



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 : F1241

TATAP MUKA KE	HARI/TANGGAL	MULA	SELESA	RUANG	STATU	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Kamis, 6 Maret 2025	19:00	21:30	3C	Selesai	Career (Skills: Telephoning Making Contact. Listening : Ways to improve career)	Career (Skills: Telephoning Making Contact. Listening : Ways to improve career)	(24 / 27)	TAUFIK	
2	Kamis, 13 Maret 2025	19:00	21:30	3C	Selesai	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	Selling online (Skills: Negotiating: reaching agreement. Listening: Multi-channel retail)	(24 / 27)	TAUFIK	
3	Kamis, 20 Maret 2025	19:00	21:30	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)	(27 / 27)	TAUFIK	
4	Kamis, 10 April 2025	19:00	21:30	3C	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	

5	Kamis, 17 April 2025	19:00	21:30	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	(27 / 27)	TAUFIK	
6	Kamis, 24 April 2025	19:00	21:30	3C	Selesai	Entertaining: Skills: Sosializing: greeting and small talk. Listening: An interview with two experts on corporate entertaining	Entertaining: Skills: Sosializing: greeting and small talk. Listening: An interview with two experts on corporate entertaining	(27 / 27)	TAUFIK	
7	Kamis, 1 Mei 2025	19:00	21:30	3C	Selesai	Marketing: Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing: Skills: Telephoning: exchanging information. Listening: Successful marketing	(27 / 27)	TAUFIK	
8	Kamis, 8 Mei 2025	19:00	21:30	3C	Selesai	Planning: Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	Planning: Skills: Meeting: Interrupting and clarifying. Writing skills: Letters	(27 / 27)	TAUFIK	



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JURNAL PERKULIAHAN MANAJEMEN 2024 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : F1241

TATAP MUKA KE	HARI/TANGGAL	MULA	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Kamis, 22 Mei 2025	19:00	21:00	Online	Selesai	Midterm Examination/ Ujian Tengah Semester (UTS)	Midterm Examination/ Ujian Tengah Semester (UTS)	(27 / 27)	TAUFIK	
10	Kamis, 5 Juni 2025	19:00	21:30	3C	Selesai	Managing people, Skills: Socializing and entertaining. Listening: Good managers	Managing people, Skills: Socializing and entertaining. Listening: Good managers	(27 / 27)	TAUFIK	
12	Kamis, 19 Juni 2025	19:00	21:30	3C	Selesai	Business Innovation. Skill: Presentation and Reading Skill	Business Innovation. Skill: Presentation and Reading Skill	(27 / 27)	TAUFIK	
13	Kamis, 19 Juni 2025	19:00	21:30	3C	Selesai	Business Innovation. Skill: Presentation and Reading Skill	Business Innovation. Skill: Presentation and Reading Skill	(27 / 27)	TAUFIK	
14	Kamis, 3 Juli 2025	19:00	21:30	Online	Selesai	Review; Business English (English Grammar and Reading Comprehension)	Review; Business English (English Grammar and Reading Comprehension)	(27 / 27)	TAUFIK	
15	Kamis, 3 Juli 2025	19:00	21:30	Online	Selesai	Review; Business English (English Grammar and Reading Comprehension)	Review; Business English (English Grammar and Reading Comprehension)	(27 / 27)	TAUFIK	
16	Kamis, 24 Juli 2025	19:00	21:00	Online	Selesai	UAS (Ujian Akhir Semester)/ Final Examination	UAS (Ujian Akhir Semester)/ Final Examination	(27 / 27)	TAUFIK	

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:00:52 WIB | siakad.ipwija.ac.id/siakad/rep_perkuliahan

Bogor, 17 Agustus 2025
Ketua Prodi Manajemen




YOYO INDAHGUNAWAN
NIDN 0317096701



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LAPORAN PERSENTASE PRESENSI MAHASISWA MANAJEMEN 2024 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : F1241

Dosen Pengajar : TAUFIK

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2020511437	HAFIZH AL HAKRY	16		14	2		86.67
2	202305110154	MARIA LESTARI	16		16			100
3	202305110298	AURAFIDHYA ROSYANA	16		16			100
4	202405110110	RESI ANDESTRI	16		16			100
5	202405110111	MELA SARI	16		16			100
6	202405110112	MUTIARA ANGGRAINI RAHAYU	16		16			100
7	202405110117	MONIKA PANJAITAN	16		16			100
8	202405110119	SISILYA NADIA SIBURIAN	16		16			100
9	202405110125	MAULANA ABDUL AZIZ	16		14	2		86.67
10	202405110127	MUHAMMAD RAFLI PREDISKI	16		16			100
11	202405110131	AMELIA MAULINA	16		16			100
12	202405110132	KHALISA NIANDA	16		16			100
13	202405110133	ANIS MEYLISA	16		16			100
14	202405110137	ANISAH YATSRIB THOYYIBAH	16		16			100

Dicetak oleh: TAUFIK, pada 17 Agustus 2025 00:11:19 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202405110138	DIVANABILA FASYA	16		16		100
16	202405110139	IRMA LINDA MAYOR	16		16		100
17	202405110141	LASRIA VERONICA	16		16		100
18	202405110142	ROSITA APRILIANI	16		16		100
19	202405110145	ELVI ILHAMNI MUKARROMAH	16		16		100
20	202405110153	REGITADIAN NINGRUM	16		14	2	86.67
21	202405110158	MUHAMMAD FAJAR HIDAYATULLAH	16		16		100
22	202405110161	RIKA AMELIA	16		16		100
23	202405110163	ANDIKA APRILIA PRATAMA	16		16		100
24	202405110165	MUHAMMAD ARIF MASYHUR OS	16		16		100
25	202405110168	MUSH'AB AL FARHAN	16		16		100
26	202405110172	DEWI SINTA	16		16		100
27	202405110199	CHRISTO ERWIN SAPUTRO	16		16		100

Bogor, 17 Agustus 2025
Ketua Prodi Manajemen



YOYO INDAHGUNAWAN
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 : F1241
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	2020511437	HAFIZH AL HAKRY	75.00	65.50	66.00	86.67	71.12	B	✓		
2	202305110154	MARIA LESTARI	80.00	72.50	78.00	100	79.80	B+	✓		
3	202305110298	AURA FIDHYA ROSYANA	88.00	97.50	90.00	100	91.80	A	✓		
4	202405110110	RESI ANDESTRI	85.00	97.50	94.00	100	92.15	A	✓		
5	202405110111	MELA SARI	85.00	95.00	94.00	100	91.65	A	✓		
6	202405110112	MUTIARA ANGGRAINI RAHAYU	80.00	75.00	75.00	100	79.25	B+	✓		
7	202405110117	MONIKA PANJAITAN	85.00	92.50	92.00	100	90.45	A	✓		
8	202405110119	SISILYA NADIA SIBURIAN	85.00	90.00	84.00	100	87.15	A-	✓		
9	202405110125	MAULANA ABDUL AZIZ	85.00	97.50	90.00	86.67	89.42	A-	✓		
10	202405110127	MUHAMMAD RAFLI PREDISKI	85.00	70.00	94.00	100	86.65	A-	✓		
11	202405110131	AMELIA MAULINA	85.00	92.50	96.00	100	91.85	A	✓		
12	202405110132	KHALISA NIANDA	85.00	92.50	94.00	100	91.15	A	✓		
13	202405110133	ANIS MEYLISA	85.00	92.50	86.00	100	88.35	A-	✓		
14	202405110137	ANISAHYATSRIB THOYYIBAH	85.00	90.00	88.00	100	88.55	A-	✓		
15	202405110138	DIVA NABILA FASYA	85.00	32.50	90.00	100	77.75	B+	✓		
16	202405110139	IRMA LINDA MAYOR	85.00	67.50	88.00	100	84.05	A-	✓		
17	202405110141	LASRIA VERONICA	85.00	97.50	94.00	100	92.15	A	✓		
18	202405110142	ROSITA APRILIANI	85.00	82.50	88.00	100	87.05	A-	✓		
19	202405110145	ELVI ILHAMNI MUKARROMAH	85.00	97.50	90.00	100	90.75	A	✓		
20	202405110153	REGITA DIAN NINGRUM	85.00	97.50	90.00	86.67	89.42	A-	✓		
21	202405110158	MUHAMMAD FAJAR HIDAYATULLAH	85.00	97.50	94.00	100	92.15	A	✓		
22	202405110161	RIKA AMELIA	85.00	97.50	80.00	100	87.25	A-	✓		
23	202405110163	ANDIKA APRILIA PRATAMA	85.00	97.50	92.00	100	91.45	A	✓		
24	202405110165	MUHAMMAD ARIF MASYHUR OS	85.00	97.50	90.00	100	90.75	A	✓		
25	202405110168	MUSH`AB AL FARHAN	85.00	95.00	94.00	100	91.65	A	✓		
26	202405110172	DEW I SINTA	85.00	95.00	86.00	100	88.85	A-	✓		
27	202405110199	CHRISTOERW IN SAPUTRO	85.00	90.00	88.00	100	88.55	A-	✓		

Tanggal Cetak : Sabtu, 16 Agustus 2025, 23:35:06

Paraf Dosen :

TAUFIK

