

Data Nilai

Semester : 2023/2024Genap
Pengajar : MUHAMMAD IKHSAN
Status : Publish, Tidak Terkunci
Koreksi Nilai :
Entri Nilai :
On Time :

Prodi : MANAJEMEN
Kode : MGT1328/8
Mata Kuliah : KOMUNIKASI BISNIS

*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	1120000049	SELDIYANI KARANGAN		0	0	0	0	0	E
2	1120000158	INDRA BAYU PURNOMO		70	74	76	66	3	B
3	1121000072	ANDHIKA RAMADHAN		0	0	0	0	4	A
4	2117000025	SINDY RIZKIA SARI		70	74	76	66	3.50	B+
5	21187000522	YUSUF ABDURRAHMAN		60	0	76	40.80	1	D
6	2119000075	SYAID MAULANA AL RASYID		78	77	77	69.60	3.75	A-
7	2119000090	YASMIN AURA WIDAKUSWARA		70	78	76	67.20	3.50	B+
8	2120000102	FRISCHA TRISYADI		78	78	77	69.90	3.75	A-
9	2120600054	IHSAN SURYO ARDHO		70	77	77	67.20	3.50	B+
10	2121000028	NABILA RAMADHANI PUTRI		0	0	0	0	4	A
11	21210000101	ADRIAN TEJA RUSMANA		0	0	0	0	0	E
12	2122000072	SILVY AFILIANTY		70	74	77	66.30	3.50	B+
13	2122000077	RIZKI FERDIANSYAH		78	78	76	69.60	3.75	A-
14	2122000085	FADIA RAHMAN MUMSICHAH		70	74	76	66	3.50	B+
15	2122000087	SHAKILA PUTRI ZAHRA		78	74	77	68.70	3.75	A-
16	2122000088	KANZA ITSNANI KARUNIA DZULHIJJAH		78	78	77	69.90	3.75	A-
17	2122000097	MUHAMAD ANDRYAN MAULANA		70	74	76	66	3.50	B+
18	2122000163	YULIAS STYANINGRUM		78	77	76	69.30	3.75	A-
19	3021000033	RM MUHAMMAD RIZQI KUSUMA WARDHANA		0	0	0	0	0	E
20	3022000003	JANNY SAHARA		78	74	76	68.40	3.75	A-
21	3022000004	MUHAMMAD JIBRAN		70	76	76	66.60	3.50	B+
22	3022000005	FAREL RIVALDI FIRMANSYAH		70	74	76	66	3.50	B+
23	30220009008	GITA ROSALINDA AMANDASARI		78	78	78	70.20	3.75	A-
24	30220009010	YUSUF PANGESTU		70	74	70	64.20	3	B
25	30220009011	RENAL ADINATA		70	77	70	65.10	3.50	B+
26	30220009013	ALMANDO FIORE GUNAWAN		70	78	76	67.20	3.50	B+
27	30220009014	MUHAMMAD YUSUF		78	76	78	69.60	3.75	A-
28	30220009015	MUHAMMAD MAULANA		70	74	77	66.30	3.50	B+
29	30220009016	LUKMANUL HAKIM		78	76	78	69.60	3.75	A-
30	30220009017	FITRIADI DARMAWAN		78	74	77	68.70	3.75	A-
Total			0	1828	1818	1902	1664.40	0	
Rata-rata			0	60.93	60.60	63.40	55.48	0	

Batas Akhir Entri Nilai 23-06-2024 s.d 24-06-2024

Jumlah Pertemuan Presensi Mahasiswa

Semester 2023/2024 Genap
 Kode MGT1328/8
 Mata Kuliah KOMUNIKASI BISNIS
 Kampus Jakarta

Mata Kuliah Lab Tidak
 Jumlah SKS 3
 Pengajar MUHAMMAD IKHSAN

No.	NIM	Nama Mahasiswa	Tanggal Pertemuan																	Jumlah Absen	Jumlah Hadir
			12-02-2024 Sesi 3	19-02-2024 Sesi 3	26-02-2024 Sesi 3	04-03-2024 Sesi 3	11-03-2024 Sesi 3	18-03-2024 Sesi 3	25-03-2024 Sesi 3	01-04-2024 Sesi 3	08-04-2024 Sesi 3	15-04-2024 Sesi 3	22-04-2024 Sesi 3	29-04-2024 Sesi 3	06-05-2024 Sesi 3	13-05-2024 Sesi 3	20-05-2024 Sesi 3	27-05-2024 Sesi 3	03-06-2024 Sesi 3		
1	1120000049	SELDIYANI KARANGAN	✗	✓	✗	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	7	11 (61.11%)
2	1120000158	INDRA BAYU PURNOMO					✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	1	13 (72.22%)
3	1121000072	ANDHIKA RAMADHAN					✓	✗	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	4	10 (55.56%)
4	2117000025	SINDY RIZKIA SARI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	1	17 (94.44%)
5	21187000522	YUSUF ABDURRAHMAN	✗	✗	✗	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	8	10 (55.56%)
6	2119000075	SYAID MAULANA AL RASYID		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		17 (94.44%)
7	2119000090	YASMIN AURA WIDAKUSWARA	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
8	2120000102	FRISCHA TRISYADI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
9	21206000054	IHSAN SURYO ARDHO	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	2	16 (88.89%)
10	2121000028	NABILA RAMADHANI PUTRI	✗	✗	✗	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	8	10 (55.56%)
11	21210000101	ADRIAN TEJA RUSMANA	✗	✗	✗	✗	✓	✗	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	8	10 (55.56%)
12	2122000072	SILVY AFILIANTY	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
13	2122000077	RIZKI FERDIANSYAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
14	21220000085	FADIA RAHMAN MUMSICHAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
15	21220000087	SHAKILA PUTRI ZAHRA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
16	21220000088	KANZA ITSNANI KARUNIA DZULHIJJAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
17	21220000097	MUHAMAD ANDRYAN MAULANA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
18	21220000163	YULIAS STYANINGRUM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
19	30210000033	RM MUHAMMAD RIZQI KUSUMA WARDHANA			✗	✗	✓	✗	✓	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	6	10 (55.56%)
20	30220000003	JANNY SAHARA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
21	30220000004	MUHAMMAD JIBRAN	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
22	30220000005	FAREL RIVALDI FIRMANSYAH	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
23	30220009008	GITA ROSALINDA AMANDASARI	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
24	30220009010	YUSUF PANGESTU	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	2	16 (88.89%)
25	30220009011	RENAL ADINATA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
26	30220009013	ALMANDO FIORE GUNAWAN	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
27	30220009014	MUHAMMAD YUSUF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
28	30220009015	MUHAMMAD MAULANA	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	17 (94.44%)
29	30220009016	LUKMANUL HAKIM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
30	30220009017	FITRIADI DARMAWAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		18 (100.00%)
TOTAL ABSEN PERTEMUAN			9	3	5	7	0	7	0	0	0	0	8	7	8	0	0	0	0	54	

Laporan Berita Acara Perkuliahan

Periode : 2023/2024 Genap
Mata Kuliah : MGT1328 - KOMUNIKASI BISNIS
Beban SKS : 3 sks
Kampus : Jakarta
Kelas : 08 Reguler
Jenis Kuliah : Blended
Dosen Pengampu : FARIS FARUQI (Koordinator), MUHAMMAD IKHSAN
Jumlah Peserta : 29
Jumlah Pertemuan : 16

Pertemuan 1

Waktu : 12-02-2024 12:30:00 s/d 18-02-2024 20:00:00

Judul : Understanding Business Communication in Today's Workplace

Deskripsi : 1 Define communication and explain the importance of effective business communication. 2 Explain what it means to communicate as a professional in a business context. 3 Describe the communication process model and explain how social media are changing the nature of business communication. 4 Define ethics, explain the difference between an ethical dilemma and an ethical lapse, and list six guidelines for making ethical communication choices. 5 Explain how cultural diversity affects business communication and describe the steps you can take to communicate more effectively across cultural boundaries. 6 List four general guidelines for using communication technology effectively

Kehadiran Mahasiswa : 24.14 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Understanding Business Communication in Today's Workplace	Materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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
Tidak ada Ujian						

Pertemuan 2

Waktu : 19-02-2024 12:30:00 s/d 25-02-2024 20:00:00

Judul : Understanding Business Communication in Today's Workplace (Mastering Team Skills and Interpersonal C

Deskripsi : List the advantages and disadvantages of working in teams and describe the characteristics of effective teams. 2 Offer guidelines for collaborative communication, identify major collaboration technologies, and explain how to give constructive feedback. 3 List the key steps needed to ensure productive team meetings and identify the most common meeting technologies. 4 Describe the listening process and explain how good listeners overcome barriers at each stage of the process. 5 Explain the importance of nonverbal communication and identify six major categories of nonverbal expression. 6 Explain the importance of business etiquette and identify the three key areas in which good etiquette is essential.

Kehadiran Mahasiswa : 34.48 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Understanding Business Communication in Today's Workplace (Mastering Team Skills and Interpersonal C	Materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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 Berkumpul	Durasi	Nilai Rata-rata
Tidak ada Ujian						

Pertemuan 3

Waktu : 26-02-2024 12:30:00 s/d 03-03-2024 20:00:00

Judul : Planning Business Messages

Deskripsi : 1 Describe the three-step writing process and explain why it will help you create better messages in less time. 2 Explain what it means to analyze the situation when planning a message. 3 Describe the techniques for gathering information for simple messages and identify three attributes of quality information. 4 Compare the four major classes of media and list the factors to consider when choosing the most appropriate medium for a message. 5 Explain why good organization is important to both you and your audience and explain how to organize any business message.

Kehadiran Mahasiswa : 41.38 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Planning Business Messages	materi	EBOOK	Power Point

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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 4

Waktu : 04-03-2024 12:30:00 s/d 10-03-2024 20:00:00

Judul : Writing Business Messages

Deskripsi : 1 Identify the four aspects of being sensitive to audience needs when writing business messages. 2 Explain how establishing your credibility and projecting your company's image are vital aspects of building strong relationships with your audience. 3 Explain how to achieve a tone that is conversational but businesslike, explain the value of using plain language, and define active and passive voice. 4 Describe how to select words that are not only correct but also effective. 5 Define the four types of sentences and explain how sentence style affects emphasis within a message. 6 Define the three key elements of a paragraph and list five ways to develop coherent paragraphs. 7 Identify the most common software features that help you craft messages more efficiently.

Kehadiran Mahasiswa : 44.83 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Writing Business Messages	Materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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
Tidak ada Ujian						

Pertemuan 5

Waktu : 18-03-2024 12:30:00 s/d 24-03-2024 20:00:00

Judul : Completing Business Messages

Deskripsi : 1 Discuss the value of careful revision and describe the tasks involved in evaluating your first drafts and the work of other writers. 2 List four techniques you can use to improve the readability of your messages. 3 Describe the steps you can take to improve the clarity of your writing and give four tips on making your writing more concise. 4 Identify four software tools that can help you revise messages and explain the risks of using them. 5 List four principles of effective design and explain the role of major design elements in document readability. 6 Explain the importance of proofreading and give six tips for successful proofreading. 7 Discuss the most important issues to consider when distributing your messages.

Kehadiran Mahasiswa : 20.69 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Completing Business Messages	Materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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
Tidak ada Ujian						

Pertemuan 6

Waktu : 18-03-2024 12:30:00 s/d 24-03-2024 20:00:00

Judul : Crafting Messages for Electronic Media

Deskripsi : 1 Identify the major electronic media used for brief business messages and describe the nine compositional modes needed for electronic media. 2 Describe the use of social networks in business communication. 3 Explain how companies and business professionals can use information and media sharing websites. 4 Describe the evolving role of email in business communication and explain how to adapt the three-step writing process to email messages. 5 Describe the business benefits of instant messaging (IM), and identify guidelines for effective IM in the workplace. 6 Describe the use of blogging and microblogging in business communication, and briefly explain how to adapt the three-step process to blogging. 7 Explain how to adapt the three-step writing process for podcasts.

Kehadiran Mahasiswa : 27.59 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Crafting Messages for Electronic Media	Materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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
Tidak ada Ujian						

Pertemuan 7

Waktu : 25-03-2024 12:30:00 s/d 31-03-2024 20:00:00

Judul : Writing routine and positive messages

Deskripsi : 1 Outline an effective strategy for writing routine business requests. 2 Describe three common types of routine requests. 3 Outline an effective strategy for writing routine replies and positive messages. 4 Describe six common types of routine replies and positive.

Kehadiran Mahasiswa : 37.93 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Writing routine and positive messages	materi	EBOOK	Power Point

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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 8

Waktu : 01-04-2024 12:30:00 s/d 01-04-2024 14:30:00
Judul : UJIAN TENGAH SEMESTER KOMUNIKASI BISNIS
Deskripsi : UTS KOMUNIKASI BISNIS DURASI 2 JAM
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
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Tidak ada Tugas

4. Ujian

4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
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4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
1	UJIAN TENGAH SEMESTER KOMUNIKASI BISNIS	UTS KOMUNIKASI BISNIS	UTS	25	119 menit	60.76

Pertemuan 9

Waktu : 22-04-2024 13:30:00 s/d 28-04-2024 20:00:00

Judul : Writing Negative Messages

Deskripsi : 1 Apply the three-step writing process to negative messages. 2 Explain how to use the direct approach effectively when conveying negative news. 3 Explain how to use the indirect approach effectively when conveying negative news and explain how to avoid ethical problems when using this approach. 4 Describe successful strategies for sending negative messages on routine business matters. 5 Describe successful strategies for sending negative employment-related messages. 6 List the important points to consider when conveying negative organizational news. 7 Describe an effective strategy for responding to negative information in a social media environment.

Kehadiran
Mahasiswa : 24.14 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Writing Negative Messages	materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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
Tidak ada Ujian						

Pertemuan 10

Waktu : 29-04-2024 12:30:00 s/d 05-05-2024 20:00:00

Judul : Writing Persuasive Messages

Deskripsi : 1 Apply the three-step writing process to persuasive messages. 2 Describe an effective strategy for developing persuasive business messages. 3 Identify the three most common categories of persuasive business messages. 4 Describe an effective strategy for developing marketing and sales messages, explain how to modify this approach for social media, and identify steps you can take to avoid ethical lapses in marketing and sales messages

Kehadiran Mahasiswa : 27.59 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Writing Persuasive Messages	materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
Tidak ada Forum			

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
Tidak ada Ujian						

Pertemuan 11

Waktu : 06-05-2024 13:00:00 s/d 12-05-2024 20:00:01

Judul : Understanding and Planning Reports and Proposals

Deskripsi : 1 Adapt the three-step writing process to reports and proposals. 2 Describe an effective process for conducting business research, explain how to evaluate the credibility of an information source, and identify the five ways to use research results. 3 Explain the role of secondary research and describe the two major categories of online research tools. 4 Explain the role of primary research and identify the two most common forms of primary research for business communication purposes. 5 Explain how to plan informational reports and website content. 6 Identify the three most common ways to organize analytical reports. 7 Explain how to plan proposals.

Kehadiran Mahasiswa : 34.48 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Understanding and Planning Reports and Proposals	materi	EBOOK	Power Point

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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 12

Waktu : 13-05-2024 13:45:00 s/d 20-05-2024 20:00:00

Judul : Writing and Completing Reports and Proposals

Deskripsi : 1 List the topics commonly covered in the introduction, body, and close of informational reports, analytical reports, and proposals 2 Identify six guidelines for drafting effective website content and offer guidelines for becoming a valuable wiki contributor 3 Discuss six principles of graphic design that can improve the quality of your visuals and identify the major types of business visuals 4 Summarize the four tasks involved in completing business reports and proposals

Kehadiran Mahasiswa : 13.79 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Writing and Completing Reports and Proposals	materi	EBOOK	Power Point

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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 13

Waktu : 20-05-2024 12:30:00 s/d 26-05-2024 20:00:00

Judul : Developing oral and online presentation

Deskripsi : 1 Highlight the importance of presentations in your business career and explain how to adapt the planning step of the three-step process to presentations. 2 Describe the tasks involved in developing a presentation. 3 Describe the six major design and writing tasks required to enhance your presentation with effective visuals. 4 Outline three special tasks involved in completing a presentation. 5 Describe four important aspects of delivering a presentation in today's social media environment.

Kehadiran Mahasiswa : 27.59 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Developing oral and online presentation	materi	EBOOK	Power Point

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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 14

Waktu : 27-05-2024 12:30:00 s/d 02-06-2024 20:00:00

Judul : Building Careers and Writing Resumes

Deskripsi : 1 List eight key steps to finding the ideal opportunity in today's job market. 2 Explain the process of planning your resume, including how to choose the best resume organization. 3 Describe the tasks involved in writing your resume and list the sections to consider including in your resume. 4 Characterize the completing step for resumes, including the six most common formats in which you can produce a resume.

Kehadiran Mahasiswa : 34.48 %

1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	Building Careers and Writing Resumes	materi	EBOOK	Power Point

2. Forum

No	Judul	Deskripsi	Peserta Aktif
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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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 15

Waktu : 09-02-2024 16:46:01 s/d 09-02-2024 16:46:01

Judul :

Deskripsi :

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
Tidak ada Ujian				

4.2 Metode Pengumpulan File

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

Pertemuan 16

Waktu : 09-02-2024 16:46:01 s/d 09-02-2024 16:46:01

Judul :

Deskripsi :

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
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
Tidak ada Ujian						

....., 24-07-2024

Disetujui



Dr. Faris Faruqi, SE., ME
NIP