



SEKOLAH TINGGI MANAJEMEN IPMI

JL. Rawajati Timur I/1, Kalibata, Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12750
 Website : <https://ipmi.ac.id> (<https://ipmi.ac.id/>) e-Mail : info@ipmi.ac.id (<mailto:info@ipmi.ac.id>)

JURNAL PERKULIAHAN S1 ADMINISTRASI BISNIS 2022 ODD

MATA KULIAH : Business Communications
 NAMA DOSEN : S.Sos Eka Sri Dana Afriza, M.M
 KREDIT/SKS : 2 SKS
 KELAS : 3BA

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 7 September 2022	17:00	18:30		Selesai	The Communication Model	-The Communication Model -A case of KLM - Building Your Career With Your Communication Skills - Why Communication Matters? - The Mobile Revolution - Ensuring Legal Communication - Resolving Conflict - Overcoming Resistance - Collaborating on Communication Efforts - Business Etiquette in the Workplace - Business Etiquette Using Mobile Devices - Business Etiquette in Social Settings	(3 / 5)	S.Sos Eka Sri Dana Afriza, M.M	

2	Rabu, 14 September 2022	17:00	18:30		Selesai	Team and Intercultural Communication	- Intercultural Communication & Cultural Values - Work Team Communication - The Variables of Group's Communication - Conflict Resolution - The Ethical Dimension of Team Communication - Collaborating on Team Writing Projects - Using Technology for Working Teams - Group Oriented Behavior - Strategies for Communicating Across Cultures - Respond Domestic Intercultural Issues - Individual Assignment : Identify Team Behavior and Cross Culture in Business Movie	(3 / 5)	S.Sos Eka Sri Dana Afriza, M.M	
3	Rabu, 21 September 2022	17:00	18:30		Selesai	Individual Presentation	- Individual Presentation. Identifying team behavior and cross culture in a business movie - Discussion - Perception Westerner and Asian	(5 / 5)	S.Sos Eka Sri Dana Afriza, M.M	
4	Rabu, 28 September 2022	17:00	18:30		Selesai	The Writing Process	- Bad Writing is Bad Business - Organization for the Frequent Stay Message - Direct and Indirect Introductory Paragraph - Strategies for Overcoming Writer's Block - Writing Effective Email Messages - Sample Email - Sample Short Cover Memo - Blog - Proofreading - Checklist Writing Process	(4 / 5)	S.Sos Eka Sri Dana Afriza, M.M	

5	Rabu, 5 Oktober 2022	17:00	18:30		Selesai	Interpersonal Communication Skills	- The Meaning and Important of Nonverbal Messages - Listen and Show Empathy in Business Situations - Use Social Media to Build Business Relationship - Use Voice Technologies and Texting Effectively in Business Situations - Plan, Facilitate and Participate in Business Meeting - Individual Assignment for next session	(5 / 5)	S.Sos Eka Sri Dana Afriza, M.M	
7	Rabu, 19 Oktober 2022	17:00	18:30		Selesai	- The Power of Brand - Company Culture	- The Power of Brand - Company Culture - Discussion	(5 / 5)	S.Sos Eka Sri Dana Afriza, M.M	
6	Sabtu, 22 Oktober 2022	17:00	18:30		Selesai	Individual Presentation : Hoax and Fake News Crisis	- Individual Presentation : Hoax and Fake News Crisis - Preparation Mid Exam	(5 / 5)	S.Sos Eka Sri Dana Afriza, M.M	
8	Rabu, 26 Oktober 2022	17:00	18:30		Selesai	Mid Examination	Mid Examination	(5 / 5)	S.Sos Eka Sri Dana Afriza, M.M	



SEKOLAH TINGGI MANAJEMEN IPMI

JL. Rawajati Timur I/1, Kalibata, Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12750
 Website : <https://ipmi.ac.id> (<https://ipmi.ac.id/>) e-Mail : info@ipmi.ac.id (<mailto:info@ipmi.ac.id>)

JURNAL PERKULIAHAN S1 ADMINISTRASI BISNIS 2022 ODD

MATA KULIAH : Business Communications
 NAMA DOSEN : S.Sos Eka Sri Dana Afriza, M.M
 KREDIT/SKS : 2 SKS
 KELAS : 3BA

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 2 November 2022	17:00	18:30		Selesai	Bad news messages	Bad news messages	(0 / 5)	Tjut Sahnaz	
10	Rabu, 9 November 2022	17:00	18:30		Selesai	Planning the report & managing data	Planning the report & managing data	(0 / 5)	Tjut Sahnaz	
11	Rabu, 16 November 2022	17:00	18:30		Selesai	Writing the report	Writing the report	(0 / 5)	Tjut Sahnaz	
12	Rabu, 23 November 2022	17:00	18:30		Selesai	Oral Presentation	Oral Presentation	(0 / 5)	Tjut Sahnaz	
13	Rabu, 30 November 2022	17:00	18:30		Terjadwal			(0 / 5)	Tjut Sahnaz	
14	Rabu, 7 Desember 2022	17:00	18:30		Terjadwal			(0 / 5)	Tjut Sahnaz	
15	Rabu, 14 Desember 2022	17:00	18:30		Terjadwal			(0 / 5)	Tjut Sahnaz	

16	Rabu, 21 Desember 2022	17:00	18:30		Terjadwal			(0 / 5)	Tjut Sahnaz	
----	---------------------------	-------	-------	--	-----------	--	--	---------	-------------	--

Jakarta, 09 Februari 2023
Ketua Prodi S1 Administrasi Bisnis



Liza Agustina Maureen Nelloh, SE., MM
NIDN. 0710088502