

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

Document Code

UNESA	Fiogram																	
	SEMESTER LEARNING PLAN																	
Courses			СО	CODE Course Family			Credit Weight				SEN	MESTER	Compil Date	ation				
Business Lav	v		872	21002020							T=2	2 P=0	E	CTS=3.18	3	2	July 18,	2024
AUTHORIZAT	TION		SP	Develop	er					Course Cluster Coordinator				Stu	Study Program Coordinator			
														Bril	lian Rosy	, S.Pd., N	M.Pd.	
Learning model	Case Studies														•			
Program Learning	PLO study p	ogr	am wl	hich is c	harge	d to t	he co	urse										
Outcomes	Program Objectives (PO)																	
(PLO)	PLO-PO Mate	ix																
			ſ	P.O														
	PO Matrix at	the	end o	f each le	arning	g sta	ge (Sı	ub-PC	))									
			P.O	1 2	3	4	5	6	7	8	Week	10	11	12	13	14	15 16	5
Short Course Description	This course co objects, matter transportation, lecture, assign	s of insu	evider ırance,	nce, comr maritime	nercial law, s	l law, sales	corpoi	rate le	gal er	ntities,	secu	rities,	secu	ritiés trad	ding ar	nd´interm	ediary tra	ading,
References	Main :																	

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- 2. Arus Akbar Silondas, 2011. Pokok-pokok hukum bisnis. Salemba empat
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- 4. Handri Rahardo, SH. 2009. Hukum Perusahaan. Pustaka Yustisia. Yogyakarta.
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- 17. PP Nomor 107 Tahun 2015 Tentang Izin Usaha Industri
- 18. Peraturan Meneteri Perdagangan RI tanggal 16-9-2009 No 46/M.DAG/PER/9/2009 Tentang SIUP
- 19. Peraturan Menteri Perdagangan RI No 14/M.DAG/PER/12/2013
- 20. Peraturan Menteri Perindustrian Republik Indonesia No 41 Tahun 2008 tentang Ketentuan Dan Tata Cara Pemberian Izin Usaha Industri, Izin Perluasan Dan Tanda Daftar Industri
- 21. Peraturan Menteri Perdagangan Republik Indonesia No. 77 Tahun 2013 tentang Penerbitan Surat Izin Usaha Perdagangan dan Tanda Daftar Perusahaan secara simultan bagi perusahaan perdagangan
- 22. Rahayu Hartini. 2009. Penyelesaian Sengketa Kepailitan di Indonesia. Kencana. Jakarta.
- 23. UU No. 3 Tahun 1982 Tentang Wajib Daftar Perusahaan
- 24. UU nomor 37/2004 tentang Kepailitan
- 25. UU RI No. 8 Tahun 1999 tentang Perlindungan Konsumen
- 26. UU Ketenagakerjaan di Indonesia (UU No.13/2003)
- 27. UU No. 13 tahun 2016 tentang Paten
- 28. UU No. 19 tahun 2002 tentang Hak Cipta
- 29. UU RI No. 24 TAHUN 2011 Tentang Badan Penyelenggara Tenaga Kerja
- 30. UU No. 30 tahun 2000 tentang rahasia dagang
- 31. UU No. 31 tahun 2000 tentang Desain industri
- 32. UU No. 32 tahun 2000 tentang Disain tata letak sirkuit terpadu
- 33. UU No. 40 tahun 2007 tentang Perseroan Terbatas
- 34. UU No 5 tahun 1999 tentang larangan praktek monopoli dan persaingan usaha tidak sehat
- 35. UU No.7/1981 tentang wajib lapor ketenagakerjaan
- 36. UU No 1/1970 tentang peraturan keselamatan kerja
- 37. UU No 13 Tahun 2003 tentang K3
- 38. UU No 24 Tahun 2011 tentang BPJS
- 39. UU No 40 Tahun 2004 tentang sistem jaminan sosial nasional
- 40. UU Nomor 2 Tahun 1992 tentang usaha perasuransian
- 41. UU Nomor 2 tahun 2004 tentang penyelesaian perselisihan hubungan industrial
- 42. UU No 20 Tahun 2016 tentang Merek dan Indikasi Geografis

## Supporters:

## Supporting lecturer

Dr. Tri Sudarwanto, S.Pd., MSM. Dr. Finisica Dwijayati Patrikha, S.Pd., M.Pd. Choirul Nikmah, S.AB., M.AB.

Jaka Nugraha, S.AB., M.AB, MBA.

Week-	Final abilities of each learning stage	Eva	aluation	Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [ References	Assessment Weight (%)
	(Sub-PO)	Indicator	Criteria & Form	Offline ( offline )	Online ( online )	]	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

	ı		T	ı		
1	Can explain commercial law in private law	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 through literature 10.Explaining the position of Commercial Law in Private Law 11.Explaining KUHD as LexSpesialis	Criteria: 20	Discussion and Lecture 4 X 50		0%
2						0%
3	Can describe the legal form of the company	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	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)	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)	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)	9.1 Outline the SIUP provisions 9.2 Outline the procedures for processing a SIUP through an example of a SIUP form	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%

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%

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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 assessment is yen a weight of 3. The final NA assessment is yen a weight of 3. The final NA assessment is yen 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.
- 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.
- 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.
- 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.
- 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.