

RENCANA PEMBELAJARAN SEMESTER COMMUNICATION FOR BUSINESS



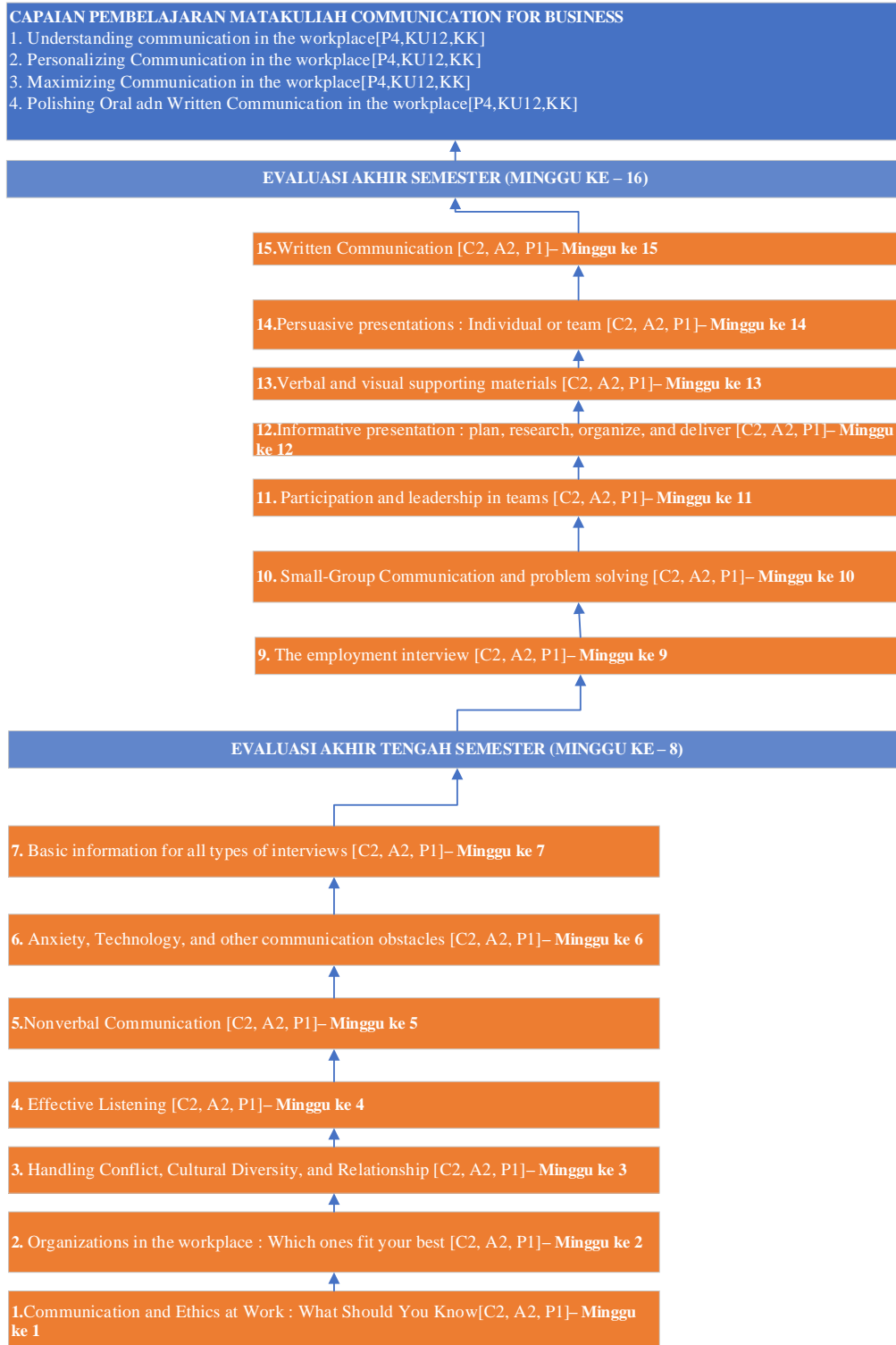
Disusun Oleh :

SEKOLAH TINGGI MANAJEMEN INFORMATIKA DAN KOMPUTER ROSMA

PROGRAM STUDI SISTEM INFORMASI

2020

DIAGRAM ANALISIS HASIL PEMBELAJARAN MATAKULIAH COMMUNICATION FOR BUSINESS





**SEKOLAH TINGGI MANAJEMEN INFORMATIKA DAN KOMPUTER ROSMA
PROGRAM STUDI SISTEM INFORMASI**

RENCANA PEMBELAJARAN SEMESTER

MATA KULIAH	KODE	Rumpun Mata Kuliah	BOBOT(sks)	SEMESTER	Tgl Penyusunan
Communication for Business		Sistem Informasi	3		
OTORISASI	Dosen Pengembang RPS	Koordinator RMK	Kepala Program Studi		
			Lila Sertiyani, S.T, M.Kom		
Capaian Pembelajaran (CP)	CPL-PRODI				
	P4	Memiliki pengetahuan sesuai dengan capaian pembelajaran program studi S1 sistem Informasi			
	KU12	Memiliki kecakapan hidup sesuai capaian pembelajaran program studi Sistem Informasi			
	KK	Mampu mengembangkan teori serta metode atau teknik pada domain management and governance(MAGO) atau informatics concepts (INCO)			
	CP-MK				
	M1	Understanding communication in the workplace[P4,KU12,KK]			
	M2	Personalizing Communication in the workplace[P4,KU12,KK]			
	M3	Maximizing Communication in the workplace[P4,KU12,KK]			
	M4	Polishing Oral adn Written Communication in the workplace[P4,KU12,KK]			
Deskripsi Mata Kuliah	Mata kuliah ini mengajarkan kepada mahasiswa tentang konsep Communication for Business serta prakteknya				
Materi Pembelajaran / Pokok Bahasan	SUB-CP-MK				
	<ol style="list-style-type: none"> 1. Communication and ethics at work : what should you know ?[M1] 2. Organizations in the workplace : which ones fot you best ?[M1] 3. Handling conflict, cultural diversity and relationship.[M1] 4. Effective listening[M2] 5. Nonverbal Communication [M2] 6. Anxiety, technology, and other communication obstacles[M2] 7. Basic information for all types of intreviews[M3] 8. The employment interview[M3] 				

	9. Small-group communication and problem solving [M3] 10. Participation and leadership in teams[M3] 11. Informative presentation : Plan, research, organize and deliver[M4] 12. Verbal and visual supporting materials[M4] 13. Persuasive presentations : Individual or team [M4] 14. Written Communication[M4]					
Pustaka	Utama :					
	Hamilton, Cheryl. Kroll, Tony L(2018) . Communicating for Result : Guide for Business and Professions, Eleventh Edition. - : Cengage Learning.					
	Pendukung :					
Media Pembelajaran	Perangkat Lunak :			Perangkat Keras :		
	Microsoft Word			Proyektor , Papan Tulis ,Spidol, Penghapus		
Tema Teaching						
Matakuliah Syarat						
Mg Ke-	Sub-CP-MK (sbg kemampuan akhir yang diharapkan)	Indikator	Kriteria & Bentuk Penilaian	Metode Pembelajaran [Estimasi Waktu]	Materi Pembelajaran [Pustaka]	Bobot Penilaian[%]
1	Communication and Ethics at Work : What Should You Know[C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Communication and Ethics at Work : What Should You Know 	Kriteria : Ketepatan dan penguasaan Bentuk non-test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50"] 	<ul style="list-style-type: none"> ▪ Communication Defined ▪ Model of Communications ▪ The basic transaction ▪ How communication flows ▪ Communication and ethics 	5%
2	Organizations in the workplace : Which ones fit your best [C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Organizations in the workplace : Which ones fit your best 	Kriteria : Ketepatan dan penguasaan Bentuk non-test :	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50"] 	<ul style="list-style-type: none"> ▪ Organization : Before You ▪ Types of Organizations 	

			Tanya jawab		<ul style="list-style-type: none"> ▪ How each type organization ▪ How Organization Coordinate 	
3	Handling Conflict, Cultural Diversity, and Relationship [C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Handling Conflict, Cultural Diversity, and Relationship 	Kriteria : Ketepatan dan penguasaan Bentuk non-test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Handling Conflicts in the worplace ▪ Cultural Differences in the workplace ▪ Interpersonal Relationships in the workplace 	5%
4	Effective Listening [C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Effective Listening 	Kriteria : Ketepatan dan penguasaan Bentuk non-test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Effective listening in the workplace ▪ Status Sysmbols ▪ Nonverbal Message and International Business Transactions ▪ Improving Nonverbal Skills 	5%
5	Nonverbal Communication [C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Nonverbal Communication 	Kriteria : Ketepatan dan penguasaan Bentuk non-test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Nonverbal communication : Definition, culture and principles ▪ Type of nonverbal communication and their effects on business communication 	10%
6	Anxiety, Technology, and other communication obstacles [C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Anxiety, Technology, and other communication obstacles 	Kriteria : Ketepatan dan penguasaan	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Anxiety as a communication 	10%

			Bentuk non-test : Tanya jawab		<ul style="list-style-type: none"> ▪ Technology as a communication obstacle ▪ Other Communication Obstacles. 	
7	Basic information for all types of interviews [C2, A2, P1]	Ketepatan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Basic information for all types of interviews 	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Types of Interviews ▪ Basic interview organization ▪ Using questions effectively in the interview 	5%
UJIAN TENGAH SEMESTER						
9	The employment interview [C2, A2, P1]	Ketepatan dan penguasaan dalam : <ul style="list-style-type: none"> ▪ The employment interview 	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Interviewee : Preparing for the Job Hunt ▪ Interviewee : Preparing for the interview. ▪ Interviewer : Planning the interview ▪ Interviewer : Conducting the interview 	5%
10	Small-Group Communication and problem solving [C2, A2, P1]	Ketepatan dan penguasaan dalam : <ul style="list-style-type: none"> ▪ Small-Group Communication and problem solving 	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Definition of small group ▪ Use and value of teams in teh effective organization ▪ Characteristics of effective problem solving teams ▪ The basic problem solving procedure 	15%
11	Participation and leadership in teams [C2, A2, P1]	Ketepatan dan penguasaan dalam memahami : <ul style="list-style-type: none"> ▪ Participation and leadership in teams 	Kriteria : Ketepatan dan penguasaan	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Effective Team Participants have good communications skills 	5%

			Bentuk Non Test : Tanya jawab		<ul style="list-style-type: none"> ▪ Effective team participants perform needed task and maintenance functions ▪ Effective team leadership ▪ Leader Responsibilities 	
12	Informative presentation : plan, research, organize, and deliver [C2, A2, P1]	Ketepatan dan penguasaan dalam memahami : Informative presentation : plan, research, organize, and deliver	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Informative presentations : Planning ▪ Informative presnetations : Researching ▪ Informative presentations : Organizing ▪ Informative presentation : delivery 	5%
13	Verbal and visual supporting materials [C2, A2, P1]	Ketepatan dan penguasaan dalam memahami : <ul style="list-style-type: none"> ▪ Verbal and visual supporting materials 	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Verbal supporting materials ▪ Visual supporting materials 	5%
14	Persuasive presentations : Individual or team [C2, A2, P1]	Ketepatan dan penguasaan dalam menjelaskan : <ul style="list-style-type: none"> ▪ Persuasive presentations : Individual or team 	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	<ul style="list-style-type: none"> ▪ Kuliah dan diskusi [TM 3 x 50”] 	<ul style="list-style-type: none"> ▪ Persuasive presntations : definitions and types ▪ Persuasive presentations : reserach finding and practical application ▪ Persuasive presentations : preparations steps ▪ Team presentations 	5%

15	Written Communication [C2, A2, P1]	Ketepatan dan penguasaan dalam menjelaskan : ▪ Written Communication	Kriteria : Ketepatan dan penguasaan Bentuk Non Test : Tanya jawab	▪ Kuliah dan diskusi [TM 3 x 50"]	<ul style="list-style-type: none"> ▪ Effective Written Communications ▪ Writing successful email message ▪ Writing and producing ▪ Writing a successful letter ▪ Writing an effective resume ▪ Writing informative reports ▪ Writing persuasive reports 	5%
UJIAN AKHIR SEMESTER						

Catatan :

- 1) TM : Tatap muka , BT : Belajar Terstruktur , BM : Belajar Mandiri
- 2) [TM 2x50"] dibaca : 2 sks x 50 menit = 150 menit
- 3) [BT+BM: (1x50")]dibaca : belajar terstuktut dan mandiri 1x 50 menit
- 4) Mahasiswa memahami Communication and Ethics at Work : What Should You Know [C2,A2,P2] : menunjukkan bahwa sub-CPMK ini mengandung kemampuan ranah taksonomi kognitif level 2(memahami), ranah taksonomi afektif level 2 (menanggapi) dan ranah taksonomi psikomotorik level 1(meniru)



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RENCANA TUGAS MAHASISWA

MATA KULIAH	Communicatio for Business				
KODE		SKS	3	SEMESTER	
DOSEN PENGAMPU					
BENTUK TUGAS					
JUDUL TUGAS					
SUB CAPAIN PEMBELAJARAN MATA KULIAH					
DISKRIPSI TUGAS					
METODE Pengerjaan TUGAS	1.				
BENTUK DAN FORMAT LUARAN	a. Obyek garapan : b. Bentuk Luaran :				
INDIKATOR , KRITERIA DAN BOBOT PENILAIAN	a. Hasil analisis (%) b. Hasil dokumentasi (%)				
JADWAL PELAKSANAAN					
LAIN - LAIN	Tugas wajib				
DAFTAR RUJUKAN					



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RENCANA UJIAN TENGAH SEMESTER MAHASISWA

MATA KULIAH	Communicatio for Business			
KODE		SKS	3	SEMESTER
DOSEN PENGAMPU				
BENTUK UJIAN TENGAH SEMESTER				
JUDUL UJIAN TENGAH SEMESTER				
DISKRIPSI UJIAN TENGAH SEMESTER				
METODE UJIAN TENGAH SEMESTER				
BENTUK DAN FORMAT LUARAN				
a. Obyek garapan :				
b. Bentuk Luaran :				
INDIKATOR , KRITERIA DAN BOBOT PENILAIAN				
Hasil analisis (100%)				
JADWAL PELAKSANAAN				
LAIN - LAIN				
DAFTAR RUJUKAN				



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RENCANA UJIAN AKHIR SEMESTER MAHASISWA

MATA KULIAH	Communicatio for Business			
KODE		SKS	3	SEMESTER
DOSEN PENGAMPU				
BENTUK UJIAN AKHIR SEMESTER				
JUDUL UJIAN AKHIR SEMESTER				
DISKRIPSI UJIAN AKHIR SEMESTER				
METODE UJIAN AKHIR SEMESTER				
1.				
BENTUK DAN FORMAT LUARAN				
a. Obyek garapan :				
b. Bentuk Luaran :				
INDIKATOR , KRITERIA DAN BOBOT PENILAIAN				
JADWAL PELAKSANAAN				
LAIN - LAIN				
DAFTAR RUJUKAN				