



# SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

Kampus 1 : Jl. Margasatwa (H. Beden No. 25) Pondok Labu, Cilandak, Jakarta Selatan 12450

Kampus 2 : Jl. Andara Raya No. 16 B Pondok Labu, Cilandak, Jakarta Selatan 12450

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Website : [www.stikesfatmawati.ac.id](http://www.stikesfatmawati.ac.id), e-mail : [stikesfatmawati.ykfs@gmail.com](mailto:stikesfatmawati.ykfs@gmail.com)

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## KEPUTUSAN KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

NOMOR : 22.1/SK/STIKes.F/VIII/2024

### T E N T A N G

### DOSEN MATA KULIAH SEMESTER GANJIL SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI TAHUN AKADEMIK 2024/2025

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## KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

#### Menimbang :

- Bahwa dalam pelaksanaan kegiatan belajar mengajar di Sekolah Tinggi Ilmu Kesehatan Fatmawati perlu ditunjuk dan ditetapkannya Tenaga Pengajar/Dosen Mata Kuliah sesuai dengan prasyarat yang tercantum dalam Pedoman Umum Penyelenggaraan Pendidikan Tinggi.
- Bahwa penunjukan/pengangkatan Dosen Mata Kuliah tersebut pada point (a) diatas perlu ditetapkan dengan Surat Keputusan Ketua STIKes Fatmawati.

#### Mengingat :

- Undang-undang RI Nomor : 20 Tahun 2003 tentang Sistem Pendidikan Nasional;
- Undang-undang Nomor : 12 Tahun 2012 tentang Pendidikan Tinggi;
- Peraturan Pemerintah No. 08 Tahun 2012 tentang Kerangka Kualifikasi Nasional Indonesia;
- Peraturan Menteri Pendidikan, Kebudayaan, Riset dan Teknologi Nomor 53 Tahun 2023 tentang Penjaminan Mutu Pendidikan Tinggi;
- Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi;
- Keputusan Dirjen Pendidikan Tinggi Kementerian Pendidikan dan Kebudayaan No 12 Tahun 2021 tentang Pedoman Operasional Beban Kerja Dosen;
- Keputusan Menteri Pendidikan Kebudayaan Riset dan Teknologi Republik Indonesia Nomor : 472/E/O/2021 tentang Izin Perubahan Bentuk Akademi Keperawatan Di Jakarta menjadi Sekolah Tinggi Ilmu Kesehatan Fatmawati di Jakarta yang diselenggarakan oleh Yayasan Kesehatan Fatma Sejahtera;
- Surat Keputusan Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT) No. 1046/SK/BAN-PT/Akred/PT/XII/2020 tentang Peringkat Akreditasi Perguruan Tinggi Akademi Keperawatan Fatmawati Kota Jakarta Selatan;
- Surat Keputusan Lembaga Akreditasi Mandiri Pendidikan Tinggi Kesehatan (LAM-PTKes) No. 0705/LAM-PTKes/Akr/Dip/VIII/2022 tentang Status, Nilai, dan Peringkat Akreditasi Program Studi Diploma Tiga Keperawatan Sekolah Tinggi Ilmu Kesehatan Fatmawati;
- Keputusan Menteri Pendidikan Kebudayaan Riset dan Teknologi Republik Indonesia Nomor 541/E/O/2023 tentang Izin Pembukaan Program Studi Sarjana Keperawatan dan Program Studi Pendidikan Profesi Ners Sekolah Tinggi Ilmu Kesehatan Fatmawati di Jakarta yang diselenggarakan oleh Yayasan Kesehatan Fatma Sejahtera;

### MEMUTUSKAN

**Menetapkan :** Keputusan Ketua Sekolah Tinggi Ilmu Kesehatan Fatmawati tentang penunjukan Dosen Mata Kuliah Semester Ganjil:

- Program Studi Diploma Tiga Keperawatan
- Program Studi Sarjana Administrasi Rumah Sakit
- Program Studi Sarjana Keperawatan dan Profesi Ners

STIKes Fatmawati Tahun Akademik 2024/2025 sebagai terlampir pada surat keputusan ini



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| Pertama | : | Sebagai dosen yang bersangkutan wajib mentaati peraturan-peraturan yang telah ditetapkan di Sekolah Tinggi Ilmu Kesehatan Fatmawati.   |
| Kedua   | : | Sebagai dosen yang bersangkutan wajib memperhatikan dan melaksanakan jadwal yang tercantum dalam Rencana Pembelajaran Semester (RPS) yang telah disyahkan.                                     |
| Ketiga  | : | Sebagai dosen yang bersangkutan berhak menerima upah/honorarium sesuai dengan peraturan yang berlaku di Sekolah Tinggi Ilmu Kesehatan Fatmawati.   |
| Keempat | : | Semua biaya yang diakibatkan dengan adanya keputusan ini dibebankan kepada anggaran proses belajar mengajar Sekolah Tinggi Ilmu Kesehatan Fatmawati.   |
| Kelima  | : | Keputusan ini mulai berlaku sejak tanggal ditetapkan dengan ketentuan apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini, akan dilakukan perbaikan sebagaimana mestinya. |

**DITETAPKAN DI : JAKARTA**

**PADA TANGGAL : 28 Agustus 2024**

**Sekolah Tinggi Ilmu Kesehatan Fatmawati**

**Ketua**



**Nsc DWS Suarta Dewi, M. Kep., Sp.Kep.MB**



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## LAMPIRAN 16

### KEPUTUSAN KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

NOMOR : 22.1/SK/STIKes.F/VIII/2024

### TENTANG

DOSEN MATA KULIAH SEMESTER GANJIL

SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

TAHUN AKADEMIK 2024/2025

Nama : Ns. Ayu Muthia, S.Kep., MARS

NIK/NIDN : 20221158/0320078502

Jabatan Akademik : Tenaga Pengajar

No	Kode MK	Mata Kuliah	Program Studi	Semester	Kelas	Jumlah SKS
1	ARS 1.04	Bahasa Inggris Dasar	S-1 ARS	I	1	1,5
2	ARS 1.06	Character Building	S-1 ARS	I	1	1,5
3	ARS 3.20	Organisasi Manajemen RS	S-1 ARS	III	2	1,5
4	ARS 3.24	Aplikasi Komputer	S-1 ARS	III	2	1,5
5	ARS 5.35	Manajemen Produksi Rumah Sakit	S-1 ARS	V	3	1,5
6	ARS 5.40	Manajemen K3 dan Pengelolaan Bencana	S-1 ARS	V	3	1,5
7	WAT4.A06	Bahasa Inggris	D-3 Kep	III	2	1,5
8	Kep.III.06	Bahasa Inggris Keperawatan 1	S-1 Kep	III	2	1
Total SKS						11,5

DITETAPKAN DI: JAKARTA

PADA TANGGAL: 28 Agustus 2024

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Ns. DWS Suarso Dewi, M. Kep., Sp.Kep.MB





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## LAMPIRAN 21

### KEPUTUSAN KETUA SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

NOMOR : 22.1/SK/STIKes.F/VIII/2024

### TENTANG

DOSEN MATA KULIAH SEMESTER GANJIL  
SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI  
TAHUN AKADEMIK 2024/2025

Nama : Yunita Fitri Widiyawati, AMd.Kep., S.KM., MARS  
NIK/NIDN : 20240973  
Jabatan Akademik : Tenaga Pengajar

No	Kode MK	Mata Kuliah	Program Studi	Semester	Kelas	Jumlah SKS
1	ARS 1.04	Bahasa Inggris Dasar	S-1 ARS	I	1	1,5
2	ARS 3.19	Akuntansi Biaya	S-1 ARS	III	2	1,5
3	ARS 3.20	Organisasi Manajemen RS	S-1 ARS	III	2	1,5
4	ARS 3.21	Etika Profesi dan Hukum Kesehatan	S-1 ARS	III	2	1
5	ARS 5.35	Manajemen Produksi Rumah Sakit	S-1 ARS	V	3	1,5
Total SKS						7

DITETAPKAN DI: JAKARTA

PADA TANGGAL: 28 Agustus 2024

Sekolah Tinggi Ilmu Kesehatan Fatmawati

Ketua



Ns. DWS Suarso Dewi, M. Kep., Sp.Kep.MB





**Kampus  
Merdeka**  
INDONESIA JAYA

## **SEMESTER STUDY PLAN (RPS)**

# **BASIC ENGLISH**

**SEMESTER: 1  
STUDY LOAD:  
3 SKS (2T + 1P)**

HOSPITAL ADMINISTRATION STUDY PROGRAM  
FATMAWATI COLLEGE OF HEALTH SCIENCES  
JAKARTA  
2024

## 1.1. Vision

The goal is to establish the Hospital Administration Study Program at Fatmawati Health Sciences College (Prodi ARS STIKes Fatmawati) to generate graduates with exceptional quality, character, and skills in providing hospital administration services and integrated health information technology by 2030.

## 1.2. Mission

Table 1.1.  
Hospital Administration Study Program's Mission

Mission	<p>The mission of the Hospital Administration Study Program refers to the vision of STIKes Fatmawati, among others:</p> <ol style="list-style-type: none"><li>1. To carry out a competency-based educational process that excels in the field of hospital administration services. (Fast, accurate and virtuous)</li><li>2. To implement learning strategies that follow the latest developments in science and information technology.</li><li>3. Prepare human resources that are qualified in their fields.</li><li>4. Provide facilities and infrastructure that can support the learning process of hospital administration.</li><li>5. Carry out regular research on health administration services in hospitals.</li><li>6. Perform community service with students in the sponsored area in the form of consulting and community simulations.</li><li>7. Publication of research results in accredited national and international journals, submission of research grants</li></ol>
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## 1.3. Objectives

Table 1.2.  
Hospital Administration Study Program's Objectives

Purpose	<ol style="list-style-type: none"><li><b>1. To produce graduates who are qualified to provide hospital administration services and health information management in general and specifically</b></li><li>2. To develop a hospital administration curriculum based on information technology and information with superior character.</li><li>3. The availability of human resources according to their areas of expertise.</li><li>4. The availability of facilities and infrastructure to support the learning process</li><li>5. The conduct of information-based health research.</li><li>6. Implementation of community service activities in the area of hospital administration services.</li></ol>
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#### 1.4. Graduate profile

The definition of the graduate profile and the learning outcomes of the S1 Hospital Administration curriculum refer to the Body of Knowledge. The international nomenclature for ARS is Hospital Administration (HA). The content of the tree of knowledge or body of knowledge from PP-ARSI includes leadership, health and health care environment, business skills, communication and relationship management, and professional and social responsibility,


Final Skills:

1. Communicator
2. Facilitator
3. Coordinator
4. Policy Implementer
5. Collaborator

The profile of S1 Hospital Administration graduates of STIKes Fatmawati refers to the 2021 KKNi curriculum, namely as a leader, administrator, communicator, educator, researcher and innovator, which are described in the following table:

Table 1.3.  
Graduate Profile

PL 1- 6	Graduate Profile (PL)	Graduate Profile Description
PL 1	Leader (PL1)	Has the ability to coordinate in health service units in evaluating performance in the field of hospital services quickly, accurately and virtuously, and plays the role of health service manager by utilizing the development of science, technology and information.
PL 2	Administrator (PL2)	Organize hospital management activities from planning to monitoring evaluation of hospital activities
PL 3	Communicator (PL3)	Provide direction and guidance to hospitals and clients in solving hospital problems and partnerships
PL 4	Educator (PL4)	Providing education and hospital materials, such as education and training in hospitals or as a lecturer in educational institutions.
PL 5	Researcher (PL5)	As a reviewer of hospital problems to develop science and technology that can be used to solve hospital problems in Indonesia and internationally
PL 6	Innovator (PL6)	As an innovator in hospital problem solving strategies such as health promotion, marketing, and hospital quality teams

	SEMESTER STUDY PLAN HOSPITAL ADMINISTRATION STUDY PROGRAM FATMAWATI COLLEGE OF HEALTH SCIENCES				Document Code  RPS/ARS.1.04/2024
SEMESTER STUDY PLAN 2024/2025					
Course Subject	Subject Code	Subject Cluster	Study Load (SKS)	Semester	Date of Compilation
Basic English	1.04	Mandatory	<b>3 SKS</b> 2T = 2 x 1 (50 min) x 14 weeks = 14 (14 meetings x 100 min) 1P = 1 x 3 (170 min) x 14 weeks = 14 (14 meetings x 170 min) = 270 minutes per week	1	August 20 <sup>th</sup> 2024
Learning Outcomes (CP)	Coordinator Developer RPS		Coordinator RMK	Head of Hospital Administration Study Program	
	Ns. Ayu Muthia, S.Kep., MARS		Ns. Ayu Muthia, S.Kep., MARS		
S : Attitude PP : Knowledge KU : General Skills KK : Special Skills	Graduated Learning Outcomes Imposed on The Course (CPL pada MK)				
	S6	Cooperate and have social sensitivity and concern for society and the environment;			
	S8	Internalize academic values, norms and ethics;			
	PP6	Mastering effective communication in health organizations and hospital organizations both orally and in writing with individuals and groups.			
	Course Subject Learning Outcomes (CP-MK)				
	CPMK-1	Understanding basic English grammar to convey information clearly and accurately. (C2, A2, P2)			
	CPMK-2	Understanding and utilizing basic English vocabulary related to hospital administration. (C3, A2, P2)			
	CPMK-3	Being able to communicate effectively in simple English for daily situations at the hospital. (C3, A2, P2)			

	Output (L) / Sub-CPMK (Planned End Capability)																																																																															
	L1	Students recognize the significance of English in hospital settings and possess the ability to greet and introduce themselves proficiently, both formally and informally.																																																																														
	L2	Students can request and provide information utilizing the grammar they have learned.																																																																														
	L3	Students should be able to use definite and indefinite articles, singular and plural nouns accurately, and describe directions and locations.																																																																														
	L4	Students should be able to demonstrate their understanding about time and use the grammar they have learned accurately.																																																																														
	L5	Students can use describe family members effectively using simple and negative sentences in the Present Simple form.																																																																														
	L6	Students will be able to identify their place of origin and recognize the names of various countries and nationalities.																																																																														
	L7	Students can accurately express their desires and preferences for food using the grammar they have learned.																																																																														
	L8	Students comprehend the contents of lessons 1-7 that are contained in the midterm examination.																																																																														
	L9	Students are able to use the grammar learned to tell about clothes and shopping.																																																																														
	L10	Students can talk about their hobbies and interests in English using the grammar they have learned.																																																																														
	L11	Students are able to create plans and schedules in English using the grammar learned.																																																																														
	L12	Students can explain past experiences accurately in English using the grammar they have learned.																																																																														
	L13	Students capable of discussing health, medical situations and provide recommendations and advice in English.																																																																														
	L14	Students will be proficient in discussing and applying the grammar acquired in relation to hospital policies and procedures.																																																																														
	L15	Students can effectively communicate and interpret reports and administrative documents in English.																																																																														
	L16	Students comprehend the material presented in lessons 9-15 included in the final exam.																																																																														
Correlation of CPMK to Sub-CPMK	<table><tr><td></td><td>L1</td><td>L2</td><td>L3</td><td>L4</td><td>L5</td><td>L6</td><td>L7</td><td>L8</td></tr><tr><td>CPMK 1</td><td></td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td><td>√</td></tr><tr><td>CPMK 2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>CPMK 3</td><td>√</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table><tr><td></td><td>L9</td><td>L10</td><td>L11</td><td>L12</td><td>L13</td><td>L14</td><td>L15</td><td>L16</td></tr><tr><td>CPMK 1</td><td>√</td><td>√</td><td></td><td>√</td><td></td><td></td><td></td><td></td></tr><tr><td>CPMK 2</td><td></td><td></td><td>√</td><td></td><td></td><td>√</td><td>√</td><td></td></tr><tr><td>CPMK 3</td><td></td><td></td><td></td><td></td><td>√</td><td></td><td></td><td>√</td></tr></table>									L1	L2	L3	L4	L5	L6	L7	L8	CPMK 1		√	√	√	√	√	√	√	CPMK 2									CPMK 3	√									L9	L10	L11	L12	L13	L14	L15	L16	CPMK 1	√	√		√					CPMK 2			√			√	√		CPMK 3					√			√
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<b>Short Course Description</b>	<b>Description</b>
	This course emphasizes for students to read, understand, and practice the material provided. In addition, there are several learning activities and exercises that can help strengthen understanding. This course is designed to provide an initial foundation in English language skills for students in the Hospital Administration program.
<b>Learning Materials/Subjects</b>	<b>Study Material</b>
	In this course, students comprehend fundamental English skills and knowledge, including speaking, writing, listening, reading, and necessary grammar.
	<b>Topics</b>
	<ol style="list-style-type: none"><li>1. Introduction to Basic English</li><li>2. Asking and Giving Personal Information</li><li>3. Articles and prepositions</li><li>4. Talking About Time</li><li>5. Talking About Families</li><li>6. Cities and Countries</li><li>7. Talking About Food</li><li>8. <b>Midterm Exam</b></li><li>9. Shopping</li><li>10. Talking about Hobbies and Interests</li><li>11. Making Plans and Scheduling</li><li>12. Describing past Experiences</li><li>13. Describing Health and Medical Situations</li><li>14. Discussing About Hospital Policies and Procedures</li><li>15. Presenting Reports and Documentation</li><li>16. <b>Final Exam and Speaking Test</b></li></ol>

Reference	Primary Reference:		
	1. Ashadi, dkk. 2020. Buku Materi Pokok Bahasa Inggris. Universitas Terbuka 2. Ayu Setyani, dkk. 2020. Buku Ajar Bahasa Inggris Dasar Edisi 1. Yogyakarta; Respati Press 3. Bramadi. 2021. Percakapan Inggris-Indonesia Bidang Keperawatan dan Rumah Sakit. Bhuana Ilmu Populer. 4. Fanani, Achmad. 2015. <i>Everyday English Conversation For Medical Students</i> . Nusa Creativa 5. Idaryani. 2015. Modul Bahasa Inggris untuk Perguruan Tinggi, Lhoksumawe: Unimal Press 6. Pauzan. 2021. Complete English Grammar. Jakarta: Cipata Gadhing Artha. 7. Septarina, Saleh. 2018. Buku Ajar Bahasa Inggris. Bandar Lampung; Darmajaya Press 8. Suci Wuriyanti. 2015. <i>English Bussiness Letters</i> . Panduan Praktis Menyusun Surat-surat Bisnis dan Perkantoran Berbahasa Inggris Yogyakarta: Outre. 9. Yulianita. 2018. Buku Ajar <i>English for Public Health</i> . Padang: Baiturrahmah University Press 10. Wibowo, Agus. 2020. English For Communication 1, Purpose of the Study. Semarang: Yayasan Prima Agus Teknik 11. Susylowati, Eka, dkk. 2017. <i>English for Specific Purposes; English for Health</i> . Pustaka Baru Press.		
	Supporting Reference:		
	Muthia, Ayu. 2024. Basic English Module for Hospital Administration Students.		
Learning tools	Software	Hardware:	
	Power point, learning videos	Laptop / PC computer, LCD Projector, Textbook, White board and supporting devices	
Lecturer / teaching team	1. Ns. Ayu Muthia, S.Kep., MARS (AM) 2. Yunita Fitri Widiyawati., AMd.Kep., S.KM., MARS (YU)		
Grading Weight	1. Midterm Exam (UTS) 2. Final Exam (UAS) 3. Speaking Test 4. Task (5% for each task)	: : : :	20% 20% 35% 25%
Course Requirements	-		
Language in use	English		

Session Date	Output (L) / Sub-CPMK	Competency Achievement Indicators	Subject Content	Learning Forms and Methods	Student Learning Experience	Estimated Time	Assessment			Reference	Lecturer
							Type	Criteria	Load		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1 Thursday Sep 5 <sup>th</sup> 2024 10.00 – 15.00	Students recognize the significance of English in hospital settings and possess the ability to greet and introduce themselves proficiently, both formally and informally.	1.1. Understand the importance of English in the context of hospitals. 1.2. Able to state the English alphabet. 1.3. Capable of greeting and introducing oneself effectively, both formally and informally.	<b>Introduction to Basic English</b> 1. The importance of English. 2. English alphabet. 3. Greeting and introducing formally and informally.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Practiced introducing oneself through role-play scenarios. 3. Presentation “let’s get to know me”.	270 mins	Test, PPT “let’s get to know me” project	1. Student participation 2. Ability to ask and answer questions 3. Activeness in discussion	2,5%	1,2	AM
2 Thursday Sep 12 <sup>th</sup> 2024 10.00 – 15.00	Students can request and provide information utilizing the grammar they have learned.	2.1. Able to form questions using Wh-questions. 2.2. Properly utilize possessive adjectives. 2.3. Provide personal information clearly and accurately.	<b>Asking and Giving Personal Information</b> 1. Questions form using Wh-questions. 2. Possessive adjectives. 3. Personal information	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Practice asking and giving personal information	270 mins	Test, Video, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions 3. Activeness in discussion	2,5%	2,6	AM
3 Thursday Sep 19 <sup>th</sup> 2024 10.00 – 15.00	Students should be able to use definite and indefinite articles, singular and plural nouns accurately, and describe directions and locations.	3.1. Properly use definite (the) and indefinite articles (a/an). 3.2. Understand and use singular and plural nouns. 3.3. Mention directions and locations accurately.	<b>Articles, Nouns and Prepositions</b> 1. Definite (the) and indefinite articles (a/an). 2. Singular and plural nouns. 3. Directions and locations	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Create a group and make a video together about directions and locations.	270 mins	Test, Video Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions 3. Activeness in discussion	2,5%	2,5	AM



Session Date	Output (L) / Sub-CPMK	Competency Achievement Indicators	Subject Content	Learning Forms and Methods	Student Learning Experience	Estimated Time	Assessment			Reference	Lecturer
							Type	Criteria	Load		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
4 Thursday Sep 26 <sup>th</sup> 2024 10.00 – 15.00	Students should be able to demonstrate their understanding about time and use the grammar they have learned accurately	4.1. Mention the days of the week and months of the year. 4.2. Capable of reading analog and digital clocks. 4.3. Use time prepositions and adverbs of time correctly.	<b>Talking About Time</b> 1. Days of the week, months of the year and seasons 2. Analog and digital clock 3. Prepositions of time and adverbs of time	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice making sentences using analog and digital clocks 3. Make videos about students and campus as a group.	270 mins	Test, Rubric for assessing activeness <b>Task 1</b>	1. Student participation 2. Ability to ask and answer questions 3. Activeness in discussion	2,5%	7,10	YU
5 Thursday Oct 3 <sup>rd</sup> 2024 10.00 – 15.00	Students can use describe family members effectively using simple and negative sentences in the Present Simple form	5.1. Use numbers ending in '-ty' and '-teen' to refer to family members or age. 5.2. Describe family members effectively. 5.3. Use simple and negative sentences in the Simple present, irregular verb and object pronouns form.	<b>Talking About Families</b> 1. Numbers with '-ty' and '-teen' 2. Description of someone using adjective order 3. Grammar : Simple Present statements and negative, Irregular verb 'have' and 'has' and object pronouns	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice using possessive adjectives to talk about family members.	270 mins	Test, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions 3. Activeness in discussion	2,5%	1,6	YU
6 Thursday Oct 10 <sup>th</sup> 2024 10.00 – 15.00	Students will be able to identify their place of origin and recognize the names of various countries and nationalities.	6.1. Understand and use adjectives after the verb 'be'. 6.2. Able to state place of origin. 6.3. Recognize names of countries and nationalities.	<b>Cities and countries</b> 1. Adjectives after the verb 'be'. 2. Place of origin. 3. Names of countries and nationalities.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice using adjectives after the verb 'be' about countries and nationalities.	270 mins	Test, Rubric for assessing activeness <b>Task 2</b>	1. Student participation 2. Ability to ask and answer questions 3. Activeness in discussion	2,5%	1,2,10	AM

Session Date	Output (L) / Sub-CPMK	Competency Achievement Indicators	Subject Content	Learning Forms and Methods	Student Learning Experience	Estimated Time	Assessment			Reference	Lecturer
							Type	Criteria	Load		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
7 Thursday Oct 17 <sup>th</sup> 2024 10.00 – 15.00	Students can accurately express their desires and preferences for food using the grammar they have learned.	7.1. Use sense verbs to discuss food. 7.2. Form yes-no questions in Present Simple correctly. 7.3. Express desires and preferences for food. 7.4. Capable to use countable and uncountable nouns.	<b>Talking about food</b> 1. Sense Verbs 2. Yes-no questions in Present Simple. 3. Desires and preferences for food. 4. Countable and uncountable nouns	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay, practice using present simple tense, countable and uncountable nouns	270 mins	Test, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	2,5	AM
<b>8. Midterm Exam November 24<sup>th</sup> 2024 (20%)</b>											
9 Thursday Oct 31 <sup>st</sup> 2024 10.00 – 15.00	Students are able to use the grammar learned to tell about clothes and shopping.	9.1. Understand the language used when trying on clothes in a store and name the types of clothes. 9.2. Use demonstrative adjectives accurately. 9.3. State opinions and provide descriptions about clothing.	<b>Shopping</b> 1. Types of clothing. 2. Demonstrative adjectives. 3. Opinions and descriptions about clothing.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice using demonstrative adjectives	270 mins	Test, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	2,5	YU
10 Thursday Nov 7 <sup>th</sup> 2024 10.00 – 15.00	Students can talk about their hobbies and interests in English using the grammar they have learned.	10.1. Discuss hobbies and interests in English. 10.2. Understand tag questions, the difference between Present Simple and Present Continuous tense.	<b>Talking About Hobbies and Interests</b> 1. Hobbies and interests in English. 2. Tag questions, present simple and present continuous tense.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice about hobbies and interests.	270 mins	Test, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	1,2	YU

Session Date	Output (L) / Sub-CPMK	Competency Achievement Indicators	Subject Content	Learning Forms and Methods	Student Learning Experience	Estimated Time	Assessment			Reference	Lecturer
							Type	Criteria	Load		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
11	Students are able to create plans and schedules in English using the grammar learned.	11.1. Able to create plans and schedules in English.	<b>Making Plans and Scheduling</b> 1. Plans and schedules in English. 2. Future tense, time expressions and affirmative form.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice making plans and scheduling.	270 mins	Test, Rubric for assessing activeness <b>Task 3</b>	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	2,3	AM
Thursday Nov 14 <sup>th</sup> 2024 10.00 – 15.00		11.2. Understand and use going to future tense, time expressions and affirmative form									
12	Students can explain past experiences accurately in English using the grammar they have learned.	12.1. Explain past experiences accurately.	<b>Describing Past Experiences</b> 1. Past experiences accurately. 2. Past tense (regular and irregular verbs). 3. Past Progressive and Past Conditional.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Practice making an essay about <b>past experiences</b> .	270 mins	Test, Essay, Rubric for assessing activeness <b>Task 4</b>	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	6,8	YU
Thursday Nov 21 <sup>st</sup> 2024 10.00 – 15.00		12.2. Use past tense (both regular and irregular verbs) correctly. 12.3. Understand the use of Past Progressive and Past Conditional.									
13	Students capable of discussing health, medical situations and provide recommendations and advice in English.	13.1. Capable of discussing health and medical situations in English.	<b>Describing Health and Medical Situations</b> 1. Health and medical situations in English. 2. Present Perfect and recent past tense. 3. Recommendations and advice related to health.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice making a conversation using present perfect and past tense to provide recommendations and advice related to health.	270 mins	Test, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	3,9,11	AM
Thursday Nov 28 <sup>th</sup> 2024 10.00 – 15.00		13.2. Use Present Perfect and recent past tense correctly. 13.3. Provide recommendations and advice related to health.									




Session Date	Output (L) / Sub-CPMK	Competency Achievement Indicators	Subject Content	Learning Forms and Methods	Student Learning Experience	Estimated Time	Assessment			Reference	Lecturer
							Type	Criteria	Load		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
14 Thursday Dec 5 <sup>th</sup> 2024 10.00 – 15.00	Students will be proficient in discussing and applying the grammar acquired in relation to hospital policies and procedures.	14.1. Able to discuss hospital policies and procedures in English. 14.2. Understand and use passive voice regarding hospital policies and procedures.	<b>Discussing Hospital Policies and Procedures</b> 1. Hospital policies and procedures in English. 2. Passive voice regarding hospital policies and procedures.	Discussion, video playback, reading an article	1. Presented the material and conducted a question and answer session. 2. Practice using passive voice regarding hospital policies and procedures 3. Reading an article.	270 mins	Test, Rubric for assessing activeness	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	3,4,8	YU
15 Thursday Dec 12 <sup>th</sup> 2024 10.00 – 15.00	Students can effectively communicate and interpret reports and administrative documents in English.	14.1. Capable of explaining reports and administrative documents in English. 14.2. Understand the difference between active and passive voice. 14.3. Use present perfect tense in presentation contexts.	<b>Presenting Reports and Documentation</b> 1. Reports and administrative documents in English. 2. Active and passive voice. 3. Present perfect tense in presentation contexts.	Discussion, role play, video playback	1. Presented the material and conducted a question and answer session. 2. Roleplay and practice <b>presenting reports and making administrative documents</b> using present perfect tense.	270 mins	Test, Rubric for assessing activeness <b>Task 5</b>	1. Student participation 2. Ability to ask and answer questions. 3. Activeness in discussion.	2,5%	8,10	YU
Final Exam December 19 <sup>th</sup> 2024 (20%)											
Speaking Test December 26 <sup>th</sup> 2024 (25%)											

Mengetahui,  
Plt. Ka. Prodi S1 Administrasi Rumah Sakit



Ns. Siti Utami Dewi, M.Kes., M.Kep.,  
Sp.Kep.Onk

Jakarta, August 20<sup>th</sup> 2024  
Penanggung Jawab Mata Kuliah  
Bahasa Inggris Dasar



Ns. Ayu Muthia, S.Kep., MARS

## PORTFOLIO OF ASSESSMENT AND EVALUATION OF STUDENT CPL ACHIEVEMENT

Determine the percentage of each CPMK obtained by summing the load of each output from the RPS table.

Session	CPL	CPMK	Output (L)/ Sub-CPMK	Assessment Technique Load (%)			Total Load (%) Sub CPMK
				Evaluation Method	Type of Activity	Load (%)	
1	S6, S8, PP6	3	L1	Presentation	Task PPT "let's get to know me"	2,5%	<b>CPMK 1</b> L2 = 2,5% L3 = 2,5% L4 = 2,5% L5 = 2,5% L6 = 2,5% L7 = 2,5% L8 = 20% L9 = 2,5% L10 = 2,5% L12 = 2,5% <b>= 42,5%</b>
2	S6, S8, PP6	1	L2	Video	Practice asking and giving personal information	2,5%	
3	S6, S8, PP6	1	L3	Video	Create a group and make a video together about directions and locations.	2,5%	
4	S6, S8, PP6	1	L4	Role play	Make videos about students and campus as a group.	2,5%	
5	S6, S8, PP6	1	L5	Role play	Practice using possessive adjectives to talk about family members.	2,5%	
6	S6, S8, PP6	1	L6	Role play	Practice using adjectives after the verb 'be' about countries and nationalities	2,5%	
7	S6, S8, PP6	1	L7	Role play	Talking about food using the present simple tense, countable and uncountable nouns	2,5%	<b>CPMK 2</b> L11 = 2,5% L14 = 2,5% L15 = 2,5% <b>= 7,5%</b>
8	S6, S8, PP6	1	L8	Mid Term Exam		20%	
9	S6, S8, PP6	1	L9	Role play	State opinions and provide descriptions about clothing.	2,5%	
10	S6, S8, PP6	1	L10	Role play	Discuss about hobbies and interests.	2,5%	
11	S6, S8, PP6	2	L11	Writing	Making plans and scheduling.	2,5%	<b>CPMK 3</b> L1 = 2,5% L13 = 2,5% L16 = 20% <b>= 25%</b>
12	S6, S8, PP6	1	L12	Writing	Practice writing an essay about past experiences.	2,5%	
13	S6, S8, PP6	3	L13	Role play	Making a conversation using present perfect and past tense to provide recommendations and advice related to health.	2,5%	

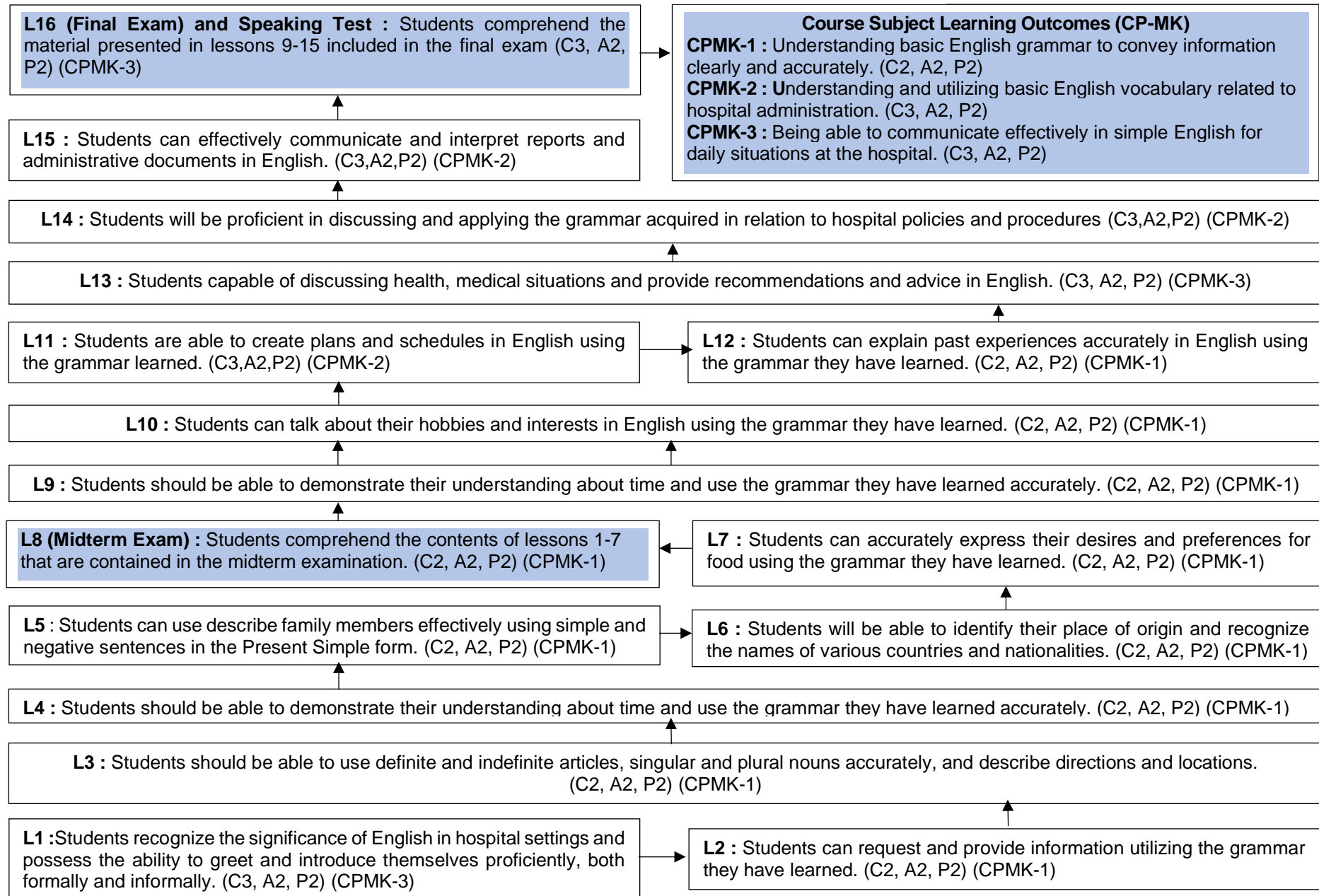
Session	CPL	CPMK	Output (L)/ Sub-CPMK	Assessment Technique Load (%)			Total Load (%) Sub CPMK
				Evaluation Method	Type of Activity	Load (%)	
14	S6, S8, PP6	2	L14	Reading	Reading an article about Hospital Policies and Procedures	2,5%	Speaking Test = 25%
15	S6, S8, PP6	2	L15	Presentation	Presenting reports	2,5%	
16	S6, S8, PP6	3	L16	Final Exam		20%	
Speaking Test (CPMK1)						25%	
Total Bobot (%)						100%	100%

**Table. Evaluation Plan for Achievement of CPMK Load**

Assessment	Method	CPMK 1	CPMK 2	CPMK 3	Load (%)
Presentation	Presentation		2,5%	2,5%	5%
Portfolio	Video Portfolio	5%			5%
Role play	Role play and interactive activity	15%		2,5%	17,5%
Writing	PPT / Paper	2,5%	2,5%		5%
Reading	Reading an Article		2,5%		2,5%
Midterm Exam	Examination	20%			20%
Final Exam	Examination			20%	20%
Speaking	Speaking test	25%			25%
<b>TOTAL</b>		<b>67,5%</b>	<b>7,5%</b>	<b>25%</b>	<b>100%</b>



## Basic English Competency Map





## HOSPITAL ADMINISTRATION STUDY PROGRAM FATMAWATI COLLEGE OF HEALTH SCIENCES

### TASK 1

Course Subject	Basic English				
Code	1.04	Study Load	2T 1P	Semester	1
Lecturer	Yunita Fitri Widiyawati., AMd.Kep., S.KM., MARS				
Form of assignment		Task Time			
Video		1 week			
Assignment Title					
Task 1:					
Make videos about students and Campus as a group					
Output (L) / Sub-CPMK (Planned End Capability)					
L4 : Students should be able to demonstrate their understanding about time and use the grammar they have learned accurately					
Task Description					
Make videos about students and campus as a group using Wh-questions and possessive adjectives.					
Method					
Assignments will be made in groups of 4					
Form and output					
1. Video with subtitles in English					
2. Deadline collected 1 week after given					
Indicators, Criteria and Assessment Load					
Refers to rubric					
Schedule					
Deadline		Oct 3 <sup>rd</sup> 2024			
Others					
-					
Reference					
1. Septarina, Saleh. 2018. Buku Ajar Bahasa Inggris. Bandar Lampung; Darmajaya Press					
2. Wibowo, Agus. 2020. English For Communication 1, Purpose of the Study. Semarang: Yayasan Prima Agus Teknik					



## HOSPITAL ADMINISTRATION STUDY PROGRAM FATMAWATI COLLEGE OF HEALTH SCIENCES

### TASK 2

Course Subject	Basic English				
Code	1.04	Study Load	2T 1P	Semester	1
Lecturer	Ns. Ayu Muthia, S.Kep., MARS				
Form of assignment		Task Time			
Video		1 week			
Course Subject					
Task 2: Make videos about directions and locations as a group					
Output (L) / Sub-CPMK (Planned End Capability)					
L3 : Students should be able to use definite and indefinite articles, singular and plural nouns accurately, and describe directions and locations.					
Task Description					
Make videos about directions and locations as a group using definite and indefinite articles, singular and plural nouns accurately, and describe directions and locations..					
Method					
Assignments will be made in groups of 4					
Form and output					
1. Video with subtitles in English 2. Deadline collected 1 week after given					
Indicators, Criteria and Assessment Load					
Refers to rubric					
Schedule					
Deadline		Oct 17 <sup>th</sup> 2024			
Others					
-					
Reference					
1. Ayu Setyani, dkk. 2020. Buku Ajar Bahasa Inggris Dasar Edisi 1. Yogyakarta; Respati Press 2. Idaryani. 2015. Modul Bahasa Inggris untuk Perguruan Tinggi, Lhoksumawe: Unimal Press					




**HOSPITAL ADMINISTRATION STUDY PROGRAM  
FATMAWATI COLLEGE OF HEALTH SCIENCES**

**TASK 3**

Course Subject	Basic English				
Code	1.04	Study Load	2T 1P	Semester	1
Lecturer	Ns. Ayu Muthia, S.Kep., MARS				
Form of assignment		Task Time			
Writing		1 day			
Course Subject					
Task 3:					
Making plans and scheduling					
Output (L) / Sub-CPMK (Planned End Capability)					
L11 : Students are able to create plans and schedules in English using the grammar learned.					
Task Description					
Create plans and schedules in English.					
Method					
Individual work assignment.					
Form and output					
1. Assignment report with a minimum of 2 pages and a maximum of 5 pages using tables and figures as creatively as possible.					
2. Deadline collected 1 week after given					
Indicators, Criteria and Assessment Load					
Refers to rubric					
Schedule					
Deadline		November 15 <sup>th</sup> 2024			
Others					
-					
Reference					
1. Ayu Setyani, dkk. 2020. Buku Ajar Bahasa Inggris Dasar Edisi 1. Yogyakarta; Respati Press					
2. Bramadi. 2021. Percakapan Inggris-Indonesia Bidang Keperawatan dan Rumah Sakit. Bhuana Ilmu Populer.					



	HOSPITAL ADMINISTRATION STUDY PROGRAM FATMAWATI COLLEGE OF HEALTH SCIENCES				
TASK 4					
Course Subject	Basic English				
Code	1.04	Study Load	2T 1P	Semester	1
Lecturer	Yunita Fitri Widiyawati., AMd.Kep., S.KM., MARS				
Form of assignment		Task Time			
Writing		1 week			
Course Subject					
Task 4: Writing an essay about <b>past experiences</b> .					
Output (L) / Sub-CPMK (Planned End Capability)					
L12 : Students can writing and explain past experiences accurately in English using the grammar they have learned.					
Task Description					
Writing an essay about past experiences in English.					
Method					
Individual work assignment.					
Form and output					
1. Assignment report with minimum 2 pages maximum 5 pages. 2. Deadline collected 1 week after given					
Indicators, Criteria and Assessment Load					
Refers to rubric					
Schedule					
Deadline		November 28 <sup>th</sup> 2024			
Others					
-					
Reference					
1. Pauzan. 2021. Complete English Grammar. Jakarta: Cipata Gadhing Artha 2. Suci Wuriyanti. 2015. <i>English Bussiness Letters</i> . Panduan Praktis Menyusun Surat-surat Bisnis dan Perkantoran Berbahasa Inggris Yogyakarta: Outre.					



**HOSPITAL ADMINISTRATION STUDY PROGRAM  
FATMAWATI COLLEGE OF HEALTH SCIENCES**


**TASK 5**

Course Subject	Basic English				
Code	1.04	Code	1.04	Code	1.04
Lecturer	Yunita Fitri Widiyawati., AMd.Kep., S.KM., MARS				
Form of assignment		Task Time			
Reading (Video)		1 week			
Course Subject					
Task 5:					
Reading an article about Hospital Policies and Procedures					
Output (L) / Sub-CPMK (Planned End Capability)					
L15: Students can effectively communicate and interpret reports and administrative documents in English.					
Task Description					
Roleplay and practice <b>presenting reports and making administrative documents</b> using present perfect tense					
Method					
Individual work assignment.					
Form and output					
1. Video					
2. Deadline collected 1 week after given					
Indicators, Criteria and Assessment Load					
Refers to rubric					
Schedule					
Deadline		December 19 <sup>th</sup> 2024			
Others					
-					
Reference					
1. Suci Wuriyanti. 2015. <i>English Bussiness Letters</i> . Panduan Praktis Menyusun Surat-surat Bisnis dan Perkantoran Berbahasa Inggris Yogyakarta: Outre					
2. Wibowo, Agus. 2020. <i>English For Communication 1, Purpose of the Study</i> . Semarang: Yayasan Prima Agus Teknik					


## STUDENT ASSESSMENT RUBRIC

There are 3 types of rubrics that are presented as examples from the 2020 Higher Education Curriculum Preparation Guidelines, namely:


1. **A holistic rubric** is a scoring guide for judging based on an overall impression or a combination of all criteria.

 <b>HOSPITAL ADMINISTRATION STUDY PROGRAM FATMAWATI COLLEGE OF HEALTH SCIENCES</b>		
<b>A Holistic Rubric</b>		
<b>Grade</b>	<b>Score</b>	<b>Assessment Criteria</b>
Very less	<20	Task is disorganized and does not solve the problem
Less	20 - 40	The presented task is organized but does not solve the problem.
Fair	41 - 60	The presented task is systematized, solves the problem, but is less implementable
Good	61 - 80	The presented task is systematic, solves the problem, can be implemented, less innovative
Very good	≥ 81	The task presented is systematic, solves the problem, can be implemented, and is innovative.

2. **An analytic rubric** is an assessment guideline that has levels of assessment criteria that are described and given an assessment scale or assessment score.

	<b>HOSPITAL ADMINISTRATION STUDY PROGRAM FATMAWATI COLLEGE OF HEALTH SCIENCES</b>				
<b>An Analytic Rubric</b>					
<b>Aspects / dimensions assessed</b>	<b>Very less</b>	<b>Less</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>
	<b>(Score &lt; 20)</b>	<b>(21 – 40)</b>	<b>(41 – 60)</b>	<b>(61 – 80)</b>	<b>(Score ≥ 81)</b>
Organization of ideas and problem identification	There is no clear organization. Facts are not used to support statements.	Fairly focused, but insufficient evidence to draw conclusions.	The presentation has a focus and presents some evidence that supports conclusions.	Well organized and presents convincing facts to support conclusions.	Organized by presenting facts supported by examples that have been analyzed according to the concept.
Content	The content is inaccurate or too general. Listeners do not learn anything or are sometimes misled	The content is inaccurate, because there is no factual data, it does not add to the listener's understanding	The content is generally accurate, but incomplete. Listeners may learn some implied facts, but they do not gain new insights into the topic.	Content is accurate and complete. Listeners gain new insights into the topic.	Content is able to inspire the listener to develop thoughts.
Presentation style	The speaker is anxious and uncomfortable, and reads notes instead of speaking. Listeners are often ignored. There is no eye contact as the speaker looks more at the board or screen.	Stick to notes, no ideas developed outside the notes, monotone voice	The speaker is generally calm, but with a flat tone and relies on notes quite often. Sometimes eye contact with the audience is negligible.	Speaker is calm and uses proper intonation, speaks without relying on notes, and interacts intensively with the audience. The speaker always makes eye contact with the audience.	Spoke with passion, transmitting passion and enthusiasm to the audience.
Evaluation	Participants are uncooperative, there is no participation, no evaluation of their level of understanding and little motivation to apply.	Participants are quite cooperative, minimal participation, minimal evaluation of the level of understanding and minimal motivation to implement	Participants are generally cooperative, there is participation, there is an evaluation of the level of understanding and there is visible motivation to apply.	Participants are generally cooperative, there is participation, there is evaluation of the level of understanding and feedback is given, and there is motivation to apply.	Participants are well conditioned, interactive throughout the session, there is evaluation before and after the session and there is high motivation to implement.

3. A **perception scale rubric** is an assessment guideline that has levels of assessment criteria that are not described, but still given a rating scale or rating score.

	<b>HOSPITAL ADMINISTRATION STUDY PROGRAM</b> <b>FATMAWATI COLLEGE OF HEALTH SCIENCES</b>				
	<b>A Perception Scale Rubric</b>				
<b>Aspects / dimensions assessed</b>	<b>Very less (Score &lt; 20)</b>	<b>Less (21 – 40)</b>	<b>Fair (41 – 60)</b>	<b>Good (61 – 80)</b>	<b>Very Good (Score ≥ 81)</b>
Communication skills					
Content mastery					
Ability to deal with questions					
Use of presentation props					
Accuracy in solving problems					





**HOSPITAL ADMINISTRATION STUDY PROGRAM  
FATMAWATI COLLEGE OF HEALTH SCIENCES**

**Journal Reading Paper Assessment Rubric**

<b>No.</b>	<b>Aspects / dimensions assessed</b>	<b>Load</b>	<b>Score</b>	<b>Description</b>
1	Articles are from indexed journals within the last 5 years.	5		
2	Articles are related to the specified theme	5		
3	The article at least discusses according to the specified topic	5		
4	The accuracy of summarizing the contents of the important parts of the article abstract	10		
5	The accuracy of summarizing important concepts in the article	10		
6	The accuracy of summarizing the methodology used in the article	15		
7	The accuracy of summarizing the research results in the article	15		
8	The accuracy of summarizing the discussion of research results in the article	15		
9	The accuracy of summarizing the implementation of scientific articles in the health care setting in Indonesia.	20		
	<b>Total Score</b>	<b>100</b>		

**Paper grading criteria:**

Very Poor (< 20)

Less (21 - 40)

Fair (41 - 60)

Good (61 - 80)

Very Good (Score ≥ 81)

Paper presentation assessment refers to the analytical rubric



**HOSPITAL ADMINISTRATION STUDY PROGRAM  
FATMAWATI COLLEGE OF HEALTH SCIENCES**

**SCORING (SPEAKING TEST)**

No.	Student's Name	NIM	Fluency	Pronunciation	Intonation	Grammar	Vocabulary	Score	Total Score

**Note :**

Excellent : 4  
 Good : 3  
 Poor : 2  
 Very Poor : 1  
 Total Score : Maximum 20 (each worth 4 for 5 categories of fluency, pronunciation, intonation, grammar and vocabulary) Total score / 20 x 100. Students pass if the score is above 68.



# SEKOLAH TINGGI ILMU KESEHATAN FATMAWATI

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Telepon : 021-7660607, 021-2781 1031

## JURNAL PERKULIAHAN





### ADMINISTRASI RUMAH SAKIT 2024 GANJIL

MATA KULIAH : Bahasa Inggris Dasar





NAMA DOSEN : Ns. AYU MUTHIA, S.Kep., MARS

KREDIT/SKS : 3 SKS


KELAS : ARS 1

TATAP MUKA KE	HARI/TANGGAL	MULAI	SELESAI	RUANG	STATUS	RENCANA MATERI	REALISASI MATERI	KEHADIRAN MHS	PENGAJAR	TANDA TANGAN
1	Kamis, 5 September 2024	10:00	15:00	001	Selesai	Introduction to Basic English	Introduction to Basic English	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	
2	Kamis, 12 September 2024	10:30	15:30	003	Selesai	Asking and Giving Personal Information	Asking and Giving Personal Information	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	
3	Kamis, 19 September 2024	10:30	15:00	001	Selesai	Articles, Nouns and Prepositions	Articles, Nouns and Prepositions	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	
4	Kamis, 26 September 2024	10:30	15:00	001	Selesai	Materi Sesuai Dengan RPS : 1. Talking About Time 2. Talking About Month 3. Talking About Day 4. Talking About Season 5. Talking About Adjective and Adverb 6. Structure About Present Tense 7. Story Telling About Daily Activities 8. Remind About Vocabullary 9. Conversation Together 10. Group Discussion	Materi Sesuai Dengan RPS : 1. Talking About Time 2. Talking About Month 3. Talking About Day 4. Talking About Season 5. Talking About Adjective and Adverb 6. Structure About Present Tense 7. Story Telling About Daily Activities 8. Remind About Vocabullary 9. Conversation Together 10. Group Discussion	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	

5	Kamis, 3 Oktober 2024	10:30	15:00	001	Selesai	Materi Sesuai Dengan RPS : 1. Talking About Families 2. Talking About Number 3. Talking About Adjective and Adverb 4. Talking About Irregular Verb 5. Structure About Present Tense 6. Remind Vocabullary 7. Story Telling Variation About Family 8. Group Discussion.	Materi Sesuai Dengan RPS : 1. Talking About Families 2. Talking About Number 3. Talking About Adjective and Adverb 4. Talking About Irregular Verb 5. Structure About Present Tense 6. Remind Vocabullary 7. Story Telling Variation About Family 8. Group Discussion.	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
6	Kamis, 10 Oktober 2024	10:10	15:10	001	Selesai	Cities and countries	Cities and countries	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	
7	Kamis, 17 Oktober 2024	10:00	13:00	001	Selesai	Talking about food	Talking about food	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	
8	Kamis, 24 Oktober 2024	07:55	08:20	001	Selesai	UTS	UTS	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
9	Kamis, 31 Oktober 2024	10:30	15:00	001	Selesai	Shopping 1. Types of clothing. 2. Demonstrative adjectives. 3. Opinions and descriptions about clothing.	Talking About Shopping 1. Types of clothing. 2. Demonstrative adjectives. 3. Opinions and descriptions about clothing. 4. Discuss about shopping 5. Vocabullary 6. Story Telling about shopping 7. Grammer Adverb of Manner (Adjective & Adverb) 8. Simple Present tense & Past Tense	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	

10	Kamis, 7 November 2024	10:30	14:50	001	Selesai	Talking About Hobbies and Interests 1. Hobbies and interests in English. 2. Tag questions, present simple and present continuous tense.	Talking About Hobbies and Interests 1. Hobbies and interests in English. 2. Tag questions, present simple and present continuous tense. 3. Group Discussion 4. Memorizing Vocabulary 5. Story Telling about Hobbies and Interests	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
11	Kamis, 14 November 2024	10:30	15:00	001	Selesai	Making Plans and Scheduling	Making Plans and Scheduling 1. Plans and schedules in English. 2. Future tense, time expressions and affirmative form.	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	
12	Kamis, 21 November 2024	10:30	15:00	001	Selesai	Describing Past Experiences 1. Past experiences accurately. 2. Past tense (regular and irregular verbs). 3. Past Progressive / Continouse	Describing Past Experiences 1. Past experiences accurately. 2. Past tense (regular and irregular verbs). 3. Past Progressive / Continouse 4. Pasti Conditional 5. Memorize Vocabulary 6. Story Telling about Past Continouse & Past Tense 7. Group Discussion 8. Conversation 9. Writing 10. Listening	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
13	Kamis, 28 November 2024	10:30	15:00	001	Selesai	Describing Health and Medical Situations 1. Health and medical situations in English. 2. Present Perfect and recent past tense. 3. Recommendations and advice related to health.	Describing Health and Medical Situations 1. Health and medical situations in English. 2. Present Perfect and recent past tense. 3. Recommendations and advice related to health.	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS	



14	Kamis, 5 Desember 2024	10:30	15:00	001	Selesai	Discussing Hospital Policies and Procedures	Discussing Hospital Policies and Procedures 1. Hospital policies and procedures in English. 2. Passive voice regarding hospital policies and procedures. 3. Passive Voice in Simple Present Tense. 4. Passive Voice in Simple Past Tense. 5. Passive Voice in Present Progressive Tense 6. Passive Voice in Past Progressive Tense 7. Passive Voice in Present Perfect Tense 8. Passive Voice in Past Perfect Tense 9. Memorize Vocabulary 10. Story Telling about Present Progresive Tense	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
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15	Kamis, 12 Desember 2024	10:30	15:00	001	Selesai	Presenting Reports and Documentation 1. Reports and administrative documents in English. 2. Active and passive voice. 3. Present perfect tense in presentation contexts. 4. Memorize Vocabulary 5. Story Telling 6. Conversation each other 7. Group Discussion 8. Grammar (Review Present Tense, Past Tense, Present Progressive, Past Progressive, Present Perfect, Past Perfect, Future Tense ) 9. Review about Tag Question, Active Voice and Passive Voice 10. Quis	Presenting Reports and Documentation 1. Reports and administrative documents in English. 2. Active and passive voice. 3. Present perfect tense in presentation contexts. 4. Memorize Vocabulary 5. Story Telling 6. Conversation each other 7. Group Discussion 8. Grammar (Review Present Tense, Past Tense, Present Progressive, Past Progressive, Present Perfect, Past Perfect, Future Tense ) 9. Review about Tag Question, Active Voice and Passive Voice 10. Quis	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
16	Jumat, 20 Desember 2024	10:30	11:30	001	Selesai	UAS BAHASA INGGRIS DASAR	UAS BAHASA INGGRIS DASAR	(4 / 4)	Ns. AYU MUTHIA, S.Kep., MARS YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	
17	Jumat, 27 Desember 2024	09:00	10:15	001	Selesai	SPEAKING TEST : Excellent : 4 Good : 3 Poor : 2 Very Poor : 1 Total Score : Maximum 20 (each worth 4 for 5 categories of fluency, pronunciation, intonation, grammar and vocabulary) Total score / 20 x 100. Students pass if the score is above 68.	SPEAKING TEST : Excellent : 4 Good : 3 Poor : 2 Very Poor : 1 Total Score : Maximum 20 (each worth 4 for 5 categories of fluency, pronunciation, intonation, grammar and vocabulary) Total score / 20 x 100. Students pass if the score is above 68.	(4 / 4)	YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS	

Jakarta, 31 Januari 2025  
Ketua Prodi Administrasi Rumah Sakit



Ns. SITI UTAMI DEWI, M.Kes., M.Kep., Sp.Kep.Onk  
NIDN 0317018505



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### LAPORAN PERSENTASE PRESENSI MAHASISWA ADMINISTRASI RUMAH SAKIT 2024 GANJIL

Mata kuliah : Bahasa Inggris Dasar

Nama Kelas : ARS 1

Dosen Pengajar : Ns. AYU MUTHIA, S.Kep., MARS

No	NIM	Nama	Pertemuan	Alfa	Hadir	Ijin	Sakit	Presentase
Peserta Reguler								
1	2402001	ASHILA MARSHA KHALILAH	17		17			100
2	2402002	FARAH ADINDA DHAWIYAH	17		17			100
3	2402003	NAZWA NAFIISAH	17		17			100
4	2402004	SALSABILLA MAURA	17		17			100

Jakarta, 31 Januari 2025

Ketua Prodi Administrasi Rumah Sakit

Ns. SITI UTAMI DEWI, M.Kes., M.Kep., Sp.Kep.Onk  
NIP. 0317018505

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**NILAI PERKULIAHAN MAHASISWA****PRODI : ADMINISTRASI RUMAH SAKIT****PERIODE : 2024 GANJIL**

Mata kuliah : Bahasa Inggris Dasar

Nama Kelas : ARS 1

Kode Mata kuliah : ARS1.04

SKS : 3

No	NIM	Nama Mahasiswa	Nilai	Grade	Lulus	Sunting KRS?	Info
1	2402001	ASHILA MARSHA KHALILAH	82.90	A	✓		
2	2402002	FARAH ADINDA DHAWIYAH	86.05	A	✓		
3	2402003	NAZWA NAFIISAH	76.95	B	✓		
4	2402004	SALSABILLA MAURA	80.15	A	✓		

Tanggal Cetak : Jumat, 31 Januari 2025, 10:47:52

Paraf Dosen :

Ns. AYU MUTHIA, S.Kep., MARS

SESTRAMITA

YUNITA FITRI WIDIYAWATI, AMd.Kep., S.KM., MARS