



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 management	8721003130	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	2	May 3, 2023
AUTHORIZATION		SP Developer	Course Cluster Coordinator			Study Program Coordinator	
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Learning model	Case Studies																																																	
Program Learning Outcomes (PLO)	PLO study program which is charged to the course																																																	
	Program Objectives (PO)																																																	
	PO - 1 Able to demonstrate a responsible attitude towards the work of secretaries or employees in the field of office administration independently and in groups (CPMK 1)																																																	
	PLO-PO Matrix																																																	
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Short Course Description	PO Matrix at the end of each learning stage (Sub-PO)																																																	
	<table border="1"> <tr> <td rowspan="2">P.O</td> <td colspan="16">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <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> </table>	P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1															
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																		
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Short Course Description This course includes a discussion of the basic concepts of office management including the meaning of office management, office organization, office systems, office communications, archives management, office administration supervision, productivity control, office layout, and office environment. Lectures are carried out using a system of discussion, project assignments and reflection with an assessment system including assignments (30%), participation (20%), mid-semester assessment (20%), and final semester assessment (30%).

References	Main :
	<ol style="list-style-type: none"> Umam, Khaerul. (2014). Manajemen Perkantoran Referensi untuk Para Akademisi dan Praktisi. Bandung: Pustaka Setia. The Liang Gie. (2009). Administrasi Perkantoran Modern. Yogyakarta: Liberty.
Supporters:	<ol style="list-style-type: none"> Sukoco, Badri Munir. (2012). Manajemen Administrasi Perkantoran Modern. Jakarta: Erlangga. Sedarmayanti. (2009). Dasar-dasar Pengetahuan tentang Manajemen Perkantoran. Bandung: CV.Mandar Maju. Nuraida, Ida. (2008). Manajemen Administrasi Perkantoran. Yogyakarta: Kanisius. Moekijat. (2002). Tata Laksana Kantor Manajemen Perkantoran. Bandung: CV. Mandar Maju. Puspasari, dkk. (2019). LKM Manajemen Perkantoran. Surabaya:Unesa.

Supporting lecturer Durinda Puspasari, S.Pd., M.Pd.
 Durinta Puspasari, S.Pd., M.Pd.
 Lifa Farida Panduwinata, S.Pd., M.Pd.
 Ruri Nurul Aeni Wulandari, S.Pd., M.Pd.
 Febrika Yogie Hermanto, 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 basic concepts of office management	<ol style="list-style-type: none"> 1. Analyze the basic concepts of office management 2. Analyze office functions 3. Analyze the evolution of management theory 4. Analyze the responsibilities of administrative managers 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discuss basic concepts of office management, office functions; evolution of management theory, and the responsibilities of administrative managers <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: Basic concepts of office management; office functions; evolution of management theory; Library administration manager responsibilities : <i>Umam, Khaerul. (2014). Office Management Reference for Academics and Practitioners. Bandung: Pustaka Setia.</i></p>	3%
2	Able to understand the principles, structure, meaning of secretary and secretaryship as well as analyze job descriptions in office organizations	<ol style="list-style-type: none"> 1. Analyze secretarial principles 2. Analyze the secretarial structure 3. Analyzing secretaries and secretaryship 4. Analyze the secretary's job description 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discusses the principles and structure of secretaries, secretaries and secretaries, and job descriptions of secretaries in office organizations <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Discussion 3 X 50	Lecture, Case Study, Discussion 3 X 50	<p>Material: Principles; structure; definition of secretary and secretarial; and the job description of a secretary at the Pustaka office organization: <i>The Liang Gie. (2009). Modern Office Administration. Yogyakarta: Liberty.</i></p>	3%
3	Able to analyze office systems	<ol style="list-style-type: none"> 1. Analyze system concepts 2. Analyze system characteristics 3. Analyze system elements 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discussing system concepts, system characteristics, and system elements <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: System concepts; system characteristics; library system elements : <i>Sukoco, Badri Munir. (2012). Modern Office Administration Management. Jakarta: Erlangga.</i></p>	3%
4	Able to analyze office systems	<ol style="list-style-type: none"> 1. Analyze the stages in system development 2. Analyze system types 3. Analyze tools in office systems 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discussing stages in system development, types of systems, and tools in office systems <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: Stages in system development; system type; and tools in office systems Reader: <i>Sukoco, Badri Munir. (2012). Modern Office Administration Management. Jakarta: Erlangga.</i></p>	3%
5	Able to identify and solve problems in office communications	<ol style="list-style-type: none"> 1. Analyze the meaning of communication 2. Analyze the communication process 3. Analyze communication functions 4. Analyze the principles of communication 5. Analyze the characteristics of communication 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Discuss the meaning of communication, communication processes, communication functions, communication principles, and characteristics of communication <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: Definition of communication, communication process, function of communication, principles of communication, and characteristics of communication Reader: <i>Sedarmayanti. (2009). Basic Knowledge of Office Management. Bandung: CV. Mandar Maju.</i></p>	3%

6	Able to identify and solve problems in office communications	<ol style="list-style-type: none"> 1. Analyze the elements of the communication process 2. Analyze today's communication challenges 3. Analyze forms of communication 4. Analyze communication barriers 5. Analyzing the application of communication in offices 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discussing elements of the communication process, current communication challenges, forms of communication, communication barriers 3. Practicing communication in the office <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Elements of the communication process; today's communication challenges; form of communication; communication barriers; and the application of communication in offices</p> <p>Reader: <i>Sedarmayanti. (2009). Basic Knowledge of Office Management. Bandung: CV. Mandar Maju.</i></p>	7%
7	Able to solve problems in archives management	<ol style="list-style-type: none"> 1. Analyzing the meaning of archives 2. Analyzing document classification 3. Analyzing archive storage systems 4. Analyzing the use value of archives 5. Applying indexing in archives management 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discussing the meaning of archives, document classification, archive storage systems, the use value of archives 3. Practicing indexing in archives management <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Understanding archives; document classification; archive storage system; use value of archives; and indexing in archival management</p> <p>Reader : <i>Nuraida, Ida. (2008). Office Administration Management. Yogyakarta: Kanisius.</i></p>	7%
8	UTS	UTS	<p>Criteria: UTS</p> <p>Form of Assessment : Test</p>	UTS 2 X 50	UTS	<p>Material: - Library:</p>	20%
9	Able to analyze office administration supervision	<ol style="list-style-type: none"> 1. Analyze the objectives of supervision 2. Analyze the elements of supervision 3. Analyze the supervision process 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discussing the objectives of supervision, elements of supervision, and supervision process <p>Form of Assessment : Participatory Activities</p>	Lecture-Case Study-Discussion 3 X 50	Lecture-Case Study-Discussion 3 X 50	<p>Material: Objectives of supervision; elements of supervision; and library supervision process : <i>Moekijat. (2002). Office Management Office Procedures. Bandung: CV. Mandar Forward.</i></p>	3%
10	Able to analyze office administration supervision	<ol style="list-style-type: none"> 1. Analyze surveillance techniques 2. Analyzing controlling fluctuations in office work 3. Analyze alternative monitoring methods 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discusses supervision techniques, controlling fluctuations in office work, and alternative supervision methods <p>Form of Assessment : Participatory Activities</p>	Lecture-Case Study-Discussion 3 X 50	Lecture-Case Study-Discussion 3 X 50	<p>Material: Supervision techniques; controlling fluctuations in office work; and alternative supervision methods</p> <p>Library: <i>Moekijat. (2002). Office Management Office Procedures. Bandung: CV. Mandar Forward.</i></p>	3%

11	Able to analyze productivity controls	<ol style="list-style-type: none"> 1. Analyze performance measurements 2. Analyze performance measures 3. Analyze performance techniques 4. Analyze work standards 5. Analyze the type of performance 6. Analyze performance improvement techniques 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: discussing performance measurements, steps, techniques, work standards; types, and performance improvement techniques <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Discussion 3 X 50	Lecture, Case Study, Discussion 3 X 50	<p>Material: Performance measurement; step; technique; work standards; type; and performance improvement techniques</p> <p>Bibliography: <i>Umam, Khaerul. (2014). Office Management Reference for Academics and Practitioners. Bandung: Pustaka Setia.</i></p>	3%
12	Able to apply office layouts	<ol style="list-style-type: none"> 1. Analyze the meaning of office layout 2. Analyze the benefits of office layouts 3. Analyze the factors that must be considered in the planning stage 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Discuss the meaning of office layout, the benefits of office layout, and factors that must be considered in the planning stage <p>Form of Assessment : Participatory Activities</p>	Lecture-Case Study-Discussion 3 X 50	Lecture-Case Study-Discussion 3 X 50	<p>Material: Understanding office layout; benefits of office layout; Factors that must be considered in the planning stage.</p> <p>Library: <i>Umam, Khaerul. (2014). Office Management Reference for Academics and Practitioners. Bandung: Pustaka Setia.</i></p>	3%
13	Able to apply office layouts	<ol style="list-style-type: none"> 1. Analyze various office layouts 2. Analyze the principles of an effective office 3. Analyze the factors that must be considered in selecting office equipment 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Discuss various office layouts, effective office principles, and factors that must be considered when selecting office equipment <p>Form of Assessment : Participatory Activities</p>	Lecture-Case Study-Discussion 3 X 50	Lecture-Case Study-Discussion 3 X 50	<p>Material: Various office layouts; principles of effective office; and factors that must be considered in selecting office equipment</p> <p>Library: <i>Umam, Khaerul. (2014). Office Management Reference for Academics and Practitioners. Bandung: Pustaka Setia.</i></p>	3%
14	Able to analyze the office environment	<ol style="list-style-type: none"> 1. Analyze a healthy environment 2. Analyze the types of lighting 3. Analyze color selection factors 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Discuss healthy environments, types of lighting, and color selection factors <p>Form of Assessment : Participatory Activities</p>	Lecture-Case Study-Discussion 3 X 50	Lecture-Case Study-Discussion 3 X 50	<p>Material: Healthy environment; types of lighting; and color selection factors</p> <p>Library: <i>Sukoco, Badri Munir. (2012). Modern Office Administration Management. Jakarta: Erlangga.</i></p>	3%

15	Able to analyze the office environment	1. Analyze noise control techniques in office spaces 2. Analyze air quality factors 3. Analyze the benefits of using music in the office	Criteria: 1. Assessment rubric 2. Discuss techniques for controlling noise in office spaces, air quality factors, and the benefits of using music in the office Form of Assessment : Participatory Activities	Lecture-Case Study-Discussion 3 X 50	Lecture-Case Study-Discussion 3 X 50	Material: Techniques for controlling noise in office spaces, air quality factors, and the benefits of using music in the office. Reference: <i>Sukoco, Badri Munir. (2012). Modern Office Administration Management. Jakarta: Erlangga.</i>	3%
16	UAS	UAS	Criteria: UAS Form of Assessment : Test	UAS 2 X 50	UAS	Material: - Library:	30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	46.5%
2.	Practice / Performance	3.5%
3.	Test	50%
		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.
- 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.
- 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.
- 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.
- Forms of assessment:** test and non-test.
- 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.
- 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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.