



SEKOLAH TINGGI ILMU EKONOMI INDONESIA (STEI)  
(The Pioneer in Accounting and Business Education)  
J A K A R T A

Alamat : Jl. Kayujati Raya No. 11A, Rawamangun, Jakarta 13220, Telp (021) 4750321, Fax (021) 4722371

Keputusan Ketua Sekolah Tinggi Ilmu Ekonomi Indonesia  
Nomor : 15 /WK1-STEI/II/2024  
**Tentang**  
Dosen Pengajar Semester GenapTahun 2023/2024

Menimbang : Dst  
Mengingat : Dst

**MEMUTUSKAN**

Menetapkan :  
Pertama : Menugaskan Bapak / Ibu : **DR. FARIS FARUQI, DR., SE, ME**  
Sebagai Dosen Tetap/ Dosen Tidak tetap STEI untuk mengampu mata kuliah dalam sejumlah SKS pada Hari dan Jam yang telah ditetapkan dalam surat tugas ini.

HARI	JAM KULIAH	SANDI M.K.	KODE KELAS	SKS	MATA KULIAH	ROOM CLASS ECLASS	ACCESS KODE	RUANG KULIAH	JUMLAH MAHASISWA	PROGRAM STUDI
SELASA	08:00	MGT1328	10	3	KOMUNIKASI BISNIS			A411	37	S-1 MGT
RABU	15:30	MGT1324	2	3	MANAJEMEN RANTAI PASOKAN			A206	41	S-1 MGT
KAMIS	12:30	STEI103	3	2	BAHASA INGGRIS			A502	37	S-1 AKT
JUMAT	18:30	STEI103	5	2	BAHASA INGGRIS	STEI05	0n7387	A506	40	S-1 AKT
<b>TOTAL SKS</b>				<b>10</b>						

- Kedua : Atas penunjukkan tersebut pada amar pertama, maka kepada yang bersangkutan diberikan honorarium yang besarnya ditentukan sesuai dengan peraturan yang berlaku, dan merupakan beban anggaran Sekolah Tinggi Ilmu Ekonomi Indonesia (STEI)
- Ketiga : Masa Perkuliahan Semester Genap 2023/2024 dimulai : Senin, 12 Februari 2024 dengan hari perkuliahan terakhir Sabtu, 16 Juni 2024 (16 TM).
- Keempat : Menaati seluruh peraturan perkuliahan yang berlaku di Sekolah Tinggi Ilmu Ekonomi Indonesia (STEI)
- Kelima : Keputusan ini berlaku mulai tanggal ditetapkan.

Ditetapkan di : Jakarta  
Pada Tanggal : 07 Februari 2024  
SEKOLAH TINGGI ILMU EKONOMI INDONESIA (STEI)  
U.B.  
Wakil Ketua I

DR. LIES ZULFIATI, SE, M.SI., Ak., CA

**TANDA TERIMA JADWAL MENGAJAR**

Kami yang bertanda tangan dibawah menyatakan **BERSEDIA/ TIDAK BERSEDIA** mengajar pada Semester Genap Tahun 2023/2024

Alasan Tidak Bersedia Mengajar : .....

.....

Jakarta, .....

Penerima Surat,

.....  
Tanda tangan & Nama Jelas

# Laporan Berita Acara Perkuliahan

**Periode** : 2023/2024 Genap  
**Mata Kuliah** : MGT1328 - KOMUNIKASI BISNIS  
**Beban SKS** : 3 sks  
**Kampus** : Jakarta  
**Kelas** : 10 Reguler  
**Jenis Kuliah** : Blended  
**Dosen Pengampu** : FARIS FARUQI  
**Jumlah Peserta** : 40  
**Jumlah Pertemuan** : 16

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## Pertemuan 1

**Waktu** : 13-02-2024 08:00:00 s/d 20-02-2024 12:30:00  
**Judul** : [1st Meeting][Communication Business] Introduction  
**Deskripsi** : [1st Meeting][Communication Business] Introduction  
**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 Task][Communication Business] Who are you? and What is your Dream?	[1st Task][Communication Business] [1st Task][Communication Business] Who are you? and What is your Dream?  <a href="#">&gt;&gt; CLICK</a>  Post The ScreenShot in PDF if you already fill the form	1

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
1	[1st Task][Communication Business] Who are you? and What is your Dream?	[1st Task][Communication Business] Who are you? and What is your Dream?  <a href="#">&gt;&gt; CLICK &lt;&lt;&lt;</a>  Post The ScreenShot in PDF if you already fill the form	Tugas Individu	35	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 : 20-02-2024 08:00:00 s/d 27-02-2024 08:00:00

Judul : [2nd Meeting][Communication Business]

Deskripsi : [2nd Meeting][Communication Business]

Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[2nd Meeting] 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
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 3

Waktu : 27-02-2024 08:00:00 s/d 05-03-2024 23:55:55

Judul : [3rd Meeting] Planning , Writing Business Massage

Deskripsi : [3rd Meeting] Planning , Writing Business Massage

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

## 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 : 05-03-2024 08:00:00 s/d 22-03-2024 08:00:00  
Judul : [4th Meeting] Planning, Writing and Editing Business Messages  
Deskripsi : [4th Meeting] Planning, Writing and Editing Business Messages  
Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[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	[5th Meeting] Writing and Completing Reports and Proposals -Developing Oral and Online Presentations	Developing Oral and Online Presentations	EBOOK	PDF
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## 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 4] Writing Business Messages	[4th Meeting] Writing Business Messages Make a Letter to a Specific Company from your Dream jobs company that you're the representative from your dream jobs company. Your Purpose is to Persuade them to Buy your Product or Services.	Tugas Individu	33	0.00

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
1	QUIZ (1)	Kuis	15 menit	66.83

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Terkumpul	Durasi	Nilai Rata-rata
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## Pertemuan 5

Waktu : 19-03-2024 08:00:00 s/d 22-03-2024 08:00:00

Judul : [5th Meeting] Crafting & Revise Messages

Deskripsi : [5th Meeting] Crafting & Revise Messages

Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[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
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 6

Waktu : 22-03-2024 08:00:00 s/d 02-04-2024 23:55:55  
 Judul : [6th Meeting] Crafting Messages for Electronic Media  
 Deskripsi : [6th Meeting] Crafting Messages for Electronic Media  
 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
Tidak ada Forum			

### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Berkumpul	Nilai Rata-rata
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1	[6th Meeting] - Revise Your Business Mesages	[6th Meeting] Finishing Business Messages  Make a Letter to a Specific Company from your Dream jobs company that you're the representative from your dream jobs company. Your Purpose is to Persuade them to Buy your Product or Services. Following My revision last Friday 22/23/2024	Tugas Individu	33	0.00
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## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
1	Quiz (3)	Kuis	15 menit	53.88

### 4.2 Metode Pengumpulan File

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

Waktu : 26-03-2024 08:00:00 s/d 26-03-2024 10:30:00

Judul : [7th Meeting] -

Deskripsi : [7th Meeting] -

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	[10th Meeting][ComBis] Writing Persuasive Messages	Students are able to describe an effective strategy for developing bussiness messages	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
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Tidak ada Tugas

## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
1	QUIZ (2)	Kuis	20 menit	53.98
2	Quiz (4)	Kuis	15 menit	63.63

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Berkumpul	Durasi	Nilai Rata-rata
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## Pertemuan 8

Waktu : 23-04-2024 08:00:00 s/d 23-04-2024 10:30:00

Judul : [TM - 08] [ComBis]

Deskripsi : [TM - 09] [ComBis]

Kehadiran Mahasiswa : 0.00 %

## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[13th Meeting] Developing Oral and Online Presentations	Students are able to describe the importance of presentations, the tasks and design	EBOOK	PDF

## 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	[TM - 8] Pop Up Quiz (2)	UTS	50 menit	60.15

### 4.2 Metode Pengumpulan File

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

Waktu : 23-04-2024 08:00:00 s/d 30-04-2024 08:00:00  
 Judul : [TM - 09] [COMBIS] Project-Based Assignment  
 Deskripsi : [TM - 09] [COMBIS] Project-Based Assignment  
 Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[9th Meeting][ComBis] Group Project Assignment	1. What problem or need does your product or service aim to solve, and why is it important to address? 2. How does your product or service work, and what are the benefits for customers? 3. Who is your primary target market, and what is your strategy to reach them? 4. How does your business model operate, and how do you plan to generate revenue? 5. What sets your product or service apart from competitors, and what is its competitive advantage?	EBOOK	PDF
2	[Review] Group Dynamics in Workplace	[Review] Group Dynamics in Workplace	EBOOK	PDF

### 2. Forum

No	Judul	Deskripsi	Peserta Aktif
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1	Brainstorming related to the problem or need that a product or service aims to solve	<p>Answer these questions :</p> <ol style="list-style-type: none"> <li>1. What are the <b>biggest frustrations or challenges</b> you encounter in your daily activities or work?</li> <li>2. Are there <b>specific areas</b> where you feel <b>there is inefficiency or dissatisfaction</b> in the processes or services you currently use?</li> <li>3. Are there <b>unmet needs</b> in the market or in your community that you see <b>as opportunities for improvement?</b></li> <li>4. Are there any <b>trends or changes</b> in everyday life or in your market that are <b>causing new problems or exacerbating</b> existing ones?</li> <li>5. Are there particular aspects of <b>current products or services</b> that you feel are <b>not meeting customer expectations</b> or needs?</li> </ol> <p>By answering these questions, individuals can better understand the challenges or needs present in their daily lives or in their market, which can then serve as a basis for formulating solutions through innovative products or services.</p>	19
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### 3. Tugas

No	Judul	Deskripsi	Jenis Tugas	Jumlah File Terkumpul	Nilai Rata-rata
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1	Submit a Draft of your presentation slides and any supporting documents	<ol style="list-style-type: none"> <li>1. What problem or need does your product or service aim to solve, and why is it important to address?</li> <li>2. How does your product or service work, and what are the benefits for customers?</li> <li>3. Who is your primary target market, and what is your strategy to reach them?</li> <li>4. How does your business model operate, and how do you plan to generate revenue?</li> <li>5. What sets your product or service apart from competitors, and what is its competitive advantage?</li> </ol>	Tugas Individu	33	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 10

Waktu : 30-04-2024 08:00:00 s/d 21-05-2024 08:00:00  
Judul : [10th Meeting][ComBis] Writing Persuasive Messages  
Deskripsi : [10th Meeting][ComBis] Writing Persuasive Messages  
Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[TM - 10][KomBis] Writing Persuasive Messages	[TM - 10][KomBis] Writing Persuasive Messages	EBOOK	PDF

### 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 11

Waktu : 07-05-2024 08:00:00 s/d 28-05-2024 23:55:55

Judul : [TM - 11][KomBis] Reports and Proposals

Deskripsi : [TM - 11][KomBis] Reports and Proposals

Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[TM - 11][KomBis] Reports and Proposals	[TM - 11][KomBis] Reports and Proposals	EBOOK	PDF

### 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 12

Waktu : 14-05-2024 08:00:00 s/d 28-05-2024 23:55:55  
 Judul : [12th Meeting] [KomBis] Writing and Completing Reports and Proposals  
 Deskripsi : [12th Meeting] [KomBis] Writing and Completing Reports and Proposals  
 Kehadiran Mahasiswa : 0.00 %

### 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[12th Meeting] [KomBis] Writing and Completing Reports and Proposals	[12th Meeting] [KomBis] Writing and Completing Reports and Proposals	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 12] Upload Your Business Proposal	[Task 12] Upload Your Business Proposal	Tugas Individu	32	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 : 21-05-2024 08:00:00 s/d 28-05-2024 23:55:55  
Judul : [13th Meeting] [ComBis] Developing Oral and Presentation (Pitching)  
Deskripsi : [13th Meeting] [ComBis] Developing Oral and Presentation (Pitching)  
Kehadiran Mahasiswa : 0.00 %

## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[13th Meeting] [ComBis] Developing Oral and Presentation (Pitching)	[13th Meeting] [ComBis] Developing Oral and Presentation (Pitching)	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 13] Role Play Pitching for Investor (1st Draft)	[Task 13] Role Play Pitching for Investor (1st Draft) Upload Your PitchDeck in PDF Here, in the comment section please mention your Groups	Tugas Individu	33	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 : 28-05-2024 08:00:00 s/d 04-06-2024 08:00:00

Judul : [TM - 14] Building Careers and Writing Resumes

Deskripsi : [TM - 14] Building Careers and Writing Resumes

Kehadiran Mahasiswa : 0.00 %

## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[TM - 14] Building Careers and Writing Resumes	[TM - 14] Building Careers and Writing Resumes	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 14.2] Application Letter to Your Dream Job Company	[Task 14.2] Application Letter to Your Dream Job Company	Tugas Individu	34	49.03
2	[Task 14.1] Your Resume or Curriculum Vitae	[Task 14.1] Your Resume or Curriculum Vitae	Tugas Individu	34	49.15

## 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 : 28-05-2024 08:00:00 s/d 18-06-2024 12:30:00

Judul : [TM - 15] Applying and Interviewing for Employment

Deskripsi : [TM - 15] Applying and Interviewing for Employment

Kehadiran Mahasiswa : 0.00 %



## 1. Materi Kuliah

No	Judul	Deskripsi	Jenis Materi	Jenis File
1	[15th Meeting] Applying and Interviewing for Employment	[15th Meeting] 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
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1	[Task 15. 3] DRAFT 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	30	6.60
2	[Task 14.3] REVISION of Application Letter to Your Dream Job Company	[Task 14.3] REVISION of Application Letter to Your Dream Job Company	Tugas Individu	30	0.00
3	[Task 15.1] REVISION of Your Resume or Curriculum Vitae	[Task 15.2] REVISION of Your Resume or Curriculum Vitae	Tugas Individu	30	0.00
4	[Task 15] Upload Your Exam Card	[Task 15] Upload Your Exam Card	Tugas Individu	33	82.50

## 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 : 11-06-2024 08:00:00 s/d 18-06-2024 08:00:00

Judul : [Final Exam]

Deskripsi : [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
1	[Task 15][Groups] (Final) Power point or CANVA for Presentations	[Task 15] [FINAL] PITCH DECK Upload Your Final Pitch Deck Presentation (Upload PDF in File ) and State Your Groups in the Comment section also with Google Docs or CANVA link in the Comment section	Tugas Individu	33	0.00
2	[Task 15][Groups] (Final) Proposal for Presentations	Upload Your Final <b>Proposal</b> for Pitch Deck Presentation (Upload PDF in File ) and <b>State Your Groups</b> in the Comment section also with google docs (if any) in the Comment section	Tugas Individu	33	0.00

3	[Task] REVISION of 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	33	0.00
4	[Task Final ] REVISION of Application Letter to Your Dream Job Company	<p>[Task Final ] REVISION of Application Letter to Your Dream Job Company</p> <p>put your link to your Google Docs in Comment Section without "-" and Upload your PDF from your Application Letter in file.</p>	Tugas Individu	33	0.00

5	UAS - Video of 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</p> <p>To enhance the video, aim to have at least five comments offering suggestions for improvement, as well as a minimum of 150 likes and 50 comment what should you Improve in your Video from your Family and Friends</p>	Tugas Individu	31	65.83
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## 4. Ujian

### 4.1 Metode Pengerjaan Soal

No	Judul	Jenis	Durasi	Nilai Rata-rata
1	[UAS] [TM - 16] Final EXAM	UAS	50 menit	60.25

### 4.2 Metode Pengumpulan File

No	Judul	Deskripsi	Jenis	Jumlah File Berkumpul	Durasi	Nilai Rata-rata
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....., 20-08-2024

**Disetujui**

**Dr. Faris Faruqi, SE., ME**

**NIP**

## Jumlah Pertemuan Presensi Mahasiswa

Semester 2023/2024 Genap  
Kode MGT1328/10  
Mata Kuliah KOMUNIKASI BISNIS  
Kampus Jakarta

Mata Kuliah Lab  
Jumlah SKS  
Pengajar

Tidak  
3  
Dr. FARIS FARUQI, SE., ME.

No.	NIM	Nama Mahasiswa	Tanggal Pertemuan														Jumlah Absen	Jumlah Hadir
			13-02-2024 Sesi 1	20-02-2024 Sesi 1	27-02-2024 Sesi 1	05-03-2024 Sesi 1	19-03-2024 Sesi 1	22-03-2024 Sesi 1	26-03-2024 Sesi 1	23-04-2024 Sesi 1	02-05-2024 Sesi 4	14-05-2024 Sesi 1	21-05-2024 Sesi 1	28-05-2024 Sesi 1	04-06-2024 Sesi 1	11-06-2024 Sesi 1		
1	1119700037	FAIZ ANANDIETO RAZALY	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	12	2 (14.29%)
2	1120000126	ANGGIE APRIYANI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)
3	1121000045	WAGE PRAKOSO DWI ALAM	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✗	2	12 (85.71%)	
4	1121000060	TINI RUSTIANI	✓	✓	✓	✓	✗	✗	✗	✓	✗	✗	✗	✓	✓	7	7 (50.00%)	
5	1121000062	DINDA ALISHA AZZAHRA	✓	✓	✗	✗	✓	✓	✗	✓	✓	✓	✓	✓	✓	2	12 (85.71%)	
6	1121000067	AULIA WIDHATI UTAMI	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
7	1121000069	MUHAMMAD FAHMI RAMDHAN FADILAH	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
8	1121000070	SITI NUR AUZAINI	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
9	1121000071	KATRINA SASCHITA MIRATZA	✗	✓	✓	✓	✓	✓	✗	✓	✓	✗	✓	✓	✓	✗	4	10 (71.43%)
10	1121000074	ENJELINA YEREMIA SAGALA	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	2	12 (85.71%)	
11	1121000078	PUTRI NOFILIANA	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	2	12 (85.71%)	
12	1121000079	RAKA ADHI PUTRA	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
13	1121000080	AKBAR ZIKRY	✗	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	2	12 (85.71%)	
14	1121000086	ALYA RAHMA FITRIANTI	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
15	1121000087	RIZKY PRATAMA	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
16	1121000089	CANDRA ADITIA FATWA	✓	✓	✗	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	3	11 (78.57%)	
17	1121000091	KARIN ANJELINA LUMBANTORUAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
18	1121000123	PRASETYO ADI NUGRAHA	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
19	1121000128	ARDELA ANZA PRADIPTA	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✗	3	11 (78.57%)
20	2121000037	MUHAMMAD RAIHAN WIRAWAN	✓	✓	✓	✗	✓	✓	✗	✓	✗	✓	✓	✓	✓	3	11 (78.57%)	
21	2121000108	IRFAN ZIDNIE AMIN	✗	✓	✗	✗	✓	✗	✗	✓	✗	✓	✓	✓	✓	✗	8	6 (42.86%)
22	2121000109	JONATHAN CRYSTIO SIANIPAR	✗	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✗	5	9 (64.29%)	
23	2122000037	ARFINA DARAH NABILAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
24	2122000060	PASKALIA SETIAPUTRI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
25	2122000091	NABILA APRILIA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
26	2122000093	NOVIA NUR SABILLA	✓	✓	✗	✓	✓	✓	✗	✓	✓	✗	✓	✓	✓	3	11 (78.57%)	
27	2122000096	ALFARSA RAMADHANI ESSO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
28	2122000098	AYU SEKAR SARI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
29	2122000100	INDRIA APRILIANTI	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	3	11 (78.57%)	
30	2122000102	SYIFA DWI ALFIANI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
31	2122000103	ADE MUTIYAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
32	2122000106	CHULMA ZAKIYAH FAUZI	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
33	2122000109	AGIL SEPTIANI	✓	✓	✓	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	2	12 (85.71%)	
34	2122000111	NALA QETRIN NADANIS	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
35	2122000112	ZAHRA APRIOLGA ZAKIYYAH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
36	2122000115	NUR ADELLIA WARDANI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	1	13 (92.86%)	
37	2122000116	CLEMENTINO ENRICO JESON GORDON	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
38	2122000118	MASYA DEA CIPTA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	14	(100.00%)	
39	2122000919	ELVINA MARTA SALVIA	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	1	13 (92.86%)	
40	21220009120	AULIA NIDIYA LESTARI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	1	13 (92.86%)	
TOTAL ABSEN PERTEMUAN			7	1	5	4	10	24	0	4	5	4	4	2	0	6	76	

## Data Nilai

Prodi : MANAJEMEN  
Kode : MGT1328/10  
Mata Kuliah : KOMUNIKASI BISNIS

Semester : 2023/2024 Genap  
Pengajar : Dr. FARIS FARUQI, SE., ME.  
Status : Publish, Tidak 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	11197000037	FAIZ ANANDIETO RAZALY	14.29		0	0	1.43	0	E
2	11200000126	ANGGIE APRIYANI	100	88	74.13	79.26	82.42	4	A
3	11210000045	WAGE PRAKOSO DWI ALAM	85.71		77.63	85.43	57.49	2	C
4	11210000060	TINI RUSTIANI	50		0	0	5	0	E
5	11210000062	DINDA ALISHA AZZAHRA	85.71	82	82.25	91.60	85.33	4	A
6	11210000067	AULIA WIDHATI UTAMI	92.86	86	71	81.73	80.91	4	A
7	11210000069	MUHAMMAD FAHMI RAMDHAN FADILAH	92.86	83	83.25	81.73	83.68	4	A
8	11210000070	SITI NUR AUZAINI	92.86	94	82.50	95.31	90.83	4	A
9	11210000071	KATRINA SASCHITA MIRATZA	71.43		0	0	7.14	4	A
10	11210000074	ENJELINA YEREMIA SAGALA	85.71	85	77	89.14	83.91	4	A
11	11210000078	PUTRI NOFILIANA	85.71	82	61.38	95.31	80.18	4	A
12	11210000079	RAKA ADHI PUTRA	92.86	83	81.63	86.67	84.68	4	A
13	11210000080	AKBAR ZIKRY	85.71	89	72.50	89.14	83.76	4	A
14	11210000086	ALYA RAHMA FITRIANTI	92.86	82	72.63	96.54	84.64	4	A
15	11210000087	RIZKY PRATAMA	92.86	83	70.13	82.96	80.11	4	A
16	11210000089	CANDRA ADITIA FATWA	78.57	82	74.88	92.84	82.77	4	A
17	11210000091	KARIN ANJELINA LUMBANTORUAN	100	87	78.50	76.79	82.69	4	A
18	11210000123	PRASETYO ADI NUGRAHA	92.86	84	75.75	99.48	87.06	4	A
19	11210000128	ARDELA ANZA PRADIPTA	78.57		0	0	7.86	4	A
20	21210000037	MUHAMMAD RAIHAN WIRAWAN	78.57	82	77.13	58.27	73.08	3	B
21	21210000108	IRFAN ZIDNIE AMIN	42.86		0	0	4.29	0	E
22	21210000109	JONATHAN CRYSTIO SIANIPAR	64.29		15	41.98	23.52	0	E
23	21220000037	ARFINA DARAH NABILAH	100	83	78.88	89.14	85.31	4	A
24	21220000060	PASKALIA SETIAPUTRI	100	92	75.13	87.90	86.51	4	A
25	21220000091	NABILA APRILIA	100	82	65.75	98.25	83.80	4	A
26	21220000093	NOVIA NUR SABILLA	78.57		57	75.43	47.59	1	D
27	21220000096	ALFARSYA RAMADHANI ESSO	100	83	78.50	96.54	87.41	4	A
28	21220000098	AYU SEKAR SARI	100	87	74.50	95.31	87.04	4	A
29	21220000100	INDRIA APRILIANI	78.57	80	57.13	55.80	65.74	2.75	B-
30	21220000102	SYIFA DWI ALFIANI	100	85	77.50	81.73	83.27	4	A
31	21220000103	ADE MUTIYAH	100	81	70.75	98.25	85	4	A
32	21220000106	CHULMA ZAKIYAH FAUZI	92.86	83	62.88	99.48	82.89	4	A
33	21220000109	AGIL SEPTIANI	85.71	93	72.50	81.60	82.70	4	A
34	21220000111	NALA QETRIN NADANIS	92.86	81	70.75	95.31	83.40	4	A



35	21220000112	ZAHRA APRIOLGA ZAKIYYAH	100	81	80.50	99.42	88.28	4	A
36	21220000115	NUR ADELLIA WARDANI	92.86	83	70.25	99.01	84.96	4	A
37	21220000116	CLEMENTINO ENRICO JESON GORDON	92.86	95	76.50	90.37	87.85	4	A
38	21220000118	MASYA DEA CIPTA	100	82	77.63	97.78	87.22	4	A
39	21220009119	ELVINA MARTA SALVIA	92.86	90	71.25	99.25	87.44	4	A
40	21220009120	AULIA NIDIYA LESTARI	92.86	81	60.88	85.43	77.48	3.75	A-
<b>Total</b>			<b>3457.16</b>	<b>2714</b>	<b>2505.57</b>	<b>3050.18</b>	<b>2826.64</b>	<b>0</b>	
<b>Rata-rata</b>			<b>86.43</b>	<b>67.85</b>	<b>62.64</b>	<b>76.25</b>	<b>70.67</b>	<b>0</b>	

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