



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

**Document  
Code**

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
MPK-ECONOMICS-BUSINESS ENGLISH	8722003131	Compulsory Study Program Subjects	T=2	P=0	ECTS=3.18	6	July 10, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Wenny Restikasari, S.E., M.S.E.		Dr. Lucky Rachmawati, S.E., M.Si.			Dr. Tony Seno Aji, S.E., M.E.	

<b>Learning model</b>	<b>Project Based Learning</b>
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<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program that is charged to the course</b>																																																																			
	<b>PLO-3</b>	Develop logical, critical, systematic and creative thinking in carrying out specific work in their field of expertise and in accordance with work competency standards in the field concerned																																																																		
	<b>PLO-4</b>	Develop yourself continuously and collaborate.																																																																		
	<b>PLO-5</b>	Able to analyze overall economic theoretical concepts																																																																		
	<b>PLO-7</b>	Able to communicate effectively orally and in writing in the field of economics																																																																		
	<b>Program Objectives (PO)</b>																																																																			
	<b>PO - 1</b>	Students are able to understand economic activities in English (working in team skills)																																																																		
	<b>PO - 2</b>	Students are able to understand business activities in English (working in team skills)																																																																		
	<b>PLO-PO Matrix</b>																																																																			
		<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>P.O</th> <th>PLO-3</th> <th>PLO-4</th> <th>PLO-5</th> <th>PLO-7</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>PO-2</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>	P.O	PLO-3	PLO-4	PLO-5	PLO-7	PO-1	✓	✓	✓	✓	PO-2	✓	✓	✓	✓																																																			
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<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																				
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> </thead> <tbody> <tr> <td>PO-1</td> <td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td> </tr> <tr> <td>PO-2</td> <td></td><td></td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td style="text-align: center;">✓</td><td></td><td style="text-align: center;">✓</td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">✓</td><td></td><td></td> </tr> </tbody> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1	✓	✓					✓		✓	✓	✓	✓			✓	✓	PO-2			✓	✓	✓	✓		✓						✓		
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<b>Short Course Description</b>	This course contains economic and business concepts in English, which includes: aspects of economic and business concepts as well as empirical examples. Material related to recruitment and selection, resource management, characteristics of business people and entrepreneurs, getting to know customers, getting to know companies and markets, increasing business English vocabulary related to products, explaining Trading, Finance and Macroeconomics, and Leadership and Management Styles
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<b>References</b>	<b>Main :</b>	
		<ol style="list-style-type: none"> <li>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH : Bahasa Inggris Bisnis I. CV Adanu Abimata</li> <li>Sari Rosi,dkk.2021. Bahasa Inggris Bisnis (English Business). Madza</li> </ol>
	<b>Supporters:</b>	
		<ol style="list-style-type: none"> <li>artikel jurnal</li> </ol>

<b>Supporting lecturer</b>	Dr. A'rasy Fahrullah, S.Sos., M.Si. Clarashinta Canggih, S.E., CIFP. Wenny Restikasari, S.E., M.S.E.
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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	Understand and explain Recruitment and Selection	<ol style="list-style-type: none"> <li>1. Able to understand the job recruitment process</li> <li>2. Able to increase the knowledge of business English words related to applying for jobs</li> <li>3. Increase understanding of selection procedures through English language literature</li> </ol>	<p><b>Criteria:</b> According to scoring guidelines</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Interactive discussions and lectures 2 X 50	2 X 50	<p><b>Material:</b> Recruitment and Selection <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> recruitment and selection <b>Reader:</b> <i>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH: Business English I. CV Adanu Abimata</i></p> <hr/> <p><b>Material:</b> recruitment and selection <b>Reference:</b> <i>Sari Rosi, et al. 2021. Business English (English Business). Madza</i></p>	5%
2	Understand and explain People and Workplaces	<ol style="list-style-type: none"> <li>1.1. Able to understand employee management</li> <li>2.2. Able to understand administrative management</li> <li>3.3. Able to understand the role of the workforce</li> <li>4.4. Able to understand the role of human resources</li> </ol>	<p><b>Criteria:</b> According to scoring guidelines</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Interactive discussions and lectures 2 X 50		<p><b>Material:</b> People and Workplaces <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> People and Workplaces <b>Reader:</b> <i>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH: Business English I. CV Adanu Abimata</i></p> <hr/> <p><b>Material:</b> People and Workplaces <b>Reference:</b> <i>Sari Rosi, et al. 2021. Business English (English Business). Madza</i></p>	10%
3	Understand and explain Business People and Business Leaders	<ol style="list-style-type: none"> <li>1.1. Able to understand the characteristics of business people and entrepreneurs</li> <li>2.2. Able to classify leaders and leadership</li> <li>3.3. Increase understanding of prominent figures through English language literature</li> </ol>	<p><b>Criteria:</b> According to scoring guidelines</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Interactive discussions and lectures 2 X 50	Interactive discussions and lectures	<p><b>Material:</b> Business People and Business Leaders <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> Business People and Business Leaders <b>Reader:</b> <i>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH: Business English I. CV Adanu Abimata</i></p> <hr/> <p><b>Material:</b> Business People and Business Leaders <b>Library:</b> <i>Sari Rosi, et al. 2021. Business English (English Business). Madza</i></p>	5%

4	Understand and explain Buyers, Sellers, and The Market	<ol style="list-style-type: none"> <li>1.1. Able to understand customers and clients</li> <li>2.2. Able to understand buyers and sellers</li> <li>3.3. Able to understand the market</li> <li>4.4. Able to increase understanding of the market through English language literature</li> </ol>	<b>Criteria:</b> According to scoring guidelines	work based learning 2 X 50	work based learning 2 X 50	<b>Material:</b> Buyers, Sellers, and The Market <b>Library:</b> <i>Journals</i>	0%
5	Understand and explain the Market and Competitors	<ol style="list-style-type: none"> <li>1.1. Able to understand the company and market</li> <li>2.2. Able to increase the differentiation of business English words related to the market</li> <li>3.3. Able to understand competitors and competition</li> </ol>	<b>Criteria:</b> According to scoring guidelines	work based learning 2 X 50	work based learning	<b>Material:</b> Market and Competitors <b>Library:</b> <i>Journals</i>	0%
6	Students are able to understand and explain products and brands	<ol style="list-style-type: none"> <li>1.1. Able to increase the differentiation of business English words related to products</li> <li>2.2. Able to understand the goods</li> <li>3.3. Able to understand the brand</li> </ol>	<b>Criteria:</b> According to scoring guidelines	work based learning 2 X 50	work based learning	<b>Material:</b> Products and Brands <b>Library:</b> <i>Journals</i>	0%
7	Understand and explain Personal Finances	<ol style="list-style-type: none"> <li>1.1. Able to understand banking</li> <li>2.2. Able to increase your understanding of business English words related to banking</li> <li>3.3. Able to understand personal investment</li> </ol>	<b>Criteria:</b> According to scoring guidelines  <b>Form of Assessment :</b> Portfolio Assessment	task 2 X 50	task 2 X 50	<b>Material:</b> Personal Finances <b>Library:</b> <i>Journals</i>  <b>Material:</b> Personal Finances <b>Reader:</b> <i>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH: Business English I. CV Adanu Abimata</i>  <b>Material:</b> Personal Finances <b>Reference:</b> <i>Sari Rosi, et al. 2021. Business English (English Business). Madza</i>	10%

8	Understand and explain Personal Finances	<p>1.1. Able to understand banking</p> <p>2.2. Able to increase your understanding of business English words related to banking</p> <p>3.3. Able to understand personal investment</p>	<p><b>Criteria:</b> According to scoring guidelines</p> <p><b>Form of Assessment :</b> Portfolio Assessment</p>	Task 2 X 50	Task	<p><b>Material:</b> Personal Finances <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> Personal Finances <b>Reader:</b> <i>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH: Business English I. CV Adanu Abimata</i></p> <hr/> <p><b>Material:</b> Personal Finances <b>Reference:</b> <i>Sari Rosi, et al. 2021. Business English (English Business). Madza</i></p>	10%
9	Understand and explain Financial Centres	<p>1.1. Able to understand financial centers</p> <p>2.2. Able to understand the stock market</p> <p>3.3. Able to understand other money markets</p> <p>4.4. Able to increase understanding regarding financial centers through English literature</p>	<p><b>Criteria:</b> According to scoring guidelines</p> <p><b>Form of Assessment :</b> Practice / Performance</p>	presentation of 2 X 50 field work plan reports	presentation of 2 X 50 field work plan reports	<p><b>Material:</b> Financial Centers <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> field work plan <b>Bibliography:</b> <i>journal articles</i></p>	15%
10	Understand and explain Financial Centres	<p>1.1. Able to understand financial centers</p> <p>2.2. Able to understand the stock market</p> <p>3.3. Able to understand other money markets</p> <p>4.4. Able to increase understanding regarding financial centers through English literature</p>	<p><b>Criteria:</b> According to scoring guidelines</p> <p><b>Form of Assessment :</b> Practice / Performance</p>	presentation of 2 X 50 field work plan reports	presentation of 2 X 50 field work plan reports	<p><b>Material:</b> Financial Centers <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> field work plan <b>Bibliography:</b> <i>journal articles</i></p>	15%
11	Understand and explain Finance and Macroeconomics	<p>1.1. Understand financial inflation and unemployment</p> <p>2.2. Understand trade, growth and GDP</p>	<p><b>Criteria:</b> According to scoring guidelines</p>	work based learning 2 X 50	work based learning	<p><b>Material:</b> Finance and Macroeconomics <b>Library:</b> <i>Journals</i></p> <hr/> <p><b>Material:</b> Finance and Macroeconomics <b>Reader:</b> <i>Sudarmadi Wahyu. 2023. BUSINESS ENGLISH: Business English I. CV Adanu Abimata</i></p>	0%

12	Understand and explain Wrongdoing and Corruption	1.1. Understand wrongdoing 2.2. Understand bribery and corruption 3.3. Understand fraud and embezzlement	<b>Criteria:</b> According to scoring guidelines	work based learning 2 X 50	work based learning	<b>Material:</b> Wrongdoing and Corruption <b>Library:</b> Journals	0%
13	Understand and explain Ethics	1.1. Understand the Code of Ethics 2.2. Understand ethical standards 3.3. Understand ethical investment	<b>Criteria:</b> According to scoring guidelines	work based learning 2 X 50	work based learning	<b>Material:</b> Ethics <b>Library:</b> Journals	0%
14	Understand and explain Stress and Stress Management	1.1. Understand when work is stimulating 2.2. Understand when stimulation turns into stress 3.3. Understanding Downshifting	<b>Criteria:</b> According to scoring guidelines  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	work based learning and final internship report presentation 2 X 50	work based learning and final internship report presentation	<b>Material:</b> Stress and Stress Management <b>Library:</b> Journals	10%
15	Understand and explain Leadership and Management Styles	1.1. Understand Leadership 2.2. Understand Management styles 3.3. Understanding Empowerment	<b>Criteria:</b> According to scoring guidelines  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	work based learning and final internship report presentation 2 X 50	work based learning and final internship report presentation 2 X 50	<b>Material:</b> Leadership and Management Styles <b>Library:</b> Journals	10%
16	Final Semester Examination (UAS)	Work on the Final Report Well and Correctly	<b>Criteria:</b> According to scoring guidelines  <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	work based learning and final internship report presentation 2 X 50	work based learning and final internship report presentation 2 X 50	<b>Material:</b> Material 9-15 <b>Library:</b> Journals	10%

#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	20%
2.	Project Results Assessment / Product Assessment	30%
3.	Portfolio Assessment	20%
4.	Practice / Performance	30%
		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.

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.