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## SYLLABUS

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**Date/ Revision** March 30, 2017  
**Faculty** Business & Social Sciences  
**Approval** Dr. Samuel Prasetya

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### SUBJECT : INDONESIAN LANGUAGE & CULTURE

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#### 1. Identification of Subject:

Name of Subject : Indonesian Language & Culture  
Code of Subject : GENR-4200  
SKS/ECTS : 2/1  
Semester : 5  
Study Program : B-IBA/B-MGT/B-HTM  
Lecturer : Aryaning A Kresna, MSi, Helena RW Tangkilisan, MSi, Ubed Syarif,  
MM

#### 2. Competency

Upon the completion of the course, the students are expected to have the following competence;

- a. Have the positive attitude in learning Indonesian language and culture
- b. Able to express ideas, thoughts and opinions systematically, verbally and in-writing, especially in academic writing
- c. Able to implement the understanding into other courses and academic writing, including the use of bibliography, proposal writing, research proposal, paper writing, and/or presentation
- d. Able to implement the understanding into daily activities, such as; formal letters, and various activity proposals.
- e. Able to improve soft skills, particularly in verbal communication during discussions, presentation, decision making, and leadership.

#### 3. Description of Subject:

In this globalization era, Indonesian students are challenged with multiple tasking in using languages. On one side, students are expected to be able to converse in foreign languages, but they are also expected to remain proficient in Indonesian language and culture. As students, they are expected to become the change agents for Indonesia's future. The Indonesian language is certainly necessary to disseminate research findings, or information sharing to others. Indonesian language is used as the communication media to all Indonesian, regardless of their domiciles within the territory of the Republic of Indonesia, or even in countries abroad. Students are expected to have the superb ability in relaying thoughts, ideas, and opinions properly. This is the basic reasons why students ought to be equipped with the skills in Indonesian language.

Four basic skills in language, which are reading, writing, listening and talking, will be emphasized in this course via various topics in language, techniques in improving reading

comprehension, techniques in improving academic writing, and the methods on presentation. Undoubtedly, upon the completion of this course, it is expected that students are able to produce acceptable academic writing in Indonesian language and properly present the academic writing as well.

#### 4. Learning Approach

Approach : Combination of expository - inquiry and collaborative  
 Method : Discussions, questions/answers, sample problems/cases  
 Student Task : Quizzes and group projects  
 Media : LCD projector

#### 5. Evaluation

a) Non-attendance maximum : 25%  
 b) Homework/Projects : 25 points  
 c) Paper and presentation : 15 points  
 d) Mid-term : 25 points  
 e) Final Examination (paper) : 35 points  
 Total : 100 points

#### 6. Contents/Topics of Lecturing:

Week	Content/Topics of Lecturing	Text Book Chapter	Remark
1	Reasons on why do we have to study language and Indonesian language: <ul style="list-style-type: none"> <li>• Functions of language</li> <li>• Purpose of Language Proficiency</li> <li>• History on Indonesian Language</li> <li>• Indonesian language as the national language and the official language in the Republic of Indonesia</li> <li>• Variations: Formal, Semiformal, Nonformal;</li> <li>• Characteristics in scientific writing, popular writing, and nonscientific</li> </ul>		Class introduction  Projects
2	Improvements on spelling in Indonesian language: <ul style="list-style-type: none"> <li>• Writing of letters</li> <li>• Writing of words</li> <li>• The use of language notations</li> </ul>		Projects
3	Effective Sentences: <ul style="list-style-type: none"> <li>• Core of the sentences</li> <li>• Unity in ideas/thoughts</li> <li>• mixture</li> <li>• Simplicity</li> <li>• parallel</li> <li>• variations</li> <li>• logical</li> </ul>		Projects

Week	Content/Topics of Lecturing	Text Book Chapter	Remark
4	Paragraph Reading ability <ul style="list-style-type: none"> <li>• Main ideas</li> <li>• Clarifications on ideas</li> <li>• Reading methods (superficial, skimming &amp; scanning)</li> <li>• Summarizing</li> </ul>		
5	Paragraph writing ability <ul style="list-style-type: none"> <li>• Unity of paragraph</li> <li>• Clarity of paragraph</li> <li>• Methods on expanding paragraphs</li> <li>• Diagram</li> </ul>		Homework
6	Plagiarism, Paraphrasing, & Quotations: <ul style="list-style-type: none"> <li>• Types of plagiarism</li> <li>• Causes of plagiarism</li> <li>• Paraphrasing</li> <li>• Quotations</li> <li>• Footnotes</li> <li>• Bibliography</li> <li>• Quotation methods</li> </ul>		Homework
7	Perspective and synopsis: <ul style="list-style-type: none"> <li>• Title</li> <li>• Framework</li> <li>• Opening paragraph</li> <li>• Expansions of paragraph for discussions</li> <li>• Closing paragraph</li> </ul>		
8	<b>Semester Break: Only Make-Up Classes</b>		
9	Topic: Introduction <ul style="list-style-type: none"> <li>• Ways on formulating scientific writing</li> <li>• Background</li> <li>• Problem identification</li> <li>• Purpose/Goal/Objective of writing</li> <li>• Theoretical References</li> <li>• Research Methods</li> </ul>		
10-13	Discussions, Closing & Abstract: <ul style="list-style-type: none"> <li>• Analysis;</li> <li>• Conclusions;</li> <li>• Recommendations;</li> <li>• Ways to formulate abstract</li> </ul> <p>Attention on Technicalities: Cover, Title, Sub-Title, Introduction/Preface, Table of Content, Numbering Systems, Content of Slides, Attitude, Timing, and Ethics during questions/answers sessions</p>		Paper and presentation

Week	Content/Topics of Lecturing	Text Book Chapter	Remark
14	Debate, Scientific Writing <ul style="list-style-type: none"> <li>• motion</li> <li>• Affirmative</li> <li>• Negative</li> <li>• Ways to start writing</li> <li>• Languages used in scientific and popular writing</li> </ul>		Projects
15	Scientific Proposal, community services & activity reports: <ul style="list-style-type: none"> <li>• Observation</li> <li>• Background</li> <li>• Purpose</li> <li>• Methods of Delivery</li> <li>• Outputs/Achievements</li> <li>• Ways to formulate reports</li> </ul>		
16	<b>Semester Break: Only Make-Up Classes</b>		
17-18	<b>Final Examination</b>		

## 7. References

### a. Module & hands-out

### b. Supporting References:

- 1) Abidin, Yusuf Zainal. *Pengantar Retorika*. Bandung: Pustaka Setia, 2013.
- 2) Adian, Donny Gahril dan Herdito Sandi Pratama. *Teknik Berargumentasi: Berpikir sebagai Kecakapan Hidup, Logika Terapan*. Jakarta: Kencana Prenada Media Group, 2013.
- 3) Badudu, J. S. *Kamus Kata-Kata Serapan Asing dalam Bahasa Indonesia*. Jakarta: Kompas, 2005.
- 4) Damayanti, Deni. *Panduan Lengkap Menyusun Proposal, Skripsi, Tesis, Disertasi untuk Semua Program Studi*. Yogyakarta, Pinang Merah, 2013.
- 5) Departemen Pendidikan dan Kebudayaan. *Tata Bahasa Baku Bahasa Indonesia*. Jakarta: Perum Balai Pustaka, 1992.
- 6) Djojuroto, Kinayati. *Filsafat Bahasa*. Yogyakarta: Pustaka Book Publisher, 2007.
- 7) Endarmoko, Eko. *Tesaurus Bahasa Indonesia*. Jakarta: PT Gramedia Pustaka Utama, 2008.
- 8) Keraf, Gorys. *Komposisi*. Ende: Nusa Indah, 1997.
- 9) Kuntarto, Niknik M. *Cermat dalam Berbahasa Teliti dalam Berpikir*. Jakarta: Mitra Wacana Media, 2011.
- 10) Mukhtar. *Metode Praktis Penelitian Deskriptif Kualitatif*. Jakarta: Referensi, 2013.
- 11) Neville, Colin. *The Complete Guide to Referencing and Avoiding Plagiarism*. New York: McGraw Hill Open University Press, 2010.
- 12) Noer, Muhammad. *Speed Reading for Beginners*. Jakarta: PT Gramedia Pustaka Utama, 2012.
- 13) Pusat Bahasa. *Pedoman Umum Pembentukan Istilah*. Jakarta: Departemen Pendidikan Nasional, 2006.

- 14) Pusat Bahasa Departemen Pendidikan Nasional. *Kamus Besar Bahasa Indonesia*. Jakarta: PT Gramedia Pustaka Utama, 2008.
- 15) Pusat Pembinaan dan Pengembangan Bahasa Departemen Pendidikan dan Kebudayaan Republik Indonesia. *Pedoman Umum Ejaan Bahasa Indonesia yang Disempurnakan*. Jakarta: PT Gramedia Widiasarana Indonesia, 1993.
- 16) Rafanany, Been. *15 Menit Sukses Presentasi: Jurus-Jurus Dahsyat Presentasi Memikat*. Yogyakarta: Pinang Merah, 2013.
- 17) Rebecca, Helena dkk. *Kenali Bahasa Indonesiamu*. Tangerang: Universitas Pelita Harapan Press, 2011.
- 18) Wibowo, Wahyu. *Cara Cerdas Menulis Artikel Ilmiah*. Jakarta: Kompas, 2011.
- 19) Wibowo, Wahyu. *Tata Permainan Bahasa Karya Tulis Ilmiah*. Jakarta: PT Bumi Aksara, 2010.
- 20) Wijayanti, Sri Hapsari dkk. *Bahasa Indonesia: Penulisan dan Penyajian Karya Ilmiah*. Jakarta: PT Raja Grafindo Persada, 2013.