

Name: Business Communication					
Module/course code: IAB61010	Student workload: 510 Minutes/Week	Credits (ECTS): 4.53 ECTS	Semester 2	Frequency Odd Semester	Duration 1x / Semester
Types of courses: Tutorial/Lecture/ Response		Contact hours: 150 minutes/week	Independent study: 360 minutes/week	Class size X students: 30 Students	
1	Prerequisites for participation -				
2	Learning outcomes <ol style="list-style-type: none"> 1. Attitude: Students are able to use communication well, know communication etiquette and recognize communication gaps that occur, 2. Students are able to practice business presentations, negotiate in business 3. Students are able to prepare instruments in communication on the job such as making job application letters and practicing job interviews. 				
3	Description: Business Communication Course is a general compulsory subject at the Faculty of Administrative Sciences as an effort to develop communication science, communication through media, oral communication.				
4	Teaching methods: Lectures, Discussions, and Group Works.				
5	Assessment methods: Task, Mid-Term Exam, Final-Term Exam, and Quiz.				
6	Other information e.g. bibliographical references: Mandatory: <ol style="list-style-type: none"> 1. Purwanto, Djoko. 2011. Komunikasi Bisnis. Erlangga Complementary: <ol style="list-style-type: none"> 1. Jco Biel 				