



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																																	
Indonesian Correspondence	8721003029		T=3 P=0 ECTS=4.77	3	July 17, 2024																																	
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator																																		
	Brilliant Rosy, S.Pd., M.Pd.																																		
Learning model	Case Studies																																					
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																					
	Program Objectives (PO)																																					
	PLO-PO Matrix																																					
		<table border="1" style="margin: auto;"> <tr><td style="width: 100px; height: 20px;">P.O</td></tr> </table>					P.O																															
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	PO Matrix at the end of each learning stage (Sub-PO)																																					
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 50px; height: 20px;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px;">1</td><td style="width: 20px;">2</td><td style="width: 20px;">3</td><td style="width: 20px;">4</td><td style="width: 20px;">5</td><td style="width: 20px;">6</td><td style="width: 20px;">7</td><td style="width: 20px;">8</td><td style="width: 20px;">9</td><td style="width: 20px;">10</td><td style="width: 20px;">11</td><td style="width: 20px;">12</td><td style="width: 20px;">13</td><td style="width: 20px;">14</td><td style="width: 20px;">15</td><td style="width: 20px;">16</td> </tr> </table>					P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																						
Short Course Description	Students have knowledge, insight and competence in the office sector regarding correspondence, types of letters, parts of letters, forms of letters, functions of letters and the basic principles and techniques of making Indonesian letters. Students have knowledge, insight and skills regarding writing, preparing and managing official letters for government and private agencies, as well as commercial letters such as making offer letters, request letters, sales letters, purchase letters, invoices and others for companies properly and That's right, as preparation for entering the world of work as an economics teacher in vocational schools and the office sector in general. Learning is carried out by applying a process skills approach.																																					
References	Main :																																					
	<ol style="list-style-type: none"> 1. Departemen Pendidikan Nasional. 2006. Peraturan Menteri Pendidikan Nasional No.42 tahun 2006 Tentang tata Persuratan di Lingkungan Departemen Pendidikan Nasional 2. Suprpto. 2005. Penuntunan Praktis Surat Menyurat Dinas Resmi Bahasa Indonesia. Jakarta: Mandar Maju 3. Tim Penyusun Tata Persuratan UM. 2007. Pedoman Tata Persuratan. Universitas Negeri Malang. 4. Soedjito. 2010. Terampil Menulis Surat Resmi Bahasa Indonesia. Jakarta : Prestasi Pustaka 																																					
	Supporters:																																					
Supporting lecturer	Dr. Siti Sri Wulandari, S.Pd., M.Pd. Dr. Meylia Elizabeth Ranu, S.Pd., M.S.M. Brilliant Rosy, S.Pd., M.Pd. Ruri Nurul Aeni Wulandari, S.Pd., M.Pd. Fitriana Rahmawati, 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 correspondence	<ol style="list-style-type: none"> 1.Explain the concept of correspondence 2.Explain the meaning of the letter 3.Explain the role of letters 	<p>Criteria: If you answer correctly you get a score of 100</p> <p>Form of Assessment : Participatory Activities</p>	Scientific approach 3 X 50			0%
2	Able to understand grammar in correspondence	<ol style="list-style-type: none"> 1.Identify the characteristics of written language 2.Understand the use of grammar in correspondence 	<p>Criteria: Assessment sheet 1 is used to assess the grammar of letters. The assessment contained in Assessment Sheet 1 is carried out during the Mid-Term Examination (UTS). Assessment Sheet 1. Consists of 5 essay questions. Weight of Questions No. 1- 5 20</p>	Scientific approach Discovery learning 3 X 50			0%
3	Able to understand the completeness of the letter	<ol style="list-style-type: none"> 1.Explain the types of letter 1. paper 2.Explain the types of paper sizes 3.Explain the types of cover letters 4.Explain the types of letter folds 	<p>Criteria: Assessment sheet 1 is used to assess students' mastery of knowledge about types of letter paper, paper size, letter covers, letter folds</p> <p>2. The assessment contained in Assessment Sheet 1 is carried out during the Mid-Semester Examination (UTS).</p> <p>3. Assessment Sheet 1. Consists of 5 essay questions.</p> <p>4. Weight of Questions No. 1- 5 20</p>	Practice 3 X 50			0%
4	Able to identify parts and shapes of letters	<ol style="list-style-type: none"> 1.explain the parts of the letter 2.explain the function of parts of the letter 3.explain the forms of letters 	<p>Criteria: Assessment sheet 1 is used to assess students' mastery of knowledge about parts, function of parts, and forms of letters. The assessment contained in Assessment Sheet 1 is carried out during the Mid-Semester Examination (UTS). Assessment Sheet 1. Consists of 5 description questions. Weight of Questions No. 1- 5 20</p>	Scientific approach Inquiry learning 3 X 50			0%

5	Able to understand and compose personal letters (application letter form)	<ol style="list-style-type: none"> 1.Understand the meaning and characteristics of a personal letter 2.Understand the function of a cover letter 3.Drafting a cover letter 4.Identify application letter attachments 	Criteria: Assessment sheet 1 is used to assess students' mastery of knowledge regarding the function of application letters, preparation of attachment letters, attachments to application letters. The assessment contained in Assessment Sheet 1 is carried out during the Mid-Semester Examination (UTS). Assessment Sheet 1. Consists of 5 description questions. Weight of Questions No. 1- 5 20	Scientific approach3 X 50 portfolio			0%
6	Able to understand and prepare official letters (form of assignment letters and power of attorney)	<ol style="list-style-type: none"> 1.understand the meaning of official letters 2.explain the types of official letters 3.understand and compose assignment letters 4.understand and prepare a Power of Attorney 	Criteria: <ol style="list-style-type: none"> 1.Originality 2.Sentence effectiveness 3.Suitability of material to purpose 4.Theoretical accuracy of the concept 5.Clarity of material 6.Material completeness 7.Correctness of writing 8.Neatness of the letter 	Scientific approach3 X 50 portfolio			0%
7	Able to understand and prepare official letters in the form of decision letters	<ol style="list-style-type: none"> 1.understand the meaning of the decision letter 2.understand the parts of the decision letter 3.draw up a decision letter 	Criteria: <ol style="list-style-type: none"> 1.Originality 2.Sentence effectiveness 3.Suitability of material to purpose 4.Theoretical accuracy of the concept 5.Clarity of material 6.Material completeness 7.Correctness of writing 8.Neatness of the letter 	Scientific approach3 X 50 portfolio			0%
8	UTS			3 X 50			0%
9	Able to understand and prepare Commercial Letters	<ol style="list-style-type: none"> 1. Understand the meaning of a Commercial Letter 2. Understand the Function and Purpose of a Commercial Letter 3. Explain the Types of Commercial Letters 4. Explain the important things that must be considered when making a commercial letter 5. Understand the characteristics of a Commercial Letter 	Criteria: Assessment Sheet 1 is used to assess students' mastery of knowledge regarding the meaning, function and characteristics of commercial letters. The assessment contained in Assessment Sheet 1 is carried out during the Mid-Semester Examination (UTS). Assessment Sheet 1. Consists of 5 descriptive questions. Weight of Question No. 1- 5 20	Scientific approach Discovery learning 3 X 50			0%
10	Able to understand and prepare a Business Letter (introduction letter form)	<ol style="list-style-type: none"> 1. Understand the meaning of a business introduction letter 2. Understand the things you need to pay attention to in an introduction letter 3. Analyze examples of introduction letters 	Criteria: If you answer correctly you get a score of 100	Scientific approach 3 X 50 Portfolio			0%

11	Able to understand and prepare a Commercial Letter (form of Request for Quotation Letter)	1. Understand the meaning of a letter requesting a quote 2. Understanding the things that need to be considered in a letter requesting a quote 3. Analyzing an example of a letter requesting a quote	Criteria: maximum value 100	Scientific approach 3 X 50 Portfolio			0%
12	Able to understand and prepare a Commercial Letter (form of Offer Letter)	1. Understand the meaning of an offer letter. 2. Understand the things you need to pay attention to in an offer letter. 3. Analyze a sample offer letter	Criteria: maximum value 100	Scientific approach 3 X 50 Portfolio			0%
13	Able to understand and prepare Commercial Letters (form of Order Letters and replies to order receipts)	1. Understand the meaning of a letter of order 2. Understand the things that need to be considered in a letter of order 3. Analyze an example of a letter of order 4. Understand the meaning of a reply letter accepting an order 5. Understand the things that need to be paid attention to in a letter of reply to accept an order 6. Analyze an example of a letter of reply to accept an order	Criteria: maximum value 100	Scientific approach 3 X 50 Portfolio			0%
14	Able to understand and prepare commercial letters (order delivery letter form)	1. Understand the meaning of order delivery letter 2. Understand the things that need to be considered in order delivery letters 3. Analyze an example of an order delivery letter	Criteria: the maximum value is 100	Scientific approach 3 X 50 Portfolio			0%
15	Able to understand and prepare commercial letters (form of Payment Bill)	1. Understand the meaning of Payment Bill 2. Understand the things that need to be paid attention to in the Payment Bill 3. Analyze an example of a Payment Bill	Criteria: maximum value 100	Scientific approach 3 X 50 Portfolio			0%
16	UAS			essay 3 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
		0%

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.

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.