

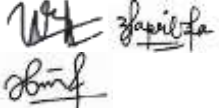




POLITEKNIK NEGERI MEDAN

JURUSAN TEKNIK KOMPUTER DAN INFORMATIKA

PROGRAM STUDI MANAJEMEN INFORMATIKA

RENCANA PEMBELAJARAN SEMESTER (RPS)

Nama Mata Kuliah	Kode Mata Kuliah	Bobot (sks)	Semester	Tgl Penyusunan
Bahasa Inggris	MIMPK21201	2 sks	II	September 2021
Otorisasi	Nama Koordinator Pengembang RPS	Koordinator Bidang Keahlian (Jika Ada)	Ka PRODI	
	 Aprilza Aswani, S.Pd., M.A. Winda Syafitri, S.Pd., M.Pd. Orli Binta Tumanggor, S.Pd., M.Hum.	 Aprilza Aswani, S.Pd.,M.A.	 Arif Ridho Lubis, B.IT.,M.Sc.IT.	
Capaian Pembelajaran (CP)	CPL-PRODI (Capaian Pembelajaran Lulusan Program Studi) Yang Dibebankan Pada Mata Kuliah			
	SIKAP DAN TATA NILAI			
	S9	Menunjukkan sikap bertanggungjawab atas pekerjaan di bidang keahliannya secara mandiri.		
	PENGUASAAN PENGETAHUAN			
	PP11	Menguasai prinsip dan isu terkini tentang etika sosial organisasi, legal, dan ekonomi		
	PP12	Menguasai pengetahuan tentang perkembangan teknologi informasi dan komunikasi		
	KETERAMPILAN UMUM			
	KU3	Mampu menyusun laporan proses dan hasil kerja secara akurat dan sah serta mengkomunikasikannya secara efektif kepada pihak lain yang membutuhkan		
	KU5	Mampu bekerja dalam kelompok dan bertanggungjawab atas pencapaian hasil kerja kelompok serta melakukan supervise dan evaluasi terhadap penyelesaian pekerjaan yang ditugaskan kepada pekerja yang dibawah tanggungjawabnya		
	KETERAMPILAN KHUSUS			
	KK4	Mampu menganalisa dan merancang transformasi data dibidang bisnis melalui media komputer		
	CPMK (Capaian Pembelajaran Mata Kuliah)			
CPMK 1	Mahasiswa mampu membicarakan hal-hal yang berhubungan dengan komputer dengan menggunakan bahasa Inggris yang baik			
CPMK 2	Mahasiswa mampu memperkenalkan diri dan keluarga mereka dengan baik dan berterima			

	CPMK 3	Mahasiswa mampu mendeskripsikan benda dan orang dengan baik
	CPMK 4	Mahasiswa mampu menjelaskan prosedur melakukan sesuatu
	CPMK 5	Mahasiswa mampu membandingkan dua hal dengan baik dan benar
	CPMK 6	Mahasiswa mampu menyatakan pendapat atau argumen yang logis tentang sesuatu
	CPMK 7	Mahasiswa mampu berbicara di telepon
	CPMK 8	Mahasiswa mampu memahami isi surat elektronik dan membalasnya
Deskripsi Singkat MK	Matakuliah ini merupakan matakuliah bahasa Inggris dasar yang digunakan dalam kehidupan sehari-hari dalam konteks Manajemen Informatika. Ini mencakup teori dan praktik Listening dan Speaking, Reading dan Writing yang terintegrasi dengan topik Manajemen Informatika. Pada akhir matakuliah ini, mahasiswa mampu berkomunikasi secara lisan maupun tulisan dalam Bahasa Inggris menggunakan Vocabulary, Grammar, Spelling dan Pronunciation yang baik dan benar pada seluruh language skills untuk membicarakan hal-hal yang berhubungan dengan manajemen informatika.	
Bahan Kajian / Materi Pembelajaran	<ul style="list-style-type: none"> - Introduction - Descriptive Texts - Procedure Texts - Explanation Text - Compararive Degree - Argumentative Text - Talking on the phone - Reading and Replying Emails - Grammar: Parts of Speech Tobe, have/has, Tenses (Simple Present Tense, Simple Past Tense, Perfect Tense, Simple Future Tense), Passive Voice, Modal 	
Daftar Referensi	<p>Utama:</p> <ol style="list-style-type: none"> 1. Batri, B., and Fazekas, K. 2003. Computer English for Everyday Use. DI Press 2. Esteras, Santiago Remacha. 2007. Infotech: English for Computer Users. United Kingdom: Cambridge <p>Pendukung:</p> <ol style="list-style-type: none"> 1. Simpson, Ian dan Derek Utley. 1995. English for Telecoms. York: QuakBooks 2. Broukal, Milada. 2001. Ina FlashVocabulary for The TOEFLTest. Singapore: Thomson Peterson's 3. Michighan,E.A. 2000. Good Grammar for EffectiveWriting.Cambridge:InfinityBooks. 4. Philips, Sam. Common Mistakes in English. New Delhi: Good will Publishing House 	
Media Pembelajaran	Hardware	Software
	Modul, Picture, Poster	PPT, Video, Audio Listening
Nama Dosen Pengampu	Aprilza Aswani, S.Pd., M.A. Winda Syafitri, S.Pd., M.Pd. Orli Bunga Tumanggor, S.Pd., M.Hum.	

Mata kuliah prasyarat (Jika ada)								
Minggu Ke-	Sub-CPMK (Kemampuan akhir yg direncanakan)	Bahan Kajian (Materi Pembelajaran)	Bentuk dan Metode Pembelajaran [Media & Sumber Belajar]	Estimasi Waktu	Pengalaman Belajar Mahasiswa	Penilaian		
						Kriteria & Bentuk	Indikator	Bobot (%)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Students are able to introduce themselves and their family members	<p>Topic: Introduction</p> <p>Material: Listening section "Please introduce yourself", infographic of "me and my family"</p> <p>Grammar Focus: Parts of speech, Vocabularies builder, The use of articles 'a, an, and the'</p>	<p>Class Activities: Brainstorming Lecturing Listening Drilling Role Play</p> <p>Media and Learning Source: Modul, PPT, Audio</p>	2x100'	<ul style="list-style-type: none"> - Listening to the audio of how to introduce self - Discussing how to introduce self correctly - Discussing the politeness while introduction - Practicing and performing how to introduce themselves in pairs in front of class 	<p>Criteria: Listening Test Rubric Criteria Speaking</p> <p>Non-test: Performance/ Role play</p>	<ul style="list-style-type: none"> - The correct listening answers - The correctness in pronouncing the words and using vocabulary while introducing self - The correctness of gestures and body languages in expressing the sentences 	5%
2, 3	Students are able to describe things	<p>Topic: Describing Parts of Computer</p> <p>Material: Reading section "Computer's Hardware and Software"</p> <p>Grammar Focus: The use of "To BE" and "Have/has"</p>	<p>Class Activities: Lecturing Drilling Reading Writing Making Poster Presentation</p>	2x(2x100')	<ul style="list-style-type: none"> - Reading the text on 'Computer' - Discussing the Reading exercises - Students are assigned to make poster on computer - Presenting the poster in Two Way Two Stray method. - Summarizing the lesson 	<p>Criteria: Rubric Criteria Speaking and Writing</p> <p>Non-test: Performance/ Role play</p>	<ul style="list-style-type: none"> - The correctness of reading exercise - The correct and interesting poster - The good performance of presenting the poster in TSTS teaching method 	10%

			Media and Learning Source: Modul, PPT, poster					
4	Students are able to describe person	Topic: Describing Person -Computer and IT Experts- Material: Reading section "Bill Gates" Grammar Focus: Simple Present Tense	Class Activities: Lecturing Watching Reading Drilling Writing Media and Learning Source: Video, Modul, PPT	2x100'	- Watching the video of Bill Gates - Reading Text about Bill Gates - Discussion "Simple Present Tense" - Writing description of Bill Gates	Criteria: Rubric Criteria Writing Test: Writing	- The correct grammar and vocabulary use in writing the short descriptive text	10%
5	Students are able to have conversation on the phone formally and informally	Topic: Conversation on the phone Material: Listening "Talking on the phone formally in the workplace" and "Talking on the phone informally at home" Grammar Focus: Present Continuous Tense Present Perfect Tense	Class Activities: Lecturing Listening Drilling Role Playinh Media and Learning Source: Audio, Modul, PPT	2x100'	- Brainstorming about phone conversation - Listening to audio "Talking on the phone formally and informally" - Drilling the phone conversation - Role playing "Talking on the phone formally and informally"	Criteria: Rubric Criteria Speaking Test: Speaking	- The correct grammar and pronunciation in speaking on the phone	10%
6,7	Students are able to discuss and explain products of Computer	Topic: Explaining products of computer Material: Brands of computers: Acer, Asus,	Class Activities: Lecturing Discussing Drilling	2x(2x100')	- Discussing the brands of computer - Explaining the weakness and the strength of the product	Criteria: Rubric Criteria Writing and Speaking	- The informative and interesting slide	10%

		Macbook, hp, Toshiba, Lenovo, Dell, Samsung, Microsoft Grammar Focus: Simple Future Tense Simple Past Tense	Presenting Media and Learning Source: Modul, PPT, Pictures		<ul style="list-style-type: none"> - Summarizing the comparisons of some computer products - Discussing the simple future tense - Choosing one of brand new products - Making presentation for promoting the product - Presenting the product and making sure that the product is worth to buy 	Non-test: Making Slides and presentation	- The correct way of presenting the slides	
8	MID-TERM EXAMINATION							
9	Students are able to compare and contrast things	Topic: Comparing OS and IT products Material: Reading section "Operating System: Windows, Mac OS and Linux" Grammar Focus: Comparative and Superlative Degree	Class Activities: Lecturing Drilling Making Diagram/ Table Writing Media and Learning Source: Modul, PPT	2x100'	<ul style="list-style-type: none"> - Discussing the differences of some pairs of pictures - Reading and discussing the Operating system of Windows, Mac OS and Linux - Discussion 'Comparative and Superlative Degree' - Discussion how to make a diagram and table from the reading text - Inviting some students to present their diagram/table 	Criteria: Rubric Criteria Writing and Speaking Non-test: Writing and Speaking	<ul style="list-style-type: none"> - The correct answers of Reading test - The correct table/diagram drawn from the text - The correct way of presenting diagram/table. 	10%
10	Students are able to express the ability using modal	Topic: What Internet can Do	Class Activities: Lecturing Reading	2x100'	<ul style="list-style-type: none"> - Reading text "Internet" - Outlining what internet can do in our daily life - Discussing 'modal' 	Test: Reading Test Grammar Test: Modal	- The correct answers of Reading Exercise	5%

		<p>Material: Reading Text “Internet”</p> <p>Grammar Focus: Modal</p>	<p>Discussing Drilling Exercising</p> <p>Media and Learning Source: Modul, PPT, Online sources</p>		<ul style="list-style-type: none"> - Having Exercise on Modal 	<p>Non-test: Actively participate in the discussion</p>	<ul style="list-style-type: none"> - The correctness of pronunciation, vocabulary and grammar 	
11, 12	Students are able to express argument written and orally	<p>Topic: Online service and Social Media</p> <p>Material: Reading Text “online service apps”</p> <p>Grammar Focus: Politeness</p>	<p>Class Activities: Lecturing Reading Discussing Debating</p> <p>Media and Learning Source: Modul, PPT, Online sources</p>	2x(2x100')	<ul style="list-style-type: none"> - Looking for online services and social media mostly used by society - Discussing the pros and cons of online services and social media and comparing to traditional services 	<p>Criteria: Rubric Criteria Speaking</p> <p>Non-test: Performance/ Debating</p>	<ul style="list-style-type: none"> - The correct use of pronunciation and grammar while speaking in debate 	10%
13	Students are able to read and reply messages in email	<p>Topic: “Online Shopping: Asking about the product”</p> <p>Material: Reading Text “Online Shopping”</p> <p>Grammar Focus: Prefix and Suffix</p>	<p>Class Activities: Jigsaw Reading group Discussing Summarizing</p> <p>Media and Learning Source: Modul, PPT, Online sources</p>	2x100'	<ul style="list-style-type: none"> - Reading the text “Online Shopping” Comprehensively - Discussing the text through Jigsaw - Discussing the Prefix and Suffix in the text “Online Shopping” - Summarizing the text 	<p>Criteria: Rubric Criteria Writing</p> <p>Non-test: Summary</p> <p>Test: Oral Test of Prefix and Suffix</p>	<ul style="list-style-type: none"> - Good Summary of text “Online Shopping” with correct spelling and grammar 	10%

14	Students are able to tell the steps to do somethings.	<p>Topic: How to do something</p> <p>Material: How to clean your laptop</p> <p>Grammar Focus: Procedure text</p>	<p>Class Activities: Reading Watching Drilling Role Playing</p> <p>Media and Learning Source: Modul, PPT, Online sources</p>	2x100'	<ul style="list-style-type: none"> - Reading the text "How to clean your laptop" - Watching the video of How to clean your laptop - Inviting students to rehearse the play of how to do something - Role playing 	<p>Criteria: Rubric Criteria Speaking</p> <p>Non-test: Role Playing</p>	<ul style="list-style-type: none"> - The correct use of pronunciation and grammar while speaking on the role play of how to do something. 	10%
15	Students are able to create a video content (Youtube content) related to Software Engineering	<p>Topic: YouTube and its content</p> <p>Material: Video</p> <p>Skill Focus: Politeness</p>	<p>Class Activities: Watching Reading Discussing Planning wathing</p> <p>Media and Learning Source: Modul, PPT, Online sources</p>	2x100'	<ul style="list-style-type: none"> - Watching the video on Youtube - Reading text on Youtube and its content - Discussing on assignment of Youtube content making - Planning the youtube content - Reporting the result of Discussion - Watching the video together 	<p>Criteria: Rubric Criteria Speaking</p> <p>Non-test: Report on the planning of youtube content making</p>	<ul style="list-style-type: none"> - Good and interesting plan of making Youtube Content 	10%
16	FINAL EXAMINATION							

Catatan:

1. Capaian Pembelajaran Lulusan PRODI (CPL-PRODI) adalah kemampuan yang dimiliki oleh setiap lulusan PRODI yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan 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, ketrampilan umum, ketrampilan 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 dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
5. Kreteria Penilaian adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kreteria dapat berupa kuantitatif ataupun kualitatif.
6. 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.