KONTRAK PERKULIAHAN

Mata Kuliah	:	Bahasa Inggris Informatika 1
Kode Mata Kuliah	:	RIF 171005
Pengajar	:	Atiqah Nurul Asri, M.Pd
		Farida Ulfa, M.Pd
		Satrio Binusa S, M.Pd
Program Studi	:	D3 Manajemen Informatika
Semester	:	1
Beban Studi	:	2 SKS (3 jam/minggu @50 menit)

A. Manfaat Mata Kuliah

Mata kuliah ini bertujuan untuk memberikan *exposure* kepada mahasiswa untuk menggunakan bahasa Inggris yang disesuaikan dengan konteks disiplin ilmu mereka, yaitu Manajemen Informatika, sehingga dapat diterapkan nanti nya di dunia kerja. Dengan kata lain, keempat ketrampilan bahasa yang dilatihkan meliputi *Listening, Speaking, Reading, dan Writing* dan komponen bahasa yang meliputi *pronunciation, grammar, dan vocabulary* disajikan dalam konteks Manajemen Informatika.

B. Deskripsi Perkuliahan

Nama mata kuliah ini adalah *English for Informatics* 1 yang terdiri dari tiga level dan diajarkan untuk mahasiswa Program Studi Manajemen Informatika pada semester 1, 4, dan 5. Semester 1 dan 4 difokuskan pada kecakapan mereka dalam *Listening, Speaking, Reading*, dan *Writing* dalam konteks Manajemen Informatika. Metode yang dilakukan dalam proses belajar-mengajar meliputi ceramah, diskusi, diskusi panel, *role play*, presentasi, dan project individu maupun kelompok.

C. Tujuan Instruksional

Mahasiswa tidak hanya mengembangkan pengetahuannya mengenai Bahasa Inggris tetapi juga ketrampilan berbahasanya sesuai dengan konteks disiplin ilmu mereka, terutama mencari informasi umum maupun spesifik di dalam suatu teks, memberikan jawaban yang tepat mengenai pertanyaan komprehensif pada suatu teks, berpartisipasi secara aktif dalam diskusi baik individu maupun berkelompok, dan melakukan presentasi yang berkaitan dengan komputer dan ilmu komputer sesuai dengan pengetahuan dan pengalaman mereka yang menunjang pekerjaan mereka di masa depan.

D. Organisasi Materi

Topik-topik yang diajarkan dalam mata kuliah *English for Informatics I*:

1. Computer Uses

    1.1. Identifying computer uses in the daily lives.

    1.2. Identifying kinds of computer applications and its potential users.

    1.3. Sequencing in giving instruction on how to install a computer software application.

2. Computer Architecture

    2.1. Reading a computer advertisement.

    2.2. Describing functions of computer.

    2.3. Comparing and contrasting computers using comparative and superlatives.

3. Multimedia

    3.1. Describing toolbox from a graphics package.

    3.2. Telling a process of creating and editing picture, audio, or video using time clauses.

4. Networking

    4.1. Explaining a diagram of a typical LAN

    4.2. Matching a diagram of a simple network setup key to the components of network.

    4.3. Explaining about network range and speed.

    4.4. Making a summary of a text about Network Communications.

5. Websites

    5.1. Discussing types of websites and its purposes.

    5.2. Interviewing the classmates to find out the most visited websites based on its purposes and their reasons.

    5.3. Making a chart based on the interview and presenting it.

    5.4. Describing the criteria of a good website.

    5.5. Writing a review of a website.

6. Careers in IT

    6.1. Kinds of careers in IT, their job description, and requirements.

    6.2. Describing a dream job.

7. IT Support Staff

    7.1. Identifying common computer problems and their solutions.

    7.2. Giving advice.

    7.3. Writing a report.

8. Workstation Health and Safety

    8.1.   Listing computer and safety problem.

    8.2.   Undertanding rules for using a company computer.

    8.3.   Explaining security procedures of a system and network.

    8.4.   Writing a set of rules or procedures for using computer at computer laboratory.

E. Strategi Perkuliahan

Ceramah, diskusi, *role play*, presentasi, dan project individu maupun kelompok.

F. Referensi

1. Asri, Atiqah Nurul. (2012). *English for Informatics 1*. Malang: Politeknik Negeri Malang.
2. Glendinning, Eric H and McEwan, John. (2012). *Basic English for Computing Revised and Updated*. Oxford: Oxford University Press.
3. Glendinning, Eric H and McEwan, John. (2002). *Oxford English for Information Technology*. Oxford: Oxford University Press.
4. Hill, David. (2012). *English for Information Technology Vocational English Course Book 2*. Essex: Pearson Education Limited.
5. Holloway, Brian. (2005). *Technical Writing Basics A Guide to Style and Form: Third Edition*. Pearson Prentice Hall.
6. Olejniczak, Maja. (2011). *English for Information Technology 1 Vocational English Course Book*. Essex: Pearson Education Limited.

G. Tugas

Disesuaikan dengan materi, secara individual maupun kelompok.

H. Kriteria Penilaian

1. Mid test   : 15 %

2. Final Test   : 15%

3. Quiz/Ulangan Harian/Tugas   : 15%

4. Class Participation   : 55 %

I. Jadwal Perkuliahan

Week	Topics	Sub Topics
1	Introduction of the Course	
2-3	1. Computer Applicaton	1.1. Computer uses in the daily lives. 1.2. Kinds of computer applications and its potential users. 1.3. Sequencing in giving instruction on how to install a computer software application.
4-5	2. Computer Architecture	2.1. Reading a computer advertisement. 2.2. Describing functions of computer. 2.3. Comparing and contrasting computer.
6-7	3. Multimedia	3.1 Describing toolbox from a graphics package. 3.2 Telling a process of creating and editing picture, audio, or video using time clauses.
8	*Mid Test*	
9-10	4. Networking	4.1. Explaining a diagram of a typical LAN. 4.2. Matching a diagram of a simple network setup key to the components of network. 4.3. Explaining about network range and speed. 4.4. Making a summary of a text about Network Communications.
11-12	5. World Wide Web	5.1. Discussing types of websites and its purposes. 5.2. Interviewing the classmates to find out the most visited websites based on its purposes (to entertain, get news, research/study, socialize with others, and shop) and their reasons. 5.3. Making a chart based on the interview and presenting it. 5.4. Describing the criteria of a good website. 5.5. Writing a review of a website.
13-14	6. Careers in IT	6.1. Kinds of careers in IT, their job description, and qualifications needed. 6.2. Writing a dream job.
15	7. IT Support Staff	7.1. Identifying common computer problems and its solutions. 7.2. Giving advice. 7.3. Writing a report
16	8. Workstation Health and Safety	8.1. Listing computer and safety problem 8.2. Undertanding rules for using a company computer.

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		8.3. Explaining security procedures of a system and network.
17		*Final Test*