

**2-YEAR PROFESSIONAL PROGRAM OF INFORMATION TECHNOLOGY**  
**CEP - CCIT FACULTY OF ENGINEERING UNIVERSITAS INDONESIA**  
**2ND SEMESTER**

**PROFESSIONAL SKILLS 1 - LEADERSHIP & COMMUNICATION SKILLS**

**Overview**

This module consists of subjects related to the ability to make effective communication, working in a team and making a good self-presentation. These are three soft skills abilities that are needed by the student in a real life situation. This module emphasizes subjects that are useful for students in a working environment as an individual with an impressive personality or as a good team player with effective communication skills.

**Objectives**

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

1. Improve communication skills
2. Improve self-presentation skills
3. Work effectively in a team environment
4. Understand methods of planning and prioritizing
5. Understand the need for values and ethics at the workplace

**Program-Specific Competency**

After completing this module, the student should be able to: Implementing effective communication in a teamwork project to produce a publication video about leadership and communication skills

**Learning Tools**

Below are the learning tools during this session module:

1. Internet
2. Syllabus of LCS module can be found:  
<https://drive.google.com/file/d/1OaAerqFKc4HCLoMwbpDgamwvPpttqni2/view?usp=sharing>
3. Book Reference : Professional Skills 1 Module or other references.
4. Previous video from previous batch can be seen here:

**Topic Covered in Professional Skills 1  
Module**

Topic Contents
<b>Introduction</b>
Working In Teams
What is a teams
Need for teams
<b>The Anatomy of Teamwork</b>
Understanding Teamwork
Important Aspects of Teamwork
Ingredients of an Effective Teamwork
Team Roles and Responsibility
Effective Leadership
<b>Basic of Communication</b>
Why Communication Skills Important at Work?
What is Communication?
Types of Communication
Verbal Communication
Process of Communication
<b>Barriers To Communication</b>
Some Ways to Overcome Barriers
Behavioral Pattern in Communication
<b>Importance of Listening in Communication</b>
Introduction to Listening
The Listening Process
Factors Affecting the Listening Process
Types of Listening
Barriers to Listening
Improving the Listening Process
<b>Effective Conversation</b>
Conversation: The Art of Communication
Stage in Conversation

Techniques to Improve Conversation
Common Errors in Speech
<b>Non-verbal Communication</b>
7 Non-verbal Cues in Communication
Student Guide Body Language
Gestures
Facial Expressions
Eye Contact
Distance Spacing
Identifying Cultural Differences
Speaking Extempore
<b>Assertive Communication</b>
Features of Assertive Communication
The Power of Questions
Asking Quality Questions
Type of Questions
<b>Self-Presentation</b>
First Impressions
Factors that Create a Negative First Impression When
Appearing For Job Interview
Creating Self-Brand
Taking Charge
Visual Identity
The First Two Seconds
Maintaining Appropriate Professional Appearance

### Eligibility

This assignment eligible for students from all classes in 2nd semesters include: Full Stack Developer, Internet-based System Automation, Cyber Security, and Digital Marketing.

### Evaluation

The assignment will be evaluated based on these criteria:

**a. Presentation of Video Concept in Quarter 3 with Q3 Faculty : 30%**

Criteria based on:

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

**b. Final Video Presentation in Quarter 4 with Q4 Faculty : 30%**

Criteria based on:

- Topic delivery throughout video (15%)
- Creativity and innovation (15%)

**c. Like accumulation voted by viewers in CCIT Akademik Official Youtube Account : 40%**

### Assignment Guidelines

- a. The assignment is a group task in the form of a video.
- b. The maximum member of each group is **3 (three)** persons.
- c. The group must be created at the beginning of semester 2, continued during and until the end of semester 2.
- d. In the first quarter of Semester 2 (Quarter 3), the faculty will evaluate the video concept presentation of each group: what they planned to create, how, why, when, where, and who, their ideas, topics, and their material to be delivered.
- e. In the second quarter of Semester 2 (Quarter 4), the faculty will evaluate the result video.
- f. Each group is free to explore and create the content of the video, it may be a short movie, creative content, a short podcast, poetry performance, news reporting, documentary, teaching method, etc.
- g. Video content delivered in **English**.
- h. The content of the video must be free from any kind of plagiarism, pornography, sensitive issues related to specific ethnicity, religion, or specific community in controversial gender identity.

- i. For screen recording video, it shall not block the whole screen and appear along the video.
- j. **Video content must not show face only.**
- k. Video must be free from any noises and have a clear voice and sound.
- l. The criteria of video must be in a format of **.mp4/MPEG-4**, minimum resolution **1080p**, **having max 5 minutes duration**, **9:16 aspect ratio**, and having maximum size at least below **1GB**.
- m. Example video can be seen here :  
[https://drive.google.com/drive/folders/1d6V5ojBeOpXPEocKasmVoS8ZXiVc87jC?usp=drive\\_link](https://drive.google.com/drive/folders/1d6V5ojBeOpXPEocKasmVoS8ZXiVc87jC?usp=drive_link)

### Final Submission Guideline

- a. In Quarter 4, the video must be submitted to the Academic Administrator.
- b. Before submitting the video, please kindly recheck the criteria of the video. Incomplied video may result in a lower score of assessment.
- c. Submit the video through this link : [https://bit.ly/CCIT\\_Unggahvideolcs](https://bit.ly/CCIT_Unggahvideolcs)
- d. During submission, please provide the details of the video, such as:
  - The members of the group consist of : full name and registration number.
  - The title of the video with format: Class - Group Number - Title, i.e **2SE1 - Group 1 - How to Build Strong Communication in Professional Workplace**
  - Short description related to the content of the video, i.e: This video will talk about the tips and tricks on how to build strong communication in a professional workplace. The main content will consist of 3 outlines: introduction, tips & tricks, and simulation. By learning this video, the audience may have the ability to communicate effectively, confidently, and properly.
- e. Timeline for **Even Semester Academic Year 2024/2025**
  - **Due date of Video Submission for CCIT - PNJ Program : 2 May 2025 at 23:59 WIB**
  - **Due date of Video Submission for non CCIT - PNJ Program : 16 May 2025 at 23:59 WIB**
- f. Duration of like accumulation counted :
  - **For CCIT - PNJ Program : 5 May - 5 June 2025**
  - **For Non CCIT - PNJ Program : 20 May - 20 June 2025**