



**Universitas Negeri Surabaya  
Faculty of Vocational Studies  
D4 Public Administration Study Program**

Document Code

## SEMESTER LEARNING PLAN

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>	<b>SEMESTER</b>	<b>Compilation Date</b>																																																																																				
Asset Management	6330102055		T=1 P=1 ECTS=3.18	5	July 17, 2024																																																																																				
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>		<b>Study Program Coordinator</b>																																																																																				
	.....		.....		Dr. Weni Rosdiana, S.Sos., M.AP.																																																																																				
<b>Learning model</b>	Project Based Learning																																																																																								
<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program which is charged to the course</b>																																																																																								
	<b>PLO-8</b>	Able to apply logical, critical, innovative, quality and measurable thinking in carrying out specific work in the field of management and public sector policy																																																																																							
	<b>PLO-15</b>	Mastering knowledge about the concepts and practices of information management, information technology system-based services and scientific writing																																																																																							
	<b>Program Objectives (PO)</b>																																																																																								
	<b>PO - 1</b>	Contribute to improving the quality of life in society, nation and state and the progress of civilization based on Pancasila																																																																																							
	<b>PO - 2</b>	Mastering knowledge about the concepts and practices of information management, information technology system-based services and scientific writing																																																																																							
	<b>PO - 3</b>	Able to apply logical, critical, innovative, quality and measurable thinking in carrying out specific work in accordance with applicable competency standards.																																																																																							
	<b>PLO-PO Matrix</b>																																																																																								
		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>P.O</td> <td>PLO-8</td> <td>PLO-15</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PO-1</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> </tr> <tr> <td>PO-3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					P.O	PLO-8	PLO-15				PO-1						PO-2						PO-3																																																																
	P.O	PLO-8	PLO-15																																																																																						
PO-1																																																																																									
PO-2																																																																																									
PO-3																																																																																									
<b>PO Matrix at the end of each learning stage (Sub-PO)</b>																																																																																									
	<table border="1" style="margin-left: auto; margin-right: auto;"> <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> <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> </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																
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																																																																																									
<b>Short Course Description</b>	The asset management course discusses the understanding and emergence of asset management science, planning asset needs, planning needs for state-owned goods, procurement of goods and services, inventory and storage, depreciation of goods, utilization of state-owned goods and utilization of regional assets, maintenance of assets, treasury and demand for compensation for goods. Learning is carried out for one semester by referring to applicable legislation with learning based on discussion, reflection and practice in accordance with real conditions.																																																																																								
<b>References</b>	<b>Main :</b>																																																																																								
	<ol style="list-style-type: none"> <li>1. Sulaiman, Anwar. 2001. Manajemen Aset Daerah. Jakarta: Stia Lan Press</li> <li>2. Acep Hadinata. 2011. Bahan Ajar Manajemen Aset. Sekolah Tinggi Akutansi Negara Program Diploma III Keuangan Spesialisasi Pengurusan Piutang dan Lelang Negara</li> <li>3. Hidayat, Mughtar, 2012, Manajemen Aset (Privat dan Publik), LaksBang PRESSindo, Yogyakarta.</li> <li>4. Prawoto, Agus, 2003, Teori dan Praktek Penilaian Properti: Buku Pegangan Bagi yang Berminat Mendalami atau Bermaksud Menjadi Penilai Properti, BPFE UGM, Yogyakarta.</li> <li>5. Yusuf, M., 2010, 8 Langkah Pengelolaan Aset Daerah Menuju Pengelolaan Keuangan Daerah Terbaik, Salemba Empat, Jakarta.</li> <li>6. Mega Mawarni, Gading Gamaputra, Selvi Diana Meilinda. 2020. Penerapan Prinsip Pengadaan Barang dan Jasa melalui Aplikasi E-Purchasing dan E-Katalog. Jurnal Wacana Publik</li> </ol>																																																																																								
<b>Supporters:</b>																																																																																									

	<ol style="list-style-type: none"> <li>Peraturan Kementerian Keuangan (PMK) 144/PMK.06/2020 Tentang Pengelolaan Barang Milik Negara oleh Badan Layanan Umum Lembaga Manajemen Aset Negara</li> <li>Peraturan Presiden (PERPRES) No 12 Tahun 2021 Tentang Pengadaan Barang/Jasa Pemerintah</li> <li>Peraturan Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah No 12 Tahun 2021 tentang Pedoman Pelaksanaan Pengadaan Barang/Jasa Pemerintah Melalui Penyedia</li> <li>Ardiani, S. (2020). Pengaruh Manajemen Aset Terhadap Optimalisasi Pemanfaatan Aset Tetap Pemerintah Kota Palembang. Jurnal Riset Terapan Akuntansi, 4(1).</li> </ol>						
<b>Supporting lecturer</b>	Dr. Agus Prastyawan, S.Sos., M.Si. Gading Gamaputra, S.AP., MPA.						
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 meaning and emergence of asset management science	- Explain the meaning of asset management - Explain the objectives and scope of asset management - Explain State property	<b>Criteria:</b> Performance Rubric Form: Non Test – asset management  <b>Form of Assessment :</b> Participatory Activities	- Power point material on the meaning of asset management - Question and answer material on state property 2 X 50			5%
2	Understand asset requirements planning	- Explain the organization in asset management - Explain planning in asset management	<b>Form of Assessment :</b> Participatory Activities	- Repeating previous material - Power point on asset requirements planning material - Questions and answers on 2 X 50 asset requirements planning material			5%
3	Understand the planned needs for state property	- Discussing planning for needs for State property - Discussing the aims, objectives and scope of needs for State property - Discussing goods standards and requirements standards	<b>Form of Assessment :</b> Participatory Activities	- Review of previous material - Power point material on planning needs for state property - Question and answer material on planning needs for state property 2 X 50			5%
4	Understand the planned needs for state property	- Discussing planning for needs for State property - Discussing the aims, objectives and scope of needs for State property - Discussing goods standards and requirements standards	<b>Forms of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment	- Review of previous material - Power point material on planning needs for state property - Question and answer material on planning needs for state property 2 X 50			5%
5	Explain and practice in the procurement of goods and services class	- Discuss the concepts and regulations for procurement of government goods and services - Discuss the ethics of procurement of government goods and services - Discuss E-procurement	<b>Forms of Assessment :</b> Participatory Activities, Project Results Assessment / Product Assessment, Portfolio Assessment	- Review of previous material - Power point, explanation of material on government procurement of goods and services - Questions and answers on material on procurement of goods and services 2 X 50			5%

6	Explain and practice in the procurement of goods and services class	- Discuss the concepts and regulations for procurement of government goods and services - Discuss the ethics of procurement of government goods and services - Discuss E-procurement	<b>Form of Assessment :</b> Participatory Activities	- Repeating previous material - Power point, explanation of material on government procurement of goods and services - Questions and answers on material on procurement of goods and services. practice in the 2 X 50 goods and services procurement class			5%
7	Explain and practice in the procurement of goods and services class	- Discuss the concepts and regulations for procurement of government goods and services - Discuss the ethics of procurement of government goods and services - Discuss E-procurement	<b>Forms of Assessment :</b> Participatory Activities, Practical Assessment, Practical / Performance	- Review of previous material - Power point, explanation of material on government procurement of goods and services - Questions and answers on material on procurement of goods and services, practice in the procurement of goods and services class 2 X 50			5%
8	UTS: Midterm Exam		<b>Form of Assessment :</b> Practice / Performance	2 X 50			20%
9	- Explain the meaning and function of inventory and storage - Explain the legal basis for managing State goods - Explain, practice inventory and storage		<b>Form of Assessment :</b> Participatory Activities	- inventory and storage power point (practice) - Explanation of inventory and storage material - Questions and answers on inventory and storage material 2 X 50			5%
10	- Explain the meaning and function of inventory and storage - Explain the legal basis for managing State goods - Explain, practice inventory and storage		<b>Form of Assessment :</b> Participatory Activities	- inventory and storage power point (practice) - Explanation of inventory and storage material - Questions and answers on inventory and storage material 2 X 50			5%
11	Able to calculate the depreciation of goods	- Explain the meaning, purpose and scope of depreciation of goods - Practice calculating depreciation of goods	<b>Form of Assessment :</b> Participatory Activities	- Power point on how to depreciate goods - Explanation of depreciation of goods 2 X 50			10%
12	Understand asset maintenance	- Explain the meaning of asset maintenance - Explain the types of assets - Explain asset maintenance - Explain asset damage	<b>Form of Assessment :</b> Participatory Activities, Practice/Performance	- Asset maintenance power point - Explanation of asset maintenance 2 X 50			10%

13	Understand the use of state property and the use of regional assets	- Explain the meaning of State property - Explain the procedures for renting and borrowing State property - Explain the use of regional assets - Explain the procedures for renting and borrowing regional assets	<b>Form of Assessment :</b> Participatory Activities	- Power point on understanding state property and regional assets - Questions and answers about state property and regional assets 2 X 50			5%
14	Understand the use of state property and the use of regional assets	- Explain the meaning of State property - Explain the procedures for renting and borrowing State property - Explain the use of regional assets - Explain the procedures for renting and borrowing regional assets	<b>Form of Assessment :</b> Participatory Activities	- Power point on understanding state property and regional assets - Questions and answers about state property and regional assets 2 X 50			5%
15	Understand and practice treasury and property compensation claims	- Explains the regulations and demands for treasury goods, ordinary, special - Explains action, claims for compensation - Explains the release of treasury claims/compensation claims and temporary dismissal from office	<b>Form of Assessment :</b> Participatory Activities	- treasury power point and demand for compensation for goods 2 X 50			4%
16	Understand and practice treasury and property compensation claims	- Explains the regulations and demands for treasury goods, ordinary, special - Explains action, claims for compensation - Explains the release of treasury claims/compensation claims and temporary dismissal from office		- treasury power point and demand for compensation for goods 2 X 50			10%

#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	64.01%
2.	Project Results Assessment / Product Assessment	3.34%
3.	Portfolio Assessment	3.34%
4.	Practical Assessment	1.67%
5.	Practice / Performance	26.67%
		99.03%

#### 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.

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.