SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Communication Engineering	6230502097		**T=2**	**P=0**	**ECTS=3.18**	3	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	....	....	Lilis Sulandari, S.Pt., M.P.

Learning model	Case Studies

Program Learning Outcomes (PLO)	PLO study program that is charged to the course
	Program Objectives (PO)
	PLO-PO Matrix
	P.O
	PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	This course studies the basic concepts of communication, communication in organizations and work teams, cross-cultural business communication, communication through writing business messages, communication through letters, communication about work, communication through reports/proposals, business news releases through written and electronic media; factual knowledge about various rules/regulations in communication (manual and electronic), and about the types and regulations of food businesses within the scope of small and medium enterprises and local businesses; skilled at communicating verbally and in writing effectively in a work or business environment (correspondence, reporting/proposals, meetings, news releases); and be able to internalize moral, ethical and professional values in work or business communication activities.

References	Main :

1. Dewi, Sutrisna. 2007. Komunikasi Bisnis. Yogyakarta: Andi.
2. Purwanto, Djoko. 2011. Komunikasi Bisnis. Ed.ke-4. Jakarta: Erlangga.
3. Curtis, dkk. 2002. Komunikasi Bisnis dan Profesional. Bandung: Remaja Rosdakarya
4. Ubaedy, AN. 2008. Inter-personal Skill: Bagaimana Anda Membangun, Mempertahankan, dan Mengatasi Konflik Hubungan. Jkt: Bee Media Indonesia
5. Team. 2012. Communicating & Preparing (banyak titel). Bookbon.com (online)
6. Pace, R. Wayne dan Faules F, Don. 1998. Komunikasi Organisasi. Bandung: Remaja Rosda Karya
7. Adler, Ronald B., Jeanne M. Elmhorst. 2010. Communicating at Work, Edition. BostonL Mc Graw-Hill.
8. Tubbs, Stewart L & Moss Sylvia. 1994. Human Communication. Singapore: McGraw-Hill, Inc
9. Locker, Kitty O., Donna S. Keinzler. 2010. Business and Administrative Communication, 9th. Edition, Boston: Mc Graw-Hill.
10. Locker, Kitty O., Stephen K. Kaczmarek. 2010. Business Communication: Building Critical Skills, 5th Edition. Boston: Mc Graw-Hill

	Supporters:

Supporting lecturer	Prof. Dr. Any Sutiadiningsih, M.Si.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (*offline*)	Online (*online*)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

1	Able to write messages in a work organization (business) honestly, independently, confidently, thoroughly and responsibly and able to communicate to others	1.Explain how to plan a business message 2.Explain how to organize business messages 3.Revise the message		Lectures and Questions and Answers 2 X 50			0%
2	Able to understand the RPS content, the tasks they are responsible for during one semester, and fulfill several Communication Engineering course requirements.	Understand the learning design, assignments and several important provisions in the Communication Engineering course for one semester	**Criteria:** Each correct answer has a participation score of 5. Each incorrect answer has a participation score of 3. The student asks a participation score of 3. The student intends to ask (by raising a finger) a score of 2	Lectures and questions and answers 2 X 50			0%
3	Able to understand interpersonal communication, interpersonal relationships, interpersonal skills, communication flow in organizations, and communication technology in work or business organizations independently, confidently, politely, responsively, and responsibly.	1.Define the meaning of interpersonal communication. 2.Explain interpersonal relationships in business 3.Explain interpersonal skills 4.Explain the flow of communication in the organization 5.Explain communication technology in work organizations	**Criteria:** 1.Each correct answer gets the maximum score 2.Attitudes that meet the requirements Very capable score 5, capable score 4, quite capable score 3, less capable 2, and unable score 1), 3.An assessment rubric is provided	Providing practice for presentation of lecture material and questions and answers. 2 X 50			0%
4	Able to understand personal skills and interpersonal communication in a business environment honestly, independently, confidently and responsibly and able to communicate to others	Explain the dynamics of communication in work organizations honestly, independently, confidently, and responsibly and be able to communicate to others	**Criteria:** Each correct answer gets the maximum score	Questions and answers for TMd3 assignments Presentation of TM4 2 X 50 material			0%
5	Able to understand cross-cultural business communication honestly, independently, confidently and responsibly and able to communicate with others	1.Explain the meaning of cross-cultural business communication 2.Explain the importance of cross-cultural business communication 3.Identify preparations for doing overseas business 4.Identify language barriers 5.Able to develop cross-cultural communication skills	**Criteria:** 1.Each correct answer gets the maximum score 2.Attitude assessment is carried out in stages according to the attitudes or actions that are manifested.	Lectures, Giving Exercises, and Questions and Answers 2 X 50			0%
6							0%

No	Ability	Indicators		Learning Method			%
7	Able to communicate via letters, including: Writing Direct Requests Writing routine and positive message requests Writing bad news Writing Persuasive messages Basic Business Correspondence	1. Able to explain and write Direct Requests 2. Writing routine and positive message requests 3. Bad news writing 4. Writing persuasive messages 5. Basics of business correspondence, correctly and responsibly		Reading material Doing group assignments Presentation and discussion 2 X 50			0%
8	Midterm exam			2 X 50			0%
9	Able to communicate about work correctly, independently and responsibly	1. Able to explain and carry out activities: Writing job application letters 2. Resume writing 3. Job interview		Presentation, Q&A and reflection in the form of exercises 2 X 50			0%
10	Able to communicate about work correctly, independently and responsibly			Presentation, Q&A and reflection in the form of exercises 2 X 50			0%
11	Able to make business reports/proposals honestly, independently, confidently and responsibly and able to communicate to others	1. Explain techniques for making business reports/proposals 2. Able to make business reports/proposals		Presentation, group discussion and reflection 2 X 50			0%
12	Able to make business reports/proposals honestly, independently, confidently and responsibly and able to communicate to others	1. Explain techniques for making business reports/proposals 2. Able to make business reports/proposals		Presentation, group discussion and reflection 2 X 50			0%
13	Able to make business reports/proposals honestly, independently, confidently and responsibly and able to communicate to others	1. Explain techniques for making business reports/proposals 2. Able to make business reports/proposals		Presentation, group discussion and reflection 2 X 50			0%
14	Have the ability to release culinary business news honestly, independently, confidently, thoroughly and responsibly and able to communicate to others	Skilled in releasing culinary business news independently, confident, thorough and responsible and able to communicate to others		Lectures, presentations and evaluations 2 X 50			0%
15	Have the ability to release culinary business news honestly, independently, confidently, thoroughly and responsibly and able to communicate to others	Skilled in releasing culinary business news independently, confident, thorough and responsible and able to communicate to others		Lectures, presentations and evaluations 2 X 50			0%
16	Final exams			Working on UAS 2 X 50 questions			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
7. **Forms of assessment:** test and non-test.
8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.