



Universitas Negeri Surabaya
Faculty of Economics and Business
Islamic Economics Undergraduate Study Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date																																										
Sharia Business Communication	6020202115	Study Program Elective Courses	T=2	P=0	ECTS=3.18	7	November 26, 2022																																										
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator																																											
	Dr. A'razy Fahrullah, S.Sos., M.Si		Dr. A'razy Fahrullah, S.Sos., M.Si			Dr. Ahmad Ajib Ridlwan, S.Pd., M.SEI.																																											
Learning model	Case Studies																																																
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																
	PLO-8	Able to design and implement business plans in accordance with Islamic concepts.																																															
	Program Objectives (PO)																																																
	PLO-PO Matrix																																																
		<table border="1" style="margin-left: 40px;"> <tr> <td>P.O</td> <td colspan="6">PLO-8</td> </tr> </table>						P.O	PLO-8																																								
P.O	PLO-8																																																
Short Course Description	PO Matrix at the end of each learning stage (Sub-PO)																																																
		<table border="1" style="margin-left: 40px;"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> </table>																P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																	
References	<p>Main :</p> <ol style="list-style-type: none"> Kinkin Yuliaty, Wina Puspita Sari dan Dini Safitri. 2013. Pengantar Komunikasi Bisnis. Jakarta: Universitas Negeri Jakarta. Dorothy Rouly H. Pandjaitan, Dr dan Driya Wiryawan. 2016. Komunikasi Bisnis (modul Ber-ISBN). Lampung: Jurusan Manajemen Fakultas Ekonomi dan Bisnis Universitas Lampung Muljadi, 2019, Etika dan Komunikasi Bisnis Islam, Jakarta: Salemba <p>Supporters:</p> <ol style="list-style-type: none"> Purwanto, Djoko. 2011. Komunikasi Bisnis. Jakarta: Erlangga. Sunarto. 2003. Komunikasi Bisnis. Yogyakarta: AMUS. Buku-buku komunikasi bisnis lainnya. 																																																
Supporting lecturer	Yan Putra Timur, S.M., M.SEI. Irfan Ramis, S.E., M.E.																																																
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	Able to explain the concepts, forms and processes of business communication	<ol style="list-style-type: none"> 1. Able to explain the basic concepts of business communication 2. Able to explain the meaning of Business Communication 3. Able to explain Forms of Business Communication 4. Able to explain the Communication Process 5. Able to explain the reasons why communication misunderstandings arise 6. Able to explain how to improve communication 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Holistic rubric 2. Make a literature review <p>Form of Assessment : Participatory Activities</p>	Lectures, Small Group Discussions, questions and answers, project-based learning. Students make a literature review related to the concepts, forms and processes of business communication 1 x 3 x 50 minutes	WAG (discussion) Google Meet (lecture and discussion) 1 x 3 x 50 minutes	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p>	4%
2	Able to explain interpersonal business communication	<ol style="list-style-type: none"> 1. Able to explain Interpersonal Business Communication 2. Able to explain the meaning of interpersonal communication 3. Able to explain the purpose of interpersonal communication 4. Listening as an Interpersonal Communication Skill 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Holistic rubric 2. Participate in class discussions <p>Form of Assessment : Participatory Activities</p>	project-based learning Lecturer explains business communication between individuals 1 x 3 x 50 minutes	Google Meet/zoom meeting (lecture and discussion) 1 x 3 x 50 minutes	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p>	4%

3	Able to explain communication in organizations	<ol style="list-style-type: none"> 1. Able to explain communication in organizations 2. Able to explain Communication Relationships 3. Able to explain Communication Patterns 4. Able to explain how to manage communication 5. Able to Improve Communication Skills 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Holistic rubric 2. Make a literature review <p>Form of Assessment : Participatory Activities</p>	Project-based learning. Students make short videos of 5-10 minutes duration explaining communication in organizations 1 x 3 x 50 minutes	Google Meet (lectures and discussions) Make short videos of 5-10 minutes duration explaining communication in organizations 1 x 3 x 50 minutes	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p>	5%
4	Able to explain and practice international communication	<ol style="list-style-type: none"> 1. Able to explain Cross-Cultural and International Communication 2. Able to explain the meaning of Cross-Cultural Business Communication 3. Able to explain the Importance of Cross-Cultural Business Communication 4. Understanding Culture and Its Differences 5. Able to communicate with people of foreign culture 	<p>Criteria:</p> <p>Practice making videos using English with a maximum duration of 10 minutes with content related to international communication</p> <p>Form of Assessment : Portfolio Assessment</p>	Project-based learning. Students practice international communication by making videos in English which are then uploaded on social media or the internet. 2 x 3 x 50 minutes	Google Meet (lectures and discussions) Students practice international communication by making videos in English which are then uploaded on social media or the internet 2 x 3 x 50 minutes	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p>	3%

5	Able to explain and practice communication using information technology	<ol style="list-style-type: none"> 1. Able to explain Communication through Information Technology 2. Able to explain the importance of computer technology 3. Able to explain Information Technology and Media 4. Understanding Electronic Data Storage 5. Able to explain the meaning of the Internet 6. Able to explain the Benefits and Concerns of the Presence of the Internet 7. Able to explain the benefits of Social Media in Islamic business communication 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Holistic rubric 2. Practice making short videos of 5-10 minutes, on YouTube/social media. <p>Form of Assessment : Participatory Activities</p>	<p>Project-based learning.</p> <p>Students carry out their own communication, namely creating content on the internet and themselves delivering the communication. 2 x 3 x 50 minutes</p>	<p>WAG (discussion) Google Meet (lecture and discussion)</p> <p>Assignment: Students create content on the internet and themselves deliver the communication. 2 x 3 x 50 minutes</p>	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p>	5%
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6	Able to write business messages and business correspondence	<ol style="list-style-type: none"> 1. Able to write business messages and business correspondence 2. Able to organize business messages 3. Able to Make Effective Sentences 4. Able to make Invitation Letters, Orders and Reservations 5. Able to make Recommendation Letters and Notifications 6. Able to create Good News Messages 7. Able to create a strategy for organizing bad news messages 8. Able to Develop Persuasive Messages 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Holistic rubric 2. Make literature reviews related to business messages and correspondence <p>Form of Assessment : Portfolio Assessment</p>	Project-based learning. Students make literature reviews regarding business messages, business correspondence, organizing business messages and business invitation letters through various literature. 2 x 3 x 50 minutes	<p>WAG (discussion) Google Meet (lecture and discussion)</p> <p>Task: Create a literature review regarding business messages, business correspondence, organizing business messages and business invitation letters through various literature. 2 x 3 x 50 minutes</p>	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p>	7%
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7	Able to write business messages and business correspondence	<ol style="list-style-type: none"> 1. Able to write business messages and business correspondence 2. Able to organize business messages 3. Able to Make Effective Sentences 4. Able to make Invitation Letters, Orders and Reservations 5. Able to make Recommendation Letters and Notifications 6. Able to create Good News Messages 7. Able to create a strategy for organizing bad news messages 8. Able to Develop Persuasive Messages 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Holistic rubric 2. Make literature reviews related to business messages and correspondence <p>Form of Assessment : Participatory Activities</p>	Project-based learning. Students make literature reviews regarding business messages, business correspondence, organizing business messages and business invitation letters through various literature. 2 x 3 x 50 minutes	<p>WAG (discussion) Google Meet (lecture and discussion)</p> <p>Task: Create a literature review regarding business messages, business correspondence, organizing business messages and business invitation letters through various literature. 2 x 3 x 50 minutes</p>	<p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung.</p> <p>References:</p> <hr/> <p>Material: Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba</p> <p>Pustaka:</p> <hr/> <p>Material: Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University.</p> <p>References:</p> <hr/> <p>Material: Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung</p> <p>References:</p>	5%
8	MIDTERM EXAM	Can do the test correctly	<p>Criteria: According to the scoring guidelines for each question</p> <p>Form of Assessment : Test</p>	100 Minute written test	100 Minute written test		15%

9	Able to create a personal resume and job application letter	<ol style="list-style-type: none"> 1.1. Able to communicate about work and resume writing 2.2. Able to explain the AIDA Approach 3.3. Able to organize job application letters 4.4. Know and understand the tips for applying for jobs 5.5. Able to prepare for writing a resume 6.6. Able to make an Organizational Plan 7.7. Know the problems in creating resumes and their solutions 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Criteria: Holistic rubric 2. Non-test form: Creating a personal resume and job application letter <p>Form of Assessment : Portfolio Assessment</p>	Respond to 100 Minute Project Based Learning	<p>WAG (discussion) Google Meet (lecture and discussion)</p> <p>Assignment: Students create a personal resume and job application letter [2 x 3 x 50 minutes] 100 Minutes</p>	<p>Material: 1. Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University. References:</p> <hr/> <p>Material: 2. Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung. References:</p> <hr/> <p>Material: 3. Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba Pustaka:</p> <hr/> <p>Material: 4. Purwanto, Djoko. 2011. Business Communication. Jakarta: Erlangga. References:</p> <hr/> <p>Material: 5. Sunarto. 2003. Business Communication. Yogyakarta: AMUS. References:</p> <hr/> <p>Material: 6. Other business communication books. References:</p>	3%
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10	Able to create a personal resume and job application letter	<ol style="list-style-type: none"> 1.1. Able to communicate about work and resume writing 2.2. Able to explain the AIDA Approach 3.3. Able to organize job application letters 4.4. Know and understand the tips for applying for jobs 5.5. Able to prepare for writing a resume 6.6. Able to make an Organizational Plan 7.7. Know the problems in creating resumes and their solutions 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Criteria: Holistic rubric 2.Non-test form: Creating a personal resume and job application letter <p>Form of Assessment : Participatory Activities</p>	Respond to 100 Minute Project Based Learning	<p>WAG (discussion) Google Meet (lecture and discussion)</p> <p>Assignment: Students create a personal resume and job application letter [2 x 3 x 50 minutes] 100 Minutes</p>	<p>Material: 1. Kinkin Yuliaty, Wina Puspita Sari and Dini Safitri. 2013. Introduction to Business Communication. Jakarta: Jakarta State University. References:</p> <hr/> <p>Material: 2. Dorothy Rouly H. Pandjaitan, Dr and Driya Wiryawan. 2016. Business Communication (ISBN module). Lampung: Department of Management, Faculty of Economics and Business, University of Lampung. References:</p> <hr/> <p>Material: 3. Muljadi, 2019, Islamic Business Ethics and Communication, Jakarta: Salemba Pustaka:</p> <hr/> <p>Material: 4. Purwanto, Djoko. 2011. Business Communication. Jakarta: Erlangga. References:</p> <hr/> <p>Material: 5. Sunarto. 2003. Business Communication. Yogyakarta: AMUS. References:</p> <hr/> <p>Material: 6. Other business communication books. References:</p>	6%
11	Able to conduct business and job interviews	<ol style="list-style-type: none"> 1.Able to conduct Business Interviews 2.Know various Interview Approaches 3.Understanding Types of Business Interviews 4.Able to try to do a Job Interview 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Criteria: Holistic rubric 2.Non-test form: Carrying out business and job interview practice <p>Form of Assessment : Participatory Activities</p>	Responsive to Project Based Learning	<p>WAG (discussion) Google Meet (lecture and discussion)</p> <p>Assignment: Students create a personal resume and job application letter [2 x 3 x 50 minutes]</p>	<p>Material: 5. Sunarto. 2003. Business Communication. Yogyakarta: AMUS. References:</p> <hr/> <p>Material: 6. Other business communication books. References:</p>	6%
12	Able to make business proposals	<ol style="list-style-type: none"> 1.Able to explain Business Proposals 2.Able to explain the Functions and Types of Proposals 3.Understanding Proposal Components 4.Understanding Proposal Format 5.Understanding Proposal Views 6.Can create business proposal plans 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Criteria: Holistic rubric 2.Non-test form: Drawing up a business proposal <p>Form of Assessment : Participatory Activities</p>		Students create personal resumes and job application letters		5%

13	Able to do business presentations	<ol style="list-style-type: none"> 1.Understanding Business Presentations 2.Understanding the Purpose of a Business Presentation 3.Understanding Business Presentation Preparation 4.Understanding Business Presentation Tools 5.Able to carry out Audience Analysis 6.Able to carry out Body Language Analysis 7.Understanding Site Survey and Confidence 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Criteria: Holistic rubric 2.Non-test form: Make a short business presentation video and then post it on the internet <p>Form of Assessment : Participatory Activities</p>	Project-based learning. The project creates a short business presentation and posts it on the internet.	WAG (discussion) Google Meet (lecture and discussion) Assignment: Make a short business presentation video and post it on the internet.		5%
14	Understand negotiation and communication in business meetings	<ol style="list-style-type: none"> 1.Understanding Negotiation and Communication in Business Meetings 2.Able to explain the meaning of negotiation 3.Understanding Negotiation Skills 4.Understanding Negotiator Types 5.Able to explain the meaning of a business meeting 6.Able to explain the difference between business and non-business meetings 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Criteria: Holistic rubric 2.Non-test form: Drafting a negotiation plan <p>Form of Assessment : Portfolio Assessment</p>	Project-based learning. The project drafts negotiation and meeting plans	WAG (discussion) Google Meet (lecture and discussion) Task: Draft negotiation and meeting plans		7%
15	Able to explain business reports	<ol style="list-style-type: none"> 1.Able to write business reports 2.Able to explain the importance of classifying business reports 3.Understanding Business Report Writing Preparation 4.Understanding the Main Parts of a Business Report 5.Able to Make Good Business Reports 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Criteria: Holistic rubric 2.Non-test form: Drafting a business report based on company data <p>Form of Assessment : Participatory Activities</p>	Project-based learning. Students create a draft business report based on company data	WAG (discussion) Google Meet (lecture and discussion)		5%
16			<p>Form of Assessment : Test</p>	100 Minute written test	100 Minute written test		15%

Evaluation Percentage Recap: Case Study

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