



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 : 075 / WK1-STEI/IX/2025

Tentang

Dosen Pengajar Semester Ganjil Tahun Akademik 2025/2026

Menimbang : Dst
Mengingat : Dst

MEMUTUSKAN

Menetapkan :
Pertama : Menugaskan Bapak / Ibu : **DR. FARIS FARUQI, 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
SENIN	12:30	MGT1328	4	3	KOMUNIKASI BISNIS			A405	23	S-1 MGT
SELASA	08:00	MGT1101	8	3	PENGANTAR ILMU EKONOMI			A403	41	S-1 MGT
RABU	12:30	MGT1328	2	3	KOMUNIKASI BISNIS			A403	31	D-3 PRDG
SABTU	15:30	MGT2104	1	3	INNOVATION & ENTREPRENEURSHIP/ INOVA	STEI09	1ju41u	C203	25	MM
TOTAL SKS				12						

- 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 Ganjil 2025/2026 dimulai : Senin, 22 September 2025 dengan hari perkuliahan terakhir Sabtu, 10 Januari 2026 (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 : 19 September 2025
SEKOLAH TINGGI ILMU EKONOMI INDONESIA (STEI)
U.B.
Wakil Ketua I

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



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun
 Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

JURNAL PERKULIAHAN MANAJEMEN PERDAGANGAN 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS
 NAMA DOSEN : FARIS FARUQI
 KREDIT/SKS : 3 SKS
 KELAS : 02

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 24 September 2025	12:30	15:00	16	Dimulai	[1st Meeting] Understanding Business Communication in Today's Workplace	The first meeting covers the foundations of business communication in the modern workplace: principles, forms (internal/external), digital channels, challenges, and the importance of professional English for career success. (298 characters)	(26 / 32)	FARIS FARUQI	
2	Rabu, 1 Oktober 2025	12:30	15:00	16	Dimulai	[2nd Meeting] Communicating in Teams: Listening, Nonverbal, and Meeting Skills	In this session, students explore effective team communication , focusing on active listening, nonverbal cues, and meeting skills . They learn how to build collaboration, interpret body language, and conduct productive meetings to enhance teamwork and professional interaction.	(22 / 32)	FARIS FARUQI	
3	Rabu, 8 Oktober 2025	12:30	15:00	16	Dimulai	[3rd Meeting] Planning Business Messages	[3rd Meeting] Planning Business Messages	(21 / 32)	FARIS FARUQI	
4	Rabu, 15 Oktober 2025	12:30	15:00	16	Dimulai	[4th Meeting] Business Communication Assignment (Writing)	In this session, students learn to develop effective business writing skills , including clarity, tone, and structure in professional communication. The assignment focuses on creating business letters, emails, and reports that reflect accuracy, persuasion, and corporate etiquette	(21 / 32)	FARIS FARUQI	
5	Rabu, 22 Oktober 2025	12:30	15:00	16	Dimulai	[5th Meeting] Completing Business Messages	In this session, students learn to revise, proofread, and finalize business messages for clarity and impact. The focus is on improving style, tone, grammar, and formatting to ensure messages are professional, accurate, and effective in achieving communication objectives.	(15 / 32)	FARIS FARUQI	
6	Rabu, 29 Oktober 2025	12:30	15:00	16	Dimulai	[6th Meeting] Writing Persuasive Messages	Writing Persuasive Messages. It covers the 3-step writing process, effective strategies (AIDA, emotional/logical appeals), common message types (requests, ideas, claims), marketing/sales messages (including social media), and ethical/legal standards for influencing audiences. In this session, students learn to write persuasive business messages that influence opinions and	(0 / 32)	FARIS FARUQI	

							actions. The focus is on using logical arguments, emotional appeal, and credible evidence to craft effective proposals, sales messages, and persuasive correspondence in professional contexts.		
7	Rabu, 5 November 2025	12:30	15:00	16	Dimulai	[7th Meeting] PitchDeck, Brainstorming, and Mind Map	By the end of this session, students will be able to understand the key components of an effective pitch deck, apply brainstorming techniques to generate creative business ideas, and organize concepts using mind maps. They will collaborate in teams to develop and present a coherent, persuasive pitch deck, demonstrating critical thinking, clear communication, and the ability to convey ideas logically and convincingly to an audience.	(23 / 32)	FARIS FARUQI
8	Rabu, 12 November 2025	12:30	15:00	16	Dimulai	[8th Meeting] Mid-Term Examination	The 8th meeting is dedicated to the Mid-Term Examination, where students will demonstrate their understanding and mastery of the concepts, principles, and practical skills covered in the course so far. This assessment evaluates their ability to analyze, apply, and communicate business communication knowledge effectively, ensuring readiness for subsequent topics and real-world business scenarios.	(0 / 32)	FARIS FARUQI



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun
Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

JURNAL PERKULIAHAN MANAJEMEN PERDAGANGAN 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS
NAMA DOSEN : FARIS FARUQI
KREDIT/SKS : 3 SKS
KELAS : 02

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 19 November 2025	12:30	15:00	16	Dimulai	[9th Meetings] Proposal and Presentation	[9th Meetings] Proposal and Presentation	(14 / 32)	FARIS FARUQI	
10	Rabu, 26 November 2025	12:30	15:00	16	Dimulai	[10th Meeting] Proposal and Presentation-		(23 / 32)	FARIS FARUQI	
11	Rabu, 3 Desember 2025	12:30	15:00	16	Dimulai	[11th Meetings] Final Groups PITCH DECK Presentation - Offline	[11th Meetings] Final Groups PITCH DECK Presentation - Offline	(28 / 32)	FARIS FARUQI	
12	Rabu, 10 Desember 2025	12:30	15:00	16	Dimulai	[12th Meeting] Building Careers and Writing Résumés	[12th Meeting] Building Careers and Writing Résumés	(10 / 32)	FARIS FARUQI	
13	Rabu, 17 Desember 2025	12:30	15:00	16	Dimulai	[13th Meetings] Resume and Curriculum Vitae	[13th Meetings] Resume and Curriculum Vitae	(13 / 32)	FARIS FARUQI	
14	Rabu, 24 Desember 2025	12:30	15:00	16	Dimulai	[14th Meetings] Applying and Interviewing for Employment	[14th Meetings] Applying and Interviewing for Employment	(0 / 32)	FARIS FARUQI	
15	Rabu, 31 Desember 2025	12:30	15:00	16	Dimulai	[15th Meeting] Interview Role Play (Online)	[15th Meeting] Interview Role Play (Online)	(16 / 32)	FARIS FARUQI	
16	Rabu, 7 Januari 2026	12:30	15:00	16	Dimulai	[16th Meeting] FINAL EXAMINATION	[16th Meeting] FINAL EXAMINATION	(0 / 32)	FARIS FARUQI	

Jakarta, 11 Maret 2026
Ketua Sekolah Tinggi Ilmu Ekonomi Indonesia
Jakarta

RIDWAN MARONRONG
NIDN 0319065801



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun
 Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

JURNAL PERKULIAHAN MANAJEMEN PERDAGANGAN 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS
 NAMA DOSEN : FARIS FARUQI
 KREDIT/SKS : 3 SKS
 KELAS : 02

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Rabu, 24 September 2025	12:30	15:00	16	Dimulai	[1st Meeting] Understanding Business Communication in Today's Workplace	The first meeting covers the foundations of business communication in the modern workplace: principles, forms (internal/external), digital channels, challenges, and the importance of professional English for career success. (298 characters)	(26 / 32)	FARIS FARUQI	
2	Rabu, 1 Oktober 2025	12:30	15:00	16	Dimulai	[2nd Meeting] Communicating in Teams: Listening, Nonverbal, and Meeting Skills	In this session, students explore effective team communication , focusing on active listening, nonverbal cues, and meeting skills . They learn how to build collaboration, interpret body language, and conduct productive meetings to enhance teamwork and professional interaction.	(22 / 32)	FARIS FARUQI	
3	Rabu, 8 Oktober 2025	12:30	15:00	16	Dimulai	[3rd Meeting] Planning Business Messages	[3rd Meeting] Planning Business Messages	(21 / 32)	FARIS FARUQI	
4	Rabu, 15 Oktober 2025	12:30	15:00	16	Dimulai	[4th Meeting] Business Communication Assignment (Writing)	In this session, students learn to develop effective business writing skills , including clarity, tone, and structure in professional communication. The assignment focuses on creating business letters, emails, and reports that reflect accuracy, persuasion, and corporate etiquette	(21 / 32)	FARIS FARUQI	
5	Rabu, 22 Oktober 2025	12:30	15:00	16	Dimulai	[5th Meeting] Completing Business Messages	In this session, students learn to revise, proofread, and finalize business messages for clarity and impact. The focus is on improving style, tone, grammar, and formatting to ensure messages are professional, accurate, and effective in achieving communication objectives.	(15 / 32)	FARIS FARUQI	
6	Rabu, 29 Oktober 2025	12:30	15:00	16	Dimulai	[6th Meeting] Writing Persuasive Messages	Writing Persuasive Messages. It covers the 3-step writing process, effective strategies (AIDA, emotional/logical appeals), common message types (requests, ideas, claims), marketing/sales messages (including social media), and ethical/legal standards for influencing audiences. In this session, students learn to write persuasive business messages that influence opinions and	(0 / 32)	FARIS FARUQI	

							actions. The focus is on using logical arguments, emotional appeal, and credible evidence to craft effective proposals, sales messages, and persuasive correspondence in professional contexts.		
7	Rabu, 5 November 2025	12:30	15:00	16	Dimulai	[7th Meeting] PitchDeck, Brainstorming, and Mind Map	By the end of this session, students will be able to understand the key components of an effective pitch deck, apply brainstorming techniques to generate creative business ideas, and organize concepts using mind maps. They will collaborate in teams to develop and present a coherent, persuasive pitch deck, demonstrating critical thinking, clear communication, and the ability to convey ideas logically and convincingly to an audience.	(23 / 32)	FARIS FARUQI
8	Rabu, 12 November 2025	12:30	15:00	16	Dimulai	[8th Meeting] Mid-Term Examination	The 8th meeting is dedicated to the Mid-Term Examination, where students will demonstrate their understanding and mastery of the concepts, principles, and practical skills covered in the course so far. This assessment evaluates their ability to analyze, apply, and communicate business communication knowledge effectively, ensuring readiness for subsequent topics and real-world business scenarios.	(0 / 32)	FARIS FARUQI



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun
Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

JURNAL PERKULIAHAN MANAJEMEN PERDAGANGAN 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS
NAMA DOSEN : FARIS FARUQI
KREDIT/SKS : 3 SKS
KELAS : 02

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Rabu, 19 November 2025	12:30	15:00	16	Dimulai	[9th Meetings] Proposal and Presentation	[9th Meetings] Proposal and Presentation	(14 / 32)	FARIS FARUQI	
10	Rabu, 26 November 2025	12:30	15:00	16	Dimulai	[10th Meeting] Proposal and Presentation-		(23 / 32)	FARIS FARUQI	
11	Rabu, 3 Desember 2025	12:30	15:00	16	Dimulai	[11th Meetings] Final Groups PITCH DECK Presentation - Offline	[11th Meetings] Final Groups PITCH DECK Presentation - Offline	(28 / 32)	FARIS FARUQI	
12	Rabu, 10 Desember 2025	12:30	15:00	16	Dimulai	[12th Meeting] Building Careers and Writing Résumés	[12th Meeting] Building Careers and Writing Résumés	(10 / 32)	FARIS FARUQI	
13	Rabu, 17 Desember 2025	12:30	15:00	16	Dimulai	[13th Meetings] Resume and Curriculum Vitae	[13th Meetings] Resume and Curriculum Vitae	(13 / 32)	FARIS FARUQI	
14	Rabu, 24 Desember 2025	12:30	15:00	16	Dimulai	[14th Meetings] Applying and Interviewing for Employment	[14th Meetings] Applying and Interviewing for Employment	(0 / 32)	FARIS FARUQI	
15	Rabu, 31 Desember 2025	12:30	15:00	16	Dimulai	[15th Meeting] Interview Role Play (Online)	[15th Meeting] Interview Role Play (Online)	(16 / 32)	FARIS FARUQI	
16	Rabu, 7 Januari 2026	12:30	15:00	16	Dimulai	[16th Meeting] FINAL EXAMINATION	[16th Meeting] FINAL EXAMINATION	(0 / 32)	FARIS FARUQI	

Jakarta, 11 Maret 2026
Ketua Sekolah Tinggi Ilmu Ekonomi Indonesia
Jakarta

RIDWAN MARONRONG
NIDN 0319065801



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun

Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

ISI PRESENSI MAHASISWA MANAJEMEN PERDAGANGAN 2025 GANJIL

Mata kuliah : MGT1328 - KOMUNIKASI Nama Kelas : 02
BISNIS

No	NIM	NAMA
Peserta Reguler		
1	21200000114	MUHAMMAD AJI NUGROHO
2	21230000017	AENIYAH
3	21230000039	ZAHWA KHALISHA FUAD
4	21230000040	ABIDAH ARDELIA MULYA
5	21230000058	REZA NUR ASYAPI RAMADHANI
6	21230000094	RIKA RUMSIA
7	30210000033	RM MUHAMMAD RIZQI KUSUMA WARDHANA
8	30230009014	ABIYU ABDUSSAMI
9	30230009015	NAJWAN ZAIN ARRAZZAN
10	30230009018	AMMAR MUALLIF
11	30230009022	ADAM RAFI ABDURRAHMAN
12	30230009028	RANDIKA RASENDRIYA
13	30230009033	ANDRA KANAHAYA SUSANTO
14	30230009035	MUHAMMAD ARIFIN ALFAQIH
15	30230009036	EGI RIZKI PERMANA
16	30230009037	FIRMAN PRAYOGA
17	30230009038	ISHAK MAULANA
18	30230009039	ALFIN SULAIMAN GUMAY
19	30230009042	TIO PRASETYO
20	30230009043	HERLANDO HOSEA ALANG
21	30230009044	M FAIZ FADLULLOH
22	30230009045	MUHAMMAD ZIDAN

23	30230009048	MUHAMMAD YUDHA WARDHANA
24	30240009006	RADEN PANJI WICAKSONO PUTRO
25	30240009007	DAFFA IHSAN FEBRIAN
26	30240009008	MUHAMAD KRESNA FAISYA
27	30240009009	MUHAMAD FATIH ZIDAN
28	30240009010	ABIM YUANTONO
29	30240009011	M.FATHIR ARYA PRATAMA
30	30240009013	GABRIEL ALAMSYAH



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun

Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

ISI PRESENSI MAHASISWA MANAJEMEN PERDAGANGAN 2025 GANJIL

Mata kuliah : MGT1328 - KOMUNIKASI Nama Kelas : 02
BISNIS

No	NIM	NAMA
Peserta Reguler		
31	30240009014	M.KEMAL FATHIN EL FAROUQ
32	30240009017	RAHMAT RAMDHANI
Paraf Ketua Kelas		
Paraf Dosen		



Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun

Website : www.stei.ac.id / e-Mail : info@stei.ac.id / Telepon : 021-4750321

LAPORAN NILAI PERKULIAHAN MAHASISWA Program Studi D3 MANAJEMEN PERDAGANGAN Periode 2025 Ganjil

Mata kuliah : KOMUNIKASI BISNIS

Nama Kelas : 02

Kelas / Kelompok :

Kode Mata kuliah : MGT1328

SKS : 3

No	NIM	Nama Mahasiswa	TUGAS INDIVIDU (30,00%)	UTS (30,00%)	UAS (30,00%)	KEHADIRAN (10,00%)	Nilai	Grade	Lulus	Sunting KRS?	Info
1	21200000114	MUHAMMAD AJI NUGROHO	76.16	52.20	68.20	43.75	63.34	C+	✓		
2	21230000017	AENIYAH	94.28	79.20	75.80	68.75	81.66	A	✓		
3	21230000039	ZAHWA KHALISHA FUAD	96.78	81.20	76.20	75	83.75	A	✓		
4	21230000040	ABIDAH ARDELIA MULYA	99.90	88.00	79.00	75	87.57	A	✓		
5	21230000058	REZA NUR ASYAPI RAMADHANI	0.00	0.00	0.00	6.25	0.63	E			
6	21230000094	RIKA RUMSIA	99.64	86.40	79.80	75	87.25	A	✓		
7	30210000033	RM MUHAMMAD RIZQI KUSUMA WARDHANA	26.72	0.00	0.00	6.25	8.64	E			
8	30230009014	ABIYU ABDUSSAMI	80.47	34.00	83.80	62.5	65.73	B-	✓		
9	30230009015	NAJWAN ZAIN ARRAZZAN	85.72	72.80	77.00	43.75	75.03	B+	✓		
10	30230009018	AMMAR MUALLIF	64.34	24.80	69.80	31.25	50.81	D			
11	30230009022	ADAM RAFI ABDURRAHMAN	80.98	69.60	76.20	31.25	71.16	B	✓		
12	30230009028	RANDIKA RASENDRIYA	87.53	67.80	77.00	56.25	75.32	B+	✓		
13	30230009033	ANDRA KANAHAYA SUSANTO	59.47	19.20	71.00	18.75	46.78	D			

14	30230009035	MUHAMMAD ARIFIN ALFAQIH	94.05	76.00	73.00	75	80.42	A	✓		
15	30230009036	EGI RIZKI PERMANA	78.76	64.20	64.20	43.75	66.52	B-	✓		
16	30230009037	FIRMAN PRAYOGA	68.86	28.80	85.00	25	57.30	C	✓		
17	30230009038	ISHAK MAULANA	87.41	72.00	83.00	43.75	77.10	A-	✓		
18	30230009039	ALFIN SULAIMAN GUMAY	64.83	29.20	72.20	25	52.37	D			
19	30230009042	TIO PRASETYO	95.39	77.40	81.00	68.75	83.01	A	✓		
20	30230009043	HERLANDO HOSEA ALANG	66.03	27.60	72.20	31.25	52.87	D			
21	30230009044	M FAIZ FADLULLOH	76.47	69.00	68.20	25	66.60	B-	✓		
22	30230009045	MUHAMMAD ZIDAN	82.88	57.00	68.20	62.5	68.67	B	✓		
23	30230009048	MUHAMMAD YUDHA WARDHANA	91.47	79.20	83.00	50	81.10	A	✓		
24	30240009006	RADEN PANJI WICAKSONO PUTRO	83.22	75.20	72.20	37.5	72.94	B	✓		
25	30240009007	DAFFA IHSAN FEBRIAN	95.59	87.40	82.20	56.25	85.18	A	✓		
26	30240009008	MUHAMAD KRESNA FAISYA	96.72	83.60	84.20	62.5	85.61	A	✓		
27	30240009009	MUHAMAD FATIH ZIDAN	0.00	28.40	0.00	0	8.52	E			
28	30240009010	ABIM YUANTONO	80.47	30.00	87.80	62.5	65.73	B-	✓		
29	30240009011	M.FATHIR ARYA PRATAMA	0.00	29.60	0.00	37.5	12.63	E			
30	30240009013	GABRIEL ALAMSYAH	79.56	31.20	83.80	62.5	64.62	C+	✓		
31	30240009014	M.KEMAL FATHIN EL FAROUQ	93.68	88.80	80.20	50	83.80	A	✓		
32	30240009017	RAHMAT RAMDHANI	86.79	74.60	83.80	37.5	77.31	A-	✓		
Rata-rata nilai kelas			74.19	55.76	67.44	45.31	63.75	C+			
Pengisian nilai untuk kelas ini ditutup pada Senin, 26 Januari 2026 oleh 061112061											
Tanggal Cetak : Rabu, 11 Maret 2026, 15:55:04											

Paraf Dosen :

FARIS FARUQI