



Universitas Negeri Surabaya
Faculty of Languages and Arts
Japanese Language Education Undergraduate Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date																																											
Bijinesu Nihongo	8820502012		T=2 P=0 ECTS=3.18	6	July 18, 2024																																											
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator																																												
	Rusmiyati, S.Pd., M.Pd.																																												
Learning model	Case Studies																																															
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																															
	Program Objectives (PO)																																															
	PLO-PO Matrix																																															
		P.O																																														
	PO Matrix at the end of each learning stage (Sub-PO)																																															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td colspan="15" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 10%;"></td> <td style="width: 5%;">1</td> <td style="width: 5%;">2</td> <td style="width: 5%;">3</td> <td style="width: 5%;">4</td> <td style="width: 5%;">5</td> <td style="width: 5%;">6</td> <td style="width: 5%;">7</td> <td style="width: 5%;">8</td> <td style="width: 5%;">9</td> <td style="width: 5%;">10</td> <td style="width: 5%;">11</td> <td style="width: 5%;">12</td> <td style="width: 5%;">13</td> <td style="width: 5%;">14</td> <td style="width: 5%;">15</td> <td style="width: 5%;">16</td> </tr> </table>															Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Short Course Description	<p>Training uses specific expressions used generally in the setting of business activities, companies. Apart from that, learning activities are also included in the activity of reading articles/readings that have a business nuance, while explaining the meaning of understanding the items involved in business with Japanese people or in Japanese companies. Students summarize the reading and present the content of the reading. At that time, the lecturer assesses the way of speaking, the suitability of what is read, the opening, the content and so on. Determine the situation in each meeting, after explaining the conversation model, practice making real conversations while thinking about the application situation. When conducting a conversation, the lecturer assesses the use of polite language, ethics, and the way it is delivered. Show the types of forms/sheets related to business and explain their meaning after that students train themselves to make these forms.</p>																																															
References	Main :																																															
	1. Hirano, Tomoaki. 2009. <i>Shigoto ga Kunkun Pawaa Appu, Bijinesu Meeru "Kokoro" no Tsutaekata Oshiemasu</i> . Tokyo: Katou Bunmeisha Miyazaki, Michiko. 2009. <i>Nihongo de Hatarakou!</i> . Tokyo: Surienetto. Kondo, Sai et.al. <i>Bijinesu Komyunikeshon no tame no keesu gakushuu shokuba no daibasiti Manabiau</i> . Tokyo: Coco Publishing. Miura, Kanae dkk. 2009. <i>Akademikkusu Purezenteeshon Nyumon</i> . Tokyo: Miura Insatsu																																															
	Supporters:																																															
Supporting lecturer	Miftachul Amri, M.Pd., M.Ed., Ph.D.																																															
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 conversations on related themes through listening to self-introduction material	able to mention information in conversations on the theme of self-introduction	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6. The final NA is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, discussion, question and answer 2 X 50			0%
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2	understand conversations on related themes through listening to greetings and special expressions	Can mention information in conversation on the theme of greetings and special expressions	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Peer teaching, question and answer, 2 X 50 presentations			0%
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3	understand conversations on related themes through listening to permit application materials	Can mention information in conversations on the topic of permit applications	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Peer teaching, question and answer, 2 X 50 presentations			0%
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4	understand conversations on related themes through listening to permit application materials	Can mention information in conversations on the topic of permit applications	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6. The final NA is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Peer teaching, question and answer, 2 X 50 presentations			0%
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5	understand conversations on related themes through listening to material on requests or requests and special expressions	Can mention information in conversation on the topic of requests or requests and special expressions	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Peer teaching, question and answer, 2 X 50 presentations			0%
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6	understand conversations on related themes through listening to material on requests or requests and special expressions	Can mention information in conversation on the topic of requests or requests and special expressions	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Peer teaching, question and answer, 2 X 50 presentations			0%
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7	understand conversations on related themes through listening to greetings and special expressions	Can mention information in conversation on the theme of greetings and special expressions	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Peer teaching, question and answer, 2 X 50 presentations			0%
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8	Mastering business conversation material	Able to create and present business conversations	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Show Ability 2 X 50			0%
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9	understand conversations on related themes through listening to material offering invitations	Can mention information in conversation themes offering invitations	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50			0%
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10	understand conversations on related themes through listening to telephone reception material from business partners, conveying information related to matters asked on the telephone.	Can mention information in conversations on the theme of receiving telephone calls from business colleagues, conveying information related to matters asked on the telephone	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50			0%
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11	understand conversations on related themes through listening to telephone reception material from business partners, conveying information related to matters asked on the telephone.	Can mention information in conversations on the theme of receiving telephone calls from business colleagues, conveying information related to matters asked on the telephone.	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50			0%
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12	understand conversations on related themes through listening to apointo material (making apointo, negotiating)	Can mention information in apointo themed conversations (making apointo, negotiating)	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50			0%
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13	understand conversations on related themes through listening to apointo material (making apointo, negotiating)	Can mention information in apointo themed conversations (making apointo, negotiating)	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50			0%
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14	understand conversations on related themes through listening to suggested materials and offers in Japanese	Can mention information in conversations on the topic of suggestions and offers in Japanese	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6. The final NA is (participation value x 2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50		0%
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15	understand conversations on related themes through listening to material offering invitations	Can mention information in conversations on the topic of suggestions and offers in Japanese	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	peer teaching, question and answer, discussion, presentation 2 X 50			0%
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16	create business conversations and play roles in those business conversations	Able to make conversation and role play	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures, attendance, activeness is carried out through observation (weight 2) 3.2. Assignment grades, weekly exam grades, and presentations are averaged into a weighted assignment grade (3) 4.3. The subsummative test (UTS) is carried out once assessing all relevant indicators through a written exam given a weight (2) 5.4. Summative tests (UAS) are carried out to measure several indicators that have been selected proportionally, given weights (3) 6.The final NA is (participation value x2) (assignment value x 3) (UTS value x 2) UAS value (3) divided by 10	Oral test 2 X 50			0%
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Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

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** 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.