



Universitas Negeri Surabaya
Faculty of Economics and Business
Bachelor of Business Education Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																																																			
BUSINESS ENGLISH	8721102005	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	2	March 1, 2023																																																																																			
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																																																																				
	Dwi Yuli Rakhmawati, S.Si., M.Si., Ph.D, Finisica D. Patrikha, S.Pd., M.Pd. Dr. Tri Sudarwanto, S.Pd., M.S.M.		Finisica D. Patrikha, S.Pd., M.Pd.			Dr. Tri Sudarwanto, S.Pd., MSM.																																																																																				
Learning model	Case Studies																																																																																									
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																									
	PLO-8	Able to demonstrate a responsible attitude for achieving work results both individually and in groups																																																																																								
	PLO-13	Able to carry out self-development in the educational and scientific fields of Business and Marketing																																																																																								
	Program Objectives (PO)																																																																																									
	PO - 1	Able to apply the values, norms and professional ethics of Commerce Educators																																																																																								
	PO - 2	Able to demonstrate a responsible attitude for achieving work results both individually and in groups																																																																																								
	PO - 3	Able to communicate both orally and in writing in the educational and scientific fields of Commerce (Business and Marketing)																																																																																								
	PLO-PO Matrix																																																																																									
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>P.O</td> <td>PLO-8</td> <td>PLO-13</td> </tr> <tr> <td>PO-1</td> <td></td> <td></td> </tr> <tr> <td>PO-2</td> <td></td> <td></td> </tr> <tr> <td>PO-3</td> <td></td> <td></td> </tr> </table>						P.O	PLO-8	PLO-13	PO-1			PO-2			PO-3																																																																									
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																										
	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-2</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>PO-3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	PO-2																	PO-3																
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Short Course Description	This course provides an understanding and discusses the use of English in the business sphere through four language skills, namely speaking, listening, reading, writing, Starting from understanding, steps to start a conversation, to things that should be avoided when doing business, also includes some contemporary vocabulary that is often mixed up in business matters.																																																																																									
References	Main :																																																																																									
	<ol style="list-style-type: none"> 1. Mascull, Bill. 2002. Business Vocabulary in Use. Cambridge University Press 2. O Driscoll, Nina. 2010. Market Leader 1th edition. Pearson Education Limited 2010. 3. Geffner, Andrea B. 2010. Business English 5th edition . New York: Barron 19s 4. Gillett, Amy. 2011. Speak Better Business English and Make More Money! 1st edition . Ann Arbor: Language Success Press. 5. Guffey, Mary E. & Carolyn M. Seefer. 2014. Business English 11th edition . Cengage Learning. 6. Mascull, Bill. 2002. Business Vocabulary in Use Intermediate Level. Cambridge University Press 																																																																																									
	Supporters:																																																																																									
Supporting lecturer	Dwi Yuli Rakhmawati, S.Si., M.Si., Ph.D. Dr. Finisica Dwijayati Patrikha, S.Pd., M.Pd.																																																																																									
Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)																																																																																			
		Indicator	Criteria & Form	Offline (offline)	Online (online)																																																																																					

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Introduction to Recruitment and Selection	<p>1.Accuracy in explaining background concepts and the importance of language use</p> <p>2.Accuracy in explaining the important meaning of business English</p>	<p>Criteria: Able to answer questions</p> <p>Form of Assessment : Participatory Activities</p>	Oral Practice, Discussion 2 X 50	Oral Practice, Discussion 2 X 50	<p>Material: Business English Concepts Reader: Nikolaenko. 2008. <i>Business English Textbook.</i> Tomsk University</p>	4%
2	Able to understand vocabulary, terminology, grammar of the business world in the context of English, know the types of business organizations and parts of business organizations, understand the use of English grammar in a business context.	<p>1.Accuracy in knowing and understanding vocabulary, terminology and grammar in the context of English.</p> <p>2.Accuracy Describes the types of business organizations and parts of business organizations</p> <p>3.Accuracy Understand the use of English grammar in a business context</p>	<p>Criteria: Able to answer questions</p> <p>Form of Assessment : Participatory Activities</p>	Oral Practice, Discussion 2 X 50	Oral Practice, Discussion 2 X 50	<p>Material: people and workplaces and business people and business leaders Reader: Nikolaenko. 2008. <i>Business English Textbook.</i> Tomsk University</p>	4%
3	Able to understand vocabulary, terminology, grammar of the business world in the context of English, know the types of business organizations and parts of business organizations, understand the use of English grammar in a business context.	<p>1.Accuracy in knowing and understanding vocabulary, terminology and grammar in the context of English.</p> <p>2.Accuracy Describes the types of business organizations and parts of business organizations</p> <p>3.Accuracy Understand the use of English grammar in a business context</p>	<p>Criteria: Able to answer questions regarding business organizations</p> <p>Form of Assessment : Participatory Activities</p>	Oral Practice, Discussion 2 X 50	Oral Practice, Discussion 2 X 50	<p>Material: people and workplaces and business people and business leaders Reader: Nikolaenko. 2008. <i>Business English Textbook.</i> Tomsk University</p>	2%
4	Buyers, sellers and the market	The accuracy of knowing and understanding the concepts of buyers, sellers and the market, market and competitors	<p>Criteria: Able to answer questions regarding buyers, sellers and the market</p> <p>Form of Assessment : Participatory Activities</p>	Oral Practice & Discussion 2 X 50	Oral Practice & Discussion 2 X 50	<p>Material: buyers, sellers and the market, market and competitors Reference: British Council. <i>Teaching English. 2017</i> www.teachingenglish.org.uk BBC British Council</p>	5%
5	Buyers, sellers and the market	The accuracy of knowing and understanding the concepts of buyers, sellers and the market, market and competitors	<p>Criteria: 5</p> <p>Form of Assessment : Participatory Activities</p>	Oral Practice & Discussion 2 X 50	Oral Practice & Discussion 2 X 50	<p>Material: buyers, sellers and the market, market and competitors Reference: British Council. <i>Teaching English. 2017</i> www.teachingenglish.org.uk BBC British Council</p>	1%
6	Products and brands	Students are able to understand Products and brands, personal finance	<p>Criteria: Able to answer questions regarding products and brands, personal finance</p> <p>Form of Assessment : Participatory Activities</p>	Practice Oral Discussion 2 X 50	Practice oral and discussion 2 X 50	<p>Material: Products and brands, personal finance Library: Saylor Foundation. 2011. <i>Business Communication for Success (BCS).</i> http://www.saylor.org/...</p>	1%

7	Products and brands	Students are able to understand Products and brands, personal finance	<p>Criteria: Able to answer questions regarding products and brands, personal finance</p> <p>Form of Assessment : Participatory Activities</p>	Practice Oral Discussion 2 X 50	Practice oral and discussion 2 X 50	<p>Material: Products and brands, personal finance Library: Saylor Foundation. 2011. <i>Business Communication for Success (BCS)</i>. http://www.saylor.org/...</p>	2%
8	UTS	Able to answer UTS questions	<p>Criteria: UTS assessment results</p> <p>Form of Assessment : Test</p>	Written test 1 X 60	Written test 1 X 60	<p>Material: products and brands, and personal finances Reference: British Council. <i>Teaching English</i>. 2017 www.teachingenglish.org.uk BBC British Council</p>	20%
9	Financial centres	1. Orientation to the problem 2. Determining reference sources for solutions 3. Evaluating problem solving methods	<p>Criteria: Able to answer questions regarding references</p> <p>Form of Assessment : Participatory Activities</p>	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	<p>Material: Effective Collaboration Reader: James O'Rourke. 2015. <i>Effective Communication</i>. New York: Dorkling Kindersley Limited</p>	4%
10	Trading	1. Orientation to marketing problems 2. Determining reference sources for solutions 3. Managing business meetings 4. Presentation technique and preparation, the audience 5. Image, impact and making impression 6. Negotiating 7. Evaluating problem solving methods	<p>Criteria: Able to answer questions regarding marketing issues</p> <p>Form of Assessment : Participatory Activities</p>	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	<p>Material: Essential Marketing Library: Saylor Foundation. 2011. <i>Business Communication for Success (BCS)</i>. http://www.saylor.org/...</p>	1%
11	Trading	1. Orientation to marketing problems 2. Determining reference sources for solutions 3. Managing business meetings 4. Presentation technique and preparation, the audience 5. Image, impact and making impression 6. Negotiating 7. Evaluating problem solving methods	<p>Criteria: Able to answer questions</p> <p>Form of Assessment : Participatory Activities</p>	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	<p>Material: Essential Marketing Library: Saylor Foundation. 2011. <i>Business Communication for Success (BCS)</i>. http://www.saylor.org/...</p>	2%
12	Trading	1. Orientation to marketing problems 2. Determining reference sources for solutions 3. Managing business meetings 4. Presentation technique and preparation, the audience 5. Image, impact and making impression 6. Negotiating 7. Evaluating problem solving methods	<p>Criteria: Able to answer questions regarding reference sources</p> <p>Form of Assessment : Participatory Activities</p>	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	<p>Material: Essential Marketing Library: Saylor Foundation. 2011. <i>Business Communication for Success (BCS)</i>. http://www.saylor.org/...</p>	5%
13	Designing solutions based on Cases: Job Interview	1. Orientation to the problem 2. Determining reference sources for solutions 3. Evaluating problem solving methods	<p>Criteria: Assessment rubric</p> <p>Form of Assessment : Participatory Activities</p>	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	<p>Material: Job Interview Reader: James O'Rourke. 2015. <i>Effective Communication</i>. New York: Dorkling Kindersley Limited</p>	5%

14	Designing solutions based on Cases: Job Interview	1. Orientation to the problem 2. Determining reference sources for solutions 3. Evaluating problem solving methods	Criteria: Assessment rubric Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	Material: Job Interview Reader: James O'Rourke. 2015. <i>Effective Communication</i> . New York: Dorkling Kindersley Limited	5%
15	Compile a CV based on Job Vacancies	1. Orientation to the problem 2. Determining reference sources for solutions 3. Evaluating problem solving methods	Criteria: Assessment rubric Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 2 X 50	Oral & Written Practice, Discussion with Colleagues 2 X 50	Material: Job Interview Reader: James O'Rourke. 2015. <i>Effective Communication</i> . New York: Dorkling Kindersley Limited Material: Job Vacancies Reader: James O'Rourke. 2015. <i>Effective Communication</i> . New York: Dorkling Kindersley Limited	9%
16	FINAL EXAMS	Able to answer UAS questions	Criteria: UAS assessment results Form of Assessment : Test	Written test 1 X 60	Written test 1 X 60	Material: English for business Reference: IBSC. 2010. <i>International Business Skills Courseware</i> . United Kingdom: BBPSD Ltd.	30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Test	50%
		100%

Notes

- Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
- Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- Forms of assessment:** test and non-test.
- Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.