

Name: Communication and Negotiation for Tax Profession					
module/course code: PJK60012	Student workload: 510 Minutes/Week	Credits (ECTS): 4.53 ECTS	Semester 5-7	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 (S1)	
1	Prerequisites for participation IAF4003 - Administrative Ethics (WM)				
2	Learning outcomes 1. Understanding the basics of communication theory. 2. Knowing the theory of communication in organizations. 3. Understanding the theory of interpersonal communication. 4. Analysing information and provide feedback. 5. Selecting communication channels and media. 6. Explain the importance of audience analysis. 7. Replicate, implement, and integrate forms of intrapersonal communication into practice. 8. Apply and apply communication concepts				
3	Description This course studies the theory and application of basic communication concepts, communication functions and principles, communication models, communication techniques carried out by tax professionals (tax consultants, tax authorities, tax examiners, and other professions in the taxation sector) and describes psychology communication for fraud.				
4	Teaching methods: Lectures, Group discussions				
5	Assessment methods: Presentation 15% Discussion 15% Task 20% MIDDLE SEMESTER EXAM 25% FINAL SEMESTER EXAM 25%				
6	Other information e.g. bibliographical references: C.1 Mandatory 1. Seiler, William J dan Melissa L Beal. 2008. Communication Making Connection Seventh Connections. Pearson International Edition. Pearson Education,Inc. Boston. (SWM) 2. Rittman,Sandra dan Jean Gonzales. 1991. Effective Business Communication. PWS-KENT Publishing Company. USA (RJG) x x x 2 3. Hamilton,Cheryl. 2005. Communicating for Results: A Guide for Business and The Professions. Thomas Learning,Inc. China (HMC) C.2 Complementary 1. Galanes,Gloria J; Katherine Adams dan John K.Brillhart.2004. Effective Group Discussion Theory and Practice. McGrawHill-Companies,Inc. New York (GLG)				