	Universitas Negeri Surabaya Faculty of Education, Master of Education Education Management Study Program	Document Code

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Digitalization of Education Management	8610402121		T=0	P=1	ECTS=2.24	2	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	.....	.....	Dr. Amrozi Khamidi, 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)
	PLO-PO Matrix

	P.O

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

Short Course Description	The study of the concept of Digitalization of Educational Institutions contains the basis/theory of Systems, basic concepts/theories of Information & Communication Systems, inference of management information systems in the main substance of Educational Management science (Management of Educators and Education Personnel, Facilities and Infrastructure, Financial Management, Public Relations Management, Office Management , Special Services Management, Library Management), development of an education management information system through website media (prototype). Lectures are carried out using a system of presentations and discussions, project assignments, practice, and joint reflection using ICT in educational institutions.
References	**Main :**

1. Laudon, K., & Laudon, J. (2009). Management Information Systems: International Edition, 11/E. London, UK: Pearson Higher Education.
2. Diah Hidayati, M. M. Sistem Informasi Pendidikan dan Transformasi Digital. UAD PRESS, 2022.
3. Blumenthal, S.C. 1969. Management Information System: A Framework for Planning and Development. New York, Englewood Cliffs: Prentice Hall Inc
4. Davis, G.B. dan Olson, M.H. 1984. Management Information System: Conceptual Foundation, Structure, and Development. New York: International Student Edition
5. Scott, G.M. 1986. Principles of Management Information System. New York: MacGraw Hill Book Company
6. Haag, S., Cummings, M., & Dawkins, J. (1998). Management Information Systems. Multimedia systems, 279, 280-297.
7. Post, G. V., & Anderson, D. L. (2003). Management Information Systems. Mc Graw Hill.
8. Laudon, C. K., & Laudon, P. J. (2013). Essentials of Management Information Systems. Pearson Education, Inc.
9. Almunawar, Mohammad Nabil, Md Zahidul Islam, and Patricia Ordóñez de Pablos, eds. Digitalisation and Organisation Design: Knowledge Management in the Asian Digital Economy. Routledge, 2022.
10. Mitra, Ananya. "Digitalisation of Professional Education." Available at SSRN 4037642 (2022).
11. Lindeman, Sofie, Maria Svensson, and Ann-Britt Enochsson. "Digitalisation in early childhood education: a domestication theoretical perspective on teachers' experiences." Education and Information Technologies 26.4 (2021): 4879-4903.

Supporters:	
Supporting lecturer	Dr. Alim Sumarno, M.Pd. Dr. Mohammad Syahidul Haq, 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	Students are able to explain the meaning of the system;	1. Students are able to explain the meaning of the system; 2. Students are able to differentiate between types of systems; 3. Students are able to explain the characteristics of the system;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Laudon, K., & Laudon, J. (2009). Management Information Systems: International Edition, 11/E. London, UK: Pearson Higher Education. **References:**	2%
2	Students are able to explain the meaning of Information & Communication Systems;	1. Students are able to explain the meaning of Information & Communication Systems; 2. Students are able to differentiate between types of Information & Communication Systems; 3. Students are able to explain the characteristics of Communication Information Systems; 4. Students are able to differentiate the strengths and weaknesses of Information & Communication Systems.	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Davis, GB and Olson, MH 1984. Management Information Systems: Conceptual Foundation, Structure, and Development. New York: International Student Edition **Library:**	2%
3	Students are able to make inferences about the basic concepts of Digitalization of Educational Institutions	1. Students are able to explain the meaning of digitalization; 2. Students are able to explain the meaning of digitalization in the world of education; 3. Students are able to explain the weaknesses and advantages of digitalization of educational institutions; 4. Students are able to explain the challenges and digitalization of educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Diah Hidayati, MM Educational Information Systems and Digital Transformation. UAD PRESS, 2022. **References:**	2%

4	Students are able to make inferences about the basic concepts of Digitalization of Educational Institutions	1. Students are able to explain the meaning of digitalization; 2. Students are able to explain the meaning of digitalization in the world of education; 3. Students are able to explain the weaknesses and advantages of digitalization of educational institutions; 4. Students are able to explain the challenges and digitalization of educational institutions; 5. Students are able to explain the implementation of digitalization of educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Diah Hidayati, MM Educational Information Systems and Digital Transformation. UAD PRESS, 2022. **References:**	2%
5	Students are able to make inferences about the role of HRM in the digitalization of educational institutions	1. Students are able to explain HR in the Digitalization of Education 2. Students are able to explain strategies for increasing human resources for the digitalization of educational institutions 3. Students are able to explain HR Planning in the Digitalization of Education 4. Students are able to explain the Implementation of Human Resources in the Digitalization of Education 5. Students are able to explain HR Evaluation in the Digitalization of Education	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Diah Hidayati, MM Educational Information Systems and Digital Transformation. UAD PRESS, 2022. **References:**	0%

6	Students are able to make inferences about the role of HRM in the digitalization of educational institutions	1. Students are able to explain the role of facilities and infrastructure in the digitalization of education 2. Students are able to explain HR Planning in the Digitalization of Education 3. Students are able to explain the Implementation of Human Resources in the Digitalization of Education 4. Students are able to explain HR Evaluation in the Digitalization of Education	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Laudon, CK, & Laudon, PJ (2013). Essentials of Management Information Systems. Pearson Education, Inc. **References:**	2%
7	Students are able to make inferences about Digital-Based Public Services in Educational Institutions	1. Students are able to make inferences about Digital-Based Public Services in Educational Institutions 2. Students are able to explain digital-based excellent services at digital institutions 3. Students are able to explain and identify public service problems in educational institutions 4. Students are able to explain HR Evaluation in the Digitalization of Education	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Collaboration Learning (lecturer material, questions and answers, and discussions)	Collaboration Learning (lecturer material, questions and answers, and discussions)	**Material:** Laudon, CK, & Laudon, PJ (2013). Essentials of Management Information Systems. Pearson Education, Inc. **References:**	2%
8		Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55	**Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning			30%

9	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%

10	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%

11	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%

12	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%

13	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%

14	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Assessment of Project Results / Product Assessment, Practices / Performance	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%

15	Students are able to develop digitalization of educational institutions	1. Students are able to implement the Digitalization Development Plan for Educational Institutions; 2. Students are able to apply the Digitalization Development Organization system for Educational Institutions; 3. Students are able to implement the Digitalization Development Implementation system for Educational Institutions; 4. Students are able to implement the Digitalization Development Monitoring system for Educational Institutions; 5. Students are able to apply the Educational Institution Digitalization Development Evaluation system; 6. Students are able to create digitalization applications for their respective educational institutions;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Assessment of Project Results / Product Assessment, Practices / Performance	Project Based Learning/Performance	Project Based Learning/Performance	**Material:** Scott, GM 1986. Principles of Management Information Systems. New York: MacGraw Hill Book Company **Bibliography:**	4%
16	Summative Exam (US)		**Form of Assessment** : Practice / Performance	Practice/Performance & Portfolio	Practice/Performance & Portfolio		30%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	12%
2.	Project Results Assessment / Product Assessment	54%
3.	Practice / Performance	34%
		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.