



Universitas Negeri Surabaya
Faculty of Economics and Business
Economic Education Undergraduate Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																																	
Business English	8720302047	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	2	July 17, 2024																																																	
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																		
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Learning model	Case Studies																																																							
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																							
	PLO-8	Able to communicate well orally and in writing in learning activities																																																						
	Program Objectives (PO)																																																							
	PO - 1	Communicate English both orally and in writing in learning activities																																																						
	PLO-PO Matrix																																																							
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px;">P.O</td> <td colspan="6">PLO-8</td> </tr> <tr> <td>PO-1</td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						P.O	PLO-8						PO-1																																									
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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" style="width: 50px;">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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PO-1																																																								
Short Course Description	The Business English course is given to undergraduate students in Economics Education. Through this course, students will develop the ability to communicate effectively in English, both orally and in writing, according to business topics, including the ability to include English grammar, sentence structure, and Business English vocabulary; business communication includes writing official letters, memos, summaries, and reports; and presentation skills include individual and group presentation practice. The learning method applied is contextual learning. / English for Business course is provided for students on Economics Education Study Program. Through this course, students will improve their communication skills effectively, not only speaking skills but also writing skills with various topics related to the business term.																																																							
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	Mohamad Arief Rafsanjani, S.Pd., M.Pd. Amirusholihin, M.Sc. Wida Wulandari, M.Pd. Heni Purwa Pamungkas, 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 Recruitment and Selection	1. Able to understand the job recruitment process 2. Able to increase the vocabulary of business English words related to applying for a job 3. Increase understanding of selection procedures through English language literature	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 1	- -	Material: INTRODUCTION Recruitment and Selection Bibliography: <i>Mascull, Bill. 2002. Business Vocabulary in Use. Cambridge University Press</i>	5%
2	People and Workplaces	1. Able to understand employee management 2. Able to understand administrative management 3. Able to understand the role of labor 4. Able to understand the role of human resources	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 1	-	Material: People and Workplaces Reference: <i>Geffner, Andrea B. 2010. Business English 5th edition . New York: Barron 19s</i>	5%
3	Business people and business leaders	1. Able to understand the characteristics of business people and entrepreneurs 2. Able to classify leaders and leadership 3. Increase understanding of leading figures through English language literature	Criteria: maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 1	- -	Material: Business people and business leaders Reference: <i>Geffner, Andrea B. 2010. Business English 5th edition. New York: Barron 19s</i>	5%
4	Buyers, sellers and the market	1. Able to understand customers and clients 2. Able to understand buyers and sellers 3. Able to understand the market 4. Able to increase understanding of the market through English language literature	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 1	- -	Material: Buyers, sellers and the market Reader: <i>Mascull, Bill. 2002. Business Vocabulary in Use International Level. Cambridge University Press</i>	5%
5	Market and Competitors	1. Able to understand the company and market 2. Able to increase the differentiation of business English words related to the market 3. Able to understand competitors and competition	Criteria: maximum value 100 Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 2 X 1	- -	Material: Market and Competitors Bibliography: <i>Gillett, Amy. 2011. Speak Better Business English and Make More Money! 1st edition . Ann Arbor: Language Success Press.</i>	5%
6	Products and brands	1. Able to increase the differentiation of business English words related to products 2. Able to understand goods 3. Able to understand brands	Criteria: Maximum value 100 Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 1 X 1	-	Material: Products and brands References: <i>Mascull, Bill. 2002. Business Vocabulary in Use. Cambridge University Press</i>	5%
7	Personal finances	1. Able to understand banking 2. Able to increase the vocabulary of business English words related to banking 3. Able to understand personal investment	Criteria: Maximum value 100 Form of Assessment : Test	Oral & Written Practice, Discussion with Colleagues 1 X 1	-	Material: Personal finances Reference: <i>Mascull, Bill. 2002. Business Vocabulary in Use International Level. Cambridge University Press</i>	5%
8	UTS	students can do assignments correctly	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	2 X 50	- -	Material: material that has been taught Reader: <i>Mascull, Bill. 2002. Business Vocabulary in Use. Cambridge University Press</i>	15%

9	Summarize the concept of the stock market (financial centers) based on audio/video presentations and scientific articles	1. Explain the concept of money market 2. Explain the concept of the stock market 3. Explain the concept of market indexes and market activity	Criteria: Maximum value 100 Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Summarize the concept of the stock market (financial centers) based on audio/video presentations and scientific articles Bibliography: O Driscoll, Nina. 2010. <i>Market Leaders 1st edition.</i> Pearson Education Limited 2010.	5%
10	Summarize business ethics based on audio/video presentation and popular articles	Summarizing the video and popular articles about business ethics Explain the business ethics concept	Criteria: Maximum value 100 Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Oral & Written Practice, Discussion with Colleagues Reader : <i>Mascul, Bill. 2002. Business Vocabulary in Use International Level.</i> Cambridge University Press	5%
11	Presenting the business ethics topics	Writing the presentation about business ethics Communicating the presentation material	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Presenting the business ethics topics References: <i>Gillett, Amy. 2011. Speak Better Business English and Make More Money! 1st edition . Ann Arbor: Language Success Press.</i>	5%
12	Presenting the concept of entrepreneurship	Reading the popular articles about entrepreneurs and watching the video Writing the summary about entrepreneurs Communicating/presenting the summary about entrepreneurs	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Presenting the concept of entrepreneurship Reader: <i>Mascul, Bill. 2002. Business Vocabulary in Use International Level.</i> Cambridge University Press	5%
13	Presenting the concept of international trade	Reading the popular articles about international trade and watching the video Writing the summary about international trade Communicating/presenting the summary about international trade	Criteria: Maximum value 100 Form of Assessment : Participatory Activities	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Presenting the concept of international trade Reference: <i>Mascul, Bill. 2002. Business Vocabulary in Use International Level.</i> Cambridge University Press	5%
14	Presenting the concept of digital business	Reading the popular articles and watching the video about digital Writing the summary about digital business Communicating the summary about digital business	Criteria: maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Presenting the concept of digital business Reference: <i>Mascul, Bill. 2002. Business Vocabulary in Use International Level.</i> Cambridge University Press	5%
15	Presenting the concept of digital business	Reading the popular articles and watching the video about digital Writing the summary about digital business Communicating the summary about digital business	Criteria: Maximum value 100 Form of Assessment : Participatory Activities, Tests	Oral & Written Practice, Discussion with Colleagues 2 X 50	-	Material: Presenting the concept of digital business Reference: <i>Mascul, Bill. 2002. Business Vocabulary in Use International Level.</i> Cambridge University Press	5%

16	Final examination	students can do assignments correctly	Criteria: Maximum value 100 Form of Assessment : Test	UAS 2 X 50	- -	Material: everything that has been taught Reader: <i>Mascul, Bill. 2002. Business Vocabulary in Use International Level. Cambridge University Press</i>	15%
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Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	52.5%
2.	Test	47.5%
		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** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities 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.