



**UNIVERSITAS PENDIDIKAN NASIONAL (UNDIKNAS UNIVERSITY)**

**FACULTY OF BUSINESS AND ECONOMICS**

Jl. Bedugul No. 39 Sidakarya Denpasar, Telp (0361) 723868 Fax. (0361) 723077 Kode Pos (3261) 225

## **SYLLABUS**

### **INDONESIAN LANGUAGE**

**BACHELOR COURSE**

**MANAGEMENT STUDY PROGRAM**

**COURSE CODE: 181114**

**5 ECTS**

**LECTURER: KD. DEVI KALFIKA ANGGRIA WARDANI, S.PD., M.PD**

#### **1. PURPOSE:**

After studying this course, the student should be able to demonstrate adequate knowledge and skills to use Indonesian language properly and correctly, both verbally and in writing, especially in the academic field, and have a positive attitude towards Indonesian language.

#### **2. COURSE DESCRIPTION:**

Lectures provide concepts regarding the role and function of Indonesian language, as well as the use of good and correct Indonesian in scientific work. Thus, after attending this course, students are expected to be able to (1) use Indonesian language to enrich scientific thoughts, ideas and attitudes into various forms of quality scientific work (fulfilling the requirements of objectivity, coherence, cohesion, effectiveness, efficiency, and communicative); (2) critically edit various scientific works and use them based on the edits; (3) utilize their skills in Indonesian language to develop their self-esteem. This course is carried out with a communicative and contextual approach through discussion techniques, exercises, and presentations.

#### **3. PREREQUISITE SUBJECT:** None

#### **4. LEARNING OBJECTIVES:**

##### **a. Objectives related to improving cognitive abilities:**

- 1) Students have adequate knowledge of history, position and function of Indonesian language, and a positive attitude towards the language.
  - 2) Students have knowledge of academic texts
  - 3) Students can write summarized academic texts independently.
  - 4) Students can write book review -style texts.
  - 5) Students can design proposal-style texts
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- 6) Students are able to write quotations in accordance with the applicable conventions.
- 7) Students are able to write activity report texts.
- 8) Students are able to design research proposals.
- 9) Students are able to write research report texts.
- 10) Students are able to identify the characteristics of the text of scientific articles.
- 11) Students are able to identify the importance of the text of scientific articles and media publications.
- 12) Students are able to write scientific articles.
- 13) Students can edit scientific articles.
- 14) Students are able to write personal and official letters for various purposes using proper and correct Indonesian language.

**b. Objectives related to personality development (*soft-skills*):**

- 1) Develop a positive attitude towards Indonesian language.
- 2) Develop time management skills.
- 3) Develop writing skills.
- 4) Develop public speaking skills.
- 5) Develop group work skills.
- 6) Develop self-confidence.
- 7) Develop problem-solving skills.

**5. REFERENCES:**

- 1) Aliotta, Marialuisa.2018. Mastering Academic Writing in Science. Florida: CRC
- 2) Alley, Michael. 2018. The Craft of Scientific Writing. USA: Springer
- 3) Karim, Faisal dan Tirta N.Mursitama. 2015. Mahir Menulis Akademik. Depok: Linea Pustaka
- 4) Keraf, Gorys.2001. Komposisi. Jakarta:PT Gramedia
- 5) Nurwardani, Paristiyanti, dkk. 2016. Bahasa Indonesia untuk Perguruan Tinggi. Direktorat Jenderal Pembelajaran dan Kemahasiswaan
- 6) Tim Pengembang Bahasa Indonesia. 2016. Pedoman Umum Ejaan Bahasa Indonesia. Badan Pengembangan dan Pembinaan Bahasa Indonesia



## 6. ASSIGNMENTS:

During the course there will be two types of assignments given to students: structured and unstructured tasks, both independently and in groups.

## 7. LEARNING METHODS:

The learning process will use student-centered learning, such as Cooperative Learning, where students must actively participate in the acquisition of knowledge. The first part of the semester will be filled with active lecturing which will discuss concepts according to the topics in the syllabus. During the second part of the semester, the students will be given the opportunity to collaborate on the concepts presented in the first part through exercises, discussions and case studies.

## 8. EVALUATION OF LEARNING:

In determining the final grade evaluation, the calculated average grades will be used with the following weighing:

Number	Marking Criteria	Weighted mark
1.	Attendance	10 %
2.	Quiz	10 %
3.	Mid-term Exam	15 %
4.	Final Exam	25 %
5.	Individual assignment	10 %
6.	Group assignment	10 %
7.	Activeness in Discussions	10 %
8.	Personality	10 %
<b>Total</b>		<b>100 %</b>

## 9. PLAGIARISM:

Plagiarism is to include the words / sentences / ideas of others partly or wholly without mentioning the source. If students enter words / sentences from other authors, the source must be mentioned. Plagiarism also includes copying (copying) part or all of the work of other students or copying (copying) from books, journals, web, newspaper magazines and others. Plagiarism also includes auto-plagiarism, which includes inserting words / sentences / ideas of their own from tasks / papers that have been collected for assessment without mentioning the source. proven to do plagiarism. Sanctions for plagiarism: Papers are given a zero value, maximum E.



## 10. LECTURE TOPICS:

Meetings	Topic / Sub-topic	References
<b>1</b>	<ol style="list-style-type: none"><li>1. History of language development.</li><li>2. Position of Indonesian language.</li><li>3. Function of Indonesian language.</li><li>4. The importance of having a positive Attitude towards the language.</li></ol>	4, 5
<b>2</b>	<ol style="list-style-type: none"><li>1. Characteristics of academic and non-academic texts.</li><li>2. The importance of academic texts In higher education.</li><li>3. Academic texts in micro genre.</li><li>4. Academic texts in macro genre.</li></ol>	4, 5
<b>3</b>	<ol style="list-style-type: none"><li>1. Summary structure.</li><li>2. Language formulation and summaries.</li><li>3. Summary editing</li></ol>	4, 5, 6
<b>4</b>	<ol style="list-style-type: none"><li>1. Textbook review structure.</li><li>2. Assessment aspects, language formulation, and benefit of book review texts.</li><li>3. Steps for writing a book review text.</li></ol>	4, 5, 6
<b>5</b>	<ol style="list-style-type: none"><li>1. Text structure for activity proposals.</li><li>2. Activity proposal text structure relationship.</li><li>3. Language formulation and parties in activity proposals.</li></ol>	4, 5, 6
<b>6</b>	<ol style="list-style-type: none"><li>1. Function of quotations.</li><li>2. How to quote directly.</li><li>3. How to quote indirectly.</li><li>4. Function of bibliography.</li><li>5. How to write bibliographies.</li></ol>	4, 5, 6



<b>7</b>	<ol style="list-style-type: none"> <li>1. The model of activity report texts.</li> <li>2. The structure of activity report texts.</li> <li>3. Relations between text elements of activity reports</li> </ol>	4, 5, 6
<b>8</b>	<b>Mid-Semester Test</b>	
<b>9</b>	<ol style="list-style-type: none"> <li>1. Text structure for research proposals.</li> <li>2. Research proposal text structure relationship.</li> <li>3. Language formulation, benefits, and parties who give research proposals.</li> </ol>	1, 2, 3, 4, 5, 6
<b>10</b>	<ol style="list-style-type: none"> <li>1. The model of research report texts.</li> <li>2. The structure of research report texts.</li> <li>3. Relationship between the text elements in research reports.</li> </ol>	1, 2, 3, 4, 5, 6
<b>11</b>	<ol style="list-style-type: none"> <li>1. Text structure of scientific articles.</li> <li>2. Relationship between structures in scientific articles.</li> </ol>	1, 2, 3, 4, 5, 6
<b>12</b>	<ol style="list-style-type: none"> <li>1. Importance of text in scientific articles.</li> <li>2. Media publication of scientific articles.</li> </ol>	1, 2, 3, 4, 5, 6
<b>13</b>	<ol style="list-style-type: none"> <li>1. The writing of scientific articles.</li> </ol>	1, 2, 3, 4, 5, 6
<b>14</b>	<ol style="list-style-type: none"> <li>1. Text editing techniques for scientific articles.</li> <li>2. Aspects of edited text in scientific article</li> </ol>	1, 2, 3, 4, 5, 6
<b>15</b>	<ol style="list-style-type: none"> <li>1. Personal letter writing techniques.</li> <li>2. Official letter writing techniques.</li> </ol>	1, 2, 3, 4, 5, 6
<b>16</b>	<b>Final Test</b>	



## 11. WORKLOAD:

INDONESIAN LANGUAGE

16 weeks

	Weeks per semester																TOTAL hrs	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
INDEPENDENT WORK	Homework, assignments	2	2	2	2	2	2			2	2	2	2	2	2		24	
	Workshops					4											4	
	Exam preparation							9								10	19	
	Company visits, excursions											4					4	
	Preparation for presentations and papers	1	1	1	1	1	1			1	1	1	1	1	1		12	
	Preparation for class	2	2	2	2	2	2			2	2	2	2	2	2	2	24	
	Follow-up for class	1	1	1	1	1	1			1	1	1	1	1	1		12	
	Final essay paper															10	10	
	Course evaluation																2	2
	Workshops and Excursion Paper							2						2				4
																	<b>115</b>	
HRS OF EXAMS								2								2	<b>4</b>	
MANDATORY CLASS ATTENDANCE	Class	Weekly hrs ~2	2	2	2	2	2	2	2			2	2	2	2	2	2	<b>26</b>
	<b>TOTAL WORKLOAD PER COURSE (HOURS)</b>																<b>145</b>	
	<b>TOTAL ECTS</b>																<b>5</b>	