



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																																																																																																				
Idioms Correspondence English	8721003030	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	4	July 17, 2024																																																																																																				
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																																																																					
		Fitriana Rahmawati, M.Pd. Dr. Siti Sri Wulandari, S.Pd., M.Pd	Dr. Siti Sri Wulandari, S.Pd., M.Pd			Brilliant Rosy, S.Pd., M.Pd.																																																																																																					
Learning model	Case Studies																																																																																																										
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																										
	Program Objectives (PO)																																																																																																										
	PO - 1	Able to demonstrate a responsible attitude towards work in their field of expertise independently and in groups.																																																																																																									
	PO - 2	CPMK 2 Able to use/apply concepts and theories of office administration science in office practice.																																																																																																									
	PO - 3	Able to communicate well orally and in writing in learning activities.																																																																																																									
	PO - 4	Able to utilize learning resources to solve problems in office administration learning comprehensively in accordance with developments in science and technology.																																																																																																									
	PLO-PO Matrix																																																																																																										
		<table border="1" style="margin-left: 20px;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> <tr><td>PO-4</td></tr> </table>						P.O	PO-1	PO-2	PO-3	PO-4																																																																																															
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																																											
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Short Course Description	Conduct studies and provide an understanding of the role of English correspondence in adapting to business developments and the curriculum applicable in schools. Ethics of corresponding in English as well as understanding the function of business documents in English.																																																																																																										
References	Main :																																																																																																										
	<ol style="list-style-type: none"> 1. A. Erhans. 2000. International Business Letter. Jakarta: Ercon Biang Prestasi 2. Carey, J.E. 2002. Business Letters for Busy People. Rockhurst: National Press Publication. 3. Gartside, L. Model Business Letters. Plymouth Mac Donald & Evans Ltd. 4. Kaeni, S. Darmo, Alie Almascatie. 1985. Korespondensi Niaga Bahasa Inggris. Surabaya: Djambatan 5. King, F.W. dan D. Ann Cree. English Business Letters. Essex: Longman Group Limited. 6. Wilson, Martin. 1987. Writing for Business. London: Thomas Nelson & Sons Ltd. 																																																																																																										
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Supporting lecturer	Dr. Siti Sri Wulandari, S.Pd., M.Pd. Fitriana Rahmawati, 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	Ability to analyze business correspondence, form and layout	1.. explain the significance and function of business correspondence 2.2. explain the characteristics of an effective business letter 3. mention the components and layout of a letter in Idioms. English	Criteria: 1.Activeness (quantity of participating) 2.Organization of ideas/arguments 3.Accuracy of argument 4.Language Usage: 5.Accuracy 6.Clarity 7.Attitude and intonation during discussion/question and answer (voice-expression, volume and intonation) Form of Assessment : Participatory Activities, Practice/Performance	CTL 3 X 50		Material: Business letter writing, headings, layout Reader: A. Erhans. 2000. <i>International Business Letter</i> . Jakarta: Ercon is the Leader of Achievement	5%
2	Ability to compose letters of inquiry and reply	1. mention the elements in the inquiry letter and its reply 2. compose the Inquiry and reply of inquiry letter	Criteria: 1.1. accuracy 2.2. neatness 3.3. suitability Form of Assessment : Practice / Performance	Discussion, exercises and assignments CTL 3 X 50		Material: Application letter: cover letter, curriculum vitae Employment change letters: Invitation letter for interview, promotion announcement letter Reader: King, FW and D. Ann Cree. <i>English Business Letters</i> . Essex: Longman Group Limited.	5%
3	Ability to compose letters of order and possible replies to letters of order	1. compose a letter of order 2. compose possible replies to the letter of order	Criteria: 1.1.accuracy. 2.2. neatness. 3.3. suitability Form of Assessment : Participatory Activities	Presentations, assignments and CTL 3 X 50		Material: Application letter: cover letter, curriculum vitae Employment change letters: Invitation letter for interview, promotion announcement letter Reader: A. Erhans. 2000. <i>International Business Letter</i> . Jakarta: Ercon is the Leader of Achievement	5%
4	Ability to prepare acknowledgment orders	prepare a letter of recognition order	Criteria: 1.1. accuracy 2.2. neatness 3.3. suitability Form of Assessment : Participatory Activities	Presentations, assignments and CTL 3 X 50		Material: Inquiry reply of inquiry letter(offer) Reference: A. Erhans. 2000. <i>International Business Letter</i> . Jakarta: Ercon is the Leader of Achievement	5%
5	Ability to prepare invoices	1. explain the function and how to fill out an invoice 2. create and fill out an invoice	Criteria: 1.1. accuracy 2.2. suitability 3.3. neatness Form of Assessment : Participatory Activities	Presentations, assignments and CTL 3 X 50		Material: Inquiry reply of inquiry letter(offer) Reference: A. Erhans. 2000. <i>International Business Letter</i> . Jakarta: Ercon is the Leader of Achievement	5%

6	Ability to prepare letters of payment	prepare a letter of payment	Criteria: accuracy, suitability, neatness Form of Assessment : Practice / Performance	Presentations, assignments and CTL 3 X 50		Material: letter of order possible replies to letter of order Bibliography: <i>King, FW and D. Ann Cree. English Business Letters. Essex: Longman Group Limited.</i>	5%
7	Ability to prepare letters of acknowledgment payment	1. explain the function of a letter of acknowledgment payment 2. prepare a letter of acknowledgment payment	Criteria: accuracy, suitability, neatness Form of Assessment : Participatory Activities, Practice/Performance	Presentations, assignments and CTL 3 X 50		Material: letter of order possible replies to letter of order Reader: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%
8	UTS	UTS	Criteria: UTS Form of Assessment : Practice / Performance	3 X 50		Material: UTS Reader: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	10%
9	Ability to arrange extensions of credit	1. explain the function and purpose of a letter extension of credit 2. prepare an extension of credit	Criteria: accuracy, suitability, neatness Form of Assessment : Participatory Activities, Practice/Performance	Presentations, assignments and CTL 3 X 50		Material: letter of acknowledgment order letter of payment invoice Reference: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%
10	Ability to compose complaint letters	1. explain the various causes of complaint letters. 2. prepare a complaint letter	Criteria: 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout Form of Assessment : Participatory Activities	Presentations, assignments and CTL 3 X 50		Material: letter of acknowledgment order letter of payment invoice Reference: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%

11	Ability to compose complaint letters	1. explain the various causes of complaint letters. 2. prepare a complaint letter	Criteria: 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout Form of Assessment : Participatory Activities	Presentations, assignments and CTL 3 X 50		Material: letter of acknowledgment order letter of payment invoice Reference: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%
12	Ability to compose letters of apologies	1. Explain the function of a letter of apologies. 2. Prepare a letter of apologies	Criteria: 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout Form of Assessment : Participatory Activities, Practice/Performance	Presentations, assignments and CTL 3 X 50		Material: letter of acknowledgment payment extension of credit Reference: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%
13	Ability to compose application letters	1. explain the function and main elements of application letters and CVs 2. prepare application letters and CVs	Criteria: 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout Form of Assessment : Participatory Activities, Practice/Performance	Presentations, assignments and CTL 3 X 50		Material: letter of acknowledgment payment extension of credit Reference: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%

14	Ability to compose Employment change letters	1. explain the function and main elements of an Invitation letter for interview 2. prepare a promotion announcement letter and Invitation letter for interview	Criteria: 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout Form of Assessment : Participatory Activities, Practice/Performance	Presentations, assignments and CTL 3 X 50		Material: complaint letter letter of apologies Reference: A. Erhans. 2000. <i>International Business Letter. Jakarta: Ercon is the Leader of Achievement</i>	5%
15	Ability to compose Employment change letters	1. explain the function and main elements of an Invitation letter for interview 2. prepare a promotion announcement letter and Invitation letter for interview	Criteria: 1.A. Contents 2.1. Accuracy of concept/material 3.2. Accuracy of supporting examples for the concept/material 4.3. Completeness of material coverage 5.4. Confusion in discussing the material 6.5. Depth in elaborating the material 7.B. Writing 8.6. Correct use of language 9.7. Conformity with the specified systematics 10.8. Neatness of layout Form of Assessment : Practice / Performance	Presentations, assignments and CTL 3 X 50		Material: complaint letter letter of apologies Reference: Wilson, Martin. 1987. <i>Writing for Business. London: Thomas Nelson & Sons Ltd.</i>	5%
16	UAS	UAS	Criteria: UAS Form of Assessment : Practice/Performance, Test	3 X 50		Material: UAS References: 3. King, FW and D. Ann Cree. <i>English Business Letters. Essex: Longman Group Limited</i>	20%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	40%
2.	Practice / Performance	50%
3.	Test	10%
		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.

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.