

## MODULE HANDBOOK

ModuleName:	Communications
ModuleLevel:	Undergraduate
Abbreviation, if	SOK203
Sub-heading, if applicable:	-
Courses included in the module, if applicable:	-
Semester/Term:	2 <sup>th</sup> /FirstYear
Module Coordinator:	Liestianingsih D. Dayanti Dra. M.Si
Lecturer(s):	Ratih Puspa S.Sos.MA and Liestianingsih D. Dayanti Dra. M.Si
Language:	Bahasa Indonesia
Classification within the Curriculum:	CompulsoryCourse/ElectiveCourse
Teachingformat/class hours perweekduring semester:	2hoursof lectures(50min/ hour)
Workload:	2 hours lectures, 2 hours structural activities, 2 hours individual study, 13 weeks per semester, and total 78 hours per semester ~ 2.6
CreditPoints:	2
Requirement(s):	
Learning Goals/Competencies:	Competence: After attending this lecture students are expected to be able to understand basic concepts of communication, the concept of organizational communication, business communication, communication between cultural culture and theory and practice of public speaking.
Contents:	In this lecture discussed the basic concepts of communication, organizational communication, business communication, intercultural communication, public speaking
Soft Skill Attribute:	Effort and ethic
Study/ExamAchievements:	Studentsareconsidered competent and eligible to pass the course upon obtaining at least 55ofmaximum mark for the midtermtest, finalexam, quizzes andhomework. Final score is calculated as follow: 30% Midterm Test + 30% Final Exam+ 15 % Quizzes+ 25% StructureActivity (homework)

Learning Methods:	Lecture, assessments and group discussion
Form of Media:	Powerpoint slides, LCD projectors and whiteboards
Literature(s):	<ol style="list-style-type: none"> <li>1. Courtland L. Bovee &amp; John V. Thill, 2002, <i>Komunikasi Bisnis Buku 1 &amp; 2</i>, Prenhalindo, Jakarta</li> <li>2. Dedy Mulyana, 2002, <i>Komunikasi Antar Budaya</i>, Rosda Karya,</li> <li>3. Dedy Mulyana, 2006, <i>Ilmu Komunikasi, Suatu Pengantar</i>, Rosda Karya</li> <li>4. Djoko Purwanto, 1999, <i>Komunikasi Bisnis</i>, Erlangga, Jakarta</li> <li>5. Richard D. Lewis, 1997, <i>Menjadi Manajer Era Global, Kiat Komunikasi bisnis Lintas Budaya</i>, Rosda Karya, Terjemahan</li> <li>6. Verderber, Rudolf, 2006, <i>The Challenge of Effective Speaking</i>, Thomson Wadsworth, 13<sup>th</sup> Edition</li> <li>7. Gamble, Teri &amp; Michael, 1997, <i>Public Speaking, in The Age of...</i></li> </ol>
Notes:	*Total ECTS = {(total hours workload x 50 min) / 25 hours Each ECTS is equals with 25 hours.