



RENCANA PEMBELAJARAN SEMESTER (RPS)
PROGRAM STUDI S1 ADMINISTRASI KESEHATAN
SEKOLAH TINGGI ILMU KESEHATAN RS HUSADA

MATA AJAR : **BAHASA INGGRIS UNTUK ADMINISTRASI**
PERIODE : **FEBUARI 2026- JULI 2026**
TAHUN AKADEMIK : **2025-2026**
KOORDINATOR : **Linauli Happy Christina Zega, M.Pd**
PENGAJAR : **Linauli Happy Christina Zega, M.Pd**

		SEKOLAH TINGGI ILMU KESEHATAN RS HUSADA					
PROGRAM STUDI S1 ADMINISTRASI KESEHATAN							
RENCANA PEMBELAJARAN SEMESTER							
MATA KULIAH		KODE	Rumpun MK	BOBOT (sks)	Jumlah Pertemuan	SEMES-TER	Tgl Penyusunan
BAHASA INGGRIS UNTUK ADMINISTRASI		STIK 005	Mata Kuliah Wajib Umum	2 (2T)	T (2x50'x14)=1400	IV	01 FEBUARI 2026
		Koordinator MK			Ka PRODI		
		 Linauli Happy Christina Zega, M.Pd.			Ns. Sarah Geltri Harahap, S.Kep., M.K.M		
		Koordinator	: Linauli Happy Christina Zega, M.Pd.				
		Pengampu	: Linauli Happy Christina Zega, M.Pd.				
Capaian Pembelajaran Lulusan (CPL)	CPL-PRODI	1. Mampu menunjukkan sikap bertakwa kepada Tuhan Yang Maha Esa dan bangga sebagai bangsa Indonesia yang menjunjung nilai kemanusiaan, etika, hukum, moral, dan budaya dalam menjalankan tugas sebagai tenaga Administratur Kesehatan 2. Mampu melakukan komunikasi interpersonal, interdepartement maupun antara lembaga secara verbal maupun non-verbal dengan memanfaatkan teknologi informasi 3. Mampu menunjukkan budaya organisasi (<i>SerQuaResNC</i>) dalam perilakunya yang terus ditumbuhkembangkan di lingkungan STIKes RS Husada 4. Mampu melakukan komunikasi yang efektif sebagai manager rumah sakit level menengah untuk melakukan advokasi, negosiasi (mediasi) dan lobby secara interpersonal dalam organisasi rumah sakit dan pelayanan Kesehatan					
	CPL 1						
	CPL 5						
	CPL 13						
	CPL 14						

	CP-MK	
	CPMK 1	Mahasiswa mampu melakukan interaksi langsung dua arah secara profesional, empatik, dan efektif dalam konteks layanan Kesehatan dengan menggunakan Bahasa Inggris Dasar Adminitrasi Kesehatan yang tepat. (CPL 1,5,13)
	CPMK 2	Mahasiswa mampu menggunakan bahasa Inggris untuk menyampaikan, mengoordinasikan, dan membangun komunikasi interpersonal, interdepartement, dan antar lembaga secara verbal dan non-verbal dalam konteks administrasi kesehatan secara profesional, etis, dan efektif. . (CPL 1,5,13)
	CPMK 3	Mahasiswa mampu menjelaskan konsep berkomunikasi yang efektif dalam ruang lingkup Bahasa Inggris Dasar Administrasi Kesehatan dengan memperhatikan kosakata, struktur Bahasa, dan fungsi social yang tepat. (CPL 1,13,14)
	CPMK 4	Mahasiswa mampu menerapkan konsep berkomunikasi yang efektif dalam ruang lingkup Bahasa Inggris Dasar Administrasi Kesehatan dengan memperhatikan kosakata, struktur Bahasa, dan fungsi social yang tepat. (CPL 1,13,14)
	Sub CP-MK	
	Sub CPMK 1	Mahasiswa mampu menggunakan frasa perkenelan diri secara professional dalam Bahasa Inggris dengan menggunakan kosakata, struktur Bahasa, baik lisan maupun tulisan. (C3, A2)
	Sub CPMK 2	Mahasiswa mampu menjelaskan prosedur administrative dalam Bahasa Inggris dengan menggunakan kosakata, struktur Bahasa, baik lisan maupun tulisan. (C4, P2, A2)
	Sub CPMK 3	Mahasiswa mampu mengajukan pertanyaan klarifikasi dan merespons kebutuhan lawan bicara secara empatik dalam Bahasa Inggris dengan menggunakan kosakata, struktur Bahasa, baik lisan maupun tulisan. (C4, P2, A2)
	Sub CPMK 4	Mahasiswa mampu menyampaikan laporan secara lisan dan tertulis dan mengklarifikasi data dan informasi kerja dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C5, P3, A3))
	Sub CPMK 5	Mahasiswa mampu menyampaikan pendapat secara jelas dan terstruktur dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C5, P2, A2)
	Sub CPMK 6	Mahasiswa mampu mengajukan argumen secara logis dan persuasif dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C5, P3, A3)
	Sub CPMK 7	Mahasiswa mampu mempresentasikan kepentingan institusi secara professional dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C6, P3, A3)
	Sub CPMK 8	Mahasiswa mampu mengklarifikasi informasi untuk mencegah miskomunikasi dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C5, P2, A2)
	Sub CPMK 9	Mahasiswa mampu mahasiswa melaporkan hasil koordinasi dan dalam Bahasa Inggris dengan menggunakan kosakata, struktur Bahasa, baik lisan maupun tulisan. (C6, A3, A2)

	Sub CPMK 10	Mahasiswa mampu mengajukan kerja sama dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C5, P2, A2)											
	Sub CPMK 11	Mahasiswa mampu menegosiasikan bentuk kolaborasi kepada instansi lain dalam Bahasa Inggris dengan menggunakan kosakata dan struktur Bahasa yang tepat. (C5, P2,A2)											
Keterkaitan (Kegayutan) CPL terhadap CPMK dan Sub-CPMK	CPL	CPMK	Sub CPMK										
			1	2	3	4	5	6	7	8	9	10	11
	CPL 1	CPMK 1											
		CPMK 2											
		CPMK 3											
		CPMK 4											
	CPL 5	CPMK 1											
		CPMK 2											
	CPL 13	CPMK 1											
		CPMK 2											
		CPMK 3											
		CPMK 4											
	CPL 14	CPMK 3											
		CPMK 4											

	<table><tr><td>Bobot Penilaian (%)</td><td></td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>15</td><td>10</td><td>10</td><td>10</td><td>15</td><td>15</td><td></td></tr><tr><td>Jumlah Pertemuan</td><td></td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>2</td><td>1</td><td>1</td><td>1</td><td>2</td><td>2</td><td></td></tr></table>	Bobot Penilaian (%)		5	5	5	5	5	15	10	10	10	15	15		Jumlah Pertemuan		1	1	1	1	1	2	1	1	1	2	2	
Bobot Penilaian (%)		5	5	5	5	5	15	10	10	10	15	15																	
Jumlah Pertemuan		1	1	1	1	1	2	1	1	1	2	2																	
Diskripsi Singkat MK	Mata kuliah ini menekankan penguasaan keterampilan komunikasi profesional dalam bahasa Inggris yang mencakup komunikasi interpersonal, interdepartement, dan antar lembaga, baik secara verbal maupun non-verbal, dengan pemanfaatan teknologi informasi dan komunikasi yang berorientasi pada konteks administrasi dan manajemen pelayanan Kesehatan.																												
Bahan Kajian	1. Professional Self-Introduction in Health Administration Communication • Basic concepts of professional self-introduction • Purposes of self-introduction in academic and professional contexts • Vocabulary for personal and professional identity • Language structures for formal self-introduction • Polite and formal expressions in introductions • Oral self-introduction skills (pronunciation, fluency, intonation) • Written self-introduction skills (paragraph structure and tone) • Non-verbal communication in professional introductions • Self-introduction in healthcare and institutional contexts • Integrated practice of professional self-introduction (oral and written) 2. Administrative Procedure Explanation in Health Administration Communication • Basic concepts of administrative procedures in healthcare services • Types of administrative procedures in health institutions • Vocabulary for administrative and procedural communication • Language structures for explaining procedures • Formal expressions for procedural explanation • Oral skills in explaining procedures • Written skills in procedural explanation • Non-verbal communication in service procedures • Professional context application (face-to-face and digital) • Integrated practice of administrative procedure explanation (oral and written) 3. Clarification and Empathic Communication in Professional Health Administration Context																												

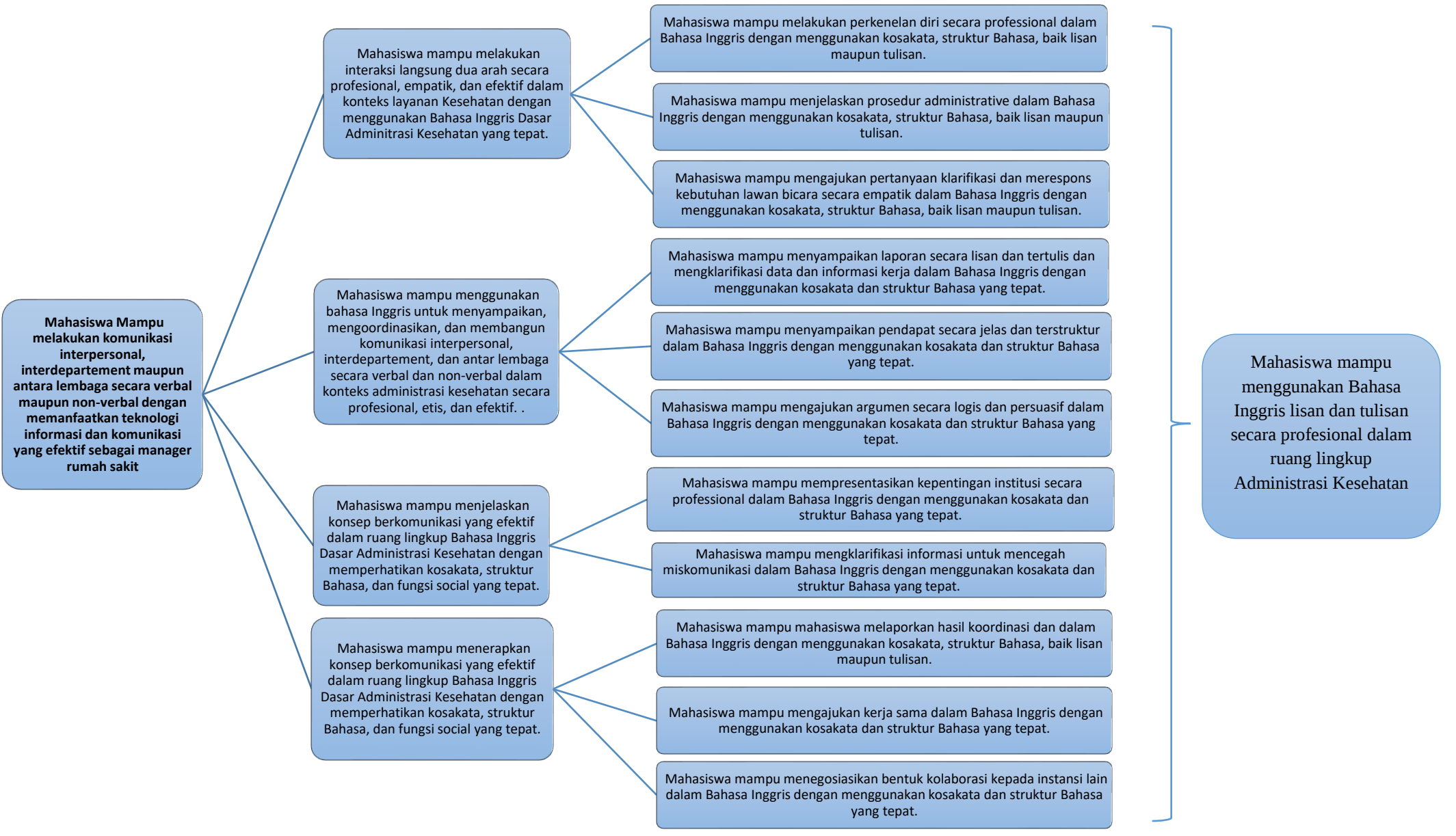
	• <i>Basic concepts of clarification and empathic communication</i> • <i>Professional purposes of clarification in healthcare communication</i> • <i>Vocabulary for asking clarification questions</i> • <i>Vocabulary for expressing empathy and understanding</i> • <i>Sentence structures for clarification and response</i> • <i>Polite expressions and formal language patterns</i> • <i>Oral communication skills for clarification and empathy</i> • <i>Written communication skills for clarification and empathy</i> • <i>Non-verbal communication in empathic interaction</i> • <i>Integrated practice of clarification and empathic responses (oral and written)</i> 4. Professional Reporting and Work Information Clarification in Health Administration • <i>Basic concepts of professional reporting in health administration</i> • <i>Types and purposes of administrative and operational reports</i> • <i>Vocabulary for reporting and data communication</i> • <i>Language structures for describing data and information</i> • <i>Formal expressions in professional reporting</i> • <i>Oral reporting skills (presentation and briefing)</i> • <i>Written reporting skills (reports, summaries, emails)</i> • <i>Clarification strategies for work data and information</i> • <i>Professional interaction in data verification and confirmation</i> • <i>Integrated practice of reporting and data clarification (oral and written)</i> 5. Structured Opinion Expression in Professional Health Administration Communication • <i>Basic concepts of expressing opinions in professional contexts</i> • <i>Purposes of opinion expression in health administration</i> • <i>Vocabulary for stating opinions and viewpoints</i> • <i>Language structures for clear and logical expression</i> • <i>Linking words and discourse markers for structured ideas</i> • <i>Formal and polite opinion expressions</i> • <i>Oral opinion delivery skills</i> • <i>Written opinion expression skills</i> • <i>Professional interaction in discussions and meetings</i> • <i>Integrated practice of structured opinion expression (oral and written)</i>
--	---

	6. Logical and Persuasive Argumentation in Health Administration Communication • Basic concepts of logical and persuasive argumentation • Purposes of argumentation in professional healthcare contexts • Vocabulary for logical reasoning and persuasion • Language structures for building arguments • Evidence-based argument expressions • Polite and professional persuasive language • Oral argumentation skills • Written argumentation skills • Argumentation in meetings and negotiations • Integrated practice of logical and persuasive argumentation (oral and written) 7. Professional Institutional Representation and Advocacy Communication in English • Basic concepts of institutional representation in healthcare • Purposes of representing institutional interests • Vocabulary for institutional and organizational communication • Language structures for formal institutional presentation • Professional and ethical representation language • Oral presentation skills for institutional communication • Written communication for institutional representation • Formal communication in inter-institutional contexts • Non-verbal professionalism in institutional presentation • Integrated practice of institutional representation (oral and written) 8. Information Clarification for Miscommunication Prevention in Health Administration • Basic concepts of information clarification in professional communication • Causes and types of miscommunication in healthcare settings • Vocabulary for clarification and confirmation • Language structures for asking and giving clarification • Polite clarification strategies • Oral clarification skills in professional interaction • Written clarification communication • Clarification in interdepartmental and institutional contexts • Professional responsibility in preventing miscommunication • Integrated practice of clarification communication (oral and written)
--	---

	9. Coordination, Reporting, and Communication in Health Administration • <i>Basic concepts of coordination and reporting in healthcare organizations</i> • <i>Purposes of coordination reporting in health administration</i> • <i>Vocabulary for coordination, collaboration, and reporting</i> • <i>Language structures for reporting coordination outcomes</i> • <i>Formal expressions in professional reporting</i> • <i>Oral reporting skills for coordination of results</i> • <i>Written reporting skills for coordination of outcomes</i> • <i>Reporting in interdepartmental and inter-institutional contexts</i> • <i>Professional ethics and accuracy in coordination reporting</i> • <i>Integrated practice of coordination reporting (oral and written)</i> 10. Professional Collaboration Proposal Communication in Health Administration • <i>Basic concepts of professional collaboration in healthcare</i> • <i>Purposes and forms of cooperation in health services</i> • <i>Vocabulary for collaboration and partnership communication</i> • <i>Language structures for proposing cooperation</i> • <i>Formal and polite proposal expressions</i> • <i>Oral communication skills for proposing collaboration</i> • <i>Written communication for collaboration proposals</i> • <i>Inter-institutional collaboration communication</i> • <i>Professional ethics in partnership communication</i> • <i>Integrated practice of collaboration proposal communication (oral and written)</i> 11. Inter-Institutional Collaboration Negotiation in Health Administration • <i>Basic concepts of negotiation in healthcare collaboration</i> • <i>Purposes and principles of inter-institutional negotiation</i> • <i>Vocabulary for negotiation and collaboration</i> • <i>Language structures for negotiation dialogue</i> • <i>Persuasive and professional negotiation expressions</i> • <i>Oral negotiation skills in professional contexts</i> • <i>Written negotiation communication</i> • <i>Ethical and cultural aspects of negotiation</i> • <i>Institutional representation in negotiation processes</i>
--	---

	Integrated practice of collaboration and negotiation (oral and written)		
Metode Penilaian dan Pembobotan	UTS : 15% UAS : 20 % Project : 30 % Tugas : 20% Quiz :5 % Kehadiran : 10%		
Pustaka	Utama :	- Glendinning, E. H., & Holmström, B. A. S. (2011). <i>English in Medicine</i>. Cambridge: Cambridge University Press. - Allum, V., & McGarr, P. (2008). <i>Cambridge English for Nursing</i>. Cambridge: Cambridge University Press. - Glendinning, E. H., McEwan, J., & Holmström, B. (2016). <i>Oxford English for Careers: Nursing 1 & 2</i>. Oxford: Oxford University Press. - Hull, M. (2016). <i>Medical English Clear & Simple</i>. Philadelphia: F.A. Davis Company. - Wette, R., & Basturkmen, H. (Eds.). (2017). <i>ESP and English Language Teaching</i>. London: Routledge. - Candlin, S., & Candlin, C. N. (2003). <i>Healthcare Communication: Education and Research</i>. London: Routledge. - Heritage, J., & Maynard, D. W. (2006). <i>Communication in Medical Care</i>. Cambridge: Cambridge University Press. - Kurtz, S., Silverman, J., & Draper, J. (2013). <i>Teaching and Learning Communication Skills in Medicine</i>. London: Radcliffe Publishing. - Shortell, S. M., & Kaluzny, A. D. (2015). <i>Health Care Management: Organization Design and Behavior</i>. Boston: Cengage Learning. - World Health Organization. (2010). <i>Framework for Action on Interprofessional Education & Collaborative Practice</i>. Geneva: WHO.	
	Pendukung :	- Hymes, D. (1972). On communicative competence. In J. B. Pride & J. Holmes (Eds.), <i>Sociolinguistics</i>. Harmondsworth: Penguin. - Canale, M., & Swain, M. (1980). Theoretical bases of communicative approaches to second language teaching. <i>Applied Linguistics</i>, 1(1), 1–47. - Brown, H. D. (2007). <i>Principles of Language Learning and Teaching</i>. Pearson Education.	
Media Pembelajaran	Preangkat lunak :		Perangkat keras :
	Ms. Office Canva		Laptop, LCD, Projector
Team Teaching			
Mata kuliah syarat		Mata Kuliah Umum	

Peta Kompetensi



RENCANA EVALUASI

No	Basis Evaluasi	Komponen Edukasi	Bobot Nilai (%)	Deskripsi (Indonesia) *	Deskripsi (Inggris)
1	Aktifitas Partisipasif	-	20	Aktivitas partisipasif diperoleh dari aktivitas mahasiswa selama perkuliahan menggunakan case method.	Participatory activities are obtained from student activities during lectures using the case method.
2	Hasil Proyek	-	30	Penyusunan proyek berupa video, leaflet dan pamphlet. https://drive.google.com/drive/u/0/folders/12njvEpC1jgPShYSyFk2G2FsQVhm-A_-l	Preparation of projects in the form of videos, leaflets and pamphlets.
3	Kognitif/ Pengetahuan	Tugas	10	Tugas dalam bentuk membuat presentasi pada pertemuan XII dengan bahan kajian “..... https://drive.google.com/drive/u/0/folders/1tKJZ9YGx49-2z3sdHU0Z8VhVOxrBWpI7	Assignment in the form of making a presentation at meeting XII with the study material ".....”
4	Kognitif/ Pengetahuan	Quis	5	Mahasiswa menyelesaikan dan menganalisa soal kuis yangg dikerjakan melalui kahoot mengenai bahan kajian https://learningapps.com/	Students explain and analyze quiz questions taken via https://Learningapps.com/ regarding the study material
5	Kognitif/ Pengetahuan	Ujian Tengah Semester	15	Mahasiswa mengerjakan soal yang telah dibuat dosen mulai dari pertemuan 1 s.d 7 dalam bentuk multiple choise/ essay/ studi kasus/penalaran/dll	Students work on questions that have been created by the lecturer starting from meetings 1 to 7 in the form of multiple choices/essays/case studies/reasoning/etc.
6	Kognitif/ Pengetahuan	Ujian Akhir Semester	20	Mahasiswa mengerjakan soal yang telah dibuat dosen mulai dari pertemuan 8 s.d 14 dalam bentuk multiple choise/ essay/ studi kasus/penalaran/dll	Students work on questions that have been created by the lecturer starting from meetings 8 to 14 in the form of multiple choices/essays/case studies/reasoning/etc.

RENCANA PEMBELAJARAN SEMESTER (RPS)

Perte- muan dan waktu	Hari/ Tanggal	CPL	CPMK	Kemampuan akhir yang diharapkan (Sub CPMK)	Bahan Kajian	Metode Pembelajaran/ Pengalaman Belajar dalam moda Asinkron dan Sinkron (O – L – U)		Penilaian		Media	Dosen	Bobot Nilai (%)	Sumber
(1)	(2)	(3)	(4)	(5)	(6)	Asinkron	Sinkron	Metode	Instrumen	(12)	(13)	(14)	(15)
				Memahami RPS	Penjelasan RPS		Diskusi			RPS Laptop, LCD, Internet,	LHCZ		
I-II 2 x (2x50) menit	Selasa 24 Feb & 3 Maret 2026	CPL 1 CPL 5 CPL 13	CPMK 1	Sub CPMK 1 & 2	<i>1. Professional Self- Introduction in Health Administration Communication</i> <i>Basic concepts of professional self- introduction</i> <i>Purposes of self-introduction in academic and professional contexts</i> <i>Vocabulary for personal and professional identity</i> <i>Language structures for formal self-introduction</i> <i>Polite and formal expressions in introductions</i>	Mahasiswa menonton video pembelajaran mengenai <i>self intoroduction & Administrative Procedure Explanation</i>	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Vocabulary: 1. Quiz 2. Matching 3. Multiple choice 4. Feedback 5.True/fale question Speaking: Describing Something	Test: Speaking- Listening Test Reading- Vocabulary Test Non-test: Observasi	Laptop, LCD Internet, Jurnal, E- Learning	LHCZ	10%	

				• Oral self-introduction skills (pronunciation, fluency, intonation) • Written self-introduction skills (paragraph structure and tone) • Non-verbal communication in professional introductions • Self-introduction in healthcare and institutional contexts • Integrated practice of professional self-introduction (oral and written) 2. Administrative Procedure Explanation in Health Administration Communication • Basic concepts of administrative procedures in healthcare services • Types of administrative procedures in health institutions									
--	--	--	--	--	--	--	--	--	--	--	--	--	--

					• Vocabulary for administrative and procedural communication • Language structures for explaining procedures • Formal expressions for procedural explanation • Oral skills in explaining procedures • Written skills in procedural explanation • Non-verbal communication in service procedures • Professional context application (face-to-face and digital) • Integrated practice of administrative procedure explanation (oral and written)								
--	--	--	--	--	--	--	--	--	--	--	--	--	--

III (2x50) menit	Selasa 10 Maret 2026	CPL 1 CPL 5 CPL 13	CPMK 1	Sub CPMK 3	<i>Clarification and Empathic Communication in Professional Health Administration Context</i> • <i>Basic concepts of clarification and empathic communication</i> • <i>Professional purposes of clarification in healthcare communication</i> • <i>Vocabulary for asking clarification questions</i> • <i>Vocabulary for expressing empathy and understanding</i> • <i>Sentence structures for clarification and response</i> • <i>Polite expressions and formal language patterns</i> • <i>Oral communication skills for clarification and empathy</i> • <i>Written communication skills for clarification and empathy</i>	Mahasiswa menonton video terkait <i>Clarification and Empathic Communication in Professional Health Administration Context</i>	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Reading: Identifying detailed information	Test: Speaking Test Reading-Vocabulary Test Non-test: Observasi	Laptop, LCD Internet, Jurnal, , E-Learning	LHCZ	10%	
------------------------	-------------------------------	---	--------	------------------	---	--	--	--	---	--	------	-----	--

					• <i>Non-verbal communication in empathic interaction</i> • <i>Integrated practice of clarification and empathic responses (oral and written)</i>								
IV-V 2x (2x50) menit	Selasa 17 & 31 Maret 2026	CPL 1 CPL 5 CPL 13	CPMK 2	Sub CPMK 4&5	4. Professional Reporting and Work Information Clarification in Health Administration • <i>Basic concepts of professional reporting in health administration</i> • <i>Types and purposes of administrative and operational reports</i> • <i>Vocabulary for reporting and data communication</i> • <i>Language structures for describing data and information</i> • <i>Formal expressions in professional reporting</i> • <i>Oral reporting skills (presentation and briefing)</i>	Mahasiswa menonton Video terkait Professional Reporting and Work Information Clarification in Health Administration & Structured Opinion Expression	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Vocabulary: 1. Quiz 2. Matching 3. Multiple choice 4. Feedback 5. True/false question Speaking: Describing Something	Test: Speaking-Listening Test Reading-Vocabulary Test Non-test: Observasi	Laptop, LCD Internet, Jurnal, , E-Learning	LHCZ	5%	

					• <i>Written reporting skills (reports, summaries, emails)</i> • <i>Clarification strategies for work data and information</i> • <i>Professional interaction in data verification and confirmation</i> • <i>Integrated practice of reporting and data clarification (oral and written)</i> 5. Structured Opinion Expression in Professional Health Administration Communication • <i>Basic concepts of expressing opinions in professional contexts</i> • <i>Purposes of opinion expression in health administration</i> • <i>Vocabulary for stating opinions and viewpoints</i> • <i>Language structures for clear and logical expression</i>									
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

					• <i>Linking words and discourse markers for structured ideas</i> • <i>Formal and polite opinion expressions</i> • <i>Oral opinion delivery skills</i> • <i>Written opinion expression skills</i> • <i>Professional interaction in discussions and meetings</i> • <i>Integrated practice of structured opinion expression (oral and written)</i>								
VI-VII (2x100) menit	Selasa 14 & 28 April 2026	CPL 1 CPL 5 CPL 13	CPMK 2	Sub CPMK 6	6. Logical and Persuasive Argumentation in Health Administration Communication • <i>Basic concepts of logical and persuasive argumentation</i> • <i>Purposes of argumentation in professional healthcare contexts</i> • <i>Vocabulary for logical reasoning and persuasion</i>	Mahasiswa membaca artikel terkait Logical and Persuasive Argumentation in Health Administration communication Artikel diakses melalui jurnal ilmiah	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Reading: Identifying detailed information Inferring an article Speaking: Arranging a presentation	Test: Speaking Test Reading-Vocabulary Test Non-test: Observasi	Laptop, LCD Internet, Jurnal, , E-Learning	LHCZ	25%	

					• <i>Language structures for building arguments</i> • <i>Evidence-based argument expressions</i> • <i>Polite and professional persuasive language</i> • <i>Oral argumentation skills</i> • <i>Written argumentation skills</i> • <i>Argumentation in meetings and negotiations</i> • <i>Integrated practice of logical and persuasive argumentation (oral and written)</i>									
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

UJIAN TENGAH SEMESTER (UTS)

VIII-IX (2x100) menit	Selasa 5 & 12 Mei	CPL 1 CPL 13 CPL 14	CPMK 3	Sub CPMK 7-8	7. Professional Institutional Representation and Advocacy Communication in English • <i>Basic concepts of institutional representation in healthcare</i>	Mahasiswa menonton video terkait Professional Institutional Representation and Advocacy Communication &	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum	Speaking: Arranging a presentation Delivering a presentation	Test: Speaking Test Reading-Vocabulary Test Non-test:	Laptop, LCD Internet, Jurnal, , E-Learning	LHCZ	25%		
--------------------------	----------------------	------------------------------------	-----------	--------------------	---	--	---	--	--	--	------	-----	--	--

				• <i>Purposes of representing institutional interests</i> • <i>Vocabulary for institutional and organizational communication</i> • <i>Language structures for formal institutional presentation</i> • <i>Professional and ethical representation language</i> • <i>Oral presentation skills for institutional communication</i> • <i>Written communication for institutional representation</i> • <i>Formal communication in inter-institutional contexts</i> • <i>Non-verbal professionalism in institutional presentation</i> • <i>Integrated practice of institutional representation (oral and written)</i> 8. Information Clarification for	Information Clarification for Miscommunication Prevention	dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]		Observasi				
--	--	--	--	--	---	---	--	-----------	--	--	--	--

					Miscommunication Prevention in Health Administration • Basic concepts of information clarification in professional communication • Causes and types of miscommunication in healthcare settings • Vocabulary for clarification and confirmation • Language structures for asking and giving clarification • Polite clarification strategies • Oral clarification skills in professional interaction • Written clarification communication • Clarification in interdepartmental and institutional contexts • Professional responsibility in preventing miscommunication • Integrated practice of clarification communication (oral and written)								
--	--	--	--	--	---	--	--	--	--	--	--	--	--

X (2x50) menit	Selasa 19 Mei 2026	CPL 1 CPL 13 CPL 14	CPMK 4	Sub CPMK 9	9. Coordination, Reporting, and Communication in Health Administration • Basic concepts of coordination and reporting in healthcare organizations • Purposes of coordination reporting in health administration • Vocabulary for coordination, collaboration, and reporting • Language structures for reporting coordination outcomes • Formal expressions in professional reporting • Oral reporting skills for coordination results	Mahasiswa menonton video terkait Coordination, Reporting, and Communication in Health Administration	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Reading: Identifying detailed information Inferring information from video Analysing detail information Presenting an information	Test: Speaking Test Reading-Vocabulary Test Non-test: Observasi	Laptop, LCD Internet, Jurnal, , E-Learning	LHCZ	15%	

					• <i>Written reporting skills for coordination outcomes</i> • <i>Reporting in interdepartmental and inter-institutional contexts</i> • <i>Professional ethics and accuracy in coordination reporting</i> • <i>Integrated practice of coordination reporting (oral and written)</i>								
XI-XII 2x (2x50) menit	Selasa 26 Mei & 2 Juni	CPL 1 CPL 13 CPL 14	CPMK 4	Sub CPMK 10	10. Professional Collaboration Proposal Communication in Health Administration • <i>Basic concepts of professional collaboration in healthcare</i> • <i>Purposes and forms of cooperation in health services</i> • <i>Vocabulary for collaboration and partnership communication</i>	Mahasiswa menonton video terkait Professional Collaboration Proposal Communication in Health Administration	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Reading: Identifying detailed information Inferring an article Analysing detail information Writing : Parafrasing a sentence	Test: Speaking Reading-Vocabulary Test Non-test: Observasi	Laptop, LCD Internet, Jurnal, , E- Learning	LHCZ	15%	

					• <i>Language structures for proposing cooperation</i> • <i>Formal and polite proposal expressions</i> • <i>Oral communication skills for proposing collaboration</i> • <i>Written communication for collaboration proposals</i> • <i>Inter-institutional collaboration communication</i> • <i>Professional ethics in partnership communication</i> • <i>Integrated practice of collaboration proposal communication (oral and written)</i>								
XII-XIV 2x (2x50) menit	Selasa 9 & 23 Juni 2026	CPL 1 CPL 13 CPL 14	CPMK 4	Sub CPMK 11	11. Inter-Institutional Collaboration Negotiation in Health Administration • <i>Basic concepts of negotiation in</i>	Mahasiswa menonton video terkait Inter-Institutional Collaboration Negotiation in Health Administration	O: Dosen menjelaskan mekanisme kuliah umum [5 menit] L: Mahasiswa menyimak	Speaking : Constructing a good sentence Constructing a good paragraph	Test: Speaking Test Reading-Vocabulary Test	Laptop, LCD Internet, Jurnal, , E-Learning	LHCZ	15%	

					<i>healthcare collaboration</i> • <i>Purposes and principles of inter-institutional negotiation</i> • <i>Vocabulary for negotiation and collaboration</i> • <i>Language structures for negotiation dialogue</i> • <i>Persuasive and professional negotiation expressions</i> • <i>Oral negotiation skills in professional contexts</i> • <i>Written negotiation communication</i> • <i>Ethical and cultural aspects of negotiation</i> • <i>Institutional representation in negotiation processes</i> • <i>Integrated practice of collaboration and negotiation (oral and written)</i>		kuliah umum dan tanya jawab [75 menit] U: Dosen memberikan umpan balik [25 menit]	Reporting complete article	Non-test: Observasi				
--	--	--	--	--	--	--	--	----------------------------	---------------------	--	--	--	--

UJIAN AKHIR SEMESTER (UAS)

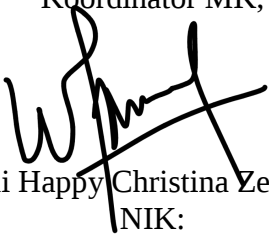
Mengetahui,

Ka.Prodi S1 Administrasi Kesehatan

Ns. Sarah Geltri Harahap, S,Kep., M.K.M
NIK:

Jakarta, 01 Febuari 2026

Koordinator MK,


Linauli Happy Christina Zega, M.Pd
NIK:

PETUNJUK TUGAS 1

Mata kuliah (sks)	:	Bahasa Inggris untuk Administrasi (2 SKS: 2T)
Kode	:	005
Semester	:	III
Tugas ke	:	1 (satu)
Nama tugas	:	Service of Public Health
Sub CPMK	:	Mengenal Service of Public Health
Tujuan tugas	:	Mahasiswa mampu mengenal tentang Service of Public Health
Waktu Pelaksanaan tugas	:	Dipertemuan perkuliahan ke- 3
Waktu penyerahan tugas	:	Diserahkan maksimal pada pertemuan ke-4
Deskripsi/ Uraian tu	:	1. Mahasiswa membuat draft hal hal yg harus di persiapkan saat membahas tentang Service of Public Health 2. Mahasiswa menjelaskan Service of Public Health 3. Tugas dikumpulkan dan dipresentasikan pada pertemuan 4
Bentuk dan Format Luaran		1. Membuat essay dan presentasi 2. Simulasi kedepan kelas untuk menjelaskan Service of Public Health 3. Modul
Indikator, Kriteria dan Bobot Penilaian	:	1. Semakin benar/akurat dalam memahami Service of Public Health 2. Semakin benar/akurat cara pengucapan menjelaskan Service of Public Health 3. Semakin banyak data yg di perkenalkan semakin baik
Lain-lain		1. Setelah mahasiswa mendapat masukan dosen pengajar, segera revisi dan latihan kembali minggu depannya. 2. Terlambat mengumpulkan tugas maka ada pengurangan point
Daftar Rujukan		1,2,3,4,5,6,7,8,9,5,6,7,8,9

PETUNJUK TUGAS 2

Mata kuliah (sks)	:	Bahasa Inggris untuk Administrasi (2 SKS: 2T)
Kode	:	005
Semester	:	III
Tugas ke	:	2 (dua)
Nama tugas	:	Healthcare Ethics and Decision Making
Sub CPMK	:	Mengenal Healthcare Ethics and Decision Making
Tujuan tugas	:	Mahasiswa mampu mengenal tentang Healthcare Ethics and Decision Making
Waktu Pelaksanaan tugas	:	Dipertemuan perkuliahan ke- 4
Waktu penyerahan tugas	:	Diserahkan maksimal pada pertemuan ke-5
Deskripsi/ Uraian tugas	:	4. Mahasiswa membuat draft hal hal yg harus di persiapkan saat membahas tentang Healthcare Ethics and Decision Making 5. Mahasiswa menjelaskan Healthcare Ethics and Decision Making 1. Tugas dikumpulkan dan dipresentasikan pada pertemuan 5
Bentuk dan Format Luaran		4. Membuat essay dan presentasi 5. Simulasi kedepan kelas untuk menjelaskan Healthcare Ethics and Decision Making 1. Modul
Indikator, Kriteria dan Bobot Penilaian	:	4. Semakin benar/akurat dalam memahami Healthcare Ethics and Decision Making 5. Semakin benar/akurat cara pengucapan menjelaskan Healthcare Ethics and Decision Making 1. Semakin banyak data yg di perkenalkan semakin baik
Lain-lain		1. Setelah mahasiswa mendapat masukan dosen pengajar, segera revisi dan latihan kembali minggu depannya. 1. Terlambat mengumpulkan tugas maka ada pengurangan point
Daftar Rujukan		1,2,3,4,5,6,7,8,9,5,6,7,8,9

PETUNJUK TUGAS 3

Mata kuliah (sks)	:	Bahasa Inggris untuk Administrasi (2 SKS: 2T)
Kode	:	005
Semester	:	III
Tugas ke	:	3 (tiga)
Nama tugas	:	Healthcare Financial Management
Sub CPMK	:	Mengenal Healthcare Financial Management
Tujuan tugas	:	Mahasiswa mampu mengenal tentang Healthcare Financial Management
Waktu Pelaksanaan tugas	:	Dipertemuan perkuliahan ke- 8
Waktu penyerahan tugas	:	Diserahkan maksimal pada pertemuan ke-9
Deskripsi/ Uraian tugas	:	6. Mahasiswa membuat draft hal hal yg harus di persiapkan saat membahas tentang Healthcare Financial Management 7. Mahasiswa menjelaskan Healthcare Financial Management 1. Tugas dikumpulkan dan dipresentasikan pada pertemuan 9
Bentuk dan Format Luaran		6. Membuat essay dan presentasi 7. Simulasi kedepan kelas untuk menjelaskan Healthcare Financial Management 1. Modul
Indikator, Kriteria dan Bobot Penilaian	:	6. Semakin benar/akurat dalam memahami Healthcare Financial Management 7. Semakin benar/akurat cara pengucapan menjelaskan Healthcare Financial Management 1. Semakin banyak data yg di perkenalkan semakin baik
Lain-lain		1. Setelah mahasiswa mendapat masukan dosen pengajar, segera revisi dan latihan kembali minggu depannya. 1. Terlambat mengumpulkan tugas maka ada pengurangan point
Daftar Rujukan		1,2,3,4,5,6,7,8,9,5,6,7,8,9

PETUNJUK TUGAS 4

Mata kuliah (sks)	:	Bahasa Inggris untuk Administrasi (2 SKS: 2T)
Kode	:	005
Semester	:	III
Tugas ke	:	4 (empat)
Nama tugas	:	Healthcare Technology Innovations
Sub CPMK	:	Mengenal Healthcare Technology Innovations
Tujuan tugas	:	Mahasiswa mampu mengenal tentang Healthcare Technology Innovations
Waktu Pelaksanaan tugas	:	Dipertemuan perkuliahan ke- 10
Waktu penyerahan tugas	:	Diserahkan maksimal pada pertemuan ke-11
Deskripsi/ Uraian tugas	:	Mahasiswa membuat draft hal hal yg harus di persiapkan saat membahas tentang Healthcare Technology Innovations Mahasiswa menjelaskan Healthcare Technology Innovations Tugas dikumpulkan dan dipresentasikan pada pertemuan 11
Bentuk dan Format Luaran		8. Membuat essay dan presentasi 9. Simulasi kedepan kelas untuk menjelaskan Healthcare Technology Innovations 1. Modul
Indikator, Kriteria dan Bobot Penilaian	:	8. Semakin benar/akurat dalam memahami Healthcare Technology Innovations 9. Semakin benar/akurat cara pengucapan menjelaskan Healthcare Technology Innovations 1. Semakin banyak data yg di perkenalkan semakin baik
Lain-lain		1. Setelah mahasiswa mendapat masukan dosen pengajar, segera revisi dan latihan kembali minggu depannya. 1. Terlambat mengumpulkan tugas maka ada pengurangan point
Daftar Rujukan		1,2,3,4,5,6,7,8,9,5,6,7,8,9

LAMPIRAN:

KEGIATAN DISKUSI/SEMINAR

No.	Kelompok	Ruangan	WAKTU	TOPIK	TIM PENGAJAR
1.	I				
2.	II				
3.	III				
4.	IV				

1. KELOMPOK DISKUSI

KELOMPOK DISKUSI

No .	KELOMPOK I	KELOMPOK II	KELOMPOK III	KELOMPOK IV
1				
2				
3				
4				
5				
6				
7				
8				
9				

SEKOLAH TINGGI ILMU KESEHATAN RS HUSADA

PENILAIAN HASIL DISKUSI

Kelompok :
Nama Pengajar:
Hari/tanggal :

Judul/ topik bahasan:
Waktu:

Anggota kelompok:
1.....
2.
3.
4.

Partisipasi anggota kelompok terhadap setiap presentasi yang dilakukan anggota

LEMBAR EVALUASI PESERTA DALAM DISKUSI KELOMPOK
(UNTUK EVALUASI FORMATIF OLEH PENGAJAR)

Kelompok :
Nama Pengajar:
Hari/tanggal :

Judul/ topik bahasan:
Waktu:
Tahun Akademik:

No	Nama mahasiswa	Peran Peserta				Perilaku	
		Sharing	Argumentasi	Aktifitas	Dominan	Disiplin/kehadiran	Komunikasi

Keterangan:

	Nilai		
	0-5	6-7	8-10
SHARING	Kurang	Kadang-kadang	Selalu
ARGUMENTASI	Kurang	Cukup	Baik
AKTIFITAS	Kurang	Cukup	Baik
KOMUNIKASI	Kurang	Cukup	Baik

	Nilai		
	-5	-3	0
DOMINASI	Ya	Kadang-kadang	Tidak
DISIPLIN/KEHADIRAN	Terlambat>15’	Terlambat<15’	Tepat waktu

Defenisi butir evaluasi:
Sharing : berbagi pendapat/pengetahuan yang sesuai dengan lingkup bahasan diantara anggota kelompok
Argumentasi : memberikan pengetahuan dan tanggapan yang logis berdasarkan literatur yang dibacanya
Aktifitas : giat dalam diskusi tanpa didorong pengajar/fasilitator
Dominan : sikap menguasai forum pada saat diskusi kelompok
Komunikasi : menyimak, menjelaskan dan bertanya dengan menggunakan bahasa yang baik dan benar serta sistematis

Jakarta,.....

Nama Pengajar/Fasilitator

PENILAIAN HASIL MAKALAH MAHASISWA

Kelompok :
Nama Pengajar/Fasilitator :
Judul/ topik bahasan :
Waktu :
Tahun Akademik :
Anggota Kelompok :

1		5		9	
2		6		10	
3		7		11	
4		8		12	

		Angka		Faktor	Nilai
1	Kelengkapan laporan (lihat pedoman penilaian)		X	1.5	
2	Isi laporan: a. Sistematis b. Pembahasan makalah c. Acuan sahih		X X X	2.5 2.5 2.5	
3	Penampilan laporan: a. Rapih b. Bersih		X X	0.5 0.5	
		Nilai Akhir			

Rentang angka:

6

10

Lengkap, mdmenuhi syatar minima
Tidak sistematis
Pembahasan salah
Tampilan buruk

lengkap dan bagus
sistematis, baik sekali
pembahasan benar dan logis
tampilan sangat bagus

Pedoman penilaian:

A. Bila memenuhi syarat minimal dibawah ini, angka untuk “kelengkapan” 6

- Isi lengkap : pendahuluan, isi, pembahasan, penutup, daftar pustaka
- Dalam pendahuluan ada latar belakang dan tujuan penulisan makalah
- Pembahasan ditampilkan
- Ada kesimpulan

Bila tidak lengkap, diberi angka 3

Nilai hukuman jika laporan terlambat dikumpulkam: (-10) per hari dari nilai akhir



Bahasa Inggris untuk Administrasi

**KISI – KISI SOAL UTS DAN UAS
SEKOLAH TINGGI ILMU KESEHATAN RS HUSADA
TAHUN AJARAN 2022/2023 (GENAP)**

Program Studi	: S1Administrasi Kesehatan
MK	: Bahasa Inggris untuk Administrasi
Beban SKS	: 2 SKS (1T)
Semester	: III
Bentuk test	: Multiple Choice Question
Jumlah soal	: 40 butir soal MCQ
Lama ujian	: 60 menit

No	Pokok Bahasan & Sub- pokok bahasan	Jenjang kemampuan					Jumlah	%	Nomor soal
		C1/C2	C3	C4	C5	C6	Butir soal		
1	Intro to Health Service Administration	0	1	2	2	0	5	0,075	1-5
2	Service of Public Health	0	1	1	2	0	4	0,075	6-9
3	Healthcare Ethics and Decision Making	0	1	1	1	0	3	0,075	10-12
4	Healthcare Marketing and Public Relations	0	2	3	3	0	8	0,075	13-20
5	Healthcare Financial Management	0	1	1	2	0	4	0,075	21-24
6	Healthcare Technology Innovations	0	2	2	2	0	6	0,075	25-30
7	Grammar Focus (Present tense)	0	1	1	1	0	3	0,075	31-33
8	Grammar Focus (Past tense)	0	2	3	2	0	7	0,075	34-40
	Total	0	11	14	15	0	40	100	