



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

Document Code

**SEMESTER LEARNING PLAN**

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
English II	8721102007		T=2	P=0	ECTS=3.18	0	July 19, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	.....		.....			Dr. Tri Sudarwanto, S.Pd., MSM.	

Learning model	Case Studies																																	
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																	
	Program Objectives (PO)																																	
	PLO-PO Matrix																																	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td style="text-align: center;">P.O</td> </tr> </table>		P.O																															
	P.O																																	
PO Matrix at the end of each learning stage (Sub-PO)	<table border="1" style="width: 100%;"> <tr> <td rowspan="2" style="width: 5%;">P.O</td> <td colspan="16" style="text-align: center;">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	16
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1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																		

**Short Course Description**  
 The Business English course is given to undergraduate students in Economics Education. Through this course, students will develop the ability to communicate effectively in English, both orally and in writing, according to business topics, including skills 13 including English grammar, sentence structure and Business English vocabulary; business communication 13 includes writing formal letters, memos, summaries, and reports; and presentation skills 13 include individual and group presentation practice. The learning method applied is contextual learning.

References	<p><b>Main :</b></p> <ol style="list-style-type: none"> <li>1. O 19Driscoll, Nina. 2010. Market Leader 1th edition. Pearson Education Limited 2010.</li> <li>2. Geffner, Andrea B. 2010. Business English 5th edition. New York: Barron 19s</li> <li>3. Gillett, Amy. 2011. Speak Better Business English and Make More Money! 1st edition. Ann Arbor: Language Success Press.</li> <li>4. Guffey, Mary E. &amp; Carolyn M. Seefer. 2014. Business English 11th edition. Cengage Learning.</li> <li>5.</li> </ol> <p><b>Supporters:</b></p>
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**Supporting lecturer**  
 Nur Fauzia, S.S., M.Pd.  
 Dr. Suci Rohayati, S.Pd., M.Pd.  
 Dr. Finisica Dwijayati Patrikha, S.Pd., 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	Able to understand vocabulary regarding Education; Work and Motivation orally and in writing	Reading: what is Education? Listening: what makes a good manager? Speaking: case study Writing: summary		Oral & Written Practice, Discussion with Colleagues 2 X 1			0%

2	Able to understand vocabulary regarding Company Structure; Managing Across Cultures orally and in writing	Reading: Wikinomics and the future of companies, company structure. Listening: Big and small companies. Speaking : presenting a company Writing		Oral & Written Practice, Discussion with Colleagues 2 x 50			0%
3	Able to understand vocabulary regarding Managing across cultures orally and in writing	Reading: Managing across cultures. Listening: Managers, authority, and cultural diversity. Speaking: Roleplay, Welcome American College. Writing: Autobiography text		Oral & Written Practice, Discussion with Colleagues 2 x 50			0%
4	Able to understand vocabulary regarding Production orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with Colleagues 2 x 50			0%
5	Able to understand vocabulary regarding Logistics; Quality verbally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with Colleagues 2 x 50			0%
6	Able to understand vocabulary about Products; Marketing orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with 100 Peers			0%
7	Able to understand vocabulary about Advertising orally and in writing	Reading		Oral & Written Practice, Discussion with 100 Peers			0%
8	UTS						0%
9	Able to understand banking vocabulary; Venture Capital orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with 100 Peers			0%
10	Able to understand vocabulary about Bonds; Stock and shares orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with 100 Peers			0%
11	Able to understand vocabulary regarding Derivatives; Accounting and Financial Statements orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with 100 Peers			0%
12	Able to understand vocabulary regarding Market structure and Competition; Oral and written takeovers	Reading, Listening, Speaking, WritingListeningSpeakingWriting		Oral & Written Practice, Discussion with 100 Peers			0%
13	Able to understand vocabulary regarding Government and Taxation; The Business Cycle orally and in writing	Reading		Oral & Written Practice, Discussion with 100 Peers			0%
14	Able to understand vocabulary regarding Corporate Social Responsibility; Efficiency and Employment orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with 100 Peers			0%

15	Able to understand vocabulary regarding Economics and Ecology orally and in writing	Reading, Listening, Speaking, Writing		Oral & Written Practice, Discussion with 100 Peers			0%
16	FINAL EXAMS			2 X 1			0%

**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.