



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

JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : F324

TATAP MUKA KE	HARI/TANGGAL	MULA	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 5 Maret 2025	16:30	19:00	3A	Selesai	career (Skills : Telephoning making contact. Listening : Ways to improve Career)	career (Skills : Telephoning making contact. Listening : Ways to improve Career)	(26 / 26)	TAUFIK	
2	Rabu, 12 Maret 2025	16:30	19:00	3A	Selesai	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	(21 / 26)	TAUFIK	
3	Rabu, 19 Maret 2025	16:30	19:00	Online	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.	(26 / 26)	TAUFIK	
4	Rabu, 26 Maret 2025	16:30	19:00	Online	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	(26 / 26)	TAUFIK	

5	Rabu, 16 April 2025	16:30	19:00	3A	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)	(26 / 26)	TAUFIK	
6	Rabu, 23 April 2025	16:30	19:00	3A	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.	(26 / 26)	TAUFIK	
7	Rabu, 30 April 2025	16:30	19:00	3A	Selesai	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing Skills: Telephoning: exchanging information. Listening: Successful marketing	(26 / 26)	TAUFIK	
8	Rabu, 7 Mei 2025	16:30	19:00	3A	Selesai	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	(26 / 26)	TAUFIK	



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JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : F324

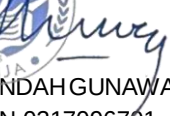
TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 14 Mei 2025	19:00	21:00	Online	Selesai	Midterm Examination/ Ujian Tengah Semester (UTS)	Midterm Examination/ Ujian Tengah Semester (UTS)	(22 / 26)	TAUFIK	
10	Rabu, 28 Mei 2025	16:30	19:00	3A	Selesai	Managing people, Skills: Socializing and entertaining. Listening: Good managers	Managing people, Skills: Socializing and entertaining. Listening: Good managers	(25 / 26)	TAUFIK	
11	Rabu, 28 Mei 2025	16:30	19:00	3A	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	(26 / 26)	TAUFIK	
12	Rabu, 11 Juni 2025	16:30	19:00	3A	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.	(26 / 26)	TAUFIK	
13	Rabu, 11 Juni 2025	16:30	19:00	3A	Selesai	Products. Skill: Presenting Products. Listening: The best things Peoples ever bought.	Products. Skill: Presenting Products. Listening: The best things Peoples ever bought.	(26 / 26)	TAUFIK	

Dicetak oleh: TAUFIK, pada 16 Agustus 2025 20:42:11 WIB | siakad.ipwija.ac.id/siakad/rep_perkuliahan

14	Rabu, 25 Juni 2025	16:30	19:00	Online	Selesai	Eight Parts of speech (definition , function and examples)	Eight Parts of speech (definition , function and examples)	(26 / 26)	TAUFIK	
15	Rabu, 25 Juni 2025	16:30	19:00	Online	Selesai	Business English Review (Grammar and Application)	Business English Review (Grammar and Application)	(26 / 26)	TAUFIK	
16	Rabu, 16 Juli 2025	19:00	21:00	Online	Selesai	UAS (Ujian Akhir Semester)/ Final Examination	UAS (Ujian Akhir Semester)/ Final Examination	(26 / 26)	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 : F324

Dosen Pengajar : TAUFIK

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2021511252	VINA AULIA SARI	16	1	15			93.75
2	2022511038	BELA SAFIRA	16		16			100
3	202405110007	INTAN YOLANDA HUTABARAT	16		16			100
4	202405110014	IRMA ERVIANA	16	1	15			93.75
5	202405110023	HANA GUSTIANI	16		16			100
6	202405110036	JULIANA MAWAR APRILIA	16		16			100
7	202405110048	FRISKA NOVIERLIA SAFITRY	16		16			100
8	202405110049	AULIYA NURHASANAH	16		16			100
9	202405110052	AFSAL EDZA MUHAMMAD	16		16			100
10	202405110062	ARI KURNIAWAN	16		16			100
11	202405110073	INDRI AMELIA	16		16			100
12	202405110115	DISKIA SAPUTRI	16		16			100
13	202405110206	SITI KAMILATUNNAJIAH	16		16			100
14	202405110260	SRI CAHAYA MUSTIKA	16	1	15			93.75

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:12:41 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202405110273	AURELL ATHALLAH ADYTRI	16		16			100
16	202405110276	SANSAANGGILA DEWI PERTIWI	16		16			100
17	202405110286	FAJAR RENALDI	16		16			100
18	202405110296	SITI SOFWATUN NIDA	16		16			100
19	202405110301	EVITA SARI	16	1	15			93.75
20	202405110305	BURHANUDIN	16		16			100
21	202405110315	RINAANGGRAYNI	16		16			100
22	202405110316	SIRAIT ROSMA NADIA NOVILIEN	16		16			100
23	202405110321	SHERLY DWI FITRIA	16		16			100
24	202405110325	NOVITA ANGGRAENY	16		16			100
25	202405110330	FERI YANDA	16		16			100
26	202405220002	FATIH DARBI AL ISLAMY	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 : F324

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	2021511252	VINA AULIA SARI				93.75					
2	2022511038	BELA SAFIRA	80.00	60.00	92.00	100	82.20	A-	✓		
3	202405110007	INTAN YOLANDA HUTABARAT	80.00	90.00	94.00	100	88.90	A-	✓		
4	202405110014	IRMA ERVIANA				93.75					
5	202405110023	HANA GUSTIANI	80.00	90.00	92.00	100	88.20	A-	✓		
6	202405110036	JULIANA MAWAR APRILIA	80.00	60.00	82.00	100	78.70	B+	✓		
7	202405110048	FRISKA NOVIERLIA SAFITRY	85.00	95.00	88.00	100	89.55	A-	✓		
8	202405110049	AULIYA NURHASANAH	80.00	82.50	90.00	100	86.00	A-	✓		
9	202405110052	AFSAL EDZA MUHAMMAD	80.00	87.50	82.00	100	84.20	A-	✓		
10	202405110062	ARI KURNIAWAN	85.00	90.00	92.00	100	89.95	A-	✓		
11	202405110073	INDRI AMELIA	80.00	95.00	82.00	100	85.70	A-	✓		
12	202405110115	DISKIA SAPUTRI	80.00	70.00	82.00	100	80.70	A-	✓		
13	202405110206	SITI KAMILATUNNAJIAH	80.00	92.50	84.00	100	85.90	A-	✓		
14	202405110260	SRI CAHAYA MUSTIKA				93.75					
15	202405110273	AURELL ATHALLAH ADYTRI	80.00	95.00		100					
16	202405110276	SANSA ANGGILA DEWI PERTIWI	85.00	90.00	86.00	100	87.85	A-	✓		
17	202405110286	FAJAR RENALDI	85.00	92.50	86.00	100	88.35	A-	✓		

Dicetak oleh : TAUFIK, pada 16 Agustus 2025 23:27:45 WIB | [siakadrep_nilaikuliah](https://siakad.ipwija.ac.id/siakadrep_nilaikuliah)

18	202405110296	SITI SOFWATUN NIDA	80.00	85.00	90.00	100	86.50	A-	✓		
19	202405110301	EVITA SARI				93.75					
20	202405110305	BURHANUDIN	85.00	97.50	86.00	100	89.35	A-	✓		
21	202405110315	RINA ANGGRAYNI	85.00	95.00	92.00	100	90.95	A	✓		
22	202405110316	SIRAIT ROSMA NADIA NOVILIEN	85.00	92.50	88.00	100	89.05	A-	✓		
23	202405110321	SHERLY DWI FITRIA	80.00	80.00	86.00	100	84.10	A-	✓		
24	202405110325	NOVITA ANGGRAENY	85.00	90.00	94.00	100	90.65	A	✓		
25	202405110330	FERI YANDA	80.00	92.50	86.00	100	86.60	A-	✓		
26	202405220002	FATIH DARBI AL ISLAMY	80.00	82.50	92.00	100	86.70	A-	✓		

Tanggal Cetak : Sabtu, 16 Agustus 2025, 23:27:45

Paraf Dosen :



TAUFIK

