

Legal Drafting dan Contract Drafting

Description of Course Unit according to the ECTS User's Guide 2015

Course unit title	Legal Drafting dan Contract Drafting
Course unit code	PKN6249
Type of course unit (compulsory, optional)	Optional
Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)	Bachelor
Year of study when the course unit is delivered (if applicable)	2020
Semester/trimester when the course unit is delivered	6
Number of ECTS credits allocated	3,23 ECTS
Name of lecturer(s)	Anang Priyanto, M.Hum dan Setiati Widiastuti, M.Hum
Learning outcomes of the course unit	Students can master the guidelines and are skilled at making decisions and regulations, making memorandums of understanding and agreements/cooperation agreements to foster awareness and attitude of good citizens.
Mode of delivery (face-to-face, distance learning)	Distance learning, Face-to-face
Prerequisites and co-requisites (if applicable)	-
Course content	The purpose of this course is to equip students with skills in drafting regulations and agreements to raise awareness and attitudes as good Civics teachers, therefore the discussion in this course includes the importance of legal drafting and contract drafting, guidelines for drafting regulations and decisions, practice of making decisions. and regulations, guidelines for making memorandums of understanding and cooperation agreements, and practice of making notes understanding and cooperation agreements.
Recommended or required reading and other learning resources/tools	<ol style="list-style-type: none"> 1. I.G. Rai Widjaya (2003), <i>Merancang Suatu Kontrak Teori dan Praktek</i>, edisi revisi. Megapoin. Jakarta. 2. Philipus M. Hadjon, R. Soemantri Marto Soewignjo, Sjachran Basah, Bagir Manan, Laica Marzuki, JBJM ten Berge, PJJ van Buuren, FAAM Stroink (2008). <i>Pengantar Hukum Administrasi Indonesia Introduction to the Indonesian Administrative Law</i>. Gadjah Mada University Press. Yogyakarta. 3. Salim HS, Abdullah, Wiwiek Wahyuningsih (2008), <i>Perancangan Kontrak dan Memorandum of Understanding (MoU)</i>, Sinar Grafika. Jakarta. 4. Undang-Undang Nomor 12 Tahun 2011 tentang Pembentukan Peraturan Perundang-undangan.

Planned learning activities and teaching methods	Discussion, problem solving, and Q and A, collaboration learning, project collaborative learning
Language of instruction	Indonesian
Assessment methods and criteria	Methods: Written, results project collaborative learning, literacy Criteria: St. participation in the lecture, midterm exam, end of semester assessment