

Introduction to Communication Studies (Pengantar Ilmu Komunikasi)

Instructor(s) : Hapsari Dian Sylvatri, S.S.

module code	student workload	credits (according to ECTS)	semester	frequency	duration
SBP 61122	136 hours	3 x 50' 4.5 ECTS	3 rd Semester	Each semester	1 Semester(s)
1	Types of courses a) seminar b) discussion c) practical methode		contact hours 40 hours	independent study 96 hours	class size 2 x 30 students
2	Prerequisites for participation -				
3	Learning outcomes PLO: ILO: <ul style="list-style-type: none"> ● Students are able to apply the basic principles of communication, journalism, creative writing, and public speaking. CLO : <ul style="list-style-type: none"> ● Able to know the definition, function, concept of communication ● Master effective communication techniques ● Master good listening techniques ● Have good self-confidence and can carry themselves in all situations ● Know the culture of origin and original communication as a future candidate of the nation who does not leave the original culture and is ready to face the era of globalization and the digital world. ● Able to find passion in yourself to be ready to face the world of work ● Ready to be a student who has Good Attitude, Smart as an agent of change from the future of the nation ● Able to do public speaking which is very necessary for presentations in courses, thesis exams, facing the world of work which really requires good public speaking techniques. 				
4	Subject aims <ul style="list-style-type: none"> ● Have good communication etiquette as an asset to become a successful person in college and the world of work later on ● Find passion in yourself to be ready to enter the world of work ● Successful speaking in front of the public later as an asset in the world of work and social environment 				
5	Teaching methods <i>lectures, discussions, exercises, presentations, assignment</i>				
6	Assessment methods				

	<ul style="list-style-type: none"> ● Participation (10%) ● Quiz (10%) ● Assignment (15%) ● Mid Semester Examination (25%) ● End Semester Examination (40%)
7	<p>Content</p> <ol style="list-style-type: none"> 1. Introduction 2. Function of Communication 3. Definition of Communication, and Principles of Communication 4. Personality Development 5. Verbal communication and Non-verbal communication 6. Effective Listening Skill 7. Boosting Confidence 8. Passion 9. Communication Etiquette 10. Broadcasting 11. The Power of Public Speaking <p>Week 1</p> <p>Students are able to know and ask the meaning of Communication, Passion and National/International topics that make headlines in the mass media.</p> <p>Week 2</p> <p>Students know the function of communication.</p> <ul style="list-style-type: none"> ● Why do we communicate? ● Functions of communication: Social Communication formation of self-concept, self-existence, for survival fostering relationships and obtaining happiness ● Ritual communication ● Instrumental communication <p>Week 3</p> <p>Students understand and know the definition and principles of communication.</p> <ul style="list-style-type: none"> ● Principles of Communication ● History of Communication in the world and in Indonesia <p>Week 4</p> <p>Students know and understand about personality development</p> <ul style="list-style-type: none"> ● Personality development (self-knowledge, appearance) interpersonal communication process (self-concept, listening, expressing clearly, overcoming anger, self-expression) <p>Week 5</p> <p>Students are able to know and understand about verbal communication and non-verbal communication</p>

- Verbal Communication: Words and Meanings, Encoding Messages, Language and Thoughts, Influence of Words on Actions
- Non Verbal Communication: Interpreting Non-Verbal Messages, Visual Cues, Vocal Cues Deception

Week 6

Review of communication assignments.

Week 7

Seminar class

- Hot issue
- Trending topic

Week 8

Mid Semester Examination

Week 9

Students learn about effective listening skill

- Listening
- Barriers to listening
- How to be a good listener

Week 10

Students presentations

- Regional culture and ways of communication

Week 11

Students know how to boost their confidence.

- Understanding yourself
- Overcoming your fear
- Show your confidence

Week 12

Students learn how to show their passion.

- Find your Passion
- The world of work
- Good Interview

Week 13

	<p>Students understand about communication etiquette.</p> <ul style="list-style-type: none"> ● Communicate with confidence, how to get acquainted, greet, interrupt, speak effectively, say no, criticize and be criticized, use a cell phone, understand body language, sitting, standing and walking. <p>Week 14</p> <p>Students understand the technique of broadcasting.</p> <ul style="list-style-type: none"> ● Vocal technique ● Creating a script ● The importance of reading aka expanding knowledge ● Be a good broadcaster <p>Week 15</p> <p>Students understand the power of public speaking.</p> <ul style="list-style-type: none"> ● Confidence-building techniques, stage fright management, good presentation, vocal, body language, script preparation, speaking practice <p>Week 16</p> <p>End Semester Examination</p>
8	<p>This module is used in the following degree programmes as well</p> <p>-</p>
10	<p>Responsibility for module</p> <p>Compulsory</p>
11	<p>Other information</p> <p>Reference :</p> <ul style="list-style-type: none"> ● <i>Mulyana , Deddy..ilmu komunikasi : Suatu Pengantar.. 2007 Bandung : Remaja.Rosdakarya</i> ● <i>LittleJohn, Stephen W. Theories of Human Communication – Nine Edition. 1996 Jakarta : Salemba Humanika</i> ● <i>Sirait, Charles Bonar. The Power of Public Speaking – Kiat Sukses Berbicara di depan Publik. 2007. Jakarta.Gramedia Pustaka Utama</i> ● <i>Uno,Mien R. Etiket, Sukses Membawa Diri di Segala Kesempatan. 2005.Jakarta : Grameda Pustaka Utama</i> ● <i>Latief, Ira. Do What You Love Love What You Do.2014. Jakarta : Gramedia Pustaka Utama</i> ● <i>Powers, John Robert. HandBook</i> ● <i>Carnegie, Dale. Sukses Berkomunikasi. 2015. Jakarta : Gramedia Pustaka Utama</i> ● <i>Eyre, Maggie. Speak Easy.2015. Jakarta : PT Elex Media Komputindo</i> ● <i>Dunar, Hilbram. My Public Speaking. 2015. Jakarta : Gramedia Pustaka Utama</i>

- | | |
|--|---|
| | <ul style="list-style-type: none">• <i>Ningrum Fatmasari. Sukses menjadi penyiar, scriptwriter dan reporter.2007. Jakarta : Swadaya</i> |
|--|---|