



**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
Financial and Banking Administration	8721002001	Compulsory Study Program Subjects	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.		Triesninda Pahlevi, S.Pd., M.Pd.			Brillian Rosy, S.Pd., M.Pd.	

<b>Learning model</b>	<b>Project Based Learning</b>
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<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program which is charged to the course</b>						
	<b>Program Objectives (PO)</b>						
	<b>PO - 1</b>	CPMK1 Able to internalize academic values, norms and ethics in implementing financial and banking administration management on a small scale as a financial and banking administrator (CPL1)					
	<b>PO - 2</b>	Able to demonstrate a responsible attitude towards the work of managing petty cash, making financial report budgets, and allocating bank funds independently (CPL 4)					
	<b>PO - 3</b>	Able to apply and analyze bank reconciliation and financial reports in financial and banking administration management (CPL 7)					
	<b>PO - 4</b>	Able to make appropriate decisions in resolving office administration and banking management problems on a small scale as a financial administrator (CPL9)					
<b>PLO-PO Matrix</b>							
	<table border="1" style="margin-left: auto; margin-right: 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)**

	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																

<b>Short Course Description</b>	The subject matter in this course will explain in detail the concept of financial administration which includes definitions, application of financial administration in companies, as well as basic banking concepts and banking service products, namely savings, deposits, clearing and current accounts. Lectures are carried out using a lecture, discussion and assignment approach.
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<b>References</b>	<b>Main :</b>

1. Kasmir. 2012. Bank dan Lembaga Keuangan Lainnya. Jakarta: PT Raja Grafindo Persada.
2. Ismail. 2011. Menejemen Perbankan. Jakarta: Kencana Prenada Media Group.
3. Berger, Steven. 2014. Fundamentals of Health Care Financial Management: A Practical Guide to Fiscal Issues and Activities, 4th Edition. Jossey-Bass Public Health
4. Lynn, Theo, etc. 2019. Disrupting Finance: FinTech and Strategy in the 21st Century. Publisher: Palgrave Macmillan.
5. Suresh, Padmalatha & Justin Paul. 2010. Management of Banking and Financial Services, 2nd Edition. Publisher(s): Pearson India
6. Shah, Chirag P & Jayanth Sridhar. Financial Freedom Rx: The Physician's Guide to Achieving Financial Independence 1st Edition. Publisher: SLACK Incorporated.

**Supporters:**

1. Dalton, Hugh. (2013). Principles of public finance. Routledge
2. Shoup, Carl. (2017). Public finance. Routledge
3. Choudhry, M. (2012). The principles of banking. John Wiley & Sons.

**Supporting lecturer** Triesninda Pahlevi, S.Pd., M.Pd.  
Novi Trisnawati, S.Pd., 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 understand the nature of financial administration	1.1 Explain the definition of administration and its development 1.2 Explain the definition of financial administration 1.3 Explain the scope of financial administration for secretaries	<b>Criteria:</b> Question 1: Score 40 Question 2: Score 20 Question 3: Score 40 Total Score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, discussions, and 2 X 50 assignments		<b>Material:</b> 1. Administration and Development of Administrative Science, 2. Financial administration, <b>References:</b> Berger, Steven. 2014. Fundamentals of Health Care Financial Management: A Practical Guide to Fiscal Issues and Activities, 4th Edition. Jossey-Bass Public Health	2%
2	Able to understand petty cash	1. Explain the meaning of cash and types of cash 2. Explain the meaning of petty cash 3. Explain the purpose of petty cash 4. Explain petty cash clerk 5. Explain the procedure for establishing a petty cash fund 6. Explain the method of recording petty cash 7. Explain petty cash accountability reports and petty cash replenishment 8. Explain the filing of evidence of petty cash transactions	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, discussions, and 6 X 50 assignments		<b>Material:</b> 1. Petty cash <b>Reference:</b> Dalton, Hugh. (2013). Principles of public finance. Routledge	2%

3	Able to understand petty cash	<ol style="list-style-type: none"> <li>1.Explain the meaning of cash and types of cash</li> <li>2.Explain the meaning of petty cash</li> <li>3.Explain the purpose of petty cash</li> <li>4.Explain petty cash clerk</li> <li>5.Explain the procedure for establishing a petty cash fund</li> <li>6.Explain the method of recording petty cash</li> <li>7.Explain petty cash accountability reports and petty cash replenishment</li> <li>8.Explain the filing of evidence of petty cash transactions</li> </ol>	<p><b>Criteria:</b> Maximum score 100</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Reading literature, listening to student explanations, discussions, and 6 X 50 assignments		<p><b>Material:</b> 1. Petty cash <b>Reference:</b> Dalton, Hugh. (2013). <i>Principles of public finance.</i> Routledge</p>	3%
4	Able to understand bank reconciliation	<ol style="list-style-type: none"> <li>1.Explain the meaning of bank reconciliation</li> <li>2.Explain the purpose of bank reconciliation</li> <li>3.Explain recording bank reconciliation</li> <li>4.Explain the preparation of bank reconciliation reports</li> </ol>	<p><b>Criteria:</b> Maximum score 100</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Reading literature, listening to student explanations, 6 X 50 assignments		<p><b>Material:</b> 1. Library Bank Reconciliation : Ismail. 2011. <i>Banking Management.</i> Jakarta: Kencana Prenada Media Group.</p>	3%
5	Able to understand bank reconciliation	<ol style="list-style-type: none"> <li>1.Explain the meaning of bank reconciliation</li> <li>2.Explain the purpose of bank reconciliation</li> <li>3.Explain recording bank reconciliation</li> <li>4.Explain the preparation of bank reconciliation reports</li> </ol>	<p><b>Criteria:</b> Maximum score 100</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Reading literature, listening to student explanations, 6 X 50 assignments		<p><b>Material:</b> 1. Library Bank Reconciliation : Ismail. 2011. <i>Banking Management.</i> Jakarta: Kencana Prenada Media Group.</p>	5%

6	Able to understand budgeting of service company financial reports	<ol style="list-style-type: none"> <li>1.Explain the meaning of budgeting</li> <li>2.Explain the purpose of budgeting</li> <li>3.Explain the characteristics of service companies</li> <li>4.Explain profit and loss budgeting for service companies</li> <li>5.Explain budgeting of a service company's balance sheet</li> </ol>	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, 3 X 50 assignment		<b>Material:</b> 1. Financial Reports of Budgeting Services Companies <b>Library:</b> Lynn, Theo, etc. 2019. <i>Disrupting Finance: FinTech and Strategy in the 21st Century.</i> <b>Publisher:</b> Palgrave Macmillan.	5%
7	Able to understand budgeting of service company financial reports	<ol style="list-style-type: none"> <li>1.Explain the meaning of budgeting</li> <li>2.Explain the purpose of budgeting</li> <li>3.Explain the characteristics of service companies</li> <li>4.Explain profit and loss budgeting for service companies</li> <li>5.Explain budgeting of a service company's balance sheet</li> </ol>	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, 3 X 50 assignment		<b>Material:</b> 1. Financial Reports of Budgeting Services Companies <b>Literature:</b> Berger, Steven. 2014. <i>Fundamentals of Health Care Financial Management: A Practical Guide to Fiscal Issues and Activities, 4th Edition.</i> Jossey-Bass Public Health	5%
8	UTS	UTS	<b>Criteria:</b> UTS  <b>Form of Assessment :</b> Test	UTS 3 X 50		<b>Material:</b> UTS <b>Bibliography:</b> Dalton, Hugh. (2013). <i>Principles of public finance.</i> Routledge	20%
9	Able to understand the scope of bank financial institutions	<ol style="list-style-type: none"> <li>1.Explain the meaning of bank</li> <li>2.Explain the types of banks</li> <li>3.Explain bank activities</li> <li>4.Explain the establishment permit and legal form of a bank</li> <li>5.Explains the bank health assessment</li> </ol>	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, 3 X 50 assignment		<b>Material:</b> 1. <b>Library</b> Bank Financial Institutions : Choudhry, M. (2012). <i>The principles of banking.</i> John Wiley & Sons.	5%

10	Able to understand the concept of bank financial reports	<ol style="list-style-type: none"> <li>1.Explain the concept of a bank profit and loss statement</li> <li>2.Explain the concept of reporting changes in bank equity</li> <li>3.Explain the concept of a bank balance sheet</li> <li>4.Explain the concept of a bank equity report</li> <li>5.Explain the concept of bank commitment and contingency reports</li> <li>6.Explain the concept of notes to bank financial reports</li> </ol>	<p><b>Criteria:</b> Maximum score 100</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Reading literature, listening to students' explanation assignments, 3 X 50		<p><b>Material:</b> 1. Bank Financial Reports, <b>Reference:</b> Choudhry, M. (2012). <i>The principles of banking.</i> John Wiley &amp; Sons.</p>	5%
11	Able to understand the sources of bank funds	<ol style="list-style-type: none"> <li>1.Explain the meaning and types of sources of bank funds</li> <li>2.Explain the definition and characteristics of current accounts, savings and deposits</li> <li>3.Explain current account administration</li> <li>4.Explain savings administration</li> <li>5.Explain deposit administration</li> </ol>	<p><b>Criteria:</b> Maximum score 100</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Reading literature, listening to student explanations, assignments and discussions 9 X 50		<p><b>Material:</b> 1. Sources of Bank Funds, 2. Current Account Administration, 3. Savings Administration, 4. Deposit Administration, <b>References:</b> Suresh, Padmalatha &amp; Justin Paul. 2010. <i>Management of Banking and Financial Services, 2nd Edition.</i> Publisher(s): Pearson India</p>	5%
12	Able to understand the sources of bank funds	<ol style="list-style-type: none"> <li>1.Explain the meaning and types of sources of bank funds</li> <li>2.Explain the definition and characteristics of current accounts, savings and deposits</li> <li>3.Explain current account administration</li> <li>4.Explain savings administration</li> <li>5.Explain deposit administration</li> </ol>	<p><b>Criteria:</b> Maximum score 100</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	Reading literature, listening to student explanations, assignments and discussions 9 X 50		<p><b>Material:</b> 1. Sources of Bank Funds, 2. Current Account Administration, 3. Savings Administration, 4. Deposit Administration, <b>References:</b> Suresh, Padmalatha &amp; Justin Paul. 2010. <i>Management of Banking and Financial Services, 2nd Edition.</i> Publisher(s): Pearson India</p>	5%

13	Able to understand the sources of bank funds	<ol style="list-style-type: none"> <li>1.Explain the meaning and types of sources of bank funds</li> <li>2.Explain the definition and characteristics of current accounts, savings and deposits</li> <li>3.Explain current account administration</li> <li>4.Explain savings administration</li> <li>5.Explain deposit administration</li> </ol>	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, assignments and discussions 9 X 50		<b>Material:</b> 1. Sources of Bank Funds, 2. Current Account Administration, 3. Savings Administration, 4. Deposit Administration, <b>References:</b> <i>Suresh, Padmalatha &amp; Justin Paul. 2010. Management of Banking and Financial Services, 2nd Edition. Publisher(s): Pearson India</i>	5%
14	Able to understand bank fund allocation activities	<ol style="list-style-type: none"> <li>1.Explain the meaning of fund allocation</li> <li>2.Explain the meaning of credit and financing</li> <li>3.Explain the purpose, function and types of credit</li> <li>4.Explain credit guarantees</li> <li>5.Explain the principles of granting credit</li> <li>6.Explain aspects of credit assessment</li> <li>7.Explain procedures for granting credit and resolving bad credit</li> </ol>	<b>Criteria:</b> Maximum score score is 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to student explanations, assignments and discussions 3 X 50		<b>Material:</b> 1. <b>Library Bank Fund Allocation:</b> <i>Choudhry, M. (2012). The principles of banking. John Wiley &amp; Sons.</i>	5%
15	Able to understand other bank services	<ol style="list-style-type: none"> <li>1.Explain other bank services</li> <li>2.Explain the benefits of bank services</li> <li>3.Explain other types of bank services</li> </ol>	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Participatory Activities	Reading literature, listening to students' explanations, working on case studies and discussing with colleagues 3 X 50		<b>Material:</b> 1. Bank services. <b>References:</b> <i>Choudhry, M. (2012). The principles of banking. John Wiley &amp; Sons.</i>	5%
16	UAS	UAS	<b>Criteria:</b> Maximum score 100  <b>Form of Assessment :</b> Test	UAS 3 X 50		<b>Material:</b> UAS <b>Readers:</b> <i>Suresh, Padmalatha &amp; Justin Paul. 2010. Management of Banking and Financial Services, 2nd Edition. Publisher(s): Pearson India</i>	20%

**Evaluation Percentage Recap: Project Based Learning**

No	Evaluation	Percentage
1.	Participatory Activities	60%
2.	Test	40%
		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** ability in the process and student learning outcomes are specific and measurable statements that identify the ability 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.