



## SEKOLAH TINGGI MANAJEMEN IPMI

JL. Rawajati Timur I/1, Kalibata, Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12750  
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### 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
2	Selasa, 13 September 2022	08:30	10:00	H	Selesai	Business Communication	-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	(21 / 25)	S.Sos Eka Sri Dana Afriza, M.M	

1	Jumat, 16 September 2022	09:00	10:30		Selesai	Team and Intercultural Communication	- Intercultural Communication - Cultural Values - Work Team Communication - The Variables of Group Communication - Conflict Resolution - The Ethical Dimension of Team Communication - Collaboration on Team Writing Projects - Applying Strategies for Team Writing - Using Technology for Working Teams - Strategies for Communicating Across Culture - Strategies for Inclusive, Gender-Neutral Language - Offending and Taking Offense - Respond to Domestic Intercultural Issues - Group Assignment for next session: Identify Team Behavior and Cross Culture in a Business Movie	(20 / 25)	S.Sos Eka Sri Dana Afriza, M.M	
3	Selasa, 20 September 2022	08:30	10:00	H	Selesai	Group Presentation	Group Presentation : Identify Team Behavior and Cross Culture in a Business Movie	(23 / 25)	S.Sos Eka Sri Dana Afriza, M.M	
4	Selasa, 27 September 2022	08:30	10:00	H	Selesai	- Perception of Westerner and Asian - Group Presentation	- Perception of Westerner and Asian - Group Presentation	(23 / 25)	S.Sos Eka Sri Dana Afriza, M.M	
5	Selasa, 4 Oktober 2022	08:30	10:00	H	Selesai	Email	- The Theory of Email Evolution - Email Present Day - Important Components of an effective email - Questions to Ask Before Sending an Email Message - Email Etiquette - Guidelines for Continuing Email Conversations - Future Email - Quiz	(21 / 25)	S.Sos Eka Sri Dana Afriza, M.M	

6	Selasa, 11 Oktober 2022	08:30	10:00	H	Selesai	Job Interview	- Understanding the nature of interview process - Knowing the characteristics of job interview - Identifying the pre-interview preparation technique - Understanding how to project a positive image during a job interview - Knowing alternative interview formats - Knowing different types of interview questions and how to answer	(19 / 25)	S.Sos Eka Sri Dana Afriza, M.M	
7	Selasa, 18 Oktober 2022	08:30	10:00	H	Selesai	The Power of Brand	- The Power of Brand - Company Culture - Preparing Mid Examination	(23 / 25)	S.Sos Eka Sri Dana Afriza, M.M	
8	Selasa, 25 Oktober 2022	08:30	10:00		Selesai	Mid Examination	Mid Examination - Mock Up Interview	(25 / 25)	S.Sos Eka Sri Dana Afriza, M.M	



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9	Selasa, 1 November 2022	08:30	10:00	H	Selesai	Bad News Messages	Bad News Messages	(0 / 25)	Tjut Sahnaz	
10	Selasa, 8 November 2022	08:30	10:00	H	Selesai	Planning the report & managing data	Planning the report & managing data	(0 / 25)	Tjut Sahnaz	
11	Selasa, 15 November 2022	08:30	10:00	H	Selesai	Writing the report	Writing the report	(0 / 25)	Tjut Sahnaz	
12	Selasa, 22 November 2022	08:30	10:00	H	Selesai	Oral Presentation	Oral Presentation	(0 / 25)	Tjut Sahnaz	
13	Selasa, 29 November 2022	08:30	10:00	H	Terjadwal			(0 / 25)	Tjut Sahnaz	
14	Selasa, 6 Desember 2022	08:30	10:00	H	Terjadwal			(0 / 25)	Tjut Sahnaz	
15	Selasa, 13 Desember 2022	08:30	10:00	H	Terjadwal			(0 / 25)	Tjut Sahnaz	

16	Selasa, 20 Desember 2022	08:30	10:00	08	Terjadwal			(0 / 25)	Tjut Sahnaz	
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Jakarta, 14 Februari 2023  
Ketua Prodi S1 Administrasi Bisnis



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