



Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study
Program

Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
Electronic Records Management	8721002141		T=2 P=0 ECTS=3.18	5	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator
	Fitriana Rahmawati, M.Pd.		Triesninda Pahlevi, S.Pd., M.Pd.		Brilliant Rosy, S.Pd., M.Pd.

Learning model	Project Based Learning
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Program Learning Outcomes (PLO)	PLO study program that is charged to the course	
	Program Objectives (PO)	
	PO - 1	Able to internalize values, norms and ethics in the basic concepts of modern office management in the 21st century
	PO - 2	Able to apply and analyze office administration knowledge in managing electronic-based records in the office
	PO - 3	Able to carry out a self-evaluation process for work and learning groups independently in analyzing the needs for devices used in electronic archives
	PO - 4	Able to utilize learning resources to design and implement electronic filing system applications according to office needs

PLO-PO Matrix						
	<table border="1" style="margin: auto;"> <tr><td>P.O</td></tr> <tr><td>PO-1</td></tr> <tr><td>PO-2</td></tr> <tr><td>PO-3</td></tr> <tr><td>PO-4</td></tr> </table>	P.O	PO-1	PO-2	PO-3	PO-4
P.O						
PO-1						
PO-2						
PO-3						
PO-4						

PO Matrix at the end of each learning stage (Sub-PO)																																																																																																						
	<table border="1" style="margin: auto;"> <thead> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </tr> </thead> <tbody> <tr><td>PO-1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>PO-4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																	PO-2																	PO-3																	PO-4																
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Short Course Description	After taking this course, students will have the ability, skill and expertise in managing documents/archives by utilizing Information Communication Technology (ICT) to create work efficiency and effectiveness. The methods used in this lecture are Problem based Learning and Project based Learning (Pjbl) to increase student activity in lectures. The output of this lecture is professional staff for all students, especially the Office Administration Education study program, because along with changing times, modernization of the archive system in an office is required.
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References	Main :
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1. Kuswanto, Agus & Ahmad Saeroji. (2013). Manajemen Arsip Elektronik (E Arsip): Konsep dan Aplikasi dengan Microsoft Access. Semarang: Fastindo
2. Sugiarto, Agus & Teguh Wahyono. (2014). Manajemen Kearsipan Elektronik. Yogyakarta: Gava Media
3. Muhidin, Sambas Ali, & Winata, Hendri. (2016). Manajemen Kearsipan: Untuk Organisasi Publik, Bisnis, Sosial, Politik, dan Masyarakat. Bandung: Pustaka Setia.
4. Sattar. (2019). Manajemen Kearsipan. Yogyakarta: Deepublish.
5. Barthos, Basi. (2014). Manajemen Kearsipan untuk Lembaga Negara, Swasta, dan Perguruan Tinggi. Jakarta: PT Bumi Aksara.
6. Penn, I. A., & Pennix, G. B. (2017). Records management handbook. Routledge.
7. Netshakhuma, N. S. (2021). Assessing electronic records management systems at South African Universities. In Handbook of Research on Future Opportunities for Technology Management Education (pp. 436-452). IGI Global.
8. Smallwood, R. F. (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.

Supporters:

1. Rosalin, Sovia. (2020). Manajemen Arsip Dinamis. Malang: UB Press.
2. Asriel, Armida Silvia. (2019). Manajemen Perkantoran. Bandung: PT Remaja Rosdakarya.
3. Sattar. (2019). Manajemen Kearsipan. Yogyakarta: Deepublish.
4. Sattar. (2019). Manajemen Arsip Dinamis. Yogyakarta: Deepublish.
5. Mulyadi. (2016). Pengelolaan Arsip Berbasis Otomasi. Depok: Raja Grafindo Persada.
6. Sugiarto, Agus, & Wahyono, Teguh. (2015). Manajemen Kearsipan Modern (Dari Konvensional ke Basis Komputer) Edisi terbaru. Yogyakarta: Gava Media.

Supporting lecturer

Triesninda Pahlevi, S.Pd., M.Pd.
Fitriana Rahmawati, M.Pd.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]		Learning materials [References]	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (offline)	Online (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Able to analyze the basic concepts of modern office management in the 21st century	Students are able to: 1. explain the meaning, function and role of modern office management 2. analyze office automation 3. analyze the application of technology in the office 4. analyze the advantages and disadvantages of technology	<p>Criteria: Criteria: Assessment Rubric Form: Written test, observation, and assignment Assignment Analyze modern office management of the 21st century and office automation!</p> <p>Form of Assessment : Participatory Activities</p>	LecturesDiscussions and Presentations (TM: 1x(2x50"))-Problem based Learning (PbL), and Assignments (PT BM: (1 1)x(2x60")) 2 X 50		<p>Material: Modern office management, office automation, office technology Reader: Kuswanto, Agus & Ahmad Saeroji. (2013). <i>Electronic Records Management (E Records): Concepts and Applications with Microsoft Access</i>. Semarang: Fastindo</p>	2%
2	Able to analyze electronic-based records management properly in accordance with applicable policies	Students are able to: 1. Explain the meaning, function and role of electronic-based records management 2. Analyze electronic-based records management 3. Analyze the facilities and infrastructure for electronic-based records management	<p>Criteria: Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment Analyze electronic-based archive management!</p> <p>Form of Assessment : Participatory Activities</p>	LecturesDiscussions and Presentations (TM: 2x(2x50"))Problem based Learning (PbL), and Assignments (PT BM: (2 2)x(2x60")) 4 X 50		<p>Material: Electronic-based archive management, Facilities and infrastructure for electronic-based archive management Reader: Sugiarto, Agus & Teguh Wahyono. (2014). <i>Electronic Records Management</i>. Yogyakarta: Gava Media</p>	2%

3	Able to analyze electronic-based records management properly in accordance with applicable policies	Students are able to: 1. Explain the meaning, function and role of electronic-based records management 2. Analyze electronic-based records management 3. Analyze the facilities and infrastructure for electronic-based records management	<p>Criteria: Criteria: Assessment Rubric Form: Non-Test and Written Test, observation, and assignment Assignment Analyze electronic-based archive management!</p> <p>Form of Assessment : Participatory Activities, Tests</p>	LecturesDiscussions and Presentations (TM: 2x(2x50"))Problem based Learning (PbL), and Assignments (PT BM: (2 2)x(2x60")) 4 X 50		<p>Material: Electronic-based archive management, Facilities and infrastructure for electronic-based archive management Reader: <i>Sugiarto, Agus & Teguh Wahyono. (2014). Electronic Records Management. Yogyakarta: Gava Media</i></p>	2%
4	Able to analyze the life cycle of electronic records in accordance with applicable policies	Students are able to: 1. Analyze the life cycle of electronic records 2. Analyze applicable records management policies	<p>Criteria: Criteria: Assessment Rubric Form: Written test, observation, and assignment Assignment Analyze the life cycle of electronic archives!</p> <p>Form of Assessment : Participatory Activities</p>	· Lectures · Discussions and Presentations (TM: 2x(2x50")) · Problem based Learning (PbL), and Assignments (PT BM: (2 2)x(2x60")) 2 X 50		<p>Material: Life cycle of electronic records, Records management policy References: <i>Penn, IA, & Pennix, GB (2017). Records management handbook. Routledge.</i></p>	2%
5	Able to analyze the life cycle of electronic records in accordance with applicable policies	Students are able to: 1. Analyze the life cycle of electronic records 2. Analyze applicable records management policies	<p>Criteria: Criteria: Assessment Rubric Form: Written test, observation, and assignment Assignment Analyze the life cycle of electronic archives!</p> <p>Form of Assessment : Participatory Activities</p>	· Lectures · Discussions and Presentations (TM: 2x(2x50")) · Problem based Learning (PbL), and Assignments (PT BM: (2 2)x(2x60")) 2 X 50		<p>Material: Life cycle of electronic records, Records management policy References: <i>Penn, IA, & Pennix, GB (2017). Records management handbook. Routledge.</i></p>	2%
6	Able to analyze the needs for devices used in electronic archives	Students are able to: 1. Analyze equipment needs in electronic archives 2. Analyze security controls for electronic archives	<p>Criteria: Criteria: Assessment Rubric Form: Written test, observation, and assignment Assignment Analyze the need for equipment in electronic archives in schools, organizations, or offices!</p> <p>Form of Assessment : Participatory Activities</p>	· Lectures · Discussions and Presentations (TM: 2x(2x50")) · Problem based Learning (PbL), and Assignments (PT BM: (2 2)x(2x60")) 2 X 50		<p>Material: Types of tools in managing electronic records, Security of electronic records Reader: <i>Sugiarto, Agus & Teguh Wahyono. (2014). Electronic Records Management. Yogyakarta: Gava Media</i></p>	2%
7	Able to analyze the needs for devices used in electronic archives	Students are able to: 1. Analyze equipment needs in electronic archives 2. Analyze security controls for electronic archives	<p>Criteria: Criteria: Assessment Rubric Form: Written test, observation, and assignment Assignment Analyze the need for equipment in electronic archives in schools, organizations, or offices!</p> <p>Form of Assessment : Participatory Activities, Tests</p>	· Lectures · Discussions and Presentations (TM: 2x(2x50")) · Problem based Learning (PbL), and Assignments (PT BM: (2 2)x(2x60")) 2 X 50		<p>Material: Types of tools in managing electronic records, Security of electronic records Reader: <i>Sugiarto, Agus & Teguh Wahyono. (2014). Electronic Records Management. Yogyakarta: Gava Media</i></p>	2%

8	UTS	UTS	<p>Criteria: UTS</p> <p>Form of Assessment : Test</p>	2 X 50		<p>Material: UTS Reader: <i>Sugiarto, Agus & Teguh Wahyono. (2014). Electronic Records Management. Yogyakarta: Gava Media</i></p>	22%
9	Able to design electronic filing system applications according to office needs.	Students are able to: 1. Analyze the needs of electronic filing applications in accordance with office filing systems 2. Design electronic filing system applications in accordance with office needs	<p>Criteria: Criteria: Assessment Rubric Form: Practice Tests, observations, and assignments Task 1. Design an electronic application system! 2. Make a video presentation on the design of the electronic archiving application system that you have made on YouTube!</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, discussions and presentations (TM: 6x(2x50") Project based Learning (PjbL), and Assignments (PT BM: (6 6)x(2x60")) 2 X 50		<p>Material: Stages of creating and designing an archival application system References: <i>Penn, IA, & Pennix, GB (2017). Records management handbook. Routledge.</i></p>	2%
10	Able to design electronic filing system applications according to office needs.	Students are able to: 1. Analyze the needs of electronic filing applications in accordance with office filing systems 2. Design electronic filing system applications in accordance with office needs	<p>Criteria: Criteria: Assessment Rubric Form: Practice Tests, observations, and assignments Task 1. Design an electronic application system! 2. Make a video presentation on the design of the electronic archiving application system that you have made on YouTube!</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, discussions and presentations (TM: 6x(2x50") Project based Learning (PjbL), and Assignments (PT BM: (6 6)x(2x60")) 2 X 50		<p>Material: Stages of creation and design of an archival application system. Reference: <i>Smallwood, RF (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.</i></p>	2%
11	Able to design electronic filing system applications according to office needs.	Students are able to: 1. Analyze the needs of electronic filing applications in accordance with office filing systems 2. Design electronic filing system applications in accordance with office needs	<p>Criteria: Criteria: Assessment Rubric Form: Practice Tests, observations, and assignments Task 1. Design an electronic application system! 2. Make a video presentation on the design of the electronic archiving application system that you have made on YouTube!</p> <p>Form of Assessment : Participatory Activities</p>	Lectures, discussions and presentations (TM: 6x(2x50") Project based Learning (PjbL), and Assignments (PT BM: (6 6)x(2x60")) 2 X 50		<p>Material: Stages of creation and design of an archival application system. Reference: <i>Smallwood, RF (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.</i></p>	2%

12	Able to apply electronic filing system applications according to office needs.	Students are able to: 1. Operate electronic filing applications for incoming letters 2. Operate electronic filing applications for outgoing letters	Criteria: Electronic archive applications, electronic archive operating procedures Form of Assessment : Participatory Activities	LecturesDiscussions and Presentations (TM: 6x(2x50"))Practical (PT BM: (6 6)x(2x60")) 2 X 50		Material: Criteria: Assessment Rubric Form: Practical tests, observations, and assignments Practical assignments for electronic archiving of incoming and outgoing letters! References: <i>Smallwood, R.F. (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.</i>	2%
13	Able to apply electronic filing system applications according to office needs.	Students are able to: 1. Operate electronic filing applications for incoming letters 2. Operate electronic filing applications for outgoing letters	Criteria: Electronic archive applications, electronic archive operating procedures Form of Assessment : Participatory Activities	LecturesDiscussions and Presentations (TM: 6x(2x50"))Practical (PT BM: (6 6)x(2x60")) 2 X 50		Material: Criteria: Assessment Rubric Form: Practical tests, observations, and assignments Practical assignments for electronic archiving of incoming and outgoing letters! References: <i>Smallwood, R.F. (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.</i>	2%
14	Able to apply electronic filing system applications according to office needs.	Students are able to: 1. Operate electronic filing applications for incoming letters 2. Operate electronic filing applications for outgoing letters	Criteria: Electronic archive applications, electronic archive operating procedures Form of Assessment : Participatory Activities	LecturesDiscussions and Presentations (TM: 6x(2x50"))Practical (PT BM: (6 6)x(2x60")) 2 X 50		Material: Criteria: Assessment Rubric Form: Practical tests, observations, and assignments Practical assignments for electronic archiving of incoming and outgoing letters! References: <i>Smallwood, R.F. (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.</i>	2%

15	Able to apply electronic filing system applications according to office needs.	Students are able to: 1. Operate electronic filing applications for incoming letters 2. Operate electronic filing applications for outgoing letters	Criteria: Electronic archive applications, electronic archive operating procedures Form of Assessment : Participatory Activities	LecturesDiscussions and Presentations (TM: 6x(2x50"))Practical (PT BM: (6 6)x(2x60")) 2 X 50		Material: Criteria: Assessment Rubric Form: Practical tests, observations, and assignments Practical assignments for electronic archiving of incoming and outgoing letters! References: <i>Smallwood, R.F. (2013). Managing electronic records: Methods, best practices, and technologies. John Wiley & Sons.</i>	2%
16	UAS	UAS	Criteria: UAS Form of Assessment : Project Results Assessment / Product Assessment	2 X 50		Material: UAS Reference: <i>Netshakhuma, NS (2021). Assessing electronic records management systems at South African Universities. In Handbook of Research on Future Opportunities for Technology Management Education (pp. 436-452). IGI Global.</i>	50%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	26%
2.	Project Results Assessment / Product Assessment	50%
3.	Test	24%
		100%

Notes

- 1. Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
- 2. The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
- 3. Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
- 4. Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
- 5. Indicators for assessing** abilities in the process and student learning outcomes are specific and measurable statements that identify the abilities or performance of student learning outcomes accompanied by evidence.
- 6. Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.
- 7. Forms of assessment:** test and non-test.
- 8. Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.
- 9. Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.
- 10. Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 11. The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.
- 12. TM=Face to face, PT=Structured assignments, BM=Independent study.**

