



Universitas Negeri Surabaya
Faculty of Languages and Arts
Bachelor of Chinese Language Education Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
BUSINESS MANDARIN	8820802158	Study Program Elective Courses	T=2	P=0	ECTS=3.18	5	January 5, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Muhammad Farhan Masrur, S.Pd., M.TCFL.		Hans Yosef Tandra Dasion, B.Ed., M.TCSOL.			Miftachul Amri, M.Pd., M.Ed., Ph.D.	

Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course				
	PLO-8	Able to speak and write (productively) in Mandarin in daily/general, academic and work contexts equivalent to HSK 4 and HSKK Intermediate			
	Program Objectives (PO)				
	PO - 1	able to use vocabulary related to business communication both formally and informally, express oneself clearly and persuasively in Mandarin in business situations, apply Chinese business ethics, and understand the norms and customs in conducting business transactions in the Chinese market.			
	PLO-PO Matrix				
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>P.O</td> <td>PLO-8</td> </tr> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td> </tr> </table>	P.O	PLO-8	PO-1
P.O	PLO-8				
PO-1	✓				

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> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
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Short Course Description	The Business Mandarin course is a course specifically for MBKM students from outside the Chinese Language Education Study Program, which aims to provide Mandarin language skills that are relevant to a business context, such as formal expressions for communicating with business partners, negotiating and speaking in business meetings. In addition, students will study Chinese business culture, including business ethics, ways of doing business, and customs in business transactions. The ability to speak Mandarin in this business context provides a competitive advantage and opens up wider career opportunities in the global business world.
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References	Main :	
		1. Huang Weizhi, 2007. Business Chinese Conversation Elementary I. Beijing: Beijing language and Culture University Press
	Supporters:	
		1. Jiang Liping, Yumiao, Li Lin. 2014. Standart Course HSK1. Beijing Language and Culture University Press

Supporting lecturer	Muhammad Farhan Masrur, S.Pd., M.TCFL
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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	<p>1. Analyze vocabulary, grammar and conversational dialogue</p> <p>2. Apply the results of the study in the form of oral and conversational exercises</p> <p>3. Apply standard grammar</p> <p>4. Utilizing science and technology as a tool to help solve problems related to Mandarin grammar</p>	<p>1. Pronounce vocabulary and conversational dialogue correctly.</p> <p>2. Analyze the meaning of dialogue correctly.</p> <p>3. Create simple dialogues according to the existing chapter theme and practice them</p>	<p>Criteria:</p> <p>1.4: correct answer</p> <p>2.3: the answer is generally correct, there is one aspect of writing the tone that is not correct</p> <p>3.2: the description is generally correct, the letters are correct</p> <p>4.1: the grammar is wrong</p> <p>Forms of Assessment :</p> <p>Participatory Activities, Portfolio Assessment, Practical / Performance, Tests</p>		<p>Discussion, Lecture, Oral and written practice Dialogue preparation 2 x 50</p>	<p>Material:</p> <p>Chapter 1 《你好! Hello!》</p> <p>1) Vocabulary; 2) Grammar; 3) Conversational dialogue; 4) Practice questions; 5) Tingxie Practice</p> <p>Bibliography:</p> <p>Huang Weizhi, 2007. <i>Business Chinese Conversation Elementary I. Beijing: Beijing language and Culture University Press</i></p>	5%
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16	Final exams	Doing Final Semester Exam Questions	<p>Criteria: UAS</p> <p>Forms of Assessment :</p> <p>Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment, Practical Assessment, Tests</p>	Final Exam Semester 2 X 50	<p>Material: Final Semester Exam Reader: <i>Huang Weizhi, 2007. Business Chinese Conversation Elementary I. Beijing: Beijing language and Culture University Press</i></p> <p>Material: Final Semester Exam Readers: <i>Jiang Liping, Yumiao, Li Lin. 2014. HSK1 Standard Course. Beijing Language and Culture University Press</i></p>	15%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	23.08%
2.	Project Results Assessment / Product Assessment	6.83%
3.	Portfolio Assessment	10.08%
4.	Practical Assessment	16.83%
5.	Practice / Performance	20.08%
6.	Test	23.08%
		99.98%

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Forms of assessment:** test and non-test.
8. **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.
9. **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.
10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
11. **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%.
12. TM=Face to face, PT=Structured assignments, BM=Independent study.