





**UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" YOGYAKARTA**  
**FACULTY OF SOCIAL SCIENCE AND POLITICAL SCIENCE**  
**STUDY PROGRAMME BUSINESS ADMINISTRATION S1**

**CODE DOCUMENT**  
 RPS/ILMU  
 ADMINISTRASI BISNIS  
 S1/152220432/2023

**CLUSTER LEARNING PLAN**

MAIN COURSE (MC)	CODE :	Course Cluster	WEIGHT (credits points)		CLUSTER	Compilation Date
English for Business (152220432)		General	T = 2 (3,2 ECTS)	P = 0	5	January 01, 2023

	Developer Lecturer Course Description	Course Cluster Coordinator	Head of Study Programme
<b>AUTHORIZATION</b>	1. SAUPTIKA KANCANA 2. Satrio Tegar Gunung Koraag, M.B.A	 Meilan Sugiarto	 Drs. Indro Herry Mulyanto, M. Si

Learning Outcomes (LO)	GLO-PRODI assigned to the course	
A1	Apply religious, national, bela negara, and professional ethics values independently and in a group setting	
GS3	Work collaboratively in maintaining working relationships with mentors, colleagues, and peers both within and outside their institution	
K5	Able to master the principles and techniques of cross-organizational and cross-cultural persuasive communication in the business field	
SS3	Able to apply the appropriate data collection, processing, and analysis—both qualitatively and quantitatively—in producing scientific works	
SS5	Able to apply traditional and non-traditional security theories in solving international problems	
<b>Course Learning Outcomes (CLO)</b>		

	CLO1	Able to understand and apply the correct pronunciation of English (A1, K5)				
	CLO2	Able to apply presentations in English individually well (A1, K5)				
	CLO3	Able to apply presentations in English as a group well (K5, GS3)				
	CLO4	Able to understand how to determine the objectives of a business presentation in English (GS3, SS5, SS3)				
<b>Final Proficiency of Each Learning Stage (Sub-CLO)</b>						
	Sub CLO1	Demonstrate English rules or norms in business (CLO 4,2,1) (C3, A2, P2)				
	Sub CLO2	Understand and practice interpersonal conversation in opening conversations in the international business world (CLO 4,3,1) (C3, A2, P2 )				
	Sub CLO3	Understand and practice transactional conversations in opening conversations in the international business world (CLO 4,3,1) (C3, A2, P2 )				
	Sub CLO4	Collecting data and compiling a company profile in English (CLO 3,2,1) (C3, A2, P2)				
	Sub CLO5	Understanding business presentations and practicing them based on the compiled company profile (CLO 1,2,4) (C3, A2, P2)				
	Sub CLO6	Practice business presentations both individually and in groups regarding a business case in English (CLO 1,2,3) ( C3, A2, P2 )				
	Sub CLO7	Students collect data and develop scenarios for business meetings (CLO 1,2,4) (C3, A2, P2)				
	Sub CLO8	Students are able to practice handling business meetings (CLO 1,3,4) (C3, A2, P2)				
	Sub CLO9	Students compile and make application letters for international companies (CLO 2.4) (C3, A2, P2)				
	Sub CLO10	Students practice job interviews well in groups (CLO 1,3,4) (C3, A2, P2)				
<b>Corelation of LO to Sub-CLO</b>						
LO	A1	GS3	K5	SS3	SS5	

	<b>Sub CLO1</b>	X	X	X	X	X
	<b>Sub CLO2</b>	X	X	X	X	X
	<b>Sub CLO3</b>	X	X	X	X	X
	<b>Sub CLO4</b>	X	X	X		
	<b>Sub CLO5</b>	X	X	X	X	X
	<b>Sub CLO6</b>	X	X	X		
	<b>Sub CLO7</b>	X	X	X	X	X
	<b>Sub CLO8</b>	X	X	X	X	X
	<b>Sub CLO9</b>	X	X	X	X	X
	<b>Sub CLO10</b>	X	X	X	X	X
<b>Course Brief Description</b>	<p>Students are taught various introductory speeches in interpersonal relations in international business settings, business presentations and practicing them based on a compiled company profile, business meetings and practicing them based on determined settings, job interviews with predetermined settings, so they can practice them well and Correct.</p> <p>Language of Instruction: Indonesian &amp; English</p>					
<b>Material Study/ Material Learning</b>	<p>1. Introductory speech, interpersonal business setting, company profile presentation, business meeting simulation &amp; job interview</p>					

<b>References</b>	<b>Main :</b>
	1. <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>
	2. <a href="https://www.englishclub.com/business-english/">https://www.englishclub.com/business-english/</a>
	<b>Supporters :</b>
	1. <a href="http://learnenglish.britishcouncil.org/en/business-and-work">learnenglish.britishcouncil.org/en/business-and-work</a>
<b>Lecturer</b>	Satrio Tegar Gunung Koraag, M.B.A and SAUPTIKA KANCANA
<b>Prerequisite courses</b>	

Week-	Final ability of each learning stage (Sub-CLO)	Evaluation		Forms of Lesson, Didactical Methods, Assignments Student, [ Estimated Time]		Learning Materials [Library] (Topics)	Rating Weight (%)
		Indicator	Criteria & Form	offline	online		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Demonstrate English rules or norms in business	1. Students show the rules of speaking English in business	K = Rubric B = Mid Exam B = Final Exam	FL = Activity Learning Process DM = Lecture SA = Free Entry		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
2	Demonstrate English rules or norms in business	1. Students demonstrate English language rules or norms in business	K = Rubric B = Participation	FL = Activity Learning Process DM = Student presentation in class SA = Free Entry		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	

3	Understand and practice interpersonal conversation in opening conversations in the international business world	1. Students explain and practice interpersonal conversation in business Opening	K = Rubric B = Presentatio n	FL = Activity Assignment structured DM = collaborative learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
4	Understand and practice transactional conversations in opening conversations in the international business world	1. Students are able explain and practice transactional conversation	K = Rubric B = Presentatio n	FL = Activity Learning Process DM = Student presentation in class SA = Free Entry		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
5	Collect data and compile a company profile in the language English	1. Students are able to collect data and compile a company profile in the language English	K = Rubric B = Task	FL = Activity Assignment structured DM = SA = project-based learning Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	

6	Understand business presentation and practice it based on the compiled company profile	1. Students explain and practice a business company profile	K = Rubric B = Task Project	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
7	Practice business presentations both individually and in groups regarding a business case in English	1. Students practice a business presentation of a case	K = Rubric B = Task Project	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
8	Mid Examination						

9	Students compose and create application letter for international companies	1. Students are able to compile and draft an application letter	K = Rubric B = Participation	FL = Activity Learning Process DM = Student presentation in class SA = Free Entry		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
10	Students compose and create application letter for international companies	1. Students are able to make CV in English	K = Rubric B = Task	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	

11	Students practice job interviews well in groups	1. Students practice job interviews well in groups	K = Rubric B = Presentation	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
12	Students practice job interviews well in groups	1. Students practice job interviews well in groups	K = Rubric B = Presentation	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	

13	Students practice job interviews well in groups	1. Students practice job interviews well in groups	K = Rubric B = Presentation	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
14	Students practice job interviews well in groups	1. Students are able practice job interviews well in groups	K = Rubric B = Presentation	FL = Activity Assignment structured DM = project-based learning SA = Make Project		- <a href="https://www.businessenglishpod.com/">https://www.businessenglishpod.com/</a>	
16	Final Examination						



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**Subjects: ENGLISH FOR BUSINESS**

<b>Code:</b> 152220432	<b>Credit weight (T/P): 2 (3,2 ECTS)/0</b> 5th semester	<b>Cluster Course:</b> General	<b>No:</b> <b>Date:</b>
<b>AUTHORIZATION</b>	DRAFTING TEAM	<b>Course Coordinator:</b> Meilan Sugiarto	<b>Study Programme Coordinator:</b> Drs. Indro Herry Mulyanto, M.Sc

Week (1)	CLO Sub (2)	Assessment form (Evaluation) (%) (3)	Weight (%) (4)
	Sub CLO 7 Students collect data and develop scenarios for business meetings (C3, A2, P2)	Cases task () Project Task () Task () Writing test () Presentation () Participation ()	
	Sub CLO 8 Students are able to practice handling business meetings (C3, A2, P2)	Cases task () Project Task () Task () Writing test () Presentation () Participation ()	
1,2	Sub CLO 1 Demonstrate English rules or norms in business (C3, A2, P2)	Case Tasks (0,0) Project Tasks (0,0) Tasks (0,0) Writing Test (0,0) Presentation (0,0) Participation (0,1)	0 0 0 0 0 1
3	Sub CLO 2 Understand and practice interpersonal conversation in opening conversations in the international business world (C3, A2, P2)	Task Cases (0) Project Tasks (0) Tasks (0) Writing Test (0) Presentation (1) Participation (0)	0 0 0 0 1 0
4	Sub CLO 3	Task Cases (0) Project Tasks (0)	0 0


	Understand and practice transactional conversations in opening conversations in the international business world (C3, A2, P2)	Tasks (0) Writing Test (0) Presentation (1) Participation (0)	0 0 1 0
5	Sub CLO 4 Collecting data and compiling a company profile in English (C3, A2, P2)	Task Cases (0) Project Tasks (0) Task (1) Writing Test (0) Presentation (0) Participation (0)	0 0 1 0 0 0
6	Sub CLO 5 Understand business presentation and practice it based on the compiled company profile (C3, A2, P2)	Task Cases (0) Project Tasks (15) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 15 0 0 0 0
7	Sub CLO 6 Practice business presentations both individually and in groups regarding a business case in English (C3, A2, P2)	Task Cases (0) Project Tasks (15) Tasks (0) Writing Test (0) Presentation (0) Participation (0)	0 15 0 0 0 0
<b>8</b>	<b>MIDDLE EXAMINATION</b>	<b>WRITING TEST</b>	<b>30</b>
9,10	Sub CLO9 Students compile and make application letters for international companies (C3, A2, P2)	Case Tasks (0,0) Project Tasks (0,0) Task (0,1) Writing Test (0,0) Presentation (0,0) Participation (1,0)	0 0 1 0 0 1
11,12,13,14	Sub CLO10 Students practice job interviews well in groups (C3, A2, P2)	Case Task (0,0,0,0) Project Tasks (0,0,0,0) Task (0,0,0,0) Writing Test (0,0,0,0) Presentation (1,1,1,1) Participation (0,0,0,0)	0 0 0 0 4 0
<b>16</b>	<b>FINAL EXAMINATION</b>	<b>WRITING TEST</b>	<b>30</b>
<b>Total Assessment Weight</b>			<b>100%</b>





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**STUDENT ASSIGNMENT PLAN To 1**

<b>Subject</b>	<b>ENGLISH FOR BUSINESS</b>		
<b>Course code</b>	<b>152220432</b>	<b>Credits points : 2 (3,2 ECTS-0)</b>	<b>5th Cluster</b>
<b>Lecturer</b>	Satrio Tegar Gunung Koraag, M.B,A and SAUPTIKA KANCANA		
<b>Task Form</b>	Papers & presentations		
<b>Task Title</b>	Make CV and Cover Letter		
<b>Sub CPMK10</b>	- Students practice job interviews well in groups		
<b>Task Description</b>	Make CV and Cover Letter		
<b>Garage Object</b>	Company		
<b>Task Work Method</b>	Make a draft CV and Cover Letter as well as practice interviews		
<b>Outer Form and Format</b>	-		
<b>Indicators and Rating Weights</b>	15%		
<b>Implementation Schedule</b>	-		
<b>Etc:</b>	-		
<b>References:</b>	-		
Yogyakarta, 01 January 2023			
Satrio Tegar Gunung Koraag, M.B.A			
SAUPTIKA KANCANA	