217	APRILIA PUTRI	85.00	95.00	88.00	100	89.55	A-	✓		
21	202405110224	PUTRI ANRIANI	85.00	95.00	80.00	62.5	83.00	A-	✓		
22	202405110225	RAFLI AFRI RIZKI	80.00	60.00	82.00	100	78.70	B+	✓		
23	202405110240	DINA FITRI	85.00	92.50	90.00	75	87.25	A-	✓		
24	202405110241	AYUNDA PIK MULIANI	85.00	95.00	88.00	100	89.55	A-	✓		
25	202405110242	FRECILIA BUDIARTI	85.00	97.50	86.00	100	89.35	A-	✓		
26	202405110245	IIS HERMAWATI	80.00	87.50	76.00	100	82.10	A-	✓		
27	202405110350	SYAIFUL ARIZAL	80.00	77.50	90.00	100	85.00	A-	✓		

Tanggal Cetak : Sabtu, 16 Agustus 2025, 23:32:22

Paraf Dosen :


TAUFIK

