



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 : 026/IPWIJA.PSM/ST-00/III/2026

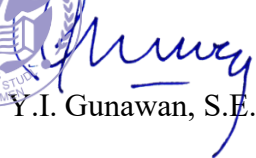
Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr. Sri Lestari Prasilowati, MA.** untuk mengajar pada Program Studi Manajemen S1 Semester Genap 2025/2026, dengan matakuliah dan jadwal sebagai berikut:

No	Kode MK	Mata Kuliah	SKS	Kelas	Hari	Jam
1	KK1234	Praktikum Bahasa Inggris Bisnis	2	E225	Jum'at	17.00 - 19.30
2	KK1234	Praktikum Bahasa Inggris Bisnis	2	E125	Jum'at	19.30 - 22.00
3	KK1234	Praktikum Bahasa Inggris Bisnis	2	D125	Kamis	08.00 - 10.30
4	KK1234	Praktikum Bahasa Inggris Bisnis	2	F125	Rabu	19.30 - 22.00

Demikian surat tugas ini dibuat untuk dilaksanakan dengan penuh tanggung jawab.

Bogor, 2 Maret 2026
Ketua Program Studi Manajemen




Y.I. Gunawan, 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

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JURNAL PERKULIAHAN MANAJEMEN 2025 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : SRI LESTARI PRASILOWATI

KREDIT/SKS : 2 SKS

KELAS : E125

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Jumat, 6 Maret 2026	19:30	22:01	2F	Selesai	Telephoning Skills	Students know the vocabulary and words use in telephone	(36 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
2	Jumat, 13 Maret 2026	19:30	22:00	2F	Selesai	Conversation	Students know how to create conversation in telephone	(37 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
3	Jumat, 27 Maret 2026	19:30	22:00	2F	Selesai	Shopping Online	Students learn the vocabs or words usually use in selling	(38 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
4	Jumat, 10 April 2026	19:00	22:05	2F	Selesai	Selling Online	Students learn the negotiation skill	(38 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
5	Jumat, 17 April 2026	19:30	22:02	2F	Selesai	Types of Company	Students present marketing with their group	(37 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
6	Jumat, 24 April 2026	19:00	22:00	2F	Selesai	Presentation	Students present conflict topic with their team	(37 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
7	Jumat, 8 Mei 2026	19:30	22:06	2F	Selesai	Group Presentation	Students present in English following the topic given	(35 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
8	Jumat, 15 Mei 2026	19:30	22:00	2F	Selesai	Revisions Planning	Vocabulary, Reading, Listening	(36 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>
9	Jumat, 22 Mei 2026	19:00	21:00	2F	Selesai	Midterm Exam (UTS)	Students do Mid Exam by sending their pdf presentation following the topic given	(39 / 40)	SRI LESTARI PRASILOWATI	<i>[Signature]</i>

10	Jumat, 5 Juni 2026	19:30	22:01	2F	Selesai	writing an email	Students learn how to write an e-mail in English	(38 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>
11	Jumat, 12 Juni 2026	19:30	22:05	2F	Selesai	Listening Skills	Students learn how to do listening with Entertaining topic using Nearpod app	(38 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>
12	Jumat, 19 Juni 2026	19:30	22:00	2F	Selesai	Job Interviews	Students learn how to be read for the interviews and do's and don'ts during the interview	(33 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>
13	Jumat, 26 Juni 2026	19:29	22:00	2F	Selesai	New Business: Dealing with numbers	Interview practice	(33 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>
14	Jumat, 3 Juli 2026	19:30	22:03	2F	Selesai	Cover letter	Students learn to create cover letter based on application advertisement	(39 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>
15	Jumat, 10 Juli 2026	19:30	22:01	2F	Selesai	CV	Students learn the steps in making CV	(39 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>
16	Jumat, 31 Juli 2026	19:00	21:00	2F	Selesai	Final Exams (UAS)	Final Exams (UAS)	(37 / 40)	SRI LESTARI PRASILOWATI	<i>Wani</i>

Bogor, 15 Agustus 2026

Ketua Prodi Manajemen



Yoyo Indah Gunawan
YOYO INDAH GUNAWAN

NIDN 0317096701



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LAPORAN PERSENTASE PRESENSI MAHASISWA MANAJEMEN 2025 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : E125

Dosen Pengajar : SRI LESTARI PRASILOWATI

No	NIM	Nama	Kelas / Kelompok	Pertemuan	Alfa	Hadir	Ijin	Sakit	Persentase
Peserta Reguler									
1	202305110128	VIKY ARDI MAULANA	-	16	3	13			81.25
2	202305110130	VERONICA ANGELINE	-	16	2	14			87.5
3	202305110155	LARA AMANDA AGUSTINA	-	16	2	14			87.5
4	202305110331	AMEL MIA ARTANTI	-	16		16			100
5	202305110336	MUHAMAD ILYAS	-	16	2	12	2		75
6	202305110337	AHLUL NUR RAHMAN	-	16		16			100
7	202505110001	SALSABILA APRILIANI PUTRI	-	16	14	2			12.5
8	202505110011	WINDY WIDIA	-	16		16			100
9	202505110013	NUR HANISA	-	16		16			100
10	202505110022	ZANJA BILA INDAHUMA	-	16		16			100
11	202505110024	APRILIA AZZAHRA SOFIAN	-	16		14	2		87.5
12	202505110025	NABILA AYUDIN	-	16	2	14			87.5
13	202505110026	ALVATHDRY ADITYA SUHERMAN	-	16		16			100
14	202505110029	WAHYU SYARIEFUDIN RAMADHAN	-	16	3	13			81.25
15	202505110033	REVALINA APRILIA	-	16		16			100
16	202505110037	PUTRI AMELIA PUSPA SARI	-	16		16			100
17	202505110038	ABDUL TALIM SOHIBAH	-	16		16			100
18	202505110042	HIRDA AYU	-	16		16			100
19	202505110051	SASKYA RAHMAWATI	-	16		14	2		87.5
20	202505110052	SHAHIRA PUTRI FIRDAUS	-	16		16			100
21	202505110056	KAYLA HANYA RIANI	-	16		14	2		87.5
22	202505110057	RAYHAN ANUGRAH DERYANDRA	-	16		14	2		87.5
23	202505110069	BLANDINA YANITA NGAWAN	-	16		14	2		87.5
24	202505110077	FATUR ARADEA	-	16		16			100
25	202505110109	NENG INDAH	-	16		16			100
26	202505110111	LUTFIYANA	-	16		16			100
27	202505110113	WIBIANSYAH FAHRIANDI	-	16		14	2		87.5
28	202505110114	ANISSA WICAKSONO	-	16		16			100

29	202505110116	IRENE MAYTRI NOVIA	-	16		16			100
30	202505110117	FITRI RAMADHANI	-	16	1	15			93.75
31	202505110118	ADE SOPYAN	-	16		16			100
32	202505110120	NAUFAL SATRIO	-	16		16			100
33	202505110123	SITI ANISA	-	16		16			100
34	202505110126	BUNGA LESTARI	-	16		16			100
35	202505110127	SHAFIRA SALSABILLAH	-	16		14	2		87.5
36	202505110128	ROSA LINDA	-	16		16			100
37	202505110131	RIANI IMA NURIANI	-	16		16			100
38	202505110132	ASMI ARI YOGA	-	16		16			100
39	202505110224	RELUSMAN LUAHAMBOWO	-	16		16			100
40	202505120005	DESNA KUSUMA ASILIA	-	16		11	5		68.75

Bogor, 15 Agustus 2026

Ketua Prodi Manajemen



YOYO INDAH GUNAWAN

NIP. 0317096701



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LAPORAN NILAI PERKULIAHAN MAHASISWA

Program Studi S1 Manajemen

Periode 2025 Genap

Mata kuliah : Praktikum Bahasa Inggris Bisnis

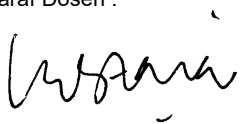
Nama Kelas : E125

Kelas / Kelompok :

SKS : 2

Kode Mata kuliah : KK1234

No	NIM	Nama Mahasiswa	QUIZ (5,00%)	TUGAS (5,00%)	UTS (15,00%)	UAS (20,00%)	KEHADIRAN (5,00%)	HASIL PROYEK/KASUS (50,00%)	Nilai	Grade	Lulus	Sunting KRS?	Info
1	202305110128	VIKY ARDI MAULANA	82.50	56.67	88.00	90.00	81.25	60.00	72.22	B	✓		
2	202305110130	VERONICA ANGELINE	25.00	0.00	85.00	90.00	87.5	60.00	66.38	B-	✓		
3	202305110155	LARA AMANDA AGUSTINA	80.00	92.67	91.00	90.00	87.5	93.00	91.16	A	✓		
4	202305110331	AMEL MIA ARTANTI	74.00	96.67	81.00	95.00	100	97.00	93.18	A	✓		
5	202305110336	MUHAMAD ILYAS	95.00	81.67	85.00	90.00	75	82.00	84.33	A-	✓		
6	202305110337	AHLUL NUR RAHMAN	89.00	89.33	80.00	90.00	100	89.00	88.42	A-	✓		
7	202505110001	SALSABILA APRILIANI PUTRI	0.00	0.00			12.5		0.00	E			
8	202505110011	WINDY WIDIA	90.00	83.33	80.00	95.00	100	83.00	86.17	A-	✓		
9	202505110013	NUR HANISA	95.00	93.33	88.00	90.00	100	93.00	92.12	A	✓		
10	202505110022	ZANJA BILA INDAHUMA	90.00	90.67	83.00	98.00	100	91.00	91.58	A	✓		
11	202505110024	APRILIA AZZAHRA SOFIAN	95.00	96.67	91.00	90.00	87.5	97.00	94.11	A	✓		
12	202505110025	NABILA AYUDIN	50.00	61.33	89.00	98.00	87.5	61.00	73.39	B	✓		
13	202505110026	ALVATHDRY ADITYA SUHERMAN	90.00	91.67	80.00	98.00	100	92.00	91.68	A	✓		
14	202505110029	WAHYU SYARIEFUDIN RAMADHAN	75.00	86.00	85.00	0.00	81.25	86.00	67.86	B-	✓		
15	202505110033	REVALINA APRILIA	90.00	94.00	80.00	97.00	100	94.00	92.60	A	✓		
16	202505110037	PUTRI AMELIA PUSPA SARI	80.00	93.33	85.00	90.00	100	93.00	90.92	A	✓		
17	202505110038	ABDUL TALIM SOHIBAH	67.50	73.33	80.00	80.00	100	73.00	76.54	B+	✓		
18	202505110042	HIRDA AYU	95.00	96.67	82.00	98.00	100	97.00	94.98	A	✓		
19	202505110051	SASKYA RAHMAWATI	80.00	53.33	80.00	97.00	87.5	60.00	72.44	B	✓		
20	202505110052	SHAHIRA PUTRI FIRDAUS	90.00	96.67	85.00	90.00	100	97.00	93.58	A	✓		
21	202505110056	KAYLA HANYA RIANI	90.00	0.00	80.00	98.00	87.5	50.00	65.48	B-	✓		
22	202505110057	RAYHAN ANUGRAH DERYANDRA	95.00	93.33	90.00	85.00	87.5	93.00	90.79	A	✓		

No	NIM	Nama Mahasiswa	QUIZ (5,00%)	TUGAS (5,00%)	UTS (15,00%)	UAS (20,00%)	KEHADIRAN (5,00%)	HASIL PROYEK/KASUS (50,00%)	Nilai	Grade	Lulus	Sunting KRS?	Info
23	202505110069	BLANDINA YANITA NGAWAN	25.00	23.33	80.00	70.00	87.5	60.00	62.79	C+	✓		
24	202505110077	FATUR ARADEA	75.00	40.00	90.00	80.00	100	60.00	70.25	B	✓		
25	202505110109	NENG INDAH	90.00	90.00	90.00	97.00	100	90.00	91.90	A	✓		
26	202505110111	LUTFIYANA	83.50	60.00	82.00	80.00	100	60.00	70.48	B	✓		
27	202505110113	WIBIANSYAH FAHRIANDI	95.00	63.33	81.00	98.00	87.5	63.00	75.54	B+	✓		
28	202505110114	ANISSA WICAKSONO	85.00	86.67	80.00	80.00	100	86.00	84.58	A-	✓		
29	202505110116	IRENE MAYTRI NOVIA	90.00	62.67	80.00	97.00	100	63.00	75.53	B+	✓		
30	202505110117	FITRI RAMADHANI	80.00	40.00	81.00	95.00	93.75	50.00	66.84	B-	✓		
31	202505110118	ADE SOPYAN	90.00	45.00	80.00	80.00	100	45.00	62.25	C+	✓		
32	202505110120	NAUFAL SATRIO	82.50	90.00	88.00	90.00	100	90.00	89.83	A-	✓		
33	202505110123	SITI ANISA	50.00	92.67	80.00	80.00	100	93.00	86.63	A-	✓		
34	202505110126	BUNGA LESTARI	84.00	78.33	86.00	95.00	100	78.00	84.02	A-	✓		
35	202505110127	SHAFIRA SALSABILLAH	95.00	96.00	88.00	97.00	87.5	96.00	94.53	A	✓		
36	202505110128	ROSA LINDA	95.00	96.67	93.00	85.00	100	97.00	94.03	A	✓		
37	202505110131	RIANI IMA NURIANI	92.50	96.67	89.00	95.00	100	97.00	95.31	A	✓		
38	202505110132	ASMI ARI YOGA	77.50	30.00	80.00	80.00	100	50.00	63.38	C+	✓		
39	202505110224	RELUSMAN LUAHAMBOWO	35.00	0.00	85.00	65.00	100	50.00	57.50	C	✓		
40	202505120005	DESNA KUSUMA ASILIA	35.00	80.00	88.00		68.75	100.00	0.00	E			
Rata-rata nilai kelas			76.95	69.80	82.23	82.83	92.19	76.73	77.38	B+			
Pengisian nilai untuk kelas ini ditutup pada Rabu, 12 Agustus 2026 oleh 61201210342													
Tanggal Cetak : Sabtu, 15 Agustus 2026, 09:23:07													
Paraf Dosen :  SRI LESTARI PRASILOWATI													