

1. Course Identity

Course Name/Block	Business Communication		
Faculty	Business and Economics	Study Program	Accounting
Code	31202621	Credit Point	3
Group	Compulsory Subject	Intake	Compulsory
Semester	1	Availability	Odd semesters
Methods	In Class	Media	Mixed
Subject Group/Block	English	Prerequisite	
Instructor/Instructor Coordinator			

2. COURSE LEARNING OUTCOME

GLO Code	GLO Formulation	CLO Code	CLO Formulation	Indicators	Assessment/ Evaluation	Weight
2.4	Being able to compile a scientific description of the results of a study in the form of a thesis or final project report, and submit it to the higher degree institution	2.4.1	Able to understand how to improve reading skill by improving vocabulary	Student is able to understand the method of enhancing reading skill by mastering vocabulary	1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing	Class Participation (10%) Intellectual Diary (15%)
		2.4.2	Able to conduct critical thinking in building arguments	Student is able to conduct the steps of critical thinking for building A.R.E.L	1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing	Making Vlog (15%) Critical Discussion Forum (20%)
		2.4.3	Able to understand the whole structure of in argumentative essay	Student is able to understand the basic structure of argumentative essay	1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing	Solo Presentation (15%) Argumentative Essay Writing (25%)

		2.4.4	Able to compose the whole structure of argumentative essay	Student is able to compose the whole structure of argumentative essay	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
2.5	Able to document, store, safeguard and rediscover data to ensure validity and prevent plagiarism	2.5.1	Able to find reliable sources to support the assigned task using AAOCC method.	Student is able to find reliable sources either online or offline to support the essay writing using AAOCC method	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
		2.5.2	Able to understand and secure the reliable sources which support assigned tasks using AAOCC method.	Student is able to understand the data either online or offline which support the assigned task using AAOCC method	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
		2.5.3	Able to understand and write the relevant sources of information for assignment using proper referencing style	Students are able to understand and write the relevant sources using APA Referencing Style.	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
3.2	Able to manage and keep develop cooperation with peer and lecturer in and outside the classroom	3.2.1	Able to develop initiative to create effective communication with lecturer	Student is able to conduct independent consultation with the lecturer regarding essay writing	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation

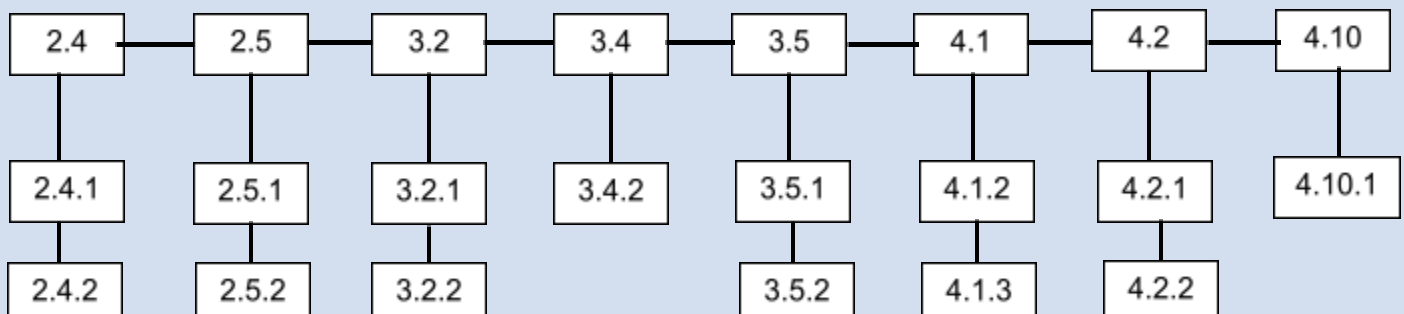


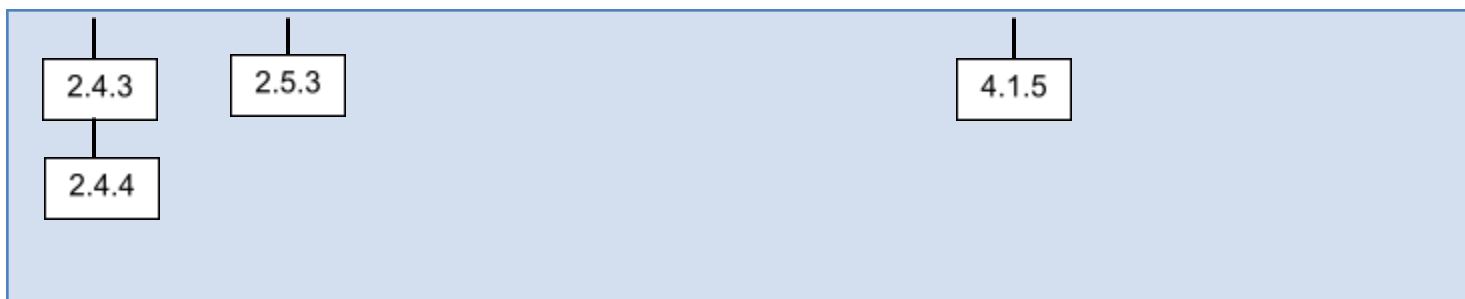
					6. Argumentative Essay Writing
		3.2.2	Able to develop initiative to create effective communication with peer	Student is able to collaborate with peer regarding discussion about argumentative essay topics	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
3.4	Able to conduct self-evaluation process towards group work under the responsibility and able to manage self-learning method	3.4.2	Able to manage self-learning method	Student is able to be independent learners regarding the argumentative essay writing	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
3.5	Able to present information and convey ideas clearly, either orally or written according to the material	3.5.1	Able to present information clearly, either orally or written about argumentative essay topics	Students are able to present information regarding argumentative essay topics through solo presentation.	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
		3.5.2	Able to convey idea clearly either orally or written about argumentative essay topics	Student is able to convey the idea for argumentative essay topics through group discussion	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
4.1	Faithful to the Almighty God and able to show Islamic attitude	4.1.2	Able to show Islamic attitude	Student starts the class with Salaam and Basmallah; and ends the class with Hamdallah and also Salaam	<ol style="list-style-type: none"> 1. Class Participation 2. Intellectual Diary 3. Making Vlog

		4.1.3	Able to show nationalism attitude	Students are able to show respect and tolerance among the differences in class.	4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
		4.1.5	Able to master English language and skills	Students are able to master and use English language and skills in class.	
4.2	Highly value humanity based on religion, moral and ethic	4.2.1	Understand ethics	Students are able to show good class participation.	1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing
		4.2.2	Able to show morality attitude and good personality in completing the assignments	Students are able to show respect towards lecturers and peers.	
4.10	Show responsible attitude towards works in the field and work independently	4.10.1	Show responsible attitude towards works and work independently	Student is able to show responsibility towards the argumentative essay which has been assigned to work independently	1. Class Participation 2. Intellectual Diary 3. Making Vlog 4. Critical Discussion Forum 5. Solo Presentation 6. Argumentative Essay Writing

3. Map of Learning Achievement Analysis

The following is the map of the topics taught in this course:





4. Learning Experience and References

Learning Experience	Students will be given various activities during the learning process such as presentations, assignments, discussions and preparation of solo presentation and writing academic argumentative essay
References	<p>Main Textbook: Bridging Program. (2019). A bridging program module for International Program Students: Study skills and academic writing 2019-2020. Yogyakarta: Learning Center Universitas Islam Indonesia.</p> <p>Supporting book: American Psychological Association. (2019). <i>Publication Manual of the American Psychological Association: The official guide to APA style 7th Edition</i>. Washington DC: American Psychological Association.</p>

5. Details of Learning Activities

Meeting	CLO/CLO Code	Topic/ Sub-Topic	Method/Learning Model	Activities	References
1	4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Introduction: Class rules Chapter 1: Starting Your University Life 1. Intrinsic vs Extrinsic Motivation 2. Life Expectation as University Student	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20 :Introduction 1x 30: Game 1x50: Making Vlog	Main Text Book Supporting book
2	2.5.3 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 2: Academic Integrity 1. Academic Misconduct 2. Syllabus Introduction 3. APA Referencing System Book Introduction	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x15: Explanation 1x35:Class Discussion 1X25: Game – 1 Stray 2 Stay 1x25: Class Discussion	Main Text Book Syllabus Supporting book
3	3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 2: Academic Integrity 4. Good Communication Skill	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1X20: Game – Syllabus 1x50: Leaderless Group Discussion 1x30: Material Review	Main Text Book Supporting book

4	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 3: Improving Vocabulary 1. Vocabulary exercises	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
5	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 3: Improving Vocabulary 2. Prefix and Root	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
6	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 3: Improving Vocabulary 3. Root and Suffix	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
7	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 4: Improving Your Reading Skill 1. Reading Motivation – Book that inspires me	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
8	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 4: Improving Your Reading Skill 2. Scanning and Skimming -Spoon Feeding	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
9	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 4: Improving Your Reading Skill 3. TOEFL Reading Comprehension Practice	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
10	2.4.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 4: Improving Your Reading Skill 4. Reading Comprehension Practice – Hurry Sickness	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game - 1 minute talk 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
11	2.4.1 2.5.1 2.5.2 3.2.2	Chapter 5: Critical Thinking For Building Arguments 1. Brain teaser Game 2. What is critical thinking?	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Game – Brain teaser 1x50: Group activities	Main Text Book



	4.1.2 4.1.3 4.1.5 4.2.1 4.2.2			1x30: Class Discussion	Supporting book
12	2.4.1 2.4.2 2.5.1 2.5.2 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 5: Critical Thinking For Building Arguments 3. Review critical thinking 4. Fact vs Opinion 5. Argument - A.R.E.L	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Explanation 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
13	2.4.1 2.4.2 2.5.1 2.5.2 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 5: Critical Thinking for Building Arguments 6. Good Argument 7. CDF Explanation: Pre-activity, Rules, Topic and Rubric	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Assignment Review 1x50: Group activities 1x20: Class Discussion	Main Text Book Supporting book
14	2.4.1 2.4.2 2.5.1 2.5.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 5: Critical Thinking for Building Arguments CRITICAL DISCUSSION FORUM Topic: Legalization of Marijuana	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x60: CDF 1x30: Feedback Session 1x10: Assignment explanation	Main Text Book
MID SEMESTER EXAM – CRITICAL DISCUSSION FORUM (20%)					
15	2.4.1 2.4.2 2.4.3 2.5.1 2.5.2 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 6: Finding and Evaluating Source 1. AAOCC – Authority, Accuracy, Objectivity, Currency and Coverage 2. Argumentative Essay Explanation	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning 	1x20: Grammar exercise 1x15: Explanation 1x40: Group activities 1x25: Class Discussion	Main Text Book Supporting book
16	2.4.1 2.4.2 2.4.3 2.5.1 2.5.2 3.2.1 3.2.2	Chapter 6: Finding and Evaluating Source 3. Recognizing Bias in Text 4. Evaluating text	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning Student Consultation 	1x20: Grammar exercise 1x15: Explanation 1x40: Group activities	Main Text Book Supporting book

	4.1.2 4.1.3 4.1.5 4.2.1 4.2.2			1x15: Class Discussion	
17	2.4.2 2.4.3 2.5.1 2.5.2 3.2.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 6: Finding and Evaluating Source 5. Choosing Topic 6. Brainstorming the reading text 7. Note Taking	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning Student Consultation 	1x30: Game – 2-minute talk 1x15: Explanation 1x40: Individual activity 1x15: Class Discussion	Main Text Book Supporting book
18	2.4.2 2.4.3 2.5.1 2.5.2 3.2.1 3.2.2 3.5.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 7: Writing for Academic Purposes 1. Academic Writing 2. Analyzing Texts: Narrative, Descriptive, Expository and Argumentative	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning Student Consultation 	1x20: Explanation 1x50: Group activities 1x30: Class Discussion	Main Text Book Supporting book
19	2.4.3 2.5.1 2.5.2 3.2.1 3.2.2 3.5.1 3.5.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 7: Writing for Academic Purposes 3. Solo Presentation Preparation 4. Note Taking: Solo Presentation materials	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning Student Consultation 	1x30: Explanation 1x50: Individual activity 1x20: Class Discussion	Main Text Book Supporting book
20	2.4.3 2.5.1 2.5.2 2.5.3 3.2.1 3.2.2 3.5.1 4.1.2 4.1.3 4.1.5	Chapter 7: Writing for Academic Purposes 5. Quotation, Paraphrase, and Summarize 6. APA Referencing System Explanation	<ul style="list-style-type: none"> Lecturer's Explanation Class Discussion Student-Centered Learning Student Consultation 	1x20: Explanation 1x50: Individual activity 1x30: Class Discussion	Main Text Book Supporting book

	4.2.1 4.2.2 4.10.1				
21	2.5.1 2.5.2 2.5.3 3.2.1 3.2.2 3.5.1 3.5.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 7: Writing for Academic Purposes SOLO PRESENTATION Day 1 Topics: 1. Taxation 2. Nationalism 3. Environment 4. Technology development 5. Respect and Tolerance 6. Freedom of Expression	<ul style="list-style-type: none"> • Class Discussion • Student-Centered Learning • Student Consultation 	1x 100: Individual Presentation	Main Text Book Supporting book
22	2.5.1 2.5.2 2.5.3 3.2.1 3.2.2 3.5.1 3.5.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2	Chapter 7: Writing for Academic Purposes SOLO PRESENTATION Day 2 Topics: 1. Taxation 2. Nationalism 3. Environment 4. Technology development 5. Respect and Tolerance 6. Freedom of Expression	<ul style="list-style-type: none"> • Class Discussion • Student-Centered Learning • Student Consultation 	1x 100: Individual Presentation	Main Text Book Supporting book
23	2.4.3 2.4.4 3.2.1 3.2.2 3.4.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 8: Structuring Your Essay 1. Argumentative Essay Structure 2. Introduction: Hook, General Statement and Thesis Statement	<ul style="list-style-type: none"> • Lecturer's Explanation • Class Discussion • Student-Centered Learning • Student Consultation 	1x20: Explanation 1x50: Individual activity 1x30: Class Discussion	Main Text Book Supporting book
24	2.4.3 2.4.4 3.2.1 3.2.2 3.4.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 8: Structuring Your Essay 3. Body Paragraph: Topic sentence and Supporting sentences	<ul style="list-style-type: none"> • Lecturer's Explanation • Class Discussion • Student-Centered Learning • Student Consultation 	1x20: Explanation 1x50: Individual activity 1x30: Class Discussion	Main Text Book Supporting book
25	2.4.3 2.4.4 3.2.1 3.2.2	Chapter 8: Structuring Your Essay 4. Concluding Paragraph: Summarizing	<ul style="list-style-type: none"> • Lecturer's Explanation • Class Discussion • Student-Centered Learning 	1x20: Explanation	Main Text Book

	3.4.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Introduction and Body Paragraph	<ul style="list-style-type: none"> • Student Consultation 	1x50: Individual activity 1x30: Class Discussion	Supporting book
26	2.4.3 2.4.4 3.2.1 3.2.2 3.4.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 8: Structuring Your Essay 5. Outline of Argumentative Essay	<ul style="list-style-type: none"> • Lecturer's Explanation • Class Discussion • Student-Centered Learning • Student Consultation 	1x20: Explanation 1x50: Individual activity 1x30: Class Discussion	Main Text Book Supporting book
27	2.4.1 3.2.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 9: Developing Your Essay in Unity and Coherence 1. Repeating key nouns 2. Transitional signals	<ul style="list-style-type: none"> • Lecturer's Explanation • Class Discussion • Student-Centered Learning • Student Consultation 	1x20: Explanation 1x50: Individual activity 1x30: Class Discussion	Main Text Book Supporting book
28	2.4.1 3.2.1 3.2.2 4.1.2 4.1.3 4.1.5 4.2.1 4.2.2 4.10.1	Chapter 10: Editing and Proofreading 1. Fragments 2. Run-on sentences	<ul style="list-style-type: none"> • Lecturer's Explanation • Class Discussion • Student-Centered Learning • Student Consultation 	1x20: Explanation 1x50: Individual activity 1x30: Class Discussion	Main Text Book Supporting book
FINAL SEMESTER EXAM – ARGUMENTATIVE ESSAY SUBMISSION (25%)					

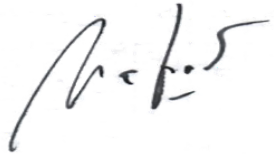
6. Assessment System and Evaluation

Assessment System

Total	Grade	Total	Grade
> 80,00	A	62,50 – 64,99	C+
77,50 – 79,99	A-	60,00 – 62,49	C
75,00 – 77,49	A/B	55,00 – 59,99	C-
72,50 – 74,99	B+	50,00 – 54,99	C/D
70,00 – 72,49	B	45,00 – 49,99	D+
67,50 – 69,99	B-	40,00 – 44,99	D
65,00 – 67,49	B/C	< 40	E

The Benchmark for Assessment Reference of this course employs assessment criteria and weights in accordance with the Rector's Decree No. 5/PR/Rek/BPA/III/2014 Article 12:

Evaluation System	The indicator of competency achievement is the final score of the English 1 course score $\geq 60\%$; 75% student attendance requirements and final grades include an assessment of: Class Participation, Making Vlog, Intellectual Diary, Critical Discussion Forum, Solo Presentation, and Argumentative Essay.
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Date :	Date:	Date :
Validated by the Head of Study Program	Checked by Subject Group Coordinator	Prepared by Instructor/Instructor Coordinator
		
Dr. Mahmudi, S.E., M.Si, Ak, CMA		