



INSTITUT INFORMATIKA & BISNIS DARMAJAYA  
FAKULTAS EKONOMI DAN BISNIS  
PROGRAM STUDI MANAJEMEN



No. Dokumen  
4FM-DP40103

RENCANA PEMBELAJARAN SEMESTER (RPS)

No. Revisi : 01

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Tanggal Terbit  
02 September 2024

MATAKULIAH	KODE MK	SEMESTER	BOBOT SKS
English For Business	MAN 21201	Ganjil	2 SKS
Otorisasi/Pengesahaan	Dosen Pengembang RPS  Betty Magdalena, S.Pd.,M.M NIDN 0216076902	Koordinator Bidang Ilmu (KBK)  NIDN.	Ketua Program Studi  Dr. Novita Sari, S.Sos. MM NIDN.
Graduate Learning Outcomes (GLO)	Mastering the concepts and theories of business management and practices at the national, international, and global levels		

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Tgl. Berlaku :

<p><b>Learning Outcomes of the Course (LOC)</b></p>	<ol style="list-style-type: none"> <li>1. Students are able to analyze English language learning</li> <li>2. Students are able to develop English language learning.</li> <li>3. Students are able to design English language learning based on the results of analysis and development.</li> <li>4. Students are able to produce innovative works in the form of English language learning that are beneficial for society and science.</li> </ol>																																																	
	<p><b>Korelasi CMPK Terhadap Sub-CPMK</b></p> <table border="1" data-bbox="645 667 1169 1091"> <thead> <tr> <th rowspan="2">Sub CPMK</th> <th colspan="4">CPMK</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Sub-CPMK1</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sub-CPMK2</td> <td>√</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sub-CPMK3</td> <td></td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>Sub-CPMK4</td> <td></td> <td>√</td> <td></td> <td></td> </tr> <tr> <td>Sub-CPMK5</td> <td></td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Sub-CPMK6</td> <td></td> <td></td> <td>√</td> <td></td> </tr> <tr> <td>Sub-CPMK7</td> <td></td> <td></td> <td></td> <td>√</td> </tr> <tr> <td>Sub-CPMK8</td> <td></td> <td></td> <td></td> <td>√</td> </tr> </tbody> </table>	Sub CPMK	CPMK				1	2	3	4	Sub-CPMK1	√				Sub-CPMK2	√				Sub-CPMK3		√			Sub-CPMK4		√			Sub-CPMK5			√		Sub-CPMK6			√		Sub-CPMK7				√	Sub-CPMK8				√
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<b>Description of the Course</b>	This course provides students with the opportunity to improve their English language skills both orally and in writing. Students are taught skills in grammar and writing based on correct grammatical rules. This course prepares students to write adequate articles/abstracts for their theses in English that can be used in thesis writing, pursuing higher education, or working abroad, thus enabling them to compete globally. For this purpose, the coursework includes mastery of vocabulary and grammar. In addition, to develop and enhance students' English language skills and competencies, this course is also presented in the form of reading, writing, and speaking.
<b>Study Materials/ Learning Materials</b>	<ol style="list-style-type: none"> <li>1. Definition of Business Economics</li> <li>2. The Process of Choosing a Career Path</li> <li>3. Performance Recognition In Work Motivation</li> <li>4. Effective Recruitment Strategies</li> <li>5. Mid Term Exam</li> <li>6. Professional CV and Application Letter</li> <li>7. Preparing for Job Interviews</li> <li>8. Bargaining Power and Being Assertive</li> <li>9. Final Term Exam</li> </ol>
<b>References</b>	<p><b>Main Book :</b></p> <ol style="list-style-type: none"> <li>1. English For Business Module (Internal Uses)</li> </ol> <p><b>Supporting Books :</b></p> <ol style="list-style-type: none"> <li>1. Wishon, George, Burks, Julia M, (2002). Let's Write English. American Book. Company, New York. Zahorik, John A. 1995.</li> <li>2. Murphy, Raymond, English Grammar in Use, Sydney: Cambridge. University Press, 1991.</li> </ol>
<b>Required Courses</b>	-

Minggu ke -	Sub-CPMK (Kemampuan akhir tiap tahapan belajar)	Bahan Kajian (Materi Pembelajaran)	Bentuk dan Metode Pembelajaran (Media dan Sumber Belajar)	Waktu (menit)	Penilaian		
					Kriteria dan Bentuk	Indikator	Bobot (%)
1	Students can identify the needs and goals of English language learning in business contexts	Definition of Business Economics a. Influence of Scarcity b. Market Structure c. Impact of Government Regulation d. External Factors (Trade Policy, Exchange Rates, Global Economic Trends)	- Lecturing - Discussion - Reading Practice - Conversation - Presentation	2 x 50	1. Written Test 2. Midterm exam 3. Structured Assignments	Students are able to: 1. Explain the basic concepts of business economics 2. Students are able to analyze the impact of external factors on business decisions. 3. Students are able to use modalities in the context of business economics. 4. Students are able to write and talk about market structure and external factors.	8

2	Students can identify the needs and goals of English language learning in business contexts	<p>Definition of Business Economics</p> <ol style="list-style-type: none"> <li>Influence of Scarcity</li> <li>Market Structure</li> <li>Impact of Government Regulation</li> <li>External Factors (Trade Policy Exchange Rates, Global Economic Trends)</li> </ol>	<ul style="list-style-type: none"> <li>- Lecture</li> <li>- Discussion</li> <li>- Reading Practice</li> <li>- Conversation Practice</li> <li>- Presentation</li> </ul>	2 x 50	<ol style="list-style-type: none"> <li>Written Test</li> <li>Midterm exam</li> <li>Structured Assignments</li> </ol>	<p>Students are able to:</p> <ol style="list-style-type: none"> <li>Explain the basic concepts of business economics</li> <li>Students are able to analyze the impact of external factors on business decisions.</li> <li>Students are able to use modalities in the context of business economics.</li> <li>Students are able to write and talk about market structure and external factors.</li> </ol>	8
3	Students can analyze the strengths and weaknesses of English language learning materials and methods.	<p>The Process of Choosing a Career Path:</p> <ol style="list-style-type: none"> <li>Job Market</li> <li>The Importance of Networking</li> <li>Learning Sustainable</li> <li>Role of Personal Passion</li> </ol>	<ul style="list-style-type: none"> <li>- Reading</li> <li>- Discussion</li> <li>- Exercise Conversation</li> <li>- Role-Play</li> <li>- Writing Reflection</li> </ul>	2 x 50	<ol style="list-style-type: none"> <li>Written Test</li> <li>Midterm exam</li> <li>Structured Assignments</li> </ol>	<p>Students are able to:</p> <ol style="list-style-type: none"> <li>Explaining the steps in choosing the right career path</li> <li>Students are able to analyze the influence of the job market and networks on their careers.</li> <li>Students are able to practice conversations and role-play about career paths.</li> <li>Students are able to write reflections on career choices based on personal strengths and interests.</li> </ol>	5

4	Students can analyze the strengths and weaknesses of English language learning materials and methods.	The Process of Choosing a Career Path: a. Job Market b. The Importance of Networking c. Learning Sustainable d. Role of Personal Passion	- Reading - Discussion - Exercise Conversation - Role-Play - Writing Reflection	2 x 50	1. Written Test 2. Midterm exam 3. Structured Assignments	Students are able to: 1. Explaining the steps in choosing the right career path 2. Students are able to analyze the influence of the job market and networks on their careers. 3. Students are able to practice conversations and role-play about career paths. 4. Students are able to write reflections on career choices based on personal strengths and interests.	5
5	Students can design English language learning objectives and outcomes that are relevant to business needs.	Performance Recognition In Work Motivation a. Key Factors in Performance Recognition b. Purpose of Performance Recognition c. Forms of Performance Recognition d. The Impact of Performance Recognition on Job Satisfaction and Productivity e. The Impact if Employees Feel Undervalued	- Reading - Discussion - Conversation - Group Discussion - Comparative Writing	2 x 50	1. Written Test 2. Midterm Exam 3. Structured Assignment 4. Quiz at the end of the meeting	Students are able to: 1. Explaining key factors and objectives of performance recognition 2. Students are able to mention forms of performance recognition and its impact on job satisfaction. 3. Students are able to practice conversations about performance recognition. 4. Students are able to write a comparison of types of performance recognition.	7

6	Students can design English language learning objectives and outcomes that are relevant to business needs.	Performance Recognition In Work Motivation a. Key Factors in Performance Recognition b. Purpose of Performance Recognition c. Forms of Performance Recognition d. The Impact of Performance Recognition on Job Satisfaction and Productivity e. The Impact if Employees Feel Undervalued	- Reading - Discussion - Conversation - Group Discussion - Comparative Writing	2 x 50	1. Written Test 2. Midterm Exam 3. Structured Assignment 4. Quiz at the end of the meeting	Students are able to: 1. Explaining key factors and objectives of performance recognition 2. Students are able to mention forms of performance recognition and its impact on job satisfaction. 3. Students are able to practice conversations about performance recognition. 4. Students are able to write a comparison of types of performance recognition.	7
7	Students can develop English language learning materials and activities that are tailored to business contexts	Effective Recruitment Strategies a. The Purpose of the Recruitment Process b. The Importance of a Good Job Description c. Traditional and Modern Methods in Job Advertisements d. Benefits of Maintaining a Positive Employer Brand e. The Importance of Diversity in the Workforce	- Reading - Discussion - Conversation - Group Discussion - Writing Job Descriptions	2 x 50	1. Written Test 2. Midterm Exam 3. Structured Assignment	Students are able to: 1. Explaining the purpose and importance of the recruitment process 2. Choosing an effective recruitment method 3. Practicing conversations about recruitment strategies 4. Writing an effective job description	7

Mid Term Exam							
8	Students can develop English language learning materials and activities that are tailored to business contexts	Effective Recruitment Strategies a. The Purpose of the Recruitment Process b. The Importance of a Good Job Description c. Traditional and Modern Methods in Job Advertisements d. Benefits of Maintaining a Positive Employer Brand e. The Importance of Diversity in the Workforce	- Reading - Discussion - Conversation - Group Discussion - Writing Job Descriptions	2 x 50	4. Written Test 5. Final Exam 6. Structured Assignment	Students are able to: 1. Explaining the purpose and importance of the recruitment process 2. Choosing an effective recruitment method 3. Practicing conversations about recruitment strategies 4. Writing an effective job description	7

9	Students can create English language learning plans that integrate analysis and development results	Professional CV and Application Letter a. Purpose and Structure of a CV b. The difference between a CV and a application letter c. Adjusting CV and Application letter for Specific Jobs d. The Importance of Proofreading	- Reading - Discussion - Conversation - Interview Simulation - Writing CVs and Application Letters	2 x 50	<ul style="list-style-type: none"> <li>• Multiple Choice Test</li> <li>• Assignment Writing</li> <li>• Assessment Simulation Interview</li> </ul>	Students are able to: 1. Writing an effective CV and application letter. 2. Explaining the differences and purposes of a CV and a application letter. 3. Practicing interviews. 4. Using conditional sentences correctly.	8
10	Students can create English language learning plans that integrate analysis and development results	Professional CV and Application Letter a. Purpose and Structure of a CV b. The difference between a CV and a application letter c. Adjusting CV and Application letter for Specific Jobs d. The Importance of Proofreading	- Reading - Discussion - Conversation - Interview Simulation - Writing CVs and Application Letters	2 x 50	<ol style="list-style-type: none"> <li>1. Multiple Choice Test</li> <li>2. Assignment Writing</li> <li>3. Assessment Simulation Interview</li> </ol>	Students are able to: 1. Writing an effective CV and application letter. 2. Explaining the differences and purposes of a CV and a application letter. 3. Practicing interviews. 4. Using conditional sentences correctly.	8

11	Students can design English language learning assessments that measure learner progress and achievement	Preparing for Job Interviews a. Understanding the purpose of a job interview b. STAR method for behavioral questions c. Preparing yourself for hypothetical and situational questions	- Discussion - Conversation - Group Discussion - Practice of Job Interview	2 x 50	1. Written Test 2. Final Exam 3. Structured Assignment	Students are able to: 1. Understanding the purpose of a job interview 2. Using STAR method for behavioral question 3. Practicing answers will help feel more comfortable talking about themselves	7
12	Students can design English language learning assessments that measure learner progress and achievement	Preparing for Job Interviews 1. Understanding the purpose of a job interview 2. STAR method for behavioral questions 3. Preparing yourself for hypothetical and situational questions	- Discussion - Conversation - Group Discussion - Practice of Job Interview	2 x 50	1. Written Test 2. Final Exam 3. Structured Assignment	Students are able to: 1. Understanding the purpose of a job interview 2. Using STAR method for behavioral question 3. Practicing answers will help feel more comfortable talking about themselves	7

13	Students can develop innovative English language learning products or services that meet business needs	Bargaining Power and Being Assertive a. the key aspect of successful negotiation b. factors can influence bargaining power in a negotiation c. how does aggressive impact negotiation outcomes d. preparation important before entering a negotiation e. assertiveness help achieve a win-win solution during negotiations	- Reading - Discussion - Exercise Conversation - Role-Play - Writing Reflection	2 x 50	1. Written Test 2. Final Exam 3. Structured Assignment	Students are able to: 1. Understanding the key aspect of successful negotiation. 2. Understanding factors influence bargaining power in a negotiation 3. Understanding how aggressive impact negotiation outcomes 4. Preparation important before entering a negotiation 5. Assertiveness achieve a win-win solution during negotiation	7
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14	Students can present and defend their English language learning projects or products to stakeholders	<p>Bargaining Power and Being Assertive</p> <ol style="list-style-type: none"> <li>The key aspect of successful negotiation</li> <li>factors can influence bargaining power in a negotiation</li> <li>how does aggressive impact negotiation outcomes</li> <li>preparation important before entering a negotiation</li> <li>assertiveness help achieve a win-win solution during negotiations.</li> </ol>	Lecture and Discussion	2 x 50	<ol style="list-style-type: none"> <li>Written Test</li> <li>Final Exam</li> <li>Structured Assignment</li> </ol>	<p>Students are able to:</p> <ol style="list-style-type: none"> <li>Understanding the key aspect of successful negotiation.</li> <li>Understanding factors influence bargaining power in a negotiation</li> <li>Understanding how aggressive impact negotiation outcomes</li> <li>Preparation important before entering a negotiation</li> <li>Assertiveness achieve a win-win solution during negotiation</li> </ol>	7
FINAL EXAM							