	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**
Administrative System Analysis	8721002004	Compulsory Study Program Subjects	**T=2**	**P=0**	**ECTS=3.18**	4	May 10, 2023

AUTHORIZATION	**SP Developer**	**Course Cluster Coordinator**	**Study Program Coordinator**
	Meylia Elizabeth Ranu, S.Pd., M.S.M.	Meylia Elizabeth Ranu, S.Pd., M.S.M.	Brillian Rosy, S.Pd., M.Pd.

Learning model	**Project Based Learning**

Program Learning Outcomes (PLO)	**PLO study program which is charged to the course**
	Program Objectives (PO)
	PO - 1 : Able to demonstrate a responsible attitude for the work of analyzing administrative systems independently or in groups. (CPL 4), Able to apply and analyze office administration systems in the office administration education program (CPL 7), Able to make appropriate decisions in resolving problems in analyzing administrative systems. (CPL 9)
	PLO-PO Matrix

P.O
PO-1

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																

Short Course Description	This course discusses the concept of administrative system analysis starting from defining systems, analysis in administration, and related to the ability to analyze administrative systems in an institution or agency

References	**Main :**
	1. Eleen Frisch. 2002. Essential System Administration, 3rd Edition. California: OReilly Media, Inc.. 2. Jan Schaumann. 2021. Principles of System Administration. New York USA: Stevens Institute of Technology 3. Efraim Turban, Linda Volonino, Gregory R. Wood. 2013. Information Technology for Management: Advancing Sustainable, Profitable Business Growth, 9th Edition. USA: John Wiley and Sons, Inc 4. Alan Denis, Barbara HW, Roberta MR. 2012. System Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc 5. Neti Karnati. 2019. Manajemen Perkantoran: Analisis Teori dan Aplikasi Dalam Organisasi Pendidikan. Aceh: CV Bunda Ratu 6. Amanda Wagner and Anna Nordstrom. 2018.Open Concept Office: Good for Business?, UCLA LoES, Corporate Partners Program Green Paper Series 7. University College London. 2018. UCL Estate Space and Feasibility. UK: London Global University 8. HM Government. 2020. Working Safely During Covid-19 in Offices and Contact Centres, Copyright by Crown. UK 9. US Department of Commerce. 2016. Space Standards, Guidelines and Procedures. USA
	Supporters:

Supporting lecturer	Dr. Meylia Elizabeth Ranu, S.Pd., M.S.M. Jaka Nugraha, S.AB., M.AB, MBA.

Week-	**Final abilities of each learning**	**Evaluation**	**Help Learning, Learning methods, Student Assignments, [Estimated time]**	**Learning materials**	**Assessment Weight (%)**

	stage (Sub-PO)	Indicator	Criteria & Form	Offline (*offline*)	Online (*online*)	[References]	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Understand concepts and be able to formulate systems and procedures	Able to explain system concepts and procedures	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Portfolio Assessment	PBI 2 X 50 Discussion Lecture		**Material:** procedures **Reader:** *Eleen Frisch. 2002. Essential System Administration, 3rd Edition. California: OReilly Media, Inc..*	5%
2	Understand concepts and be able to formulate systems and procedures	Able to explain system concepts and procedures	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Project Results Assessment / Product Assessment	PBI 2 X 50 Discussion Lecture		**Material:** systems and procedures **Reference:** *Neti Karnati. 2019. Office Management: Theory Analysis and Application in Educational Organizations. Aceh: CV Mother Queen*	5%
3	Examining information system concepts, characteristics, classification and system development teams	1. able to explain system concepts and the meaning of system development 2. able to identify system characteristics 3. able to classify systems 4. able to analyze the involvement of parties in developing the system	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Practice / Performance	Lecture Discovery learning 2 X 50		**Material:** systems and procedures **References:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%
4	Understand the process of collecting information, scheduling analysis activities, and the approaches used in system analysis	Create schedule concepts, determine data analysis and system analysis approaches	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Portfolio Assessment, Practice / Performance	Lecture Discovery learning 2 X 50		**Material:** systems approach **Bibliography:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%
5	Analyzing the application of ICT to administration	1. Examining the role of ICT in administrative applications 2. Describes the role of ICT in administrative applications within the scope of internal administration 3. Analyzing planning and decision making in implementing ICT-based administration 4. Examining service delivery in the implementation of ICT-based administration	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Portfolio Assessment, Practice / Performance	Lecture Discovery learning 2 X 50		**Material:** system analysis concepts **References:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%

6	Ability to Analyze Office Spatial Layout	1. Explain the definition of spatial planning 2. Explain the guidelines for preparing spatial planning 3. Explain the benefits of good spatial planning.	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Practice / Performance	Presentation, discussion and reflection 4 X 50		**Material:** spatial analysis **Bibliography:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%
7	Ability to Analyze Office Spatial Layout	1. Explain the definition of spatial planning 2. Explain the guidelines for preparing spatial planning 3. Explain the benefits of good spatial planning.	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Portfolio Assessment, Practice / Performance	Presentation, discussion and reflection 4 X 50		**Material:** spatial analysis **Bibliography:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%
8	UTS	UTS	**Criteria:** assessment rubric **Form of Assessment** : Project Results Assessment / Product Assessment	2 X 50		**Material:** UTS **Reader:** *Eleen Frisch. 2002. Essential System Administration, 3rd Edition. California: OReilly Media, Inc..*	15%
9	Ability to analyze motion savings	1. Explain the benefits of motion and time analysis in a job 2. Make motion and time analysis with Therblig symbols	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Practice / Performance	Discussions, assignments, exercises, searching for library sources and other references 2 X 50		**Material:** spatial analysis **Bibliography:** *Neti Karnati. 2019. Office Management: Theory Analysis and Application in Educational Organizations. Aceh: CV Mother Queen*	5%
10	Ability to analyze and compile forms	1. Explain the meaning and purpose of creating a form 2. Design and create a form	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Project Results Assessment / Product Assessment, Portfolio Assessment	Discussion, assignment 2 X 1		**Material:** form analysis **Bibliography:** *Jan Schaumann. 2021. Principles of System Administration. New York USA: Stevens Institute of Technology*	5%
11	Ability to analyze and compile forms	1. Explain the meaning and purpose of creating a form 2. Design and create a form	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Portfolio Assessment	Discussion, assignment 1 X 1		**Material:** form analysis **Bibliography:** *Jan Schaumann. 2021. Principles of System Administration. New York USA: Stevens Institute of Technology*	5%

12	Ability to analyze the use of office machines	Explains usage analysis of office machine usage analysis	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Project Results Assessment / Product Assessment	Discussion, assignment 4 X 50		**Material:** analysis of office machines **Bibliography:** *Amanda Wagner and Anna Nordstrom. 2018. Open Concept Office: Good for Business?, UCLA LoES, Corporate Partners Program Green Paper Series*	5%
13	Ability to analyze the use of office machines	Explains usage analysis of office machine usage analysis	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Project Results Assessment / Product Assessment	Discussion, assignment 4 X 50		**Material:** analysis of office machines **References:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%
14	Understand the concept of administrative system supervision	Explains the concept of monitoring administrative systems using problem solving, Effectivit, Efficiency & Productivity Strategy Research and Development methods	**Criteria:** Participation Assessment Rubric **Form of Assessment** : Project Results Assessment / Product Assessment	4 X 50 discussion		**Material:** system analysis **Bibliography:** *Alan Denis, Barbara HW, Roberta MR. 2012. Systems Analysis and Design, 5th Edition. USA: John Wiley and Sons, Inc*	5%
15	Understand the concept of administrative system supervision	Explains the concept of monitoring administrative systems using problem solving, Effectivit, Efficiency & Productivity Strategy Research and Development methods	**Criteria:** Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done **Form of Assessment** : Project Results Assessment / Product Assessment	4 X 50 discussion		**Material:** system evaluation **Readers:** *Amanda Wagner and Anna Nordstrom. 2018. Open Concept Office: Good for Business?, UCLA LoES, Corporate Partners Program Green Paper Series*	5%
16	UAS	UAS	**Criteria:** assessment rubric **Form of Assessment** : Assessment of Project Results / Product Assessment, Practices / Performance	2 X 50 test		**Material:** UAS **Bibliography:** *Efraim Turban, Linda Volonino, Gregory R. Wood. 2013. Information Technology for Management: Advancing Sustainable, Profitable Business Growth, 9th Edition. USA: John Wiley and Sons, Inc*	15%

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Project Results Assessment / Product Assessment	50%
2.	Portfolio Assessment	20%

3.	Practice / Performance	30%
		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.