

**2-YEAR PROFESSIONAL PROGRAM OF INFORMATION TECHNOLOGY
IN SOFTWARE ENGINEERING & WEB DEVELOPMENT
CEP - CCIT FACULTY OF ENGINEERING UNIVERSITAS INDONESIA
4TH SEMESTER**

PROFESSIONAL SKILLS 2 - PROFESSIONAL ETHICS

Overview

Possessing strong professional skills are extremely important to be successful in the business world. One of the key professional skills is business communication. Employers want employees with strong written communication skills, because they are perceived to be credible. In the professional world, written communication comprises e-mail messages, letters, reports, faxes, and memos. As a business professional, it is important for you to recognise the ways in which your ability to write well can be significant. Improving your written communication skills can impact your productivity, your performance, and your image in the organisation and among external business associates. Another important aspect of business communication is the ability to handle data. This involves searching for relevant data, analysing it and presenting it in appropriate formats. This helps organisations to take better business decisions.

When an individual joins an organisation, he/she might not possess all the required skills and competencies. Therefore, organisations today are investing heavily in employee development, as they feel it to be critical for success. One such investment is in employee training and development. For an organisation to grow, it is important that each individual who is a part of it appreciates the importance of lifelong learning for his/her growth and development. While hiring an employee, a company looks for someone who is motivated and is keen to focus on self-development. Self-development efforts are unique to an individual, and the reasons for undertaking them are specific to the individual. The advantage of self-development efforts is that you decide for yourself how and where best to expand your capabilities and strengths – which learning and development activities do you want to undertake and which are the areas in which you can best apply your knowledge and skills.

Finally, in order to start developing a career, an individual needs to be accepted into a job of his or her choice. An employer checks for competencies primarily through an interview and through a series of aptitude definition tests. In this course, students will learn how to communicate in an interview, how to present themselves and how to convince the interviewer that they are the best person for the job both in the interview stage as well as through common aptitude tests.

Pre-requisites

The students who want to take this module should have the knowledge of: Implementation an effective communication in a teamwork project to produce a publication video about leadership and communication skills.

Objectives

After completing this module, the student will be able to:

- Improve business communication skills
- Develop knowledge, skills, and competence
- Develop interview skills
- Understand concepts of organization policies and procedures
- Understand what is a job and the related tasks in an organization
- Practice aptitude questions to prepare for interview

Program-Specific Competency

After completing this course, students will be able to enhance their professional skills by being able to improve their business communication skills and present data in various formats. They will also be able to identify skill gaps and undertake learning and development activities to develop their knowledge, skills and competence. In addition, they will be able to develop interview skills and practice aptitude tests. Students will understand concepts of organisation policies and procedures, sales, customer service, and basic accounting and finance.

Learning Tools

Below are the learning tools during this session module:

1. Internet
2. Syllabus of PRE module can be found: <https://drive.google.com/file/d/1y713E3Ep-gmHjPrtlhbTOXSzRUfdVp5p/view?usp=sharing>
3. Book Reference : Professional Skills 2 Module or other references.



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Topic Covered in Professional Skills 2

Module

Chapter 1

Importance of Writing in the Business World
Characteristics of Effective Writing
Phases of Writing
Types of Written Workplace Communication
Five C's of Effective Writing
Common Mistakes in Effective Writing
E-mail as a Written Communication Tool
Making Business Writing Effective
Memo
Letter
Minutes of a Meeting
Importance of Data in Business Communication
What is Data?
Importance of Data in Any Organisation
Preparing Data for Analysis
Tools for Data Analysis
Reporting Formats for Data Analysis
Towards Business Improvement

Chapter 2

Story: Sharpening the Axe
Some Industry Perspectives
Need for Self-Development
Some Industry Perspectives
Ensuring your Own Career Development
Conduct a Gap Analysis
Create a Plan to Fill the Gap
Implement and Evaluate your Plan

Chapter 3

Importance of Interviewing Skills
Importance of Job interviews
Types of Interviews
Stages in an Interview
Strengths and Weaknesses When Facing Interviews
Interview Myths
The Interview Process
Before the Interview
During the Interview

After the Interview

The Art of Cracking Interviews

Types of Interview Questions

Importance of Group Discussions

Important Guidelines for Group Discussion

Phases of a Group Discussion

Common Interview Questions

Sharing of Assignment: My Extra Edge

Practice Role Play

Practice Role Play: Debrief



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Eligibility

This assignment eligible for students from Software Engineering and Web Development Class in 4th semester.

Evaluation

The assignment will be evaluated based on these criteria:

a. **Developing Blog Concept in Quarter 7 evaluated by Q7 Faculty : 50%**

Criteria based on:

- Conformance to the subject (20%)
- Presentation skills (10%)
- Knowledge of the subject (20%)

b. **Presentation of Blog Project in Quarter 8 evaluated by Q8 Faculty: 50%**

Criteria based on:

- Topic delivery Effectiveness (20%)
- User interface (15%)
- Creativity and innovation (15%)

Assignment Guidelines

- a. The assignment is a group task in a form of Blog Project.
- b. The maximum member of each group is **5 (five)** persons.
- c. The group must be created at the beginning of semester 4, continued during and until the end of semester 4.
- d. In the first quarter of Semester 4 (Quarter 7), the faculty will evaluate the Blog Project making concept.
- e. In the second quarter of Semester 4 (Quarter 8), the faculty will evaluate the presentation of Blog Project.
- f. Each group is freely to use any kind of blog platforms.
- g. The content of the blog project must free from any kind of plagiarism, pornography, sensitive issues related specific ethnicity, religion, or specific community in controvertial gender identity.
- h. The date of blog project assessment during quarter 7 and the date of presentation assessment during quarter 8 are based on the agreement between faculty and students.