



Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study
Program

Document
Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Business Law	8721002020		T=2	P=0	ECTS=3.18	2	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program which is charged to the course
	Program Objectives (PO)
	PLO-PO Matrix

P.O

PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	This course covers the history of legal sources and the division of civil law, objects, object law and types of testamentary objects, matters of evidence, commercial law, corporate legal entities, securities, securities trading and intermediary trading, transportation, insurance, maritime law, sales and purchase agreements, and brand issues. Lectures are carried out using lecture, assignment and discussion methods.
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References	Main :
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1	Can explain commercial law in private law	<ol style="list-style-type: none"> 1. Legal definition 2. Legal elements 3. Legal objectives 4. Legal sources 5. Legal rules 6. Legal principles 7. Legal science field 8. Subject and object of law 9. Examining the position of Commercial Law in Private Law through literature 10. Explaining the position of Commercial Law in Private Law 11. Explaining KUHD as LexSpecialis 	Criteria: 20	Discussion and Lecture 4 X 50		0%
2						0%
3	Can describe the legal form of the company	<ol style="list-style-type: none"> 1. Recognize the legal form of companies through literature and field observations 2. Explain the difference between Legal Entity Companies and Non-Legal Entity Companies 	Criteria: 20	Discussion and Lecture 2 X 50		0%
4	Can identify legal aspects in companies and engagement law in buying and selling companies	<ol style="list-style-type: none"> 1. Examining legal aspects in companies through literature 2. Recognize the forms of buying and selling within the company 3. Agreement and engagement relationships 4. Principles of contract law 5. Conditions for the validity of the agreement 6. Agreement according to its contents 7. Delete the engagement 		Discussion and Lecture 2 X 50		0%

5	Can describe mandatory company registration procedures (WDP)	<ol style="list-style-type: none"> 1.Examining companies that are required to carry out WDP 2.Review the WDP procedure through examples of WDP forms 	Criteria: 20	Discussion and Lecture 2 X 50			0%
6	Can describe the procedures for obtaining an Industrial Business Permit (IUI)	<ol style="list-style-type: none"> 1.Outlines the provisions of IUI 2.Describes the procedure for processing IUI through an example of an IUI form 	Criteria: 20	Discussion and Lecture 4 X 50			0%
7							0%
8	MIDTERM EXAM			2 X 50			0%
9	Can describe the procedures for processing a Trading Business Permit (SIUP)	<ol style="list-style-type: none"> 9.1 Outline the SIUP provisions 9.2 Outline the procedures for processing a SIUP through an example of a SIUP form 	Criteria: <ol style="list-style-type: none"> 1.The assessment is carried out on the following aspects: <ol style="list-style-type: none"> 2.1. Participation during lectures must include at least 75% of lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The final NA assessment is given a weight of 3. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10 	Discussion and Lecture 2 X 50			0%

10	Can describe procedures for managing Copyrights, Trademarks and Patents	10.1 Describe the provisions and differences between Copyrights, Trademarks and Patents 10.2 Examine procedures for processing IPRs through examples of blanks	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must include at least 75% of lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The final NA assessment is given a weight of 3. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Discussion and Lecture 2 X 50			0%
11							0%
12	Can describe work safety provisions in the company	12.1 Describe work safety provisions in the company 12.2 Explain legal sanctions in the field of work safety through Work Safety Regulations	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must include at least 75% of lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The final NA assessment is given a weight of 3. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Lectures and Discussions 2 X 50			0%

13	Can describe the provisions of Bankruptcy Law in the company	13.1 Review the provisions for implementing Bankruptcy Law in companies 13.2 Explain bankruptcy case reports	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must include at least 75% of lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The final NA assessment is given a weight of 3. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Lectures and Discussions 2 X 50			0%
14	Can analyze consumer protection laws	14.1 Review the provisions for implementing consumer protection through the Consumer Protection Law 14.2 Explain consumer protection institutions 14.3 Outline the rights & obligations of consumers and entrepreneurs 14.4 Explain legal sanctions for violations of consumer protection	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must include at least 75% of lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The final NA assessment is given a weight of 3. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Lectures and Discussions 2 X 50			0%

15	Can describe the provisions of monopolistic practices and unfair business competition in Indonesia	15.1 Examine provisions on monopolistic practices and unfair business competition through the Monopoly and Business Competition Law 15.2 Explain the role of competition supervisory institutions 15.3 Explain legal sanctions for violations of monopolistic practices	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must include at least 75% of lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The final NA assessment is given a weight of 3. The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Lectures and Discussions 2 X 50			0%
16	UAS			2 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

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.

