



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

Ketua Program Studi Manajemen Universitas IPWIJA, menugaskan kepada: **Dr.Taufik, SE. MM.** 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 Bhs. Inggris Bisnis	2	D325	Rabu	08.00 - 10.30
2	KK1234	Praktikum Bhs. Inggris Bisnis	2	D225	Rabu	10.30 - 13.00
3	KK1206	Pengantar Manajemen	3	F125	Rabu	17.00 - 19.30
4	KK1234	Praktikum Bhs. Inggris Bisnis	2	F225	Rabu	19.30 - 22.00
5	KK1206	Pengantar Manajemen	3	D125	Selasa	08.00 - 10.30

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

Bogor, 2 Maret 2026
Ketua Program Studi Manajemen



[Signature]
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

Email: contact@ipwija.ac.id <https://ipwija.ac.id> (<https://ipwija.ac.id>)

JURNAL PERKULIAHAN MANAJEMEN 2025 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : D325

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 4 Maret 2026	08:00	10:30	Online	Selesai	Career ; Skills: Telephoning Making Contact ; Listening : Ways to improve career	Career ; Skills: Telephoning Making Contact ; Listening : Ways to improve career	(39 / 39)	TAUFIK	
2	Rabu, 11 Maret 2026	08:00	10:30	Online	Selesai	Selling online. Skills: Negotiationg: reaching agreement. Listening: Multi-channel retail	Selling online. Skills: Negotiating: reaching agreement. Listening: Multi-channel retail	(39 / 39)	TAUFIK	
3	Rabu, 1 April 2026	08:00	10:30	3G	Selesai	Management Perspective: Reading and Presentation Skill	Management Perspective. Reading and Presentation Skill	(39 / 39)	TAUFIK	
4	Rabu, 8 April 2026	08:00	10:30	3G	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	(39 / 39)	TAUFIK	
5	Rabu, 15 April 2026	08:00	10:30	3G	Selesai	Stress management . Skills Participating in discussion Listening: An interview with an authority in stress management	Stress management . Skills: Participating in discussion. Listening: An interview with an authority in stress management	(37 / 39)	TAUFIK	

6	Rabu, 22 April 2026	08:00	10:30	3G	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	(39 / 39)	TAUFIK	
7	Rabu, 29 April 2026	08:00	10:30	3G	Selesai	Marketing. Skills: Telephoning: exchanging information. Listening: Successful marketing	Marketing. Skills: Telephoning: exchanging information. Listening: Successful marketing	(38 / 39)	TAUFIK	
8	Rabu, 6 Mei 2026	08:00	10:30	3G	Selesai	Planning. Skills: Meeting: Interrupting and clarifying, Writings kills: Letters	Planning. Skills: Meeting: Interrupting and clarifying, Writing skills: Letters	(39 / 39)	TAUFIK	



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JURNAL PERKULIAHAN MANAJEMEN 2025 GENAP

MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : D325

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 13 Mei 2026	09:00	11:00	Online	Selesai	Ujian Tengah Semester (UTS)	Ujian Tengah Semester (UTS)	(39 / 39)	TAUFIK	
10	Rabu, 3 Juni 2026	08:00	10:30	3G	Selesai	Reading Comprehension and speaking skills	Reading Comprehension and speaking skills	(39 / 39)	TAUFIK	
11	Rabu, 10 Juni 2026	08:00	10:30	3G	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	(39 / 39)	TAUFIK	
12	Rabu, 17 Juni 2026	08:00	10:30	3G	Selesai	Products. Skills: Presenting products. Listening: the best things people ever bought	Products. Skills: Presenting products. Listening: the best things people ever bought	(39 / 39)	TAUFIK	
13	Rabu, 24 Juni 2026	08:00	10:30	Online	Selesai	Marketing: Investors adapt to consumer brands. Reading Comprehension	Marketing: Investors adapt to consumer brands. Reading Comprehension	(39 / 39)	TAUFIK	
14	Rabu, 1 Juli 2026	08:00	10:30	3G	Selesai	Marketing: Investors adapt to consumer brands. Reading Comprehension. Putting numbers in the correct order paragraph	Marketing: Investors adapt to consumer brands. Reading Comprehension. Putting numbers in the correct order paragraph	(39 / 39)	TAUFIK	

Dicetak oleh: TAUFIK, pada 18 Agustus 2026 08:15:38 WIB | siakad.ipwija.ac.id/siakadrep_perkuliahan

15	Rabu, 8 Juli 2026	08:00	10:30	3G	Selesai	Reading Comprehension, Speed reading, Meaning and pronunciation of new words	Reading Comprehension, Speed reading, Meaning and pronunciation of new words	(39 / 39)	TAUFIK	
16	Rabu, 22 Juli 2026	09:00	11:00	Online	Selesai	Ujian Akhir Semester (UAS)	Ujian Akhir Semester (UAS)	(39 / 39)	TAUFIK	



Bogor, 18 Agustus 2026
Ketua Prodi Manajemen


YOYO INDAH GUNAWAN
NIDN 0317096701



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LAPORAN PERSENTASE PRESENSI MAHASISWA

MANAJEMEN

2025 GENAP

Mata kuliah : Praktikum Bahasa Inggris Bisnis

Nama Kelas : D325

Dosen Pengajar : TAUFIK

No	NIM	Nama	Kelas / Kelompok	Pertemuan	Alfa	Hadir	Ijin	Sakit	Persentase
Peserta Reguler									
1	202505110018	NOVIANTI ROJANAH	-	16		16			100
2	202505110079	SALMA AULIA	-	16		16			100
3	202505110147	AHMAD FAY BAIHAQI	-	16		16			100
4	202505110165	ANI JULEKHA	-	16		16			100
5	202505110184	NADIA AHYAROYANI	-	16		16			100
6	202505110192	NOVI APRIYANTI	-	16		16			100
7	202505110194	BASTIAR SAPUTRA	-	16		16			100
8	202505110195	SITI LAELA KUTIBA	-	16		16			100
9	202505110197	NATAHSYA NUR FADILA	-	16		16			100
10	202505110198	SASTIA APRILIANI	-	16		16			100
11	202505110199	SION H METEKOHY	-	16		15	1		93.75
12	202505110200	NAYLA SHAKILA PUTRI	-	16		16			100
13	202505110201	GREGORY PAUL ALBERTINO GUSTAVO	-	16		16			100
14	202505110202	SITI NAZWA	-	16		16			100

Dicetak oleh: TAUFIK, pada 20 Agustus 2026 13:13:35 WIB | siakad.ipwija.ac.id/siakad/rep_prosentaseabs

15	202505110203	ADELIA PUTRI	-	16		16			100
16	202505110204	SUKMA LUTFIANA	-	16		16			100
17	202505110205	O'OZARO GIAWA	-	16		16			100
18	202505110206	YUSTINUS GIAWA	-	16		16			100
19	202505110207	CELLO SEPTA RAYA	-	16		15	1		93.75
20	202505110208	ANISA RAHMAN DIANINGSIH	-	16		16			100
21	202505110209	SALMA AULIA RAHMA	-	16		16			100
22	202505110210	MUTIA GUSTIANA	-	16		16			100
23	202505110212	ZASKIA AZAHRA	-	16		16			100
24	202505110213	SHELVY OKTAVIA SHAFITRY	-	16		16			100
25	202505110214	MUTIARA CITRA NADILA	-	16		16			100
26	202505110215	GHINA RHOGIDAH MUJAHIDAH	-	16		16			100
27	202505110216	RADJA TRI PUTRA NURANTRI	-	16		15	1		93.75
28	202505110217	BERLIANA BELLA FAHIRA	-	16		16			100
29	202505110218	ALICE PASHA	-	16		16			100
30	202505110219	FAHRA FADLIANA	-	16		16			100
31	202505110220	SYAFANY GRATELA	-	16		16			100
32	202505110221	HIKMAH SOLEHA	-	16		16			100
33	202505110222	RIRI RAHMAWATI SHABRYNA	-	16		16			100
34	202505110223	RAISYAH SIFANI PUTRI	-	16		16			100
35	202505110225	SUCI RAMADONA	-	16		16			100
36	202505110226	ALISFA RAHADATUL AISYI	-	16		16			100
37	202505110227	ADE ARI MAULANA	-	16		16			100
38	202505110228	IRFANSYAH	-	16		16			100
39	202505110229	DANU ADITYA GUNANDA	-	16		16			100

Bogor, 18 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 : D325

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	202505110018	NOVIANTI ROJANAH	86.00	88.00	92.00	100.00	100	80.00	87.50	A-	✓		
2	202505110079	SALMA AULIA	87.00	88.00	94.00	98.00	100	88.00	91.45	A	✓		
3	202505110147	AHMAD FAY BAIHAQI	88.00	87.00	92.00	98.00	100	88.00	91.15	A	✓		
4	202505110165	ANI JULEKHA	80.00	80.00	88.00	86.00	100	80.00	83.40	A-	✓		
5	202505110184	NADIA AHYAROYANI	88.00	88.00	92.00	100.00	100	88.00	91.60	A	✓		
6	202505110192	NOVI APRIYANTI	87.00	88.00	94.00	100.00	100	87.00	91.35	A	✓		
7	202505110194	BASTIAR SAPUTRA	86.00	87.00	96.00	98.00	100	80.00	87.65	A-	✓		
8	202505110195	SITI LAELA KUTIBA	84.00	86.00	94.00	98.00	100	81.00	87.70	A-	✓		
9	202505110197	NATAHSA NUR FADILA	84.00	85.00	86.00	96.00	100	83.00	87.05	A-	✓		
10	202505110198	SASTIA APRILIANTI	86.00	87.00	96.00	98.00	100	82.00	88.65	A-	✓		
11	202505110199	SION H METEKOHY	84.00	86.00	90.00	100.00	93.75	80.00	86.69	A-	✓		
12	202505110200	NAYLA SHAKILA PUTRI	84.00	86.00	90.00	98.00	100	80.00	86.60	A-	✓		
13	202505110201	GREGORY PAULALBERTINO GUSTAVO	88.00	89.00	90.00	96.00	100	89.00	91.05	A	✓		
14	202505110202	SITI NAZWA	84.00	86.00	94.00	100.00	100	82.00	88.60	A-	✓		
15	202505110203	ADELIA PUTRI	85.00	85.00	82.00	100.00	100	80.00	85.80	A-	✓		
16	202505110204	SUKMA LUTFIANA	84.00	86.00	92.00	100.00	100	80.00	87.30	A-	✓		
17	202505110205	O'OZARO GIAWA	85.00	85.00	90.00	98.00	100	82.00	87.60	A-	✓		
18	202505110206	YUSTINUS GIAWA	83.00	85.00	94.00	86.00	100	82.00	85.70	A-	✓		
19	202505110207	CELLO SEPTA RAYA	83.00	85.00	76.00	96.00	93.75	80.00	83.69	A-	✓		
20	202505110208	ANISA RAHMAN DIANINGSIH	84.00	85.00	88.00	92.00	100	83.00	86.55	A-	✓		
21	202505110209	SALMA AULIA RAHMA	84.00	86.00	90.00	98.00	100	80.00	86.60	A-	✓		
22	202505110210	MUTIA GUSTIANA	80.00	84.00	90.00	98.00	100	82.00	87.30	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	202505110212	ZASKIA AZAHRA	84.00	85.00	90.00	96.00	100	82.00	87.15	A-	✓		
24	202505110213	SHELVY OKTAVIA SHAFITRY	86.00	87.00	96.00	100.00	100	80.00	88.05	A-	✓		
25	202505110214	MUTIARA CITRA NADILA	85.00	85.00	96.00	98.00	100	80.00	87.50	A-	✓		
26	202505110215	GHINA RHOGIDAH MUJAHIDAH	86.00	86.00	92.00	100.00	100	82.00	88.40	A-	✓		
27	202505110216	RADJA TRI PUTRA NURANTRI	85.00	85.00	82.00	92.00	93.75	80.00	83.89	A-	✓		
28	202505110217	BERLIANA BELLA FAHIRA	84.00	86.00	90.00	100.00	100	80.00	87.00	A-	✓		
29	202505110218	ALICE PASHA	80.00	85.00	90.00	94.00	100	80.00	85.55	A-	✓		
30	202505110219	FAHRA FADLIANA	84.00	85.00	96.00	100.00	100	82.00	88.85	A-	✓		
31	202505110220	SYAFANY GRATELA	83.00	86.00	92.00	100.00	100	80.00	87.25	A-	✓		
32	202505110221	HIKMAH SOLEHA	84.00	85.00	88.00	100.00	100	81.00	87.15	A-	✓		
33	202505110222	RIRI RAHMAWATI SHABRYNA	85.00	85.00	88.00	98.00	100	80.00	86.30	A-	✓		
34	202505110223	RAISYAH SIFANI PUTRI	84.00	83.00	88.00	100.00	100	80.00	86.55	A-	✓		
35	202505110225	SUCI RAMADONA	83.00	85.00	82.00	98.00	100	80.00	85.30	A-	✓		
36	202505110226	ALISFA RAHADATUL AISYI	80.00	85.00	94.00	98.00	100	80.00	86.95	A-	✓		
37	202505110227	ADE ARI MAULANA	84.00	85.00	96.00	100.00	100	82.00	88.85	A-	✓		
38	202505110228	IRFANSYAH	84.00	85.00	86.00	96.00	100	80.00	85.55	A-	✓		
39	202505110229	DANU ADITYA GUNANDA	80.00	85.00	92.00	98.00	100	82.00	87.65	A-	✓		

Tanggal Cetak : Selasa, 18 Agustus 2026, 08:22:08

Paraf Dosen :



TAUFIK