

15. ENGLISH FOR BUSINESS

	<b>Sekolah Tinggi Ilmu Ekonomi YAPAN Surabaya</b> <b>Program Studi S1 Manajemen</b> <b>Bachelor Degree of Management Study Program</b>					<b>Kode Dokumen Document Code</b>
<b>RENCANA PEMBELAJARAN SEMESTER</b> <b>Semester Lesson Plan</b>						
<b>MATA KULIAH (MK) COURSE</b>	<b>KODE CODE</b>	<b>Rumpun MK CLUSTER</b>	<b>BOBOT (sks) WEIGHT (credits)</b>		<b>SEMESTER</b>	<b>Tgl Penyusunan Compilation Date</b>
Bahasa Inggris Bisnis English for Business	MKK11410417	Manajemen Management	T=2	P=	1	
<b>OTORISASI AUTHORIZATION</b>	<b>Pengembang RPS Developer</b>		<b>Koordinator RMK Coordinator</b>		<b>Ketua PRODI Head of the Study Program</b>	
			Tutik Winarsih, SE.,MM.,CHCM		Ira Ningrum Resmawa,SE.,MM.,CMA	
<b>Capaian Pembelajaran (CP) Program Learning Outcome (PLO)</b>	<b>CPL-PRODI yang dibebankan pada MK PLO charged in this course</b>					
	CPL3 PLO3	Lulusan mampu berkomunikasi secara efektif. Graduates are able to communicate effectively.				
	CPL8 PLO8	Lulusan mampu mengelola organisasi secara etis. Graduates are able to manage organizations ethically.				
	<b>Capaian Pembelajaran Mata Kuliah (CPMK) Course Learning Outcome (CLO)</b>					
	CPMK1 CLO1	C2. Mahasiswa mampu mengartikan istilah-istilah Bahasa Inggris Bisnis dengan benar. C2. Students are able to interpret Business English terms correctly				
	CPMK2 CLO2	C4. Mahasiswa mampu mengorganisasikan tata bahasa dalam Bahasa Inggris Bisnis dengan tepat. C4. Students are able to organize grammar in Business English appropriately				
	CPMK3 CLO3	A5. Mahasiswa mampu menunjukkan karakter Iman, cerdas, mandiri, jujur, peduli dan tangguh di dalam kegiatan pembelajaran Bahasa Inggris Bisnis.				

	A5. Students are able to show religious, smart, independent, honest, caring, and resilient characters in Business English learning activities						
<b>Kemampuan akhir tiap tahapan belajar (Sub-CPMK)</b>							
<b>Expected ability of each learning stage (Sub-CLO)</b>							
Sub-CPMK1 Sub-CLO1	C4. Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Ekonomi. C4. Students are able to decipher vocabulary and grammar in the field of Economics.						
Sub-CPMK1 Sub-CLO1	C4. Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Sumber Daya Manusia. C4. Students are able to decipher vocabulary and grammar in the field of human resources management.						
Sub-CPMK3 Sub-CLO3	C4. Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Pemasaran. C4. Students are able to decipher vocabulary and grammar in the field of marketing management.						
Sub-CPMK4 Sub-CLO4	C4. Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen. C4. Students are able to decipher vocabulary and grammar in the field of management.						
Sub-CPMK5 Sub-CLO5	C4. Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Operasional. C4. Students are able to decipher vocabulary and grammar in the field of operational management.						
Sub-CPMK6 Sub-CLO6	C4. Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Keuangan. C4. Students are able to decipher vocabulary and grammar in the field of finance management.						
<b>Korelasi CPMK terhadap Sub-CPMK</b>							
<b>Correlation of CLO to Sub-CLO</b>							
	Sub-CPMK1 Sub-CLO1	Sub-CPMK1 Sub-CLO1	Sub-CPMK3 Sub-CLO3	Sub-CPMK4 Sub-CLO4	Sub-CPMK5 Sub-CLO5	Sub-CPMK6 Sub-CLO6	
CPMK1 CLO1	√	√	√	√	√	√	
CPMK2 CLO2	√	√	√	√	√	√	
CPMK3 CLO3	√	√	√	√	√	√	
<b>Deskripsi Singkat MK</b> <b>Brief description of the course</b>	<p>Matakuliah Bahasa Inggris Bisnis diberikan kepada mahasiswa S1 Manajemen. Melalui matakuliah ini, mahasiswa akan mengembangkan kemampuan berkomunikasi secara efektif dalam Bahasa Inggris, baik oral maupun tulisan, sesuai dengan topik-topik bisnis, di antaranya adalah Manajemen, Manajemen Pemasaran, Manajemen Keuangan, Manajemen Sumber Daya Manusia, dan Ekonomi. Mata kuliah Bahasa Inggris Bisnis ini membuka wacana manajemen bisnis terkait etika bisnis dan kepemimpinan lintas budaya (negara). Metode pembelajaran yang diterapkan adalah pembelajaran secara kontekstual.</p> <p>Business English courses are given to Management S1 students. Through this course, students will develop the ability to communicate effectively in English, both oral and written, in accordance with business topics, including Management, Marketing Management, Financial</p>						

	Management, Human Resource Management, and Economics. This Business English course opens the discourse on business management related to business ethics and cross-cultural (country) leadership. The learning method applied is contextual learning.	
<b>Bahan Kajian: Materi Pembelajaran Learning Materials</b>	<ol style="list-style-type: none"> <li>1. Economics</li> <li>2. Culture</li> <li>3. Managing People</li> <li>4. Process of Changes</li> <li>5. Marketing</li> <li>6. Innovation</li> <li>7. Customers</li> <li>8. Motivation</li> <li>9. Sharing Control</li> <li>10. Operation Management</li> <li>11. Facilities</li> <li>12. Banking</li> <li>13. Stock and Shares</li> <li>14. Financial Crisis</li> </ol>	
<b>Pustaka References</b>	<b>Utama: Primary:</b>	
		<ol style="list-style-type: none"> <li>2. Rogers, Louis. 2016. Skill for Business Studies – Intermediate. Oxford</li> <li>3. Hughes, John &amp; Jon Naunton. 2016. Business Result – Intermediate. Oxford</li> <li>4. Mackenzie. Ian. 2010. English for Business Studies. Edinburgh: Cambridge University Press</li> </ol>
	<b>Pendukung: Supplement:</b>	
<b>Dosen Pengampu Lecturers</b>	Tutik Winarsih, SE.,MM.,CHCM	
<b>Matakuliah syarat Requirements course</b>	-	

Mg Ke-Week	Kemampuan akhir tiap tahapan belajar (Sub-CPMK) Expected ability of each learning stage (Sub-CLO)	Penilaian Assessment		Bentuk Pembelajaran, Metode Pembelajaran, Penugasan Mahasiswa, [ <b>Estimasi Waktu</b> ] Learning Form, Learning Methods, Student Assignment, [ <b>Estimated time</b> ]		Materi Pembelajaran [ <b>Pustaka</b> ] Learning materials [References]	Bobot Penilaian (%) rating weight
		Indikator Indicators	Kriteria & Teknik Criteria & Technic	Luring ( <i>offline</i> )	Daring ( <i>online</i> )		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Ekonomi.  Students are able to decipher vocabulary and grammar in the field of Economics.	1.1 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Economics.  1.1 Students are able to decipher vocabulary and grammar with the topic of Economics.	Kriteria: Rubrik Analitik  Criteria : Analytic Rubric  Teknik non-test: Mengerjakan soal latihan  Non-test technique: Doing practice questions		discussion, skill practice Google Meet: diskusi [PB: 1x(2x50'')] Google Classroom: Latihan  discussion, skill practice Google Meet: discussion [PB: 1x(2x50'')] Google Classroom: Practice  <b>Tugas 1:</b> Mengerjakan dan mendiskusikan soal-soal di Bab Economics. [PT+KM: (1+1)x(2x60'')]	Referensi 1  Reference 1	10

					<b>task 1:</b> Work on and discuss problems in the Economics Chapter. <b>[PT+KM: (1+1)x(2x60'')]</b>		
<b>2-4</b>	Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Sumber Daya Manusia  Students are able to decipher vocabulary and grammar in the field of human resources management.	2.1 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Culture. 2.2 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Managing People. 2.3 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Process of Changes 2.1 Students are able to decipher vocabulary and grammar with the topic of Culture. 2.2 Students are able to decipher vocabulary and grammar with the topic of Managing People. 2.3 Students are able to decipher vocabulary and grammar with the topic Process of Changes	Kriteria: Rubrik Analitik  Criteria : Analytic Rubric  Teknik non-test: Mengerjakan soal latihan Non-test technique: Doing practice questions		discussion, skill practice Google Meet: diskusi <b>[PB: 3x(2x50'')]</b> Google Classroom: Latihan  discussion, skill practice Google Meet: discussion <b>[PB: 3x(2x50'')]</b> Google Classroom: Practice  <b>Tugas 2:</b> Mengerjakan dan mendiskusikan soal-soal di Bab Culture dan Managing People. <b>[PT+KM: (3+3)x(2x60'')]</b>  <b>Task 2:</b> Work on and discuss issues in the Culture and Managing People Chapters.	Referensi 1  Reference 1	20

					<b>[PT+KM: (3+3)x(2x60'')]</b>		
<b>5-7</b>	<p>Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Pemasaran</p> <p>Students are able to decipher vocabulary and grammar in the field of marketing management.</p>	<p>3.1 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Marketing.</p> <p>3.2 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Innovation.</p> <p>3.3 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Customers.</p> <p>3.1 Students are able to decipher vocabulary and grammar with the topic of Marketing.</p> <p>3.2 Students are able to decipher vocabulary and grammar with the topic of Innovation.</p> <p>3.3 Students are able to decipher vocabulary and grammar with the topic of Customers.</p>	<p>Kriteria: Rubrik Analitik</p> <p>Criteria : Analytic Rubric</p> <p>Teknik non-test: Mengerjakan soal latihan</p> <p>Non-test technique: Doing practice questions</p>		<p>discussion, skill practice</p> <p>Google Meet: diskusi <b>[PB: 3x(2x50'')]</b></p> <p>Google Classroom: Latihan</p> <p>discussion, skill practice</p> <p>Google Meet: discussion <b>[PB: 3x(2x50'')]</b></p> <p>Google Classroom: Practice</p> <p><b>Tugas 3</b> Mengerjakan dan mendiskusikan soal-soal di Bab Marketing, Innovation, dan Customers. <b>[PT+KM: (3+3)x(2x60'')]</b></p> <p><b>Task 3</b> Work on and discuss issues in the Marketing, Innovation, and Customers Chapter. <b>[PT+KM: (3+3)x(2x60'')]</b></p>	<p>Referensi 1 dan 2</p> <p>Reference 1 and 2</p>	20

8	Evaluasi Tengah Semester / Ujian Tengah Semester Midterm Exam							
9-10	<p>Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen.</p> <p>Students are able to decipher vocabulary and grammar in the field of management.</p>	<p>4.1 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Motivation.</p> <p>4.2 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Sharing Control.</p> <p>4.1 Students are able to decipher vocabulary and grammar with the topic of Motivation.</p> <p>4.2 Students are able to decipher vocabulary and grammar with the topic of Sharing Control.</p>	<p>Kriteria: Rubrik Analitik</p> <p>Criteria : Analytic Rubric</p> <p>Teknik non-test: Mengerjakan soal latihan</p> <p>Non-test technique: Doing practice questions</p>		<p>discussion, skill practice Google Meet: diskusi <b>[PB: 2x(2x50'')]</b> Google Classroom: Latihan</p> <p>discussion, skill practice Google Meet: discussion <b>[PB: 2x(2x50'')]</b> Google Classroom: Practice</p> <p><b>Tugas 4:</b> Mengerjakan dan mendiskusikan soal-soal di Bab Motivation dan Sharing Control. <b>[PT+KM: (2+2)x(2x60'')]</b></p> <p><b>Task 4:</b> Work on and discuss the questions in the Motivation and Sharing Control Chapter. <b>[PT+KM: (2+2)x(2x60'')]</b></p>	<p>Referensi 1 Reference 1</p>	10	

<p><b>11-12</b></p>	<p>Mahasiswa mampu menguraikan kosakata dan tata bahasa di bidang Manajemen Operasional.</p> <p>Students are able to decipher vocabulary and grammar in the field of operational management.</p>	<p>5.1 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Operation Management.</p> <p>5.2 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Facilities.</p> <p>5.1 Students are able to decipher vocabulary and grammar with the topic of Operation Management.</p> <p>5.2 Students are able to decipher vocabulary and grammar with the topic of Facilities.</p>	<p>Kriteria: Rubrik Analitik</p> <p>Criteria : Analytic Rubric</p> <p>Teknik non-test: Mengerjakan soal latihan</p> <p>Non-test technique: Doing practice questions</p>	<p>discussion, skill practice Google Meet: diskusi <b>[PB: 2x(2x50'')]</b> Google Classroom: Latihan</p> <p>discussion, skill practice Google Meet: discussion <b>[PB: 2x(2x50'')]</b> Google Classroom: Practice</p> <p><b>Tugas 5:</b> Mengerjakan dan mendiskusikan soal-soal di Bab Operation Management dan Facilities. <b>[PT+KM: (2+2)x(2x60'')]</b></p> <p><b>Task 5:</b> Work on and discuss questions in the Operation Management and Facilities Chapter. <b>[PT+KM: (2+2)x(2x60'')]</b></p>	<p>Referensi 1 dan 2 Reference 1 and 2</p>	<p>20</p>
<p><b>13-15</b></p>	<p>Mahasiswa mampu menguraikan kosakata</p>	<p>6.1 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Banking.</p>	<p>Kriteria: Rubrik Analitik</p>	<p>discussion, skill practice</p>	<p>Referensi 1 dan 3</p>	<p>20</p>



<p>dan tata bahasa di bidang Manajemen Keuangan.</p> <p>Students are able to decipher vocabulary and grammar in the field of finance management.</p>	<p>6.2 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Stock and Shares.</p> <p>6.3 Mahasiswa mampu menguraikan kosakata dan tata bahasa dengan topik Financial Crisis.</p> <p>6.1 Students are able to decipher vocabulary and grammar with the topic of Banking.</p> <p>6.2 Students are able to decipher vocabulary and grammar with the topic of Stock and Shares.</p> <p>6.3 Students are able to decipher vocabulary and grammar with the topic of Financial Crisis.</p>	<p>Criteria : Analytic Rubric</p> <p>Teknik non-test: Mengerjakan soal latihan</p> <p>Non-test technique: Doing practice questions</p>	<p>Google Meet: diskusi [PB: 3x(2x50'')]</p> <p>Google Classroom: Latihan</p> <p>discussion, skill practice</p> <p>Google Meet: discussion [PB: 3x(2x50'')]</p> <p>Google Classroom: Practice</p> <p><b>Tugas 6:</b> Mengerjakan dan mendiskusikan soal-soal di Bab Stock and Shares dan Financial Crisis. [PT+KM: (3+3)x(2x60'')]</p> <p><b>Task 6:</b> Work on and discuss the questions in the Stock and Shares and Financial Crisis chapters. [PT+KM: (3+3)x(2x60'')]</p>	<p>Reference 1 and 3</p>		
<p>16</p>	<p>Evaluasi Akhir Semester / Ujian Akhir Semester Final Semester Examination</p>					

**Catatan:**

1. Capaian Pembelajaran PRODI (CPL-PRODI) adalah kemampuan yang dimiliki oleh setiap lulusan PRODI yang merupakan internalisasi dari sikap, penguasaan pengetahuan, dan keterampilan sesuai dengan jenjang studinya yang diperoleh melalui proses pembelajaran.
2. CPL yang dibebankan pada mata kuliah adalah beberapa capaian pembelajaran lulusan program studi (CPL-PRODI) yang digunakan untuk pembentukan/ pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, keterampilan umum, keterampilan khusus, dan pengetahuan.
3. CP Mata Kuliah (CPMK) adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
4. Sub-CP Mata Kuliah (Sub-CPMK) adalah kemampuan yang dijabarkan secara spesifik terhadap materi pembelajaran mata kuliah tersebut.
5. Indikator penilaian kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
6. Kriteria Penilaian adalah patokan yang digunakan sebagai ukuran atau tolak ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kriteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kriteria dapat berupa kuantitatif dan kualitatif.
7. Teknik penilaian: tes dan non-tes.
8. Bentuk pembelajaran: Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian kepada Masyarakat, dan/atau bentuk pembelajaran lain yang setara.
9. Metode pembelajaran: Small Group Discussion, Role-play & simulation, discovery learning, self-directed learning, cooperative learning, collaborative learning, contextual learning, project-based learning, dan metode lainnya yang setara.
10. Materi pembelajaran adalah rincian atau uraian dari bahan kajian yang dapat disajikan dalam bentuk beberapa pokok dan sub-pokok bahasan.
11. Bobot penilaian adalah prosentase penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tersebut dan totalnya 100%.
12. PB=Proses Belajar, PT=Penugasan Terstruktur, KM=Kegiatan Mandiri.

**Notes:**

1. Learning Outcomes of Study Programs (CPL-PRODI) are abilities possessed by each graduate of the Study Program which are the internalization of attitudes, assignment of knowledge, and skills according to the level of study programs obtained through the learning process.
2. The CPL that is charged to the course is a number of learning outcomes for graduates of the study program (CPL-PRODI) which are used for the formation/development of a course consisting of aspects of attitudes, general skills, special skills, and knowledge.
3. Course CP (CPMK) is the ability that is specifically described from the CPL that is charged to the course, and is specific to the study material or learning material for the course.
4. Subject Sub-CP (Sub-CPMK) is the ability that is described specifically for the learning material of the course.
5. Indicators of the assessment of 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 measures or benchmarks for learning achievement in assessment based on predetermined indicators. The assessment criteria are guidelines for assessors so that the assessment is consistent and unbiased. Criteria can be both quantitative and qualitative.
7. Assessment techniques: 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 that can be presented in the form of several main points and sub-topics.
11. The weight of the assessment is the percentage of assessment of each achievement of the sub-CPMK which is proportional to the level of difficulty of achieving the sub-CPMK and the total is 100%.
12. PB=Learning Process, PT=Structured Assignments, KM=Independent Activities.