



**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
Import Export Administration	8721003142		T=3 P=0 ECTS=4.77	5	July 17, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Dr. Siti Sri Wulandari, S.Pd., M.Pd.; Fitriana Rahmawati, M.Pd.	Dr. Siti Sri Wulandari, S.Pd., M.Pd.	Brillian Rosy, S.Pd., M.Pd.

<b>Learning model</b>	Case Studies
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**Program Learning Outcomes (PLO)** PLO study program that is charged to the course

**Program Objectives (PO)**

<b>PO - 1</b>	Able to internalize academic values, norms and ethics in applying basic concepts of international trade.
<b>PO - 2</b>	Able to apply import-export mechanisms, procedures and transactions in office practices.
<b>PO - 3</b>	Able to make appropriate decisions in resolving export-import payment system problems in his field of expertise.
<b>PO - 4</b>	Able to utilize learning resources to solve problems in case studies of conflicts in the process of opening, forwarding and processing letters of credit as well as export-import activities without letters of credit using science and technology.

**PLO-PO Matrix**

	P.O				
	PO-1				
	PO-2				
	PO-3				
	PO-4				

**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	
	PO-1																	
	PO-2																	
	PO-3																	
	PO-4																	

**Short Course Description** The course contains the concept of international trade. Export Import Mechanisms, Procedures and transactions. General Policy in the Export Sector. Import Export Payment System. The process of opening, forwarding and processing a Letter of Credit. Import Export Activities without Letter of Credit. Learning is carried out by applying a process skills approach. Lectures are carried out using discussion methods, case studies and presentations.

**References** Main :

1. Ahsjar, D. 2007. Buku Pedoman Transaksi dan Impor . Prestasi Pustaka.
2. Berata, I. K. O. 2014. Panduan Praktis Ekspor Impor . Raih Asa Sukses.
3. Risa, M. 2018. Ekspor dan Impor . Poliban Press.
4. Sasono, H. B. 2012. Manajemen (Pelabuhan & Realisasi Ekspor Impor) . CV Andi Offset.
5. Sidabutar, Victor Tulus Pangopi & Aminoto, T. 2021. Ekspor Impor: Teori dan Praktik Untuk Pemula . CV Mitra Cendekia Media.
6. Supardi, E. 2019. Ekspor Impor: Teori dan Praktikum Kegiatan Ekspor Impor Untuk Praktisi Logistik dan Bisnis . CV Budi Utama.
7. Supardi, E. 2021. Ekspor Impor Perdagangan Internasional (Ekspor Impor) Masalah-Masalah di Dalam Kegiatan (Ekspor Impor), Para Pihak yang Terlibat dalam Kegiatan Ekspor Impor, Metode Pembayaran dalam Perdagangan Internasional (Ekspor Impor) Incoterms . CV Budi Utama.
8. Sutedi, A. (2014). Hukum Ekspor Impor . Raih Asa Sukses.

**Supporters:**

**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	Understand and explain the basic concepts of international trade	1. Describe the meaning of international trade 2. Understand the background of international trade 3. Understand the importance of international trade 4. Explain examples of international trade	<b>Criteria:</b> 1. writing test 2. Practice/Performance 3. Participative 4. Portfolio Assessment  <b>Form of Assessment :</b> Participatory Activities	3 X 50		<b>Material:</b> basic concepts of international trade  <b>Reference:</b> Supardi, E. 2019. <i>Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners.</i> CV Budi Utama.	5%
2	Understand and explain the basic concepts of international trade	1. Describe the meaning of international trade 2. Understand the background of international trade 3. Understand the importance of international trade 4. Explain examples of international trade	<b>Criteria:</b> 1. writing test 2. Practice/Performance 3. Participative 4. Portfolio Assessment  <b>Form of Assessment :</b> Participatory Activities	3 X 50		<b>Material:</b> basic concepts of international trade  <b>Reference:</b> Supardi, E. 2019. <i>Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners.</i> CV Budi Utama.	5%

3	Analyze import-export mechanisms and procedures	<ol style="list-style-type: none"> <li>1. Analyze the export-import mechanism</li> <li>2. analyze the physical procedures for transporting goods</li> <li>3. Analyze import export provisions and procedures</li> <li>4. analyze import export customs procedures</li> </ol>	<p><b>Criteria:</b> Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups, then asked to observe an export/import company. Students are asked to conduct interviews about: What: What products are exported and imported? Who: Who is involved in export/import activities? Why: Why did this happen? When: When did the event occur? Where: Where did the transaction take place? How: How did the event happen? 3. Students are asked to identify and analyze import-export documents!</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	3 X 50		<p><b>Material:</b> export-import mechanisms and procedures  <b>Reference:</b> Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i></p>	5%
4	Analyze import-export mechanisms and procedures	<ol style="list-style-type: none"> <li>1. Analyze the export-import mechanism</li> <li>2. analyze the physical procedures for transporting goods</li> <li>3. Analyze import export provisions and procedures</li> <li>4. analyze import export customs procedures</li> </ol>	<p><b>Criteria:</b> Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups, then asked to observe an export/import company. Students are asked to conduct interviews about: What: What products are exported and imported? Who: Who is involved in export/import activities? Why: Why did this happen? When: When did the event occur? Where: Where did the transaction take place? How: How did the event happen? 3. Students are asked to identify and analyze import-export documents!</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	3 X 50		<p><b>Material:</b> export-import mechanisms and procedures  <b>Reference:</b> Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i></p>	5%

5	Analyze import export transactions	<ol style="list-style-type: none"> <li>1. Analyze the meaning and regulation of export-import transactions</li> <li>2. Analyze the basic agreements for export-import transactions</li> <li>3. Analyze how to pay for export-import transactions</li> <li>4. Analyzing export financing with sharia letters of credit</li> <li>5. Analyzing import financing with sharia letters of credit</li> </ol>	<p><b>Criteria:</b>  Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups, then asked to observe an import-export company. Analyze the advantages and disadvantages of payment methods for export-import transactions through conventional letters of credit and sharia letters of credit.</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Forms of learning can take the form of: a. studying; b. response and tutorial; Learning Method: Project Based Learning 3 X 50		<p><b>Material:</b>  export import transactions  <b>Reference:</b>  Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i></p> <hr/> <p><b>Material:</b>  export-import transactions  <b>Reference:</b>  Supardi, E. 2019. <i>Export-Import: Theory and Practicum of Export-Import Activities for Logistics and Business Practitioners. CV Budi Utama.</i></p>	5%
6	Analyze import export transactions	<ol style="list-style-type: none"> <li>1. Analyze the meaning and regulation of export-import transactions</li> <li>2. Analyze the basic agreements for export-import transactions</li> <li>3. Analyze how to pay for export-import transactions</li> <li>4. Analyzing export financing with sharia letters of credit</li> <li>5. Analyzing import financing with sharia letters of credit</li> </ol>	<p><b>Criteria:</b>  Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups, then asked to observe an import-export company. Analyze the advantages and disadvantages of payment methods for export-import transactions through conventional letters of credit and sharia letters of credit.</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Forms of learning can take the form of: a. studying; b. response and tutorial; Learning Method: Project Based Learning 3 X 50		<p><b>Material:</b>  export import transactions  <b>Reference:</b>  Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i></p> <hr/> <p><b>Material:</b>  export-import transactions  <b>Reference:</b>  Supardi, E. 2019. <i>Export-Import: Theory and Practicum of Export-Import Activities for Logistics and Business Practitioners. CV Budi Utama.</i></p>	5%

7	Analyze import export transactions	<p>1. Analyze the meaning and regulation of export-import transactions</p> <p>2. Analyze the basic agreements for export-import transactions</p> <p>3. Analyze how to pay for export-import transactions</p> <p>4. Analyzing export financing with sharia letters of credit</p> <p>5. Analyzing import financing with sharia letters of credit</p>	<p><b>Criteria:</b>  Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups, then asked to observe an import-export company. Analyze the advantages and disadvantages of payment methods for export-import transactions through conventional letters of credit and sharia letters of credit.</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Forms of learning can take the form of: a. studying; b. response and tutorial; Learning Method: Project Based Learning 3 X 50		<p><b>Material:</b>  export import transactions  <b>Reference:</b>  Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i></p> <hr/> <p><b>Material:</b>  export-import transactions  <b>Reference:</b>  Supardi, E. 2019. <i>Export-Import: Theory and Practicum of Export-Import Activities for Logistics and Business Practitioners. CV Budi Utama.</i></p>	5%
8	UTS	UTS	<p><b>Criteria:</b>  UTS</p> <p><b>Form of Assessment :</b>  Test</p>	3 X 50		<p><b>Material:</b> UTS  <b>Reference:</b>  Risa, M. 2018. <i>Export and Import. Poliban Press.</i></p> <hr/> <p><b>Material:</b> UTS  <b>Library:</b>  Supardi, E. 2019. <i>Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners. CV Budi Utama.</i></p>	10%

9	Understand and explain general policies in the export sector	1. Able to understand the basic policies 2. Able to identify export terms and conditions 3. Identify goods whose exports are regulated 4. Identify goods whose exports are controlled 5. Identify goods whose exports are prohibited 6. Identify goods whose exports are free 7. Identify exceptions outside general provisions in the export sector	<b>Criteria:</b> Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups where each group: Looks for examples of goods that can be exported via the internet! Identify examples of export goods by creating a simple report!  <b>Form of Assessment :</b> Participatory Activities	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50		<b>Material:</b> general policy in the field of Exports <b>Reference:</b> Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i>	5%
10	Understand and explain general policies in the export sector	1. Able to understand the basic policies 2. Able to identify export terms and conditions 3. Identify goods whose exports are regulated 4. Identify goods whose exports are controlled 5. Identify goods whose exports are prohibited 6. Identify goods whose exports are free 7. Identify exceptions outside general provisions in the export sector	<b>Criteria:</b> Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students are formed into small groups where each group: Looks for examples of goods that can be exported via the internet! Identify examples of export goods by creating a simple report!  <b>Form of Assessment :</b> Participatory Activities	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50		<b>Material:</b> general policy in the field of Exports <b>Reference:</b> Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i>	5%
11	Implementing an Import Export Payment System	Export-import payment system:1. Advance Payment2. Letter Of Credit (L/C)3. Document Against Payment (D/P)4. Documents Against Acceptance (D/A)5. Open Account6. Consignment	<b>Criteria:</b> Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students create an export-import business in all fields and then implement it using the existing export-import payment system!  <b>Form of Assessment :</b> Participatory Activities	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50		<b>Material:</b> Export Import Payment System <b>Reference:</b> Supardi, E. 2021. <i>Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import) Incoterms . CV Budi Utama.</i>	5%

12	Implementing an Import Export Payment System	Export-import payment system:1. Advance Payment2. Letter Of Credit (L/C)3. Document Against Payment (D/P)4. Documents Against Acceptance (D/A)5. Open Account6. Consignment	<p><b>Criteria:</b> Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Students create an export-import business in all fields and then implement it using the existing export-import payment system!</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50		<p><b>Material:</b> Export Import Payment System <b>Reference:</b> <i>Supardi, E. 2021. Export Import International Trade (Export Import) Problems in Activities (Export Import), Parties Involved in Export Import Activities, Payment Methods in International Trade (Export Import ) Incoterms . CV Budi Utama.</i></p>	5%
13	Implement the process for opening, forwarding and processing Letters of Credit	<p>1. Review Opening Bank - Issuing Bank 2. Review the application for opening an L/C 3. Formulate instructions for filling out the application form for opening an L/C 4. Formulate the importer's obligations to the bank opening the L/C 5. Formulate the forwarding of the Letter of Credit to the exporter</p>	<p><b>Criteria:</b> Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Presented a learning video related to opening an L/C on an application, then students are asked to: Identify what things must be prepared in processing the L/C! Analyze the advantages and disadvantages of this application when it is related to import-export activities in everyday life!</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50		<p><b>Material:</b> Process of opening, forwarding and processing a Letter of Credit <b>Reference:</b> <i>Supardi, E. 2019. Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners. CV Budi Utama.</i></p> <p><b>Material:</b> Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment: Presented a learning video related to opening an L/C on an application, then students are asked to: Identify what things must be prepared in processing the L/C C! Analyze the advantages and disadvantages of this application when it is related to import-export activities in everyday life! <b>References:</b></p>	5%

14	Implement the process for opening, forwarding and processing Letters of Credit	<p>1. Review Opening Bank - Issuing Bank</p> <p>2. Review the application for opening an L/C</p> <p>3. Formulate instructions for filling out the application form for opening an L/C</p> <p>4. Formulate the importer's obligations to the bank opening the L/C</p> <p>5. Formulate the forwarding of the Letter of Credit to the exporter</p>	<p><b>Criteria:</b>  Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment  Assignment: Presented a learning video related to opening an L/C on an application, then students are asked to: Identify what things must be prepared in processing the L/C!  Analyze the advantages and disadvantages of this application when it is related to import-export activities in everyday life!</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50	<p><b>Material:</b>  Process of opening, forwarding and processing a Letter of Credit  <b>Reference:</b>  Supardi, E. 2019. <i>Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners</i>. CV Budi Utama.</p> <hr/> <p><b>Material:</b>  Criteria:  Assessment Rubric Form: Non-Test and Written Test, observation, and assignment  Assignment: Presented a learning video related to opening an L/C on an application, then students are asked to: Identify what things must be prepared in processing the L/C!  Analyze the advantages and disadvantages of this application when it is related to import-export activities in everyday life!  <b>References:</b></p>	5%
15	Implementing Import Export Activities without a Letter of Credit	<p>1. Review exports without a Letter of Credit</p> <p>2. Review PEB endorsement</p> <p>3. Review exports on a collection basis</p> <p>4. Review payments to exporters</p>	<p><b>Criteria:</b>  Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment  Assignment: Students are formed into small groups where each group must create an import-export business with: Without a letter of credit. PEB certification. Export on a collection basis. Make payments to exporters. Compiled in a report!</p> <p><b>Form of Assessment :</b>  Participatory Activities</p>	Forms of learning can be: a. lectures; b. responses and tutorials; Learning Method: Project Based Learning 3 X 50	<p><b>Material:</b>  Export Import Activities without a Letter of Credit  <b>Reference:</b>  Supardi, E. 2019. <i>Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners</i>. CV Budi Utama.</p>	5%



16	UAS	UAS	<p><b>Criteria:</b>  Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment  Assignment: Students are formed into small groups where each group must create an import-export business with: Without a letter of credit. PEB certification. Export on a collection basis. Make payments to exporters. Compiled in a report!</p> <p><b>Form of Assessment :</b>  Test</p>	3 X 50		<p><b>Material:</b> UAS  <b>Reference:</b>  Supardi, E. 2019. <i>Export Import: Theory and Practicum of Export Import Activities for Logistics and Business Practitioners.</i> CV Budi Utama.</p>	20%
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**Evaluation Percentage Recap: Case Study**

No	Evaluation	Percentage
1.	Participatory Activities	70%
2.	Test	30%
		100%

**Notes**

- 1. 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.
- 2. 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.
- 4. 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.
- 5. 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.**