			Document Code
	Universitas Negeri Surabaya **Faculty of Social and Legal Sciences,** **Bachelor of State Administration Study Program**		

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Office administration	6320103005	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	2	January 30, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**	
	PLO-8	Mastering theoretical concepts of administration and public policy.
	PLO-12	Collaborate and have concern for society and the environment.
	PLO-15	Able to utilize information technology in managing organizations.
	Program Objectives (PO)	
	PO - 1	Able to master theoretical concepts of public policy and administration
	PO - 2	Able to utilize information technology in organizational management
	PO - 3	Able to formulate alternative solutions to administrative problems in public sector organizations
	PO - 4	Cooperative and has concern for society and the environment
	PLO-PO Matrix	

P.O	PLO-8	PLO-12	PLO-15
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																

Short Course Description	This course provides students with an understanding of the meaning of office administration, the scope and objectives of office administration, activities in the office, office procedures, office layout, office equipment management, archival administration and creating correspondence.

References	**Main :**

1. Barthos,Basir. 2013.Manajemen Kearsipan. Bumi Aksara.
2. Dewi,Irra Chrisyanti. 2011.ManajemenKearsipan. Jakarta Prestasi Pustaka3. Gie, The Liang. 2009.AdministrasiPerkantoran Modern. Indonesia: Liberty
3. Nuraida,Ida. 2012.Manajemen AdministrasiPerkantoran.Yogyakarta. Kanisius
4. Yatimah,Durotul. 2011.Kesekretariatan Modern danAdministrasi Perkantoran. Bandung. Pustaka Setia

	Supporters:	
	1. Mergel, Ines & Greeves, Bill. 2013. Social Media In The Public Sector Field Guide. Jossey Bass 2. Ruslan, Rosady. 2012. Manajemen Public Relations dan Media Komunikasi (Konsep dan Aplikasi. Raja Grafindo Persada. 3. Sari, B. W. Nila. 2012. Humas Pemerintah. Graha Ilmu.	

Supporting lecturer	Eva Hany Fanida, S.AP., M.AP.

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	Students are able to understand office administration as a science	1.- Explain the ontology of office administration 2.- Explain the epistomology of office administration 3.- Explain the axiology of office administration	**Criteria:** Assess mastery or understanding of organizational behavior as a science **Form of Assessment** : Participatory Activities	- Pulpit lecture - Question and answer. - Discussion 3 X 50		**Material:** Barthos, Basir. 2013. Archives Management. Literary Earth. **References:**	4%
2	Students are able to understand office procedures	1.- Identify office activities 2.- Explain the meaning and importance of office procedures 3.- Identify the principles of office procedures 4.- Identify pros writing methods	**Criteria:** Assess understanding of mastery of work procedures **Form of Assessment** : Participatory Activities	- Pulpit lecture - Question and answer. - Discussion 3 X 50		**Material:** Barthos, Basir. 2013. Archives Management. Literary Earth. **References:**	4%
3	Students are able to explain management information systems	1.- Explain the process of data becoming information 2.- Explain the function of information 3.- Identify the criteria for good information 4.- Identify types of information systems	**Criteria:** Assess understanding of the management of Management Information Systems **Form of Assessment** : Participatory Activities	- Pulpit lecture - Question and answer. - Discussion 3 X 50		**Material:** Barthos, Basir. 2013. Archives Management. Literary Earth. **References:**	4%
4	Students are able to design office layouts	1.- Explain the purpose of office layout 2.- Identify the form of office layout 3.- Identify the principles of office layout 4.- Identify factors that influence office layout	**Criteria:** Assess understanding of spatial design **Form of Assessment** : Participatory Activities	- Scientific pulpit - Discussion - Questions and answers 3 X 50		**Material:** Dewi, Irra Chrisyanti. 2011. Archives Management. Jakarta Achievement Library3. Gie, The Liang. 2009. Modern Office Administration. Indonesia: Liberty **Library:**	4%

5	Students are able to carry out office inventory	1.- Identify office equipment 2.- Identify procedures for recording inventory 3.- Identify how to receive goods 4.- Identify expenditure of goods 5.- Explain the maintenance of goods in warehouses and buildings 6.- Identify item deletions	**Criteria:** Assess understanding of office inventory **Form of Assessment** : Participatory Activities	- Scientific pulpit - Discussion - Question and answer - Performance 6 X 50		**Material:** Dewi, Irra Chrisyanti. 2011. Archives Management. Jakarta Achievement Library3. Gie, The Liang. 2009. Modern Office Administration. Indonesia: Liberty **Library:**	4%
6	Students are able to understand the implementation of relations with external public	able to understand the implementation of relations with external public.	**Criteria:** Answers are explained appropriately. **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	Discussion, lecture 150	- -	**Material:** Dewi, Irra Chrisyanti. 2011. Archives Management. Jakarta Achievement Library3. Gie, The Liang. 2009. Modern Office Administration. Indonesia: Liberty **Library:**	10%
7	Students are able to carry out office communications	1.- Explain the function of communication 2.- Identify the characteristics of an effective message 3.- Identify forms of organizational communication 4.- Identify factors that influence information 5.- Carry out the communication process	**Criteria:** Assess understanding of office communications **Form of Assessment** : Project Results Assessment / Product Assessment	- Scientific pulpit - Discussion - Questions and answers 3 X 50		**Material:** Dewi, Irra Chrisyanti. 2011. Archives Management. Jakarta Achievement Library3. Gie, The Liang. 2009. Modern Office Administration. Indonesia: Liberty **Library:**	10%
8	Students are able to understand meeting material 1-7	Explain meeting material 1-7	**Criteria:** 1.Assessment weight: 2.Weight of Question No. 1 = 40 3.Weight of Questions No. 2-4 = 20 **Form of Assessment** : Test	Written test 3 X 50		**Material:** Dewi, Irra Chrisyanti. 2011. Archives Management. Jakarta Achievement Library3. Gie, The Liang. 2009. Modern Office Administration. Indonesia: Liberty **Library:**	10%
9	Students are able to demonstrate the archive storage system	1.- Differentiate archives according to type 2.- Make filings according to alphabet, subject matter, geographical, number and chronological 3.- Carry out archive maintenance 4.- Do the 5 R's (concise, clean, tidy, cared for, diligent)	**Criteria:** Assess mastery or understanding of archive storage systems **Form of Assessment** : Project Results Assessment / Product Assessment	- Pulpit lecture - Question and answer - Discussion - Work performance 9 X 50		**Material:** Nuraida, Ida. 2012. Office Administration Management. Yogyakarta. Kanisius **Reader:**	10%

10	Students are able to understand company image	accuracy in compiling and demonstrating archive storage systems	**Criteria:** 1. Holistic Rubric Form: Non Test 2. able to compile and demonstrate archive storage systems **Form of Assessment** : Project Results Assessment / Product Assessment	Offline		**Material:** Nuraida, Ida. 2012. Office Administration Management. Yogyakarta. Kanisius **Reader:**	8%
11	Students are able to understand company image	Accuracy in compiling and demonstrating records storage systems	**Criteria:** 1. Criteria: Holistic Rubric Form: Non-Test 2. able to compile and demonstrate archive storage systems **Form of Assessment** : Project Results Assessment / Product Assessment	Offline		**Material:** Nuraida, Ida. 2012. Office Administration Management. Yogyakarta. Kanisius **Reader:**	8%
12	Students are able to make official letters and official notes	1. - Differentiate the format of internal and external service letters 2. - Understand the use of logos, national symbols and official seals 3. - Differentiate the form of delegation of authority to sign a letter using an, ap, ub or upb 4. - Differentiate letter forms	**Criteria:** 1. Assessment weight: 2. (81 - 100) Correctness in making office inventories, archive storage systems and making official letters 3. (71 - 80) Not correct in making office inventory, archive storage systems and making 4. (50 - 70) More mistakes in making office inventories, archive storage systems and making official letters **Form of Assessment** : Participatory Activities, Project Results Assessment / Product Assessment	- Questions and answers - Discussion - Work platform - Work performance 9 X 50		**Material:** Yatimah, Durotul. 2011. Modern Secretariat and Office Administration. Bandung. Faithful Library **Library:**	4%
13	Students are able to make press releases	Determination in preparing official letters and official records	**Criteria:** 1. Criteria: Holistic Rubric Form: Non-Test 2. Able to prepare official letters and official records **Form of Assessment** : Participatory Activities	- Question and answer - Discussion - Work platform - Work performance		**Material:** Yatimah, Durotul. 2011. Modern Secretariat and Office Administration. Bandung. Faithful Library **Library:**	3%
14	Students are able to hold press conferences	Accuracy in implementing and implementing office administration activities	**Criteria:** Criteria: Holistic Rubric Form: Non-Test **Form of Assessment** : Participatory Activities	- Question and answer - Discussion - Work platform - Work performance		**Material:** Yatimah, Durotul. 2011. Modern Secretariat and Office Administration. Bandung. Faithful Library **Library:**	3%

15	Students are able to apply office activities	Understand office administration activities	**Criteria:** 1.Assessment weight: 2.(80 - 85) good teamwork 3.(75 - 79) Poor teamwork 4.(70 - 74) Very poor teamwork **Form of Assessment** : Project Results Assessment / Product Assessment	Demonstration in the 2 X 50 laboratory		**Material:** Yatimah, Durotul. 2011. Modern Secretariat and Office Administration. Bandung. Faithful Library **Library:**	4%
16	Students are able to do the UAS well.	Students are able to do the UAS well.	**Criteria:** Answers are explained appropriately. **Form of Assessment** : Test	Written Test 100	- -	**Material:** Yatimah, Durotul. 2011. Modern Secretariat and Office Administration. Bandung. Faithful Library **Library:**	10%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	33%
2.	Project Results Assessment / Product Assessment	47%
3.	Test	20%
		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.