



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
Introduction to Business	8721003056	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	1	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
			Brillian Rosy, S.Pd., M.Pd.	

Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																				
	Program Objectives (PO)																																																																																				
	PO - 1	Able to internalize academic values, norms and ethics in carrying out introductory business assignments																																																																																			
	PO - 2	Able to demonstrate a responsible attitude towards work in the field of business introduction independently																																																																																			
	PO - 3	Able to make appropriate decisions in resolving problems in the field of business introduction																																																																																			
	PLO-PO Matrix																																																																																				
	<table border="1" style="margin-left: 40px;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> </table>	P.O	PO-1	PO-2	PO-3																																																																																
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																					
	<table border="1" style="margin-left: 40px;"> <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></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></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																	PO-3																
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Short Course Description	This course aims to provide students with knowledge and understanding to master the insight and scope of various business concepts in the global era. This business concept is needed as a basis for studying more detailed business knowledge in advanced studies. Students are also equipped to understand the scale and group of companies, business planning, the environment that influences business, business ethics, and review the company's business functions. Learning is carried out using Project Based Learning, Case Study and Problem Based Learning. Lectures begin with an explanation of concepts and principles, assignments and discussions with students, presentations, and archival practice. The learning output is that students can make decisions based on information and data analysis and provide alternative solutions related to problems and challenges in business activities.
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References	Main :	
		<ol style="list-style-type: none"> William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning. Eko Purwanto. 2020. Pengantar Bisnis Era Revolusi Industri 4.0. Purwokerto Selatan: Sasanti Institute.
	Supporters:	

1	Able to summarize business concepts in the era of globalization	<ol style="list-style-type: none"> 1.Accuracy in examining business concepts in general 2.Accuracy in describing global and national economic systems 3.Accuracy in describing the relationship between the economic system and business development 4.Accuracy in identifying developments in the business world to the global era 5.Accuracy of identifying the type of business competition in the market structure (perfect competition, monopolistic, monopoly, oligopoly) 	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies 3 X 50		<p>Material: 1. Economic and business concepts in the global era. References: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1. Economic and business concepts in the global era Reader: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Business in the global era References: <i>Akter, M. (2022),</i></p>	3%
2	Able to identify the company's business environment	<ol style="list-style-type: none"> 1.Accuracy in describing the characteristics of the company's business environment 2.Accuracy of classifying the Internal environment (directly influencing the company): man, money, method, machine, material, and Entrepreneur, supplier 3.Accuracy of classifying the external environment (indirectly influencing the company): economic, political, legal, socio-cultural, government regulations 4.Accuracy in examining the macro and micro environment 	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case studies 3 X 50		<p>Material: 1) Library Business Environment : <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: 1) Business Environment Reader: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: Business environment References: <i>Permatasari, A., Dwanto, W. and Dellyana, D. (2023),</i></p>	3%

3	Able to conclude business ownership and entrepreneurship	<ol style="list-style-type: none"> 1.Accuracy in describing the types of business (manufacturing, services and trade) 2.Accuracy in reviewing the criteria for micro, small, medium and large company scales 3.Accuracy in describing existing forms of business entities (individual, CV, PT, Firma, NV, Cooperative, Joint Venture, Leasing, Merger and Franchise) 4.Accuracy in identifying the advantages and disadvantages of each form of business entity 5.The accuracy of examining the concept of entrepreneurship, goals, benefits, the importance of entrepreneurial characteristics, as well as the advantages and disadvantages of entrepreneurship 	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case studies 3 X 50		<p>Material: 1) Types of Business, 2) Scale of Business, 3) Form of Business Entity, 4) Entrepreneurship Literature: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <p>Material: 1) Types of Business, 2) Scale of Business, 3) Form of Business Entity, 4) Entrepreneurship Library: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <p>Material: BUMDes Reference: <i>Kania, I., Anggadwita, G. and Alamanda, DT (2021),</i></p>	3%
4	Able to conclude business ownership and entrepreneurship	<ol style="list-style-type: none"> 1.Accuracy in describing the types of business (manufacturing, services and trade) 2.Accuracy in reviewing the criteria for micro, small, medium and large company scales 3.Accuracy in describing existing forms of business entities (individual, CV, PT, Firma, NV, Cooperative, Joint Venture, Leasing, Merger and Franchise) 4.Accuracy in identifying the advantages and disadvantages of each form of business entity 5.The accuracy of examining the concept of entrepreneurship, goals, benefits, the importance of entrepreneurial characteristics, as well as the advantages and disadvantages of entrepreneurship 	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case studies 3 X 50		<p>Material: 1) Types of Business, 2) Scale of Business, 3) Form of Business Entity, 4) Entrepreneurship Literature: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <p>Material: 1) Types of Business, 2) Scale of Business, 3) Form of Business Entity, 4) Entrepreneurship Library: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <p>Material: Social entrepreneurship and MSMEs References: <i>Chiengkul, W., Tantipanichkul, T., Boonchom, W., Phuangpompitak, W. and Suphan, K. (2023),</i></p>	3%

5	Able to conclude the management concept of organizational governance	<ol style="list-style-type: none"> 1.Accuracy in explaining the meaning of management and management functions (POAC) 2.The accuracy of examining management levels and various/forms of organizational structures with their strengths and weaknesses 3.Accurately outlines the scope of the organization along with its vision, mission and business goals 	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies 3 X 50		<p>Material: 1) Management and Organization Library: William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. <i>Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Library Management and Organization : Eko Purwanto. 2020. <i>Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Digital entrepreneurship References: Garcez, A., Franco, M. and Silva, R. (2023),</p> <hr/> <p>Material: Family business governance References: Kussudyarsana, K., Soepatini, S., Maimun, MH and Vemuri, R. (2020),</p> <hr/> <p>Material: IT Governance Library: Siregar, SV and Harahap, SN (2023),</p> <hr/> <p>Material: Gender diversity References: Abbas, A. and Frihatni, AA (2023),</p>	5%
6	Able to conclude SWOT analysis	<ol style="list-style-type: none"> 1.The accuracy of explaining the concept of SWOT analysis, the purpose of making SWOT analysis 2.The accuracy of reviewing the stages of creating a SWOT analysis 3.Accuracy in identifying the strengths and weaknesses of the company's internal environment 4.Accuracy in describing opportunities and threats from the company's external environment 	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case studies 3 X 50		<p>Material: 1) SWOT analysis Bibliography: William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. <i>Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) SWOT analysis Reader: Eko Purwanto. 2020. <i>Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: KUD Strategy Library: Hendriani, S. (2018),</p>	5%

7	Able to summarize the concepts of ethics and corporate social responsibility	<p>1.Accuracy in explaining the concept of ethics and norms in general, the concept of business ethics, and the components of Business Ethics</p> <p>2.Accuracy in detailing the concept of corporate social responsibility (CSR)</p> <p>3.The accuracy of describing CSR practice models and analyzing CSR practices from small, medium and large companies</p>	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case studies 3 X 50		<p>Material: 1) Ethics and Corporate Social Responsibility Reader: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Ethics and Corporate Social Responsibility Reader: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Business ethics References: <i>Tjandra, NC, Aroeang, L. and Prabandari, YS (2020).</i></p> <hr/> <p>Material: CSR Reference: <i>Tandililin, E. and Usman, B. (2023).</i></p> <hr/> <p>Material: University social responsibility References: <i>Suranta, S. and Rahmawati, R. (2023).</i></p>	5%
8	Midterm exam	All Indicators Taught before UTS	<p>Criteria: Test Assessment</p> <p>Form of Assessment : Portfolio Assessment</p>	3 X 50 Structured Test		<p>Material: All material taught before UTS Reader: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: All material taught before UTS Reader: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p>	20%

9	Able to conclude marketing aspects in business activities	<p>1.The accuracy of detailing marketing concepts includes marketing functions and marketing strategies</p> <p>2.Accuracy in describing the marketing mix (companies in general have 4 Ps (product, price, place, promotion) and service companies have 7 Ps (product, price, place, promotion, people, process and physical evidence)</p>	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies 3 X 50		<p>Material: 1) Aspects in Business: Marketing Aspects Literature: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Aspects in Business: Marketing Aspects Library: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Social media and marketing References: <i>Hamid, RS, Ukkas, I., Goso, G., Abror, A., Anwar, SM and Munir, AR (2023),</i></p>	3%
10	Able to summarize aspects of Human Resources (HR) in business activities	<p>1.Accuracy in explaining the understanding of HR concepts and several motivation theories</p> <p>2.Accuracy in reviewing HR functions: analysis of TK needs, planning, recruitment, selection, placement, management, development and dismissal</p>	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies 3 X 50		<p>Material: 1) Aspects in business: Operational Aspects Library: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Aspects in business: Operational Aspects Library: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Human capital References: <i>Iqbal, M., Mawardi, MK, Sanawiri, B., Alfisyahr, R. and Syarifah, I. (2023),</i></p>	3%

11	Able to summarize financial and accounting aspects in business activities	<p>1.Accuracy in explaining the meaning of financial aspects in financial management</p> <p>2.Accuracy of analyzing funding needs, sources of funds, financial performance, financial reports and ratio analysis (liquidity, solvency, profitability and activity)</p>	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies 3 X 50		<p>Material: 1) Aspects in Business: Financial Aspects References: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Aspects in Business: Financial Aspects Reader: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Finance in SMEs References: <i>Abe, M., Troilo, M. and Batsaikhan, O. (2015),</i></p>	3%
12	Able to summarize financial and accounting aspects in business activities	<p>1.Accuracy in explaining the meaning of financial aspects in financial management</p> <p>2.Accuracy of analyzing funding needs, sources of funds, financial performance, financial reports and ratio analysis (liquidity, solvency, profitability and activity)</p>	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies 3 X 50		<p>Material: 1) Aspects in Business: Financial Aspects References: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Aspects in Business: Financial Aspects Reader: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: finance in MSMEs Reference: <i>Abe, M., Troilo, M. and Batsaikhan, O. (2015),</i></p>	4%

13	Able to conclude SIM in the business realm	<p>1.Accuracy in explaining the meaning of SIM and SIM functions</p> <p>2.The accuracy of analyzing the relationship between SIM and the business world as well as the impact of SIM on corporate governance</p>	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions and Case Studies 3 X 50		<p>Material: 1) Library Management Information Systems : <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1) Library Management Information System : <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Information systems in organizations References: <i>Lantu, DC, Labdhagati, H. and Dewanto, I. (2023),</i></p>	5%
14	Able to create a business plan for the company's business aspects	Accuracy describes four aspects of the company's business	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p>	Lectures, Discussions, Case Studies, Project Based Learning 3 X 50		<p>Material: 1.) UKM observation site, 2) Lecture materials, 3) Print media, newspapers, magazines Library: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <hr/> <p>Material: 1.) UKM observation site, 2) Lecture materials, 3) Print media, newspapers, magazines Library: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <hr/> <p>Material: Management and Business Plans References: <i>Alonso-Vazquez, M., del Pilar Pastor-Pérez, M. and Alonso-Castañón, MA (2018),</i></p>	5%

15	Able to create a business plan for the company's business aspects	Accuracy describes four aspects of the company's business	<p>Criteria:</p> <p>1.85 < A < 100 2.80 < A- < 85 3.75 < B < 80 4.70 < B < 75 5.65 < B- < 70 6.60 < C < 65 7.55 < C < 60 8.40 < D < 55 9.0 < E < 40</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Case Studies, Project Based Learning 3 X 50		<p>Material: 1.) UKM observation site, 2) Lecture materials, 3) Print media, newspapers, magazines Library: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <p>Material: 1.) UKM observation site, 2) Lecture materials, 3) Print media, newspapers, magazines Library: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p> <p>Material: Management and Business Plans References: <i>Alonso-Vazquez, M., del Pilar Pastor-Pérez, M. and Alonso-Castañón, MA (2018),</i></p>	5%
16	UAS	All Indicators at Every Meeting after UTS	<p>Criteria: Test Assessment</p> <p>Form of Assessment : Test</p>	3 X 50 Structured Test		<p>Material: All material taught after UTS Reader: <i>William M. Pride, Robert J. Hughes, Jack R. Kapoor. 2014. Business, Twelfth Edition. USA: South Western Cengage Learning.</i></p> <p>Material: All material taught after UTS Reader: <i>Eko Purwanto. 2020. Introduction to Business in the Industrial Revolution Era 4.0. South Purwokerto: Sasanti Institute.</i></p>	30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Portfolio Assessment	20%
3.	Test	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.

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** 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.
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.