



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																																	
Documentation Management*	8721002035		T=2 P=0 ECTS=3.18	5	July 18, 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 which 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																															
P.O																																						
	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 the concept of documentation management and are able to implement it, especially in the world of office administration education, especially as preparation for entering the world of work as an economics teacher at a vocational school. The material to be studied is documentation, documents and access and use of information																																					
References	Main :																																					
	<ol style="list-style-type: none"> 1. Amsyah, D. Z. (1998). Manajemen Kearsipan (Vol. I). Jakarta: PT. Gramedia Pustaka Utama. 2. Jogja Bangkit Team. (2009). Undang-Undang Informatika dan Transaksi Elektronik. Yogyakarta: Jogja Bangkit Publisher. 3. Poerwadarminta, W. (2003). Kamus Umum Bahasa Indonesia. Jakarta: Balai Pustaka. 4. Sukoco, B. M. (2007). Manajemen Administrasi Perkantoran Modern. Surabaya: Erlangga. 5. Suparjati, D. (2000). Tata Usaha dan Kearsipan (Vol. I). Yogyakarta: Kanisius. 																																					
	Supporters:																																					
Supporting lecturer	Durinda Puspasari, S.Pd., M.Pd. Durinta Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, S.Pd., M.Pd. Brilliant Rosy, 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	Understand the concepts of documents, documentation and documentaries	<ol style="list-style-type: none"> 1.Explain the meaning of document 2.Explain the meaning of documentation 3.Explain the meaning of documentary 4.Explain the difference between documents and documentation 5.Identify types of documents 6.Role document, documentation 7.Documentation purposes 	Criteria: Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor	Lecture Discussion Assignment 6 X 50			0%
2							0%
3	Understand documentation activities. Understand the concept of data and information	<ol style="list-style-type: none"> 1.Identify various types of documentation 2.Explain the meaning of data 3.Identify data sources 4.Classifying types of data 5.Explain the meaning of information 6.Identify forms of information 	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	Lecture Discovery learning PBI 6 X 50			0%
4							0%
5	Understand the creation process and documents	<ol style="list-style-type: none"> 1.Explain the steps for creating/obtaining documents 2.Identify the process of creating/obtaining documents 	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	Lecture Discovery learning PBI 6 X 50			0%
6							0%
7	Understand the process of recording/recording documents	Explain the process of recording/recording documents	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	Lecture Discovery learning PBI 3 X 50			0%
8	UTS			3 X 50			0%
9	Understand documentation management and distribution	<ol style="list-style-type: none"> 1.Explain the meaning of documentation management 2.Explain the documentation dissemination process 	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	Lecture Discussion 6 X 50			0%
10							0%
11	Ability to utilize information technology in documentation	<ol style="list-style-type: none"> 1.Identify the benefits of information technology in documentation 2.Explain the various types of information technology 	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	Lecture Discussion PBI 6 X 50			0%
12							0%

13	Ability to design electronic documentation (e-document)	1.Explain electronic documents 2.Analyze the weaknesses and advantages of electronic documents 3.Identify the application of electronic documents	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	PBI 1 X 1 Discussion Lecture			0%
14							0%
15	Ability to retain documents	1.Explain the meaning of document retention 2.Analyze the legal basis for document retention 3.Analyze document retention measures 4.Analyze document retention methods 5.Explain how to maintain documents	Criteria: Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done	Lecture Discussion PBI 3 X 50			0%
16	UAS			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.
- 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.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.

