

Course unit title	Business Communication
Course unit code	SOK334
Type of course unit (compulsory, optional)	Compulsory
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	First Cycle Bachelor
Year of study when the course unit is delivered (if applicable)	2021–2022
Semester/trimester when the course unit is delivered	2 nd semester
Number of ECTS credits allocated	4.8 credits
Name of lecturer(s)	<ol style="list-style-type: none"> 1. Dr. Tri Siwi Agustina, SE., M.Si 2. Aris Armuninggar, Dr., SH,, MH 3. Sony Kusumasondjaja, Ph.D, M.Com 4. Dewi Retno Suminar, Dr, M.Psi. 5. Karyanto Wibowo, SE, Ak., MM.,M.Si 6. Wulandari Fitri Ekasari, S.Ak., M.Sc., Ak., CFP
Learning outcomes of the course unit	<ol style="list-style-type: none"> 1. Graduates are able to understand and apply basic concepts of supporting subjects, including business, management, law, and economics. 2. Graduates are able to demonstrate effective communication skills in the process of accounting in terms of presentation of empirical and theoretical arguments
Mode of delivery (face-to- face, distance learning)	Face-To-Face
Prerequisites and co-requisites (if applicable)	—
Course content	<ol style="list-style-type: none"> 1. Related introductory communication within the organization. 2. The forms of communication. 3. Skills in communicating. 4. Communication challenges on the world's cultural diversity. 5. Business presentations: understanding and simulating 6. Developing academic writing and business messages Concepts of recognition, measurement, assessment, reporting & disclosure: Account Receivables 7. Composing job application letter and understanding job interviews.
Recommended or required reading and other learning resources/tools	<ol style="list-style-type: none"> 1. Mary E. Guffey dkk. 2006. Komunikasi Bisnis: Proses & Produk. Jakarta: Salemba Empat. 2. Bovee, Courtland I, and Thill, John V, Business Communication Today, Prentice-Hall International Inc, 2008; Sixth Edition
Planned learning activities and teaching methods	<ol style="list-style-type: none"> 1. Lectures 2. Practical/ Role Play 3. Assignment
Language of instruction	Bilingual, Bahasa Indonesia and English
Assessment methods	Assignment, Examination