



**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](mailto: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



Y.I. Gunawan, S.E., M.M



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Jl. Letda Natsir No. 7 Cikeas Nagrak, Gunung Putri

Bogor 16967 Telp. 021-8233737

Email: [contact@ipwija.ac.id](mailto: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 : F225

| TATAP MUKA KE | HARI/TANGGAL        | MULAI | SELESAI | RUANG  | STATUS  | RENCANA MATERI                                                                                                                                | REALISASI MATERI                                                                                                                            | KEHADIRAN MHS | PENGAJAR | TANDA TANGAN |
|---------------|---------------------|-------|---------|--------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|--------------|
| 1             | Rabu, 11 Maret 2026 | 19:30 | 22:00   | Online | Selesai | Business English                                                                                                                              | Business English: Digital marketing                                                                                                         | (24 / 24)     | TAUFIK   |              |
| 2             | Rabu, 25 Maret 2026 | 19:30 | 22:00   | Online | Selesai | Career. Skills: Telephoning Making Contact. Listening: Ways to improve career                                                                 | Career. Skills: Telephoning Making Contact. Listening: Ways to improve career                                                               | (24 / 24)     | TAUFIK   |              |
| 3             | Rabu, 1 April 2026  | 19:30 | 22:00   | 3A     | 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. | (24 / 24)     | TAUFIK   |              |
| 4             | Rabu, 8 April 2026  | 19:30 | 22:00   | 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                                      | (24 / 24)     | TAUFIK   |              |
| 5             | Rabu, 15 April 2026 | 19:30 | 22:00   | 3A     | 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                      | (24 / 24)     | TAUFIK   |              |

|   |                     |       |       |    |         |                                                                                         |                                                                                         |           |        |                                                                                     |
|---|---------------------|-------|-------|----|---------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------|--------|-------------------------------------------------------------------------------------|
| 6 | Rabu, 22 April 2026 | 19:30 | 22:00 | 3A | Selesai | numeral, fraction and decimal                                                           | numeral, fraction and decimal                                                           | (24 / 24) | TAUFIK |  |
| 7 | Rabu, 29 April 2026 | 19:30 | 22:00 | 3A | Selesai | Marketing. Skills: Telephoning: exchanging information, Listening: Successful marketing | Marketing. Skills: Telephoning: exchanging information, Listening: Successful marketing | (24 / 24) | TAUFIK |  |
| 8 | Rabu, 6 Mei 2026    | 19:30 | 22:00 | 3A | Selesai | Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters         | Planning. Skills: Meeting: Interrupting and clarifying. Writing skills: Letters         | (24 / 24) | TAUFIK |  |



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## JURNAL PERKULIAHAN MANAJEMEN 2025 GENAP

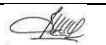
MATA KULIAH : Praktikum Bahasa Inggris Bisnis

NAMA DOSEN : TAUFIK

KREDIT/SKS : 2 SKS

KELAS : F225

| TATAP MUKA KE | HARI/TANGGAL       | MULAI | SELESAI | RUANG  | STATUS  | RENCANA MATERI                                                                                            | REALISASI MATERI                                                                                          | KEHADIRAN MHS | PENGAJAR | TANDA TANGAN |
|---------------|--------------------|-------|---------|--------|---------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------|----------|--------------|
| 9             | Rabu, 20 Mei 2026  | 19:00 | 21:00   | Online | Selesai | Ujian Tengah Semester (UTS)                                                                               | Ujian Tengah Semester (UTS)                                                                               | (24 / 24)     | TAUFIK   |              |
| 10            | Rabu, 3 Juni 2026  | 19:30 | 22:00   | 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 | (24 / 24)     | TAUFIK   |              |
| 11            | Rabu, 10 Juni 2026 | 19:30 | 22:00   | 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   | (24 / 24)     | TAUFIK   |              |
| 12            | Rabu, 17 Juni 2026 | 19:30 | 22:00   | Online | Selesai | Products. Skills: Presenting products. Listening: the best things people ever bought                      | Products. Skills: Presenting products. Listening: the best things people ever bought                      | (24 / 24)     | TAUFIK   |              |
| 13            | Rabu, 24 Juni 2026 | 19:30 | 22:00   | 3A     | Selesai | Products. Skills: Presenting products. Listening: the best things people ever bought                      | Products. Skills: Presenting products. Listening: the best things people ever bought                      | (24 / 24)     | TAUFIK   |              |

|    |                    |       |       |        |         |                                                                                                                      |                                                                                                                      |           |        |                                                                                     |
|----|--------------------|-------|-------|--------|---------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------|--------|-------------------------------------------------------------------------------------|
| 14 | Rabu, 1 Juli 2026  | 19:30 | 22:00 | Online | 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 | (24 / 24) | TAUFIK |  |
| 15 | Rabu, 8 Juli 2026  | 19:30 | 22:00 | 3A     | Selesai | Marketing and Products. Skills: Presenting products. Listening: the best things people ever bought                   | Marketing and Products. Skills: Presenting products. Listening: the best things people ever bought                   | (24 / 24) | TAUFIK |  |
| 16 | Rabu, 29 Juli 2026 | 19:00 | 21:00 | Online | Selesai | Ujian Akhir Semester (UAS)                                                                                           | Ujian Akhir Semester (UAS)                                                                                           | (22 / 24) | 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 : F225

Dosen Pengajar : TAUFIK

| No              | NIM          | Nama                       | Kelas / Kelompok | Pertemuan | Alfa | Hadir | Ijin | Sakit | Persentase |
|-----------------|--------------|----------------------------|------------------|-----------|------|-------|------|-------|------------|
| Peserta Reguler |              |                            |                  |           |      |       |      |       |            |
| 1               | 2021511252   | VINA AULIA SARI            | -                | 16        |      | 16    |      |       | 100        |
| 2               | 202405110107 | RAFLI RAMADHAN             | -                | 16        |      | 16    |      |       | 100        |
| 3               | 202505110031 | SALSA BILA PUTRI           | -                | 16        |      | 16    |      |       | 100        |
| 4               | 202505110073 | ANISA FUTRI ZASKIA         | -                | 16        | 1    | 15    |      |       | 93.75      |
| 5               | 202505110076 | FUTRI HIDAYAH              | -                | 16        |      | 16    |      |       | 100        |
| 6               | 202505110081 | FHADIRA YUNI KARTIKA       | -                | 16        |      | 16    |      |       | 100        |
| 7               | 202505110083 | SWESTI DEFITA LUMBANTORUAN | -                | 16        |      | 16    |      |       | 100        |
| 8               | 202505110101 | DINA AGUSTIN               | -                | 16        |      | 16    |      |       | 100        |
| 9               | 202505110104 | SYAHLA NAURATUZ ZUHRAN     | -                | 16        |      | 16    |      |       | 100        |
| 10              | 202505110105 | FAIZ EXELL RAMADAN         | -                | 16        |      | 16    |      |       | 100        |
| 11              | 202505110143 | SYERLI ALYA SALSABILA      | -                | 16        | 1    | 15    |      |       | 93.75      |
| 12              | 202505110148 | DELLA PUSPITA SARI         | -                | 16        |      | 16    |      |       | 100        |
| 13              | 202505110150 | AGNES                      | -                | 16        |      | 16    |      |       | 100        |
| 14              | 202505110161 | NURUL ULFIYAH              | -                | 16        |      | 16    |      |       | 100        |

Dicetak oleh: TAUFIK, pada 20 Agustus 2026 13:14:36 WIB | [siakad.ipwija.ac.id/siakad/rep\\_prosentaseabs](https://siakad.ipwija.ac.id/siakad/rep_prosentaseabs)

|    |              |                           |   |    |  |    |  |  |     |
|----|--------------|---------------------------|---|----|--|----|--|--|-----|
| 15 | 202505110163 | DEA FEBRIANTI             | - | 16 |  | 16 |  |  | 100 |
| 16 | 202505110164 | DESI SETIAWATI            | - | 16 |  | 16 |  |  | 100 |
| 17 | 202505110167 | SASI KARANI               | - | 16 |  | 16 |  |  | 100 |
| 18 | 202505110178 | ALFINA NURSAFA            | - | 16 |  | 16 |  |  | 100 |
| 19 | 202505110179 | GUNA DESTA SETIYADI       | - | 16 |  | 16 |  |  | 100 |
| 20 | 202505110182 | ODIRMAN HURA              | - | 16 |  | 16 |  |  | 100 |
| 21 | 202505110187 | AGNIA TIARA LESTARI       | - | 16 |  | 16 |  |  | 100 |
| 22 | 202505110211 | NAWANG ARUM DWI SEKARTAJI | - | 16 |  | 16 |  |  | 100 |
| 23 | 202505110230 | AMELIA SASIHKIRANA        | - | 16 |  | 16 |  |  | 100 |
| 24 | 202505110234 | ERNAWATI NAUTU            | - | 16 |  | 16 |  |  | 100 |

Bogor, 18 Agustus 2026

Ketua Prodi Manajemen



UNIVERSITAS  
1993  
PROGRAM STUDI  
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 : F225

Kelas / Kelompok :

SKS : 2

Kode Mata kuliah : KK1234

| No | NIM          | Nama Mahasiswa             | QUIZ<br>(5,00%) | TUGAS<br>(5,00%) | UTS<br>(15,00%) | UAS<br>(20,00%) | KEHADIRAN<br>(5,00%) | HASIL PROYEK/KASUS<br>(50,00%) | Nilai | Grade | Lulus | Sunting<br>KRS? | Info |
|----|--------------|----------------------------|-----------------|------------------|-----------------|-----------------|----------------------|--------------------------------|-------|-------|-------|-----------------|------|
| 1  | 2021511252   | VINA AULIA SARI            | 80.00           | 85.00            | 86.00           | 96.00           | 100                  | 80.00                          | 85.35 | A-    | ✓     |                 |      |
| 2  | 202405110107 | RAFLI RAMADHAN             | 87.00           | 87.00            | 92.00           | 100.00          | 100                  | 89.00                          | 92.00 | A     | ✓     |                 |      |
| 3  | 202505110031 | SALSA BILA PUTRI           | 84.00           | 84.00            | 92.00           | 98.00           | 100                  | 80.00                          | 86.80 | A-    | ✓     |                 |      |
| 4  | 202505110073 | ANISA FUTRI ZASKIA         | 78.00           |                  |                 |                 | 93.75                |                                |       |       |       |                 |      |
| 5  | 202505110076 | FUTRI HIDAYAH              | 80.00           | 85.00            | 92.00           | 100.00          | 100                  | 80.00                          | 87.05 | A-    | ✓     |                 |      |
| 6  | 202505110081 | FHADIRA YUNI KARTIKA       | 84.00           | 85.00            | 90.00           | 94.00           | 100                  | 80.00                          | 85.75 | A-    | ✓     |                 |      |
| 7  | 202505110083 | SWESTI DEFITA LUMBANTORUAN | 85.00           | 84.00            | 82.00           | 100.00          | 100                  | 81.00                          | 86.25 | A-    | ✓     |                 |      |
| 8  | 202505110101 | DINA AGUSTIN               | 84.00           | 85.00            | 88.00           | 96.00           | 100                  | 80.00                          | 85.85 | A-    | ✓     |                 |      |
| 9  | 202505110104 | SYAHLA NAURATUZ ZUHRAH     | 85.00           | 85.00            | 94.00           | 100.00          | 100                  | 81.00                          | 88.10 | A-    | ✓     |                 |      |
| 10 | 202505110105 | FAIZ EXELL RAMADAN         | 88.00           | 87.00            | 94.00           | 92.00           | 100                  | 90.00                          | 91.25 | A     | ✓     |                 |      |
| 11 | 202505110143 | SYERLI ALYA SALSABILA      | 80.00           |                  | 26.00           |                 | 93.75                |                                |       |       |       |                 |      |
| 12 | 202505110148 | DELLA PUSPITA SARI         | 80.00           | 85.00            | 92.00           | 92.00           | 100                  | 80.00                          | 85.45 | A-    | ✓     |                 |      |
| 13 | 202505110150 | AGNES                      | 84.00           | 85.00            | 88.00           | 98.00           | 100                  | 81.00                          | 86.75 | A-    | ✓     |                 |      |
| 14 | 202505110161 | NURUL ULFIYAH              | 84.00           | 85.00            | 78.00           | 100.00          | 100                  | 80.00                          | 85.15 | A-    | ✓     |                 |      |
| 15 | 202505110163 | DEA FEBRIANTI              | 80.00           | 84.00            | 90.00           | 94.00           | 100                  | 80.00                          | 85.50 | A-    | ✓     |                 |      |
| 16 | 202505110164 | DESI SETIAWATI             | 87.00           | 86.00            | 92.00           | 98.00           | 100                  | 88.00                          | 91.05 | A     | ✓     |                 |      |
| 17 | 202505110167 | SASI KARANI                | 85.00           | 87.00            | 96.00           | 100.00          | 100                  | 80.00                          | 88.00 | A-    | ✓     |                 |      |
| 18 | 202505110178 | ALFINA NURSAFA             | 85.00           | 86.00            | 70.00           | 84.00           | 100                  | 85.00                          | 83.35 | A-    | ✓     |                 |      |
| 19 | 202505110179 | GUNA DESTA SETIYADI        | 85.00           | 85.00            | 94.00           | 98.00           | 100                  | 80.00                          | 87.20 | A-    | ✓     |                 |      |
| 20 | 202505110182 | ODIRMAN HURA               | 80.00           | 85.00            | 92.00           | 100.00          | 100                  | 80.00                          | 87.05 | A-    | ✓     |                 |      |
| 21 | 202505110187 | AGNIA TIARA LESTARI        | 84.00           | 84.00            | 96.00           | 98.00           | 100                  | 80.00                          | 87.40 | A-    | ✓     |                 |      |
| 22 | 202505110211 | NAWANG ARUM DWI SEKARTAJI  | 85.00           | 85.00            | 92.00           | 100.00          | 100                  | 84.00                          | 89.30 | A-    | ✓     |                 |      |
| 23 | 202505110230 | AMELIA SASIHKIRANA         | 85.00           | 85.00            | 92.00           | 98.00           | 100                  | 89.00                          | 91.40 | A     | ✓     |                 |      |

| No                                                                                                              | NIM          | Nama Mahasiswa | QUIZ<br>(5,00%) | TUGAS<br>(5,00%) | UTS<br>(15,00%) | UAS<br>(20,00%) | KEHADIRAN<br>(5,00%) | HASIL PROYEK/KASUS<br>(50,00%) | Nilai | Grade | Lulus | Sunting<br>KRS? | Info |
|-----------------------------------------------------------------------------------------------------------------|--------------|----------------|-----------------|------------------|-----------------|-----------------|----------------------|--------------------------------|-------|-------|-------|-----------------|------|
| 24                                                                                                              | 202505110234 | ERNAWATI NAUTU | 84.00           | 84.00            | 92.00           | 100.00          | 100                  | 84.00                          | 89.20 | A-    | ✓     |                 |      |
| Tanggal Cetak : Selasa, 18 Agustus 2026, 08:22:57                                                               |              |                |                 |                  |                 |                 |                      |                                |       |       |       |                 |      |
| Paraf Dosen :<br><br><br>TAUFIK |              |                |                 |                  |                 |                 |                      |                                |       |       |       |                 |      |