



**Universitas Negeri Surabaya
Faculty of Economics and Business
Bachelor of Management Study Program**

**Document
Code**

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Business English	6120102023	Management	T=2	P=0	ECTS=3.18	2	June 1, 2022
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
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Learning model	Case Studies
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Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																																																				
	Program Objectives (PO)																																																																																				
	PO - 1	C2. Students are able to interpret Business English terms correctly.																																																																																			
	PO - 2	C4. Students are able to organize grammar in Business English correctly.																																																																																			
	PO - 3	A5. Students are able to show the character of faith, intelligence, independence, honesty, caring and toughness in Business English learning activities.																																																																																			
	PLO-PO Matrix																																																																																				
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PO Matrix at the end of each learning stage (Sub-PO)																																																																																					
	<table border="1" style="margin-left: auto; margin-right: auto;"> <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	The Business English course is given to Bachelor of Management students. Through this course, students will develop the ability to communicate effectively in English, both orally and in writing, according to business topics, including Management, Marketing Management, Financial Management, Human Resources Management, and Economics. This Business English course opens up business management discourse related to business ethics and cross-cultural (country) leadership. The learning method applied is contextual learning.
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References	Main :	
		<ol style="list-style-type: none"> 1. Rogers, Louis. 2016. Skill for Business Studies – Intermediate: Oxford 2. Hughes, John & Jon Naunton. 2016. Business Result – Intermediate: Oxford 3. Mackenzie. Ian. 2010. English for Business Studies . Edinburgh: Cambridge University Press
	Supporters:	

Supporting lecturer		Dwiarko Nugrohoseno, S.Psi., M.M. Dr. Nadia Asandimitra Haryono, S.E., M.M. Tias Andarini Indarwati, S.E., M.M. R.A. Sista Paramita, S.E., M.Si. Ika Diyah Candra Arifah, S.E., M.Com. Ina Uswatun Nihaya, S.E., M.Sc. Syiaifurrizal Wijaya Putra, S.E., M.M. Rasyidi Faiz Akbar, S.E., M.M. Muhammad Rizky Ramadhan, BBus., MITHM. Bima Yatna Anugerah Ramadhani, B.Ba., M.M.					
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	Students are able to decipher vocabulary and grammar in the field of Economics. Students are able to decipher vocabulary and grammar in the field of Economics	Students are able to decipher vocabulary and grammar with the topic of Economics Students are able to decipher vocabulary and grammar with the topic of Economics	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading and Thematics 2 X 50		Material: skills for business Reference: <i>Rogers, Louis. 2016. Skills for Business Studies – Intermediate: Oxford</i>	3%
2	Students are able to decipher vocabulary and grammar in the field of Human Resource Management	1.Students are able to explain vocabulary and grammar on the topic Culture 2.Students are able to explain vocabulary and grammar on the topic of Managing People 3.Students are able to explain vocabulary and grammar on the topic Process of Changes 4.Students are able to decipher vocabulary and grammar with the topic Culture 5.Students are able to decipher vocabulary and grammar with the topic Managing People 6.Students are able to decipher vocabulary and grammar with the topic Process of Changes	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading and ThematicReading and Thematic 2 X 50		Material: skills for business Reference: <i>Rogers, Louis. 2016. Skills for Business Studies – Intermediate: Oxford</i>	3%

3	Students are able to decipher vocabulary and grammar in the field of Human Resource Management	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic Culture 2. Students are able to explain vocabulary and grammar on the topic of Managing People 3. Students are able to explain vocabulary and grammar on the topic Process of Changes 4. Students are able to decipher vocabulary and grammar with the topic Culture 5. Students are able to decipher vocabulary and grammar with the topic Managing People 6. Students are able to decipher vocabulary and grammar with the topic Process of Changes 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	Reading and Thematic Reading and Thematic 2 X 50		<p>Material: skills for business</p> <p>Reference: <i>Rogers, Louis. 2016. Skills for Business Studies – Intermediate: Oxford</i></p>	3%
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4	Students are able to decipher vocabulary and grammar in the field of Human Resource Management	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic Culture 2. Students are able to explain vocabulary and grammar on the topic of Managing People 3. Students are able to explain vocabulary and grammar on the topic Process of Changes 4. Students are able to decipher vocabulary and grammar with the topic Culture 5. Students are able to decipher vocabulary and grammar with the topic Managing People 6. Students are able to decipher vocabulary and grammar with the topic Process of Changes 	Form of Assessment : Participatory Activities	Reading and Thematic Reading and Thematic 2 X 50		Material: skills for business Reference: <i>Rogers, Louis. 2016. Skills for Business Studies – Intermediate: Oxford</i>	3%
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5	Students are able to decipher vocabulary and grammar in the field of Marketing Management	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on Marketing topics 2. Students are able to explain vocabulary and grammar on the topic Innovation 3. Students are able to explain vocabulary and grammar on the topic Customers 4. Students are able to decipher vocabulary and grammar with the topic of Marketing 5. Students are able to decipher vocabulary and grammar with the topic of Innovation 6. Students are able to decipher vocabulary and grammar with the topic Customers 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	Reading and Thematics 2 X 50			4%
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6	<p>Students are able to decipher vocabulary and grammar in the field of Marketing Management</p>	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on <i>Marketing topics</i> 2. Students are able to explain vocabulary and grammar on the topic <i>Innovation</i> 3. Students are able to explain vocabulary and grammar on the topic <i>Customers</i> 4. 5. <i>Students are able to decipher vocabulary and grammar with the topic of Marketing</i> 6. <i>Students are able to decipher vocabulary and grammar with the topic of Innovation</i> 7. <i>Students are able to decipher vocabulary and grammar with the topic Customers</i> 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	<p>Reading and Thematic Reading and Thematic</p> <p>2 X 50</p>			4%
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7	Students are able to decipher vocabulary and grammar in the field of Marketing Management	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on Marketing topics 2. Students are able to explain vocabulary and grammar on the topic Innovation 3. Students are able to explain vocabulary and grammar on the topic Customers 4. Students are able to decipher vocabulary and grammar with the topic of Marketing 5. Students are able to decipher vocabulary and grammar with the topic of Innovation 6. Students are able to decipher vocabulary and grammar with the topic Customers 	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading and Thematic Reading and Thematic 2 X 50		5%
8	Midterm exam Midterm exam		Form of Assessment : Test	2 X 50		20%
9	Students are able to decipher vocabulary and grammar in the field of Management.	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Motivation 2. Students are able to explain vocabulary and grammar on the topic of Sharing Control 3. Students are able to decipher vocabulary and grammar with the topic of Motivation 4. Students are able to decipher vocabulary and grammar with the topic of Sharing Control 	Criteria: holistic rubric Form of Assessment : Participatory Activities	Reading and Thematic reading and thematic 2 X 50		4%

10	Students are able to decipher vocabulary and grammar in the field of Management.	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Motivation 2. Students are able to explain vocabulary and grammar on the topic of Sharing Control 3. Students are able to decipher vocabulary and grammar with the topic of Motivation 4. Students are able to decipher vocabulary and grammar with the topic of Sharing Control 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	Reading and Thematic reading and thematic 2 X 50			3%
11	Students are able to decipher vocabulary and grammar in the field of Operations Management.	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Operation Management. 2. Students are able to explain vocabulary and grammar on the topic Facilities 3. Students are able to decipher vocabulary and grammar with the topic of Operation Management. 4. Students are able to decipher vocabulary and grammar with the topic Facilities 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	Reading and Thematics reading and thematics 2 X 50			3%

12	Students are able to decipher vocabulary and grammar in the field of Operations Management.	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Operation Management. 2. Students are able to explain vocabulary and grammar on the topic Facilities 3. Students are able to decipher vocabulary and grammar with the topic of Operation Management. 4. Students are able to decipher vocabulary and grammar with the topic Facilities 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	Reading and Thematicsreading and thematics 2 X 50			5%
13	Students are able to decipher vocabulary and grammar in the field of Financial Management.	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Banking 2. Students are able to explain vocabulary and grammar on the topic Stock and Shares 3. Students are able to explain vocabulary and grammar on the topic of Financial Crisis 4. Students are able to decipher vocabulary and grammar with the topic of Banking 5. Students are able to decipher vocabulary and grammar with the topic Stock and Shares 6. Students are able to decipher vocabulary and grammar with the topic of Financial Crisis 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	Reading and Thematicreading and thematic 2 X 50			4%

14	<p>Students are able to decipher vocabulary and grammar in the field of Financial Management. Students are able to decipher vocabulary and grammar in the field of Financial Management.</p>	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Banking 2. Students are able to explain vocabulary and grammar on the topic of Stock and Shares 3. Students are able to explain vocabulary and grammar on the topic of Financial Crisis 4. Students are able to decipher vocabulary and grammar with the topic of Banking 5. Students are able to decipher vocabulary and grammar with the topic of Stock and Shares 6. Students are able to decipher vocabulary and grammar with the topic of Financial Crisis 	<p>Criteria: holistic rubric</p> <p>Form of Assessment : Participatory Activities</p>	<p>Reading and Thematic reading and thematic 2 X 50</p>			3%
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15	Students are able to decipher vocabulary and grammar in the field of Financial Management.	<ol style="list-style-type: none"> 1. Students are able to explain vocabulary and grammar on the topic of Banking 2. Students are able to explain vocabulary and grammar on the topic Stock and Shares 3. Students are able to explain vocabulary and grammar on the topic of Financial Crisis 4. Students are able to decipher vocabulary and grammar with the topic of Banking 5. Students are able to decipher vocabulary and grammar with the topic Stock and Shares 6. Students are able to decipher vocabulary and grammar with the topic of Financial Crisis 	Form of Assessment : Participatory Activities	Reading and Thematics reading and thematics 2 X 50			3%
16	Final Semester Exam final exam test		Form of Assessment : Test	2 X 50			30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Test	50%
		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** 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.