

## Jumlah Pertemuan Presensi Mahasiswa

Semester 2022/2023 Genap  
Kode MGT1328/1  
Mata Kuliah KOMUNIKASI BISNIS  
Kampus Jakarta

Mata Kuliah Lab  
Jumlah SKS 3  
Pengajar FARIS FARUQI, SE., ME.

No.	NIM	Nama Mahasiswa	Tanggal Pertemuan														Jumlah Absen	Jumlah Hadir
			13-02-2023 Sesi 4	20-02-2023 Sesi 4	27-02-2023 Sesi 4	06-03-2023 Sesi 4	13-03-2023 Sesi 4	20-03-2023 Sesi 4	27-03-2023 Sesi 4	03-04-2023 Sesi 4	10-04-2023 Sesi 4	08-05-2023 Sesi 4	22-05-2023 Sesi 4	29-05-2023 Sesi 4	05-06-2023 Sesi 4	12-06-2023 Sesi 4		
1	3020000012	YANWAR DWI PRASETYO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)
2	3021000001	MUHAMMAD KAMAL	✗	✓	✓	✗	✓	✓	✗	✓	✗	✗	✗	✓	✗	✗	8	6 (42.86%)
3	3021000002	SALSYA AINUN SUBHY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
4	3021000003	RAHMA SETIA PUTRI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	1	13 (92.86%)
5	3021000004	ALDI FABRIYAN	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗	✓	✓	✓	✗	9	5 (35.71%)
6	3021000005	ARAHMATIKA NUR TAJALI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
7	3021000006	A'IDAH NABILA SALSABIL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
8	3021000008	ASYILAH DAFFA ZAHWA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
9	3021000010	DJAMILAH AGUSTINE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	1	13 (92.86%)
10	3021000011	FARAHDILAH ANGGARESTHA PUTRI AKIRA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
11	3021000015	MUHAMMAD NANDA ARYANTO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	1	13 (92.86%)
12	3021000016	AHMAD MUHAJIR ATQYA	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	1	13 (92.86%)
13	3021000017	SANDI KARTIKA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
14	3021000019	DEWA PUTRA PRATAMA	✓	✗	✗	✗	✓	✓	✗	✗	✗	✗	✓	✓	✓	✓	7	7 (50.00%)
15	3021000020	ARYA JINGGA MARAJA	✓	✗	✓	✓	✗	✗	✓	✓	✗	✗	✓	✓	✓	✓	5	9 (64.29%)
16	3021000023	ADELIA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
17	3021000024	FABIAN FATHIN APRIASYAH	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✗	✓	2	12 (85.71%)
18	3021000027	REFI AL AFIF	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	1	13 (92.86%)
19	3021000028	AULIA RAHMAT ICHSAN	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	2	12 (85.71%)
20	3021000029	AGUNG RAMELAN	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	2	12 (85.71%)
21	3021000030	DEBI MAULANDA	✗	✗	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	3	11 (78.57%)
22	3021000031	WALDNER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	1	13 (92.86%)
23	3021000033	RM MUHAMMAD RIZQI KUSUMA WARDHANA	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✗	✓	12	2 (14.29%)
24	3021000034	AFIFA EKA SAPUTRI	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	13 (92.86%)
25	3021000036	RAFI AR RAHMAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14 (100.00%)	
TOTAL ABSEN PERTEMUAN			3	5	3	4	4	3	4	3	10	6	4	0	5	3	57	

# Laporan Berita Acara Perkuliahan

**Periode** : 2022/2023 Genap  
**Mata Kuliah** : MGT1328 - KOMUNIKASI BISNIS  
**Beban SKS** : 3 sks  
**Kampus** : Jakarta  
**Kelas** : 01 Reguler  
**Jenis Kuliah** : Blended  
**Dosen Pengampu** : MUHAMMAD RAMADITYA (Koordinator), FARIS FARUQI  
**Jumlah Peserta** : 25  
**Jumlah Pertemuan** : 16

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## Pertemuan 1

**Waktu** : 13-02-2023 15:30:00 s/d 20-02-2023 15:30:00  
**Judul** : [1st Meeting] Introduction to Today's Business Communication  
**Deskripsi** : Understanding Business Communication in Today's Workplace. Students are able to define and explain, BC theory and concepts  
**Kehadiran Mahasiswa** : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[1st Meeting] RPS	This course presents communication as a critical component for success in the workplace. In this class, you will develop a foundation for designing effective messages, both written and oral, from concept to delivery. You will use a communication model to identify objectives, analyze audiences, choose information, and create the most effective arrangement and channel for that message. Particularly, the course emphasizes elements of persuasive communication: how to design messages for diverse and possibly resistant audiences and how to present that information in a credible and convincing way. Specifically, you will practice drafting and editing clear, precise, and readable written business documents as well as learn to design documents to make information easily accessible to a busy, executive-level reader. In addition, you will develop and deliver an individual presentation, using appropriate and effective visual support, in which you present a persuasive argument that demonstrates relevance and benefits to an audience at different levels of expertise or interest.	EBOOK	PDF
2	[1st Meeting] Introduction to Today's Business Communication	[1st Meeting] Introduction to Today's Business Communication	EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[1st Meeting] [Forum] Introduction to Today's Business Communication	[1st Meeting] [Forum] Introduction to Today's Business Communication Answer this question :  1. State your goals in detail!  2. Who will you be in 5 years?  3. Who will you be in 10 years?	16

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 1] Introduction to Today's Business Communication	[Task 1] Introduction to Today's Business Communication	Tugas Individu	20	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 2

Waktu : 20-02-2023 15:30:00 s/d 27-02-2023 15:30:00

Judul : [2nd Meeting] Mastering Team Skills and Interpersonal Communication  
 Deskripsi : Students are able to describe and explain working in teams, meeting, feedback, etiquette  
 Kehadiran Mahasiswa : 0.00 %

## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Mastering Team Skills and Interpersonal Communication	Students are able to describe and explain working in teams, meeting, feedback, etiquette	EBOOK	PDF
2	Mastering Team Skills and Interpersonal Communication	Students are able to describe and explain working in teams, meeting, feedback, etiquette	EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[2nd Meeting][Forum] Mastering Team Skills and Interpersonal Communication	[2nd Meeting][Forum] Mastering Team Skills and Interpersonal Communication	2

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 2] Mastering Team Skills and Interpersonal Communication		Tugas Individu	20	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 3

Waktu : 27-02-2023 15:30:00 s/d 06-03-2023 15:30:00  
 Judul : [3rd Meeting] Planning, Writing and Completeing Business Messages

Deskripsi : Students are able to describe writing process and explain why create better messages in less time, to analyse the situation and techniques for gathering information. for simple messages and identify three attributes of quality information. Students are able to identify 4 sensitive aspects, explain strong relationships to audience, value plain language and selecting word  
Students are able to describe steps to improve clarity and concise writing, explain the importance of proofreading

Kehadiran Mahasiswa : 0.00 %

## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[3rd Meeting] Planning Business Messages	Students are able to describe writing process and explain why create better messages in less time, to analyse the situation and techniques for gathering information. for simple messages and identify three attributes of quality information.	EBOOK	PDF
2	[4th Meeting] Writing Business Messages	Students are able to identify 4 sensitive aspects, explain strong relationships to audience, value plain language and selecting words	EBOOK	PDF
3	[5th Meeting] Completing Business Messages	Students are able to describe steps to improve clarity and concise writing, explain the importance of proofreading.	EBOOK	PDF
4	Pembagian Kelompok Untuk Pertemuan 6 dan 7		EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[3rd Meeting][Forum] Planning, Writing and Completeing Business Messages	[3rd Meeting][Forum] Planning, Writing and Completeing Business Messages	3

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 3] Writting a Business Massage	Writting a Business Massage	Tugas Individu	21	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
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1	QUIZ (1)	Kuis	15 menit	37.07
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## 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
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## Pertemuan 4

Waktu : 06-03-2023 15:30:00 s/d 13-03-2023 18:00:00

Judul : [4th Meeting] Writing Business Messages

Deskripsi : [4th Meeting] Writing Business Messages Students are able to identify 4 sensitive aspects, explain strong relationships to audience, value plain language and selecting words

Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[4th Meeting] Writing Business Messages	Students are able to identify 4 sensitive aspects, explain strong relationships to audience, value plain language and selecting words	EBOOK	PDF
2	[5th Meeting] Completing Business Messages	Students are able to describe steps to improve clarity and concise writing, explain the importance of proofreading.	EBOOK	PDF

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[4th Meeting][Forum] Writing Business Messages	[4th Meeting][Forum] Writing Business Messages	9

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
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1	[Task 4] Writing * Completing Business Messages	<p>Please Revise your Business Message Based on Suggestions that I made in previous meetings</p> <p>1. Make your message format in PDF</p> <p>2. Make a Google Document for your Business Message or Letter and Share the Link to 'Everyone with Link can view" Put my email (faris.faruqi@gmail.com) as a collaborator for your document, so I can write a comment and edit your business message letter.</p> <p>3. In your estudy put the link to your google documents in KOMENTAR. DO NOT use '-' just the link</p>	Tugas Individu	19	0.00
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## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Berkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 5

Waktu	: 13-03-2023 15:30:00 s/d 20-03-2023 23:59:59
Judul	: [5th Meeting] Writing and Completing Reports and Proposals -Developing Oral and Online Presentations
Deskripsi	: Students are able to explain topics in introduction, body and closing reports and proposals - Students are able to describe the importance of presentations, the tasks and design.
Kehadiran Mahasiswa	: 36.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Writing and Completing Reports and Proposals & Developing Oral and Online Presentations	-Students are able to explain topics in introduction, body and closing reports and proposals -Students are able to describe the importance of presentations, the tasks and design	EBOOK	PDF

2	Writing and Completing Reports and Proposals & Developing Oral and Online Presentations	- Students are able to explain topics in introduction, body and closing reports and proposals - Students are able to describe the importance of presentations, the tasks and design.	EBOOK	PDF
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## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[5th Meeting][Forum] Writing and Completing Reports and Proposals -Developing Oral and Online Presen	[5th Meeting] Writing and Completing Reports and Proposals -Developing Oral and Online Presentations	5

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 5.2][Groups] Slide for Presentations	[Task 5.2][Groups] Slide for Presentations  1. Kumpulkan Slide berdasarkan Slide Power Point yang sudah di Buat (dalam PDF) - English  2. Tulis dalam comment Kelompok berapa!	Tugas Individu	22	0.00
2	[Task 5.1][Groups] Proposal	[Task 5.1][Groups] Proposal for Presentations  1. Kumpulkan Proposal berdasarkan Slide Power Point yang sudah di Buat (dalam PDF) - English	Tugas Individu	20	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File



No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 6

Waktu : 20-03-2023 15:30:00 s/d 03-04-2023 23:59:59  
 Judul : [6th Meeting] Crafting Messages for Electronic Media  
 Deskripsi : Crafting Messages for Electronic Media Students are able to identify electronic media, describe the use of social network, email, instant messaging, blog and podcasts  
 Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[6th Meeting] Crafting Messages for Electronic Media	Students are able to identify electronic media, describe the use of social network, email, instant messaging, blog and podcasts	EBOOK	PDF

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[6th Meeting][Forum] Crafting Messages for Electronic Media	[6th Meeting][Forum] Crafting Messages for Electronic Media Students are able to identify electronic media, describe the use of social network, email, instant messaging, blog and podcasts	0

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
Tidak ada Tugas					

### 4. Ujian

#### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

#### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
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## Pertemuan 7

Waktu	: 27-03-2023 15:30:00 s/d 03-04-2023 23:59:59
Judul	: [7th Meeting] Writing Routine and Positive Messages
Deskripsi	: [7th Meeting] Writing Routine and Positive Messages Students are able to describe routine requests, routine replies and positive message
Kehadiran Mahasiswa	: 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[7th Meeting] Writing Routine and Positive Messages	Students are able to describe routine requests, routine replies and positive message	EBOOK	PDF

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[7th Meeting][Forum] Writing Routine and Positive Messages	[7th Meeting][Forum] Writing Routine and Positive Messages Students are able to describe routine requests, routine replies and positive message	0

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 7.1][Groups] Proposal for Presentations	[Task 7.1][Groups] Proposal for Presentations 1. Kumpulkan Revisi Proposal berdasarkan Slide Power Point yang sudah di Buat (dalam PDF) - English	Tugas Individu	12	0.00

2	[Task 7.2][Groups] Slide for Presentations	[Task 7.2][Groups] Slide for Presentations  1. Kumpulkan Slide Revisi berdasarkan Slide Power Point yang sudah di Buat (dalam PDF) - English  2. Tulis dalam comment Kelompok berapa!	Tugas Individu	12	0.00
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## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 8

Waktu : 03-04-2023 15:30:00 s/d 03-04-2023 23:59:59

Judul : [TM - 8] UTS/ Mid Term Exam

Deskripsi : [TM - 8] UTS/ Mid Term Exam

Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
Tidak ada Materi Kuliah				

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
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1	[Mid-Term] Essay 03 - Pitch Deck - Start Up	<ol style="list-style-type: none"> <li>1. Collect the revised slides based on the PowerPoint slides that have been created (in PDF format) - English</li> <li>2. Write in the comment which group you belong to!</li> </ol>	Tugas Individu	20	0.00
2	[Mid-Term] Essay 02 - Business (Start-Up) Proposal	Collect the revised proposal based on the PowerPoint slides that have been created (in PDF format) - English.	Tugas Individu	20	0.00
3	[Mid-Term] Essay 01	<p>Please revise your business message based on the suggestions that I made in previous meetings:</p> <ol style="list-style-type: none"> <li>1. Format your message in PDF.</li> </ol>	Tugas Individu	20	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
1	[TM - 8] UTS/ Mid Term Exam	UTS	60 menit	45.14

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Berkumpul	Durasi	Nilai Rata-rata
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## Pertemuan 9

Waktu : 08-05-2023 15:30:00 s/d 15-05-2023 15:30:00  
 Judul : [9th Meeting][Combis] Building Careers and Writing Résumés  
 Deskripsi : Students can explain and describe in planning and completing resumes  
 Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
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1	[9th Meeting][Combis] Building Careers and Writing Résumés	Students are able to explain and describe in planning and completing resumes	EBOOK	PDF
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## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[9th Meeting][Combis][Forum] Building Careers and Writing Résumés	[9th Meeting][Combis][Forum] Building Careers and Writing Résumés Students are able to explain and describe in planning and completing resumes	1

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 9] Writing Résumés	Creating a well-crafted résumé that effectively showcases your qualifications and experiences. put the link in comment without "-" and ":"	Tugas Individu	13	0.00
2	[Task 10] Application Letters	Link Gdocs di comment tanpa - tanpa :	Tugas Individu	13	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 10

Waktu : 08-05-2023 15:30:00 s/d 15-05-2023 15:30:00  
Judul : [10th Meeting][ComBis] Applying and Interviewing for Employment  
Deskripsi : Applying and Interviewing for Employment  
Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[10th Meeting][ComBis] Applying and Interviewing for Employment	Applying and Interviewing for Employment	EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 10] Application Letter	[Task 10] Application Letter	Tugas Individu	14	0.00
2	[Task 10] Writing Résumés	[Task 10] Writing Résumés	Tugas Individu	15	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 11

Waktu : 22-05-2023 15:30:00 s/d 29-05-2023 15:30:00  
 Judul : [11th Meeting][ComBis] Applying and Interviewing for Employment  
 Deskripsi : [11th Meeting][ComBis] Applying and Interviewing for Employment  
 Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[11th Meeting][ComBis] Applying and Interviewing for Employment	[11th Meeting][ComBis] Interviewing for Employment	EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 11] Make a Videos	[Task 11] Make a Videos Put the link in the comment	Tugas Individu	11	0.00
2	[Task 11] Application Letter (Revision)	[Task 11] Application Letter (Revision) Put the link of your application letter in comment	Tugas Individu	12	0.00
3	[Task 11] Resume (Revision)	[Task 10] Application Letter Put the link of your application letter in comment	Tugas Individu	14	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 12

Waktu : 22-05-2023 15:30:00 s/d 09-06-2023 15:30:00  
Judul : [12th Meeting] Building Careers and Writing Résumé  
Deskripsi : Building Careers and Writing Résumé  
Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[12th Meeting] Building Careers and Writing Résumé	Building Careers and Writing Résumé	EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[12th Meeting][Forum] Building Careers and Writing Résumé	[12th Meeting][Forum] Building Careers and Writing Résumé	1

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 12] Building Careers and Writing Résumé	<p>Please Upload Your Revise Video based on the Improvement we discussed Last Monday.</p> <p>Make Your Video, The Best Video that you will be Proud-of in the Future.</p> <p>Stated your Company and the position that you applied.</p>	Tugas Individu	6	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 13

Waktu : 05-06-2023 15:30:00 s/d 12-06-2023 15:30:00  
Judul : [13th Meeting] Building Careers and Writing Résumé  
Deskripsi : [13th Meeting] Building Careers and Writing Résumé



Kehadiran Mahasiswa : 0.00 %

## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[13th Meeting] Building Careers and Writing Résumé	Building Careers and Writing Résumé	EBOOK	PDF

## 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[13th Meeting] [Forum] Building Careers and Writing Résumé	[13th Meeting] [Forum] Building Careers and Writing Résumé	1

## 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 13.3] Video about Your Interview	[Task 13.3] Video about Your Interview Upload the Link on Youtube (Not YouTube Short or Not Tiktok) and send it to your FAMILY and FRIEND. Min 3 Minutes and Max 5 Minutes exclude Intro. You Need 50 LIKES (Minimum) and 5 Comments to Improve your Video (Minimum 5 comments) Upload after We Review It (Friday, May 9th, 2023)	Tugas Individu	15	0.00
2	[Task 13] Writing Résumés	[Task 13] Writing Résumés - Final Upload Your Final Resume or Curriculum Vitae with Design	Tugas Individu	11	0.00
3	[Task 13] Application Letter	[Task 13] Application Letter Upload Your Final Application Letter with Design (Full Resume or Curriculum Vitae)	Tugas Individu	11	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 14

Waktu : 02-06-2023 15:30:00 s/d 13-06-2023 23:55:55  
Judul : [TM - 14] Building Careers and Writing Résumés  
Deskripsi : Students can explain and describe to plan and completing resumes  
Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[14th Meeting] Building Careers and Writing Résumés	Students are able to explain and describe in planning and completing resumes	EBOOK	PDF

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[TM - 14][Forum] Building Careers and Writing Résumés	Students are able to explain and describe in planning and completing resumes	0

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[Task 14] Building Careers and Writing Résumés	Upload Your Exam Card	Tugas Individu	12	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

#### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 15

Waktu	: 09-06-2023 15:30:00 s/d 19-06-2023 15:30:00
Judul	: [15th Meeting] Applying and Interviewing for Employment
Deskripsi	: Students are able to describe and explain purpose of application letters and job interviews
Kehadiran Mahasiswa	: 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[15th Meeting] Applying and Interviewing for Employment	Students are able to describe and explain purpose of application letters and job interviews	EBOOK	PDF

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
1	[15th Meeting][Forum] Applying and Interviewing for Employment	[15th Meeting][Forum] Applying and Interviewing for Employment	0

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
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1	[Task 15. 3] Youtube Video (Interview)	<p>Please create a video where you discuss your job interview experience using your job application letter, CV, or resume to apply for your ideal company or dream job. Additionally, answer the following questions:</p> <ol style="list-style-type: none"> <li>1. Provide an introduction about yourself.</li> <li>2. Explain why you aspire to work for your dream company.</li> <li>3. Justify why the company should hire you over other applicants competing for the same position.</li> </ol> <p>The video should be between 3 to 5 minutes in length. Kindly share the link to your video uploaded on either YouTube or Google Drive.</p> <p>To enhance the video, aim to have at least five comments offering suggestions for improvement, as well as a minimum of 50 likes.</p>	Tugas Individu	11	0.00
2	[Task 15.2] Resume or Curriculum Vitaea	<p>Please create your updated and professional resume with the structure Biodata, Education, Experience, Skill and Reference in Google Doc to Your Dream Job Company (detail with the name of The Company and Specific Position). Do not forget to Link Your Certificate, Identity, and other documents to your CV or Resume!</p> <p>You can Upload Your Application Letter and CV or Resume in PDF or Send Me the link to your CV/Resume in Google DOCs in the comment sections.</p>	Tugas Individu	10	0.00

3	[Task 15. 1] Application Letter	<p>Please create your own update and professional <b>Application Letter</b> for Your Dream Job Company (detail with the name of The company and Specific Position).</p> <p>Do not forget to Link Your CV or Resume! You can Upload Your Application Letter in PDF or Send ME the link to your CV/Resume in Google Doc in The comment section</p>	Tugas Individu	9	0.00
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## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
Tidak ada Ujian				

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Berkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

## Pertemuan 16

Waktu : 12-06-2023 15:30:00 s/d 26-06-2023 17:30:00

Judul : [UAS] [TM - 16] Final EXAM

Deskripsi : [UAS] [TM - 16] Final EXAM

Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
Tidak ada Materi Kuliah				

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Berkumpul	Nilai Rata-rata
Tidak ada Tugas					

## 4. Ujian

#### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
1	[UAS] [TM - 16] Final EXAM	UAS	50 menit	49.69

#### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Berkumpul	Durasi	Nilai Rata-rata
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....., 31-07-2023

**Disetujui**

**Muhammad Ramaditya, BBA., M.Sc**  
**NIP**

## Data Nilai

Prodi : MANAJEMEN  
Kode : MGT1328/1  
Mata Kuliah : KOMUNIKASI BISNIS

Semester : 2022/2023Genap  
Pengajar : FARIS FARUQI, SE., ME.  
Status : Belum Publish, Terkunci  
Koreksi Nilai :  
Entri Nilai :  
On Time :

\*Catatan : Gunakan titik atau koma untuk angka desimal. contoh : 70.05.

\*Catatan : Nilai akhir akan dipublikasi oleh bagian akademik

No	NIM	Nama	KEHADIRAN (10%)	TUGAS (30%)	UAS (30%)	UTS (30%)	Nilai Akhir	Bobot	Simbol
1	3020000012	YANWAR DWI PRASETYO	100	52.83	47.14	58.52	57.55	2	C
2	3021000001	MUHAMMAD KAMAL	42.86	43.58		53.58	33.43	0	E
3	3021000002	SALSYA AINUN SUBHY	100	87.11	89.64	84.57	88.4	4	A
4	3021000003	RAHMA SETIA PUTRI	92.86	82.15	82.71	63.58	77.81	3.75	A-
5	3021000004	ALDI FABRIYAN	78.57	90	90	90	88.86	4	A
6	3021000005	ARAHMATIKA NUR TAJALI	100	90.34	98.57	82.10	91.3	4	A
7	3021000006	A` IDAH NABILA SALSABIL	100	78.35	78.93	77.78	80.52	4	A
8	3021000008	ASYILAH DAFFA ZAHWA	100	87.36	95.72	79.01	88.63	4	A
9	3021000010	DJAMILAH AGUSTINE	92.86	80.10	84.28	75.92	81.38	4	A
10	3021000011	FARAHDILAH ANGGARESTHA PUTRI AKIRA	100	77.33	79.50	77.16	80.2	4	A
11	3021000015	MUHAMMAD NANDA ARYANTO	92.86	81.61	92.85	70.37	82.74	4	A
12	3021000016	AHMAD MUHAJIR ATQYA	92.86	87.98	85.71	80.25	85.47	4	A
13	3021000017	SANDI KARTIKA	100	80.88	82.14	79.63	82.8	4	A
14	3021000019	DEWA PUTRA PRATAMA	78.57	90	90	90	88.86	4	A
15	3021000020	ARYA JINGGA MARAJA	64.29	47.38	51.43	83.33	61.07	2	C
16	3021000023	ADELIA	100	78.69	77	78.39	80.22	4	A
17	3021000024	FABIAN FATHIN APRIASYAH	85.71	46.26	52.14	70.37	59.2	2	C
18	3021000027	REFI AL AFIF	92.86	72.48	70.72	80.25	76.31	3.5	B+
19	3021000028	AULIA RAHMAT ICHSAN	85.71	75.06	73.57	76.55	76.13	3.5	B+
20	3021000029	AGUNG RAMELAN	85.71	73.61	67.22	79.01	74.52	3.5	B+
21	3021000030	DEBI MAULANDA	78.57	76.15	68.07	72.22	72.79	3	B
22	3021000031	WALDNER	92.86	81.58	87.85	75.31	82.71	4	A
23	3021000033	RM MUHAMMAD RIZQI KUSUMA WARDHANA	14.29		47.15		15.57	0	E
24	3021000034	AFIFA EKA SAPUTRI	92.86	81.96	84.28	79.63	83.05	4	A
25	3021000036	RAFI AR RAHMAN	100	82.19	78.71	66.67	78.27	3.75	A-
<b>Total</b>			<b>2164.30</b>	<b>1824.98</b>	<b>1855.33</b>	<b>1824.20</b>	<b>1867.78</b>	<b>0</b>	
<b>Rata-rata</b>			<b>86.57</b>	<b>73</b>	<b>74.21</b>	<b>72.97</b>	<b>74.71</b>	<b>0</b>	

1 21-06-2023 s.d 25-06-2023

Batas Akhir Entri Nilai 2 25-06-2023 s.d 26-06-2023

3 25-06-2023 s.d 26-06-2023