



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																																																																																																					
Office Administration Practices	8721003074	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	5	May 13, 2023																																																																																																					
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator																																																																																																						
		Triesninda Pahlevi, S.Pd., M.Pd			Brilliant Rosy, S.Pd., M.Pd.																																																																																																						
Learning model	Project Based Learning																																																																																																											
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																																																											
	Program Objectives (PO)																																																																																																											
	PO - 1	Able to internalize academic values, norms and ethics in carrying out duties in the office for managers, administration, finance and warehouse departments																																																																																																										
	PO - 2	Able to demonstrate a responsible attitude towards work in his field of expertise independently in the office for managers, administration, finance and warehouse departments.																																																																																																										
	PO - 3	Able to make appropriate decisions in resolving problems in his area of expertise in the office for managers, administration, finance and warehouse departments.																																																																																																										
	PO - 4	Able to carry out a self-evaluation process for work groups under their responsibility and able to manage learning independently in the office for managers, administration, finance and warehouse departments.																																																																																																										
	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																																																																																																					
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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	This course applies Office Administration theories through practicum. This theory discusses managerial, administrative, financial and warehousing activities.																																																																																																											
References	Main :																																																																																																											
		1. Tim pengajar praktik administrasi perkantoran. 2016. Modul praktikum administrasi perkantoran. Tidak dipublikasikan.																																																																																																										
	Supporters:																																																																																																											

Supporting lecturer		Durinda Puspasari, S.Pd., M.Pd. Durinta Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, S.Pd., M.Pd. Triesninda Pahlevi, 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	Understand the basic concepts of entering the world of work in the administrative field	1. Describe the job application letter 2. Explain the completeness of the job application letter 3. Explain the steps for applying for a job	<p>Criteria:</p> <ol style="list-style-type: none"> The assessment is carried out on the following aspects: <ol style="list-style-type: none"> Participation during lectures must take at least 75% of the lectures (weight 2) UTS, carried out once every mid-semester and given a weight of 2. The assignment assessment is given a weight of 3 The UAS assessment is given a weight of 3 The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities</p>	direct learning, simulation, role playing 3 X 50	direct learning, simulation, role playing	<p>Material: Job application letter Reference: <i>Office administration practice teaching team. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: Secretarial Literature: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	1%
2	Prepare complete facilities and infrastructure along with office layout	1. Implement leadership to delegate each task in each section (Manager, Administration section, Finance section, Warehouse section) 2. Make office equipment 3. Prepare the required office equipment	<p>Criteria:</p> <ol style="list-style-type: none"> The assessment is carried out on the following aspects: <ol style="list-style-type: none"> Participation during lectures must take at least 75% of the lectures (weight 2) UTS, carried out once every mid-semester and given a weight of 2. The assignment assessment is given a weight of 3 The UAS assessment is given a weight of 3 The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance</p>	Role playing 3 X 50	Role playing	<p>Material: Distribution of job descriptions References: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: Various types of office equipment Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	1%

3	Prepare complete facilities and infrastructure along with office layout	1. Implement leadership to delegate each task in each section (Manager, Administration section, Finance section, Warehouse section) 2. Make office equipment 3. Prepare the required office equipment	<p>Criteria:</p> <ol style="list-style-type: none"> 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Role playing 3 X 50	Role playing	<p>Material: Various types of office equipment</p> <p>Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	1%
4	Prepare complete facilities and infrastructure along with office layout	1. Implement leadership to delegate each task in each section (Manager, Administration section, Finance section, Warehouse section) 2. Make office equipment 3. Prepare the required office equipment	<p>Criteria:</p> <ol style="list-style-type: none"> 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Role playing 3 X 50		<p>Material: Office layout</p> <p>Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	2%

5	<p>Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.</p>	<p>1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work</p>	<p>Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	<p>role playing 3 X 50</p>	<p>role playing</p>	<p>Material: Organizational behavior Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: inventory Bibliography: <i>Office administration practice teaching team. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: petty cash Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	<p>2%</p>
6	<p>Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.</p>	<p>1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work</p>	<p>Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	<p>role playing 3 X 50</p>	<p>role playing</p>	<p>Material: Itinerary, work agenda Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: Leadership Literature: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: Supplies Management Library: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	<p>2%</p>

7	Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.	1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance</p>	role playing 3 X 50	role playing	<p>Material: Financial management</p> <p>Reference: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: Indonesian correspondence, English</p> <p>Literature: <i>Office administration practice teaching team. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: archives</p> <p>Library: <i>Team teaching office administration practices. 2016. Office administration practicum module. Not published.</i></p> <hr/> <p>Material: Secretarial</p> <p>Literature: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	2%
8	UTS	UTS	<p>Criteria:</p> <ol style="list-style-type: none"> 1.1. Participation during lectures must take at least 75% of the lectures (weight 2) 2.2. UTS, carried out once every mid-semester and given a weight of 2. 3.3. The assignment assessment is given a weight of 3 4.4. The UAS assessment is given a weight of 3 5. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	3 X 50		<p>Material: UTS</p> <p>Library: <i>Office administration practice teaching team. 2016. Office administration practicum module. Not published.</i></p>	25%

9	Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.	1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	role playing 3 X 50	role playing	<p>Material: Organizational behavior; Inventory; Patty Cash; Itinerary, work agenda; Leadership; Supplies management; Financial management; Correspondence; record management; and secretarial library: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	2%
10	Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.	1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	role playing 3 X 50	role playing	<p>Material: Organizational behavior; Inventory; Patty Cash; Itinerary, work agenda; Leadership; Supplies management; Financial management; Correspondence; record management; and secretarial library: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	2%

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12	<p>Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.</p>	<p>1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work</p>	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	<p>role playing 3 X 50</p>	<p>role playing</p>	<p>Material: Organizational behavior; Inventory; Patty Cash; Itinerary, work agenda; Leadership; Supplies management; Financial management; Correspondence; record management; and secretarial library: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	<p>2%</p>

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14	Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.	1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work	<p>Criteria:</p> <ol style="list-style-type: none"> 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Forms of Assessment : Participatory Activities, Portfolio Assessment, Practice / Performance</p>	role playing 3 X 50	role playing	<p>Material: Organizational behavior; Inventory; Patty Cash; Itinerary, work agenda; Leadership; Supplies management; Financial management; Correspondence; record management; and secretarial library: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	2%

15	Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.	1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work	<p>Criteria:</p> <ol style="list-style-type: none"> The assessment is carried out on the following aspects: <ol style="list-style-type: none"> Participation during lectures must take at least 75% of the lectures (weight 2) UTS, carried out once every mid-semester and given a weight of 2. The assignment assessment is given a weight of 3 The UAS assessment is given a weight of 3 The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	role playing 3 X 50	role playing	<p>Material: Organizational behavior; Inventory; Patty Cash; Itinerary, work agenda; Leadership; Supplies management; Financial management; Correspondence; record management; and secretarial library: <i>Teaching team for office administration practices. 2016. Office administration practicum module. Not published.</i></p>	2%
16	UAS	UAS	<p>Criteria:</p> <ol style="list-style-type: none"> Participation during lectures must take at least 75% of the lectures (weight 2) UTS, carried out once every mid-semester and given a weight of 2. The assignment assessment is given a weight of 3. The UAS assessment is given a weight of 3 The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10 <p>Form of Assessment : Project Results Assessment / Product Assessment</p>	3 X 50		<p>Material: UAS Literature: <i>Office administration practice teaching team. 2016. Office administration practicum module. Not published.</i></p>	50%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	11.51%
2.	Project Results Assessment / Product Assessment	75%
3.	Portfolio Assessment	3.01%
4.	Practice / Performance	10.51%
		100%

Notes

- 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.
- 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.
- 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.