



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
<b>TOTAL SKS</b>				<b>12</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 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 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS  
 NAMA DOSEN : FARIS FARUQI  
 KREDIT/SKS : 3 SKS  
 KELAS : 04

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Senin, 22 September 2025	12:30	15:00	18	Selesai	[1st Meeting] Understanding Business Communication in Today's Workplace	Meeting 1: "Understanding Business Communication in Today's Workplace" introduces the essentials of effective communication in the digital era. It explores technology's role, globalization, and modern challenges like remote work. Key skills: active listening, nonverbal cues, and cultural sensitivity. Aim: Lay groundwork for professional success. By the end of this session, students will be able to: Define business communication and its significance in today's dynamic workplaces. Identify key influences on communication, including technology, globalization, and diversity. Recognize core communication skills (e.g., verbal, nonverbal, and adaptive) and their impact on career development. Bahan pembelajaran yang telah dibagikan adalah PopUp Quiz #1, dan [1st Meeting] Understanding Business Communication in Today's Workplace	(22 / 24)	FARIS FARUQI	
2	Senin, 29 September 2025	12:30	15:00	18	Selesai	[2nd Meeting] Communicating in Teams: Listening, Nonverbal, and Meeting Skills	In the second meeting of the <b>Business Communication</b> course on <i>Communicating in Teams</i> and <i>Personal Branding</i> , students learned active listening, nonverbal interpretation, and effective meeting participation to improve teamwork. They also explored how to build a strong personal brand by identifying strengths and values to create a credible and professional image in business communication.  Bahan pembelajaran yang telah dibagikan adalah:  1. 2nd Meeting : Communicating in Teams: Listening, Nonverbal, and Meeting Skills  2. 2nd Meeting : Personal Branding  3. Pop Up Quiz #2  4. Task #2 - Reflective Questions for Personal Branding	(22 / 24)	FARIS FARUQI	
3	Senin, 6 Oktober 2025	12:30	15:00	18	Selesai	[3rd Meeting] Planning Business Message	In the third meeting of the <b>Business Com</b>	(21 / 24)	FARIS FARUQI	

							<p><b>ommunication</b> course with the topic <i>Planning Business Messages</i>, students learned how to plan and organize effective business messages. The session focused on understanding audience needs, setting clear objectives, and structuring messages logically and persuasively. Through discussions and exercises, students practiced developing concise, relevant, and goal-oriented messages for various business contexts.</p> <p>Bahan pembelajaran yang telah dibagikan adalah:</p> <ol style="list-style-type: none"> <li>1. [3rd Meeting] Planning Business Messages</li> <li>2. PopUp Quiz #3</li> <li>3. [Task 3] Assignment (Individual Assignment)</li> </ol>			
4	Senin, 13 Oktober 2025	12:30	15:00	18	Dimulai	[4th Meeting] Writing Business Messages		(22 / 24)	FARIS FARUQI	
5	Senin, 20 Oktober 2025	12:30	15:00	18	Dimulai	[5th Meeting] Completing Business Message	In the fifth meeting on <i>Completing Business Messages</i> , students learn to revise, proofread, and finalize business documents to ensure clarity, accuracy, and professionalism. They focus on improving tone, coherence, and visual design to deliver effective written communication.	(21 / 24)	FARIS FARUQI	
6	Senin, 27 Oktober 2025	12:30	15:00	18	Dimulai	[6th Meetings] Writing Persuasive Messages		(21 / 24)	FARIS FARUQI	
7	Senin, 3 November 2025	12:30	15:00	18	Dimulai	[7th Meeting] <i>Pitch Deck - Introductions</i>	In the seventh meeting of the <b>Business Communication</b> course with the topic <i>Pitch Deck</i> , students learn how to design and deliver a persuasive business presentation that communicates a clear value proposition to potential investors or partners. The session focuses on the structure and key elements of an effective pitch deck, including problem identification, solution, market opportunity, business model, and financial highlights. Students also practice visual storytelling and presentation skills using <b>PowerPoint or Canva</b> , preparing their first draft for evaluation and feedback.	(22 / 24)	FARIS FARUQI	
8	Senin, 10 November 2025	12:30	15:00	18	Dimulai	[8th Meeting] MID-TERM EXAMINATION	In the eighth meeting, students take the <b>Mid-Term Examination</b> to assess their understanding of key concepts covered in previous sessions, including <i>Pitch Deck development, Wadhvani Platform activities, Persuasive Messages, and the processes of Planning, Completing, and Revising or Proofreading Writing</i> through written and practical evaluations.	(23 / 24)	FARIS FARUQI	



# Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun  
Website : [www.stei.ac.id](http://www.stei.ac.id) / e-Mail : [info@stei.ac.id](mailto:info@stei.ac.id) / Telepon : 021-4750321

## JURNAL PERKULIAHAN MANAJEMEN 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS  
NAMA DOSEN : FARIS FARUQI  
KREDIT/SKS : 3 SKS  
KELAS : 04

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
9	Senin, 17 November 2025	12:30	15:00	18	Dimulai	[9th Meeting] Wadhvani Platform (Pitch Deck)	[9th Meeting] Wadhvani Platform (Pitch Deck)	(20 / 24)	FARIS FARUQI	
10	Senin, 24 November 2025	12:30	15:00	18	Dimulai	[10th Meeting] Strategic Storytelling: Designing Impactful Pitch Decks	[10th Meeting] Strategic Storytelling: Designing Impactful Pitch Decks	(21 / 24)	FARIS FARUQI	
11	Senin, 1 Desember 2025	12:30	15:00	18	Dimulai	[11th Meeting] Building Careers and Writing Résumés	[11th Meeting] Building Careers and Writing Résumés	(23 / 24)	FARIS FARUQI	
12	Senin, 8 Desember 2025	12:30	15:00	18	Dimulai	[12th Meeting] Building Careers and Writing Résumés	[12th Meeting] Building Careers and Writing Résumés	(20 / 24)	FARIS FARUQI	
13	Senin, 15 Desember 2025	12:30	15:00	18	Dimulai	[13th Meeting] Building Careers and Writing Resumes	[13th Meeting] Building Careers and Writing Resumes	(23 / 24)	FARIS FARUQI	
14	Senin, 22 Desember 2025	12:30	15:00	18	Dimulai	[14th Meeting][Roleplaying for Interview or Meeting with Potential Investor]	[14th Meeting][Roleplaying for Interview or Meeting with Potential Investor]	(18 / 24)	FARIS FARUQI	
15	Senin, 29 Desember 2025	12:30	15:00	18	Diganti	[15th Meeting] Online Roleplay Interview by Zoom	[15th Meeting] Online Roleplay Interview by Zoom	(0 / 24)	FARIS FARUQI	
15	Jumat, 2 Januari 2026	12:30	15:00	18	Dimulai	[15th Meeting] [Interview] DO and Don't, Tips and Trick in Interview	[15th Meeting] Online Roleplay Interview by Zoom	(23 / 24)	FARIS FARUQI	



# Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun  
Website : [www.stei.ac.id](http://www.stei.ac.id) / e-Mail : [info@stei.ac.id](mailto:info@stei.ac.id) / Telepon : 021-4750321

## JURNAL PERKULIAHAN MANAJEMEN 2025 GANJIL

MATA KULIAH : KOMUNIKASI BISNIS  
NAMA DOSEN : FARIS FARUQI  
KREDIT/SKS : 3 SKS  
KELAS : 04

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
16	Senin, 5 Januari 2026	12:30	15:00	18	Dimulai	[16th Meeting] FINAL TERM - EXAM	[16th Meeting] FINAL TERM - EXAM	(23 / 24)	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](http://www.stei.ac.id) / e-Mail : [info@stei.ac.id](mailto:info@stei.ac.id) / Telepon : 021-4750321

## LAPORAN NILAI PERKULIAHAN MAHASISWA

Program Studi S1 MANAJEMEN

Periode 2025 Ganjil

Mata kuliah : KOMUNIKASI BISNIS

Nama Kelas : 04

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	21200000143	MOCHAMAD GAZA AL GHOZALI	82.90	76.00	78.80	81.25	79.44	A-	✓		
2	21220000011	JONATHAN NATALNAEL BALLA	95.60	81.20	88.80	100	89.68	A	✓		
3	21220009155	ROSA ADINANINGRUM	91.84	88.80	90.80	75	88.93	A	✓		
4	21220009159	RACHMADINA DEVITA SARI	84.24	76.40	90.40	62.5	81.56	A	✓		
5	21220600008	AMALLIA RIANDINI	87.96	76.60	75.20	93.75	81.30	A	✓		
6	21220600009	TRISNASIH NOVIARACHIM	87.83	80.20	71.20	93.75	81.14	A	✓		
7	21230000012	AHMAD BAGUS ADRIANZA	96.38	82.40	90.00	100	90.63	A	✓		
8	21230000018	AKBAR SETIAWAN HADI	96.96	84.20	90.00	100	91.35	A	✓		
9	21230000022	NAZAH ATIKAH FUTRI	96.38	83.60	88.80	100	90.63	A	✓		
10	21230000050	KEYISHA AZZAHRA	96.61	88.40	90.00	93.75	91.88	A	✓		
11	21230000052	NURUL RAHMADLANI	98.20	89.20	88.80	100	92.86	A	✓		
12	21230000057	ASKIA SALSA NABILA	96.22	88.40	88.80	93.75	91.40	A	✓		
13	21230000061	NAYLA AMINAH LESTARI	95.63	85.40	90.00	93.75	90.68	A	✓		
14	21230000062	RAY KOSYANTE	84.00	84.00	84.00	93.75	84.98	A	✓		

Dicetak oleh: Wira Suhendra, pada 11 Maret 2026 15:52:23 WIB | sikad.stei.ac.id/sikad/rep\_nilaikuliah

15	21230000066	NAZWA ALIFIA	97.06	90.60	89.20	93.75	92.43	A	✓		
16	21230000080	REISSAMEVIA ACHSAN	98.52	89.20	89.80	100	93.26	A	✓		
17	21230000081	NUNUNG NURJANAH	94.20	83.00	88.00	93.75	88.94	A	✓		
18	21230000096	FATHIYYAH NAJWA SYAKIRA	99.69	90.60	92.00	100	94.69	A	✓		
19	21230000102	RIZKA AMALIA	98.46	88.80	90.00	100	93.18	A	✓		
20	21230000105	IIN DANA ZULFA	93.23	88.40	90.20	81.25	89.67	A	✓		
21	21230000107	RITA RAHMAWATI	98.26	89.20	89.00	100	92.94	A	✓		
22	21230009086	MIFTAHUL PUTRA JATNIKA	90.00	90.00	90.00	93.75	90.38	A	✓		
23	21230050001	WANDA AZZAHRA NASUTION	98.78	89.20	90.60	100	93.57	A	✓		
24	250121070	RONALDO JEREMI RAMBING	0.00	0.00	0.00	12.5	1.25	E			
Rata-rata nilai kelas			<b>89.96</b>	<b>81.83</b>	<b>83.93</b>	<b>89.84</b>	<b>85.70</b>	<b>A</b>			

Pengisian nilai untuk kelas ini ditutup pada **Selasa, 10 Februari 2026** oleh **061112061**

Tanggal Cetak : Rabu, 11 Maret 2026, 15:52:23

Paraf Dosen :

FARIS FARUQI



# Sekolah Tinggi Ilmu Ekonomi Indonesia Jakarta

Jalan Kayu Jati Raya 11-A Rawamangun

Website : [www.stei.ac.id](http://www.stei.ac.id) / e-Mail : [info@stei.ac.id](mailto:info@stei.ac.id) / Telepon : 021-4750321

## ISI PRESENSI MAHASISWA MANAJEMEN 2025 GANJIL

Mata kuliah : MGT1328 - KOMUNIKASI BISNIS Nama Kelas : 04

No	NIM	NAMA	TATAP MUKA		
			22 Sep 2025	29 Sep 2025	6 Okt 2025
Peserta Reguler					
1	2120000143	MOCHAMAD GAZA AL GHOZALI	H	H	A
2	2122000011	JONATHAN NATALNAEL BALLA	H	H	H
3	21220009155	ROSA ADINANINGRUM	H	H	A
4	21220009159	RACHMADINA DEVITA SARI	A	H	A
5	21220600008	AMALLIA RIANDINI	H	H	H
6	21220600009	TRISNASIH NOVIARACHIM	H	H	H
7	21230000012	AHMAD BAGUS ADRIANZA	H	H	H
8	21230000018	AKBAR SETIAWAN HADI	H	H	H
9	21230000022	NAZAH ATIKAH FUTRI	H	H	H
10	21230000050	KEYISHA AZZAHRA	H	A	H
11	21230000052	NURUL RAHMADLANI	H	H	H
12	21230000057	ASKIA SALSA NABILA	H	A	H
13	21230000061	NAYLA AMINAH LESTARI	H	H	H
14	21230000062	RAY KOSYANTE	H	H	H
15	21230000066	NAZWA ALIFIA	H	H	H
16	21230000080	REISSAMEVIA ACHSAN	H	H	H
17	21230000081	NUNUNG NURJANAH	H	H	H
18	21230000096	FATHIYYAH NAJWA SYAKIRA	H	H	H
19	21230000102	RIZKA AMALIA	H	H	H

20	21230000105	IIN DANA ZULFA	H	H	H
21	21230000107	RITA RAHMAWATI	H	H	H
22	21230009086	MIFTAHUL PUTRA JATNIKA	H	H	H
23	21230050001	WANDA AZZAHRA NASUTION	H	H	H
24	250121070	RONALDO JEREMI RAMBING	A	H	H
<b>Paraf Ketua Kelas</b>					
<b>Paraf Dosen</b>					