



**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
Supplies Management	8721003138	Compulsory Study Program Subjects	T=3	P=0	ECTS=4.77	4	July 17, 2024
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
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<b>Learning model</b>	<b>Project Based Learning</b>
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<b>Program Learning Outcomes (PLO)</b>	<b>PLO study program that is charged to the course</b>
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<b>Program Objectives (PO)</b>	
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<b>PO - 1</b>	Able to take responsibility for their performance by showing active involvement in carrying out the tasks and roles assigned both individually and in groups during the learning process of supplies management
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<b>PO - 2</b>	Able to explain the theory and substance of behavior in organizations correctly
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<b>PO - 3</b>	Able to make the right decisions in planning, budgeting, procurement, storage and supervision of supplies
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<b>PO - 4</b>	Utilize ICT-assisted learning resources and learning media to support supplies management functions in office activities
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<b>PLO-PO Matrix</b>	
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P.O						
PO-1						
PO-2						
PO-3						
PO-4						

<b>PO Matrix at the end of each learning stage (Sub-PO)</b>	
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	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th rowspan="2">P.O</th> <th colspan="16">Week</th> </tr> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th> </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> <tr><td>PO-4</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																	PO-4																
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<b>Short Course Description</b>	Students have knowledge, insight and competence in the office sector regarding the concept of supplies management and are able to implement it, especially in the world of economic education, especially as preparation for entering the world of work as an economics teacher at a vocational school. Namely how to manage offices efficiently in government and private agencies as well as preparation for entering the world of work in the educational sector and in the office sector in general. Instilling knowledge in students about the concept of supplies management to determine planning, budgeting, procurement, storage, distribution, maintenance, deletion and control.
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<b>References</b>	<b>Main :</b>
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1. Bowersox, Donald J. 2000. Manajemen Logistik. Jakarta: Bumi Aksara.
2. Damiri. 2005. Manajemen Pembelian, Penerimaan & Penyimpanan. Jakarta: Graha Ilmu.
3. Viale, David. 2000. Dasar-dasar Manajemen Persediaan. Jakarta: PPm
4. Mills, Geoffrey, dkk. Manajemen Perkantoran Modern. Jakarta: Binarupa.
5. Nuraida, Ida. 2008. Manajemen Administrasi Perkantoran. Yogyakarta: Kanisius.
6. The Liang Gie. 2000. Administrasi Perkantoran Modern. Yogyakarta: Liberty.
7. The Liang Gie. Pengertian, Kedudukan, dan Perincian Ilmu Administrasi. Yogyakarta: Karya Kencana.
8. Sukoco, Badri Munir. 2007. Manajemen Administrasi Perkantoran Modern. Jakarta: Erlangga.
9. Sutrisno. Inventarisasi. Yogyakarta: Gajah Mada University Press.
10. Syamsi, Ibnu. Pembelian Benda Perbekalan. Yogyakarta: Balai Pembina Administrasi, UGM.

**Supporters:**

**Supporting lecturer**  
 Brillian Rosy, S.Pd., M.Pd.  
 Ruri Nurul Aeni Wulandari, S.Pd., M.Pd.  
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 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	Understand the concept of supplies management	1.Explain the history of the emergence of supply management 2.Explain the purpose and role of supplies management 3.Explain the meaning of supplies management	<b>Criteria:</b> consists of 4 questions where each question with the correct answer gets a score of 25, so the total score is 100 if the student can answer correctly, working on module 1 office supplies management  <b>Form of Assessment :</b> Participatory Activities	Lecture Discussion Questions and answers assignment 3 X 50		<b>Material:</b> supply management concept <b>References:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i>	5%
2	Understand the concept of supplies management	1.Explain the history of the emergence of supply management 2.Explain the purpose and role of supplies management 3.Explain the meaning of supplies management	<b>Criteria:</b> consists of 4 questions where each question with the correct answer gets a score of 25, so the total score is 100 if the student can answer correctly, working on module 1 office supplies management  <b>Form of Assessment :</b> Participatory Activities	Lecture Discussion Questions and answers assignment 3 X 50		<b>Material:</b> supply management concept <b>References:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i>	5%
3	Understand the concept of the planning function in supplies management	1.Describe the planning function 2.Explain the factors determining needs 3.Explain the results of the planning function	<b>Criteria:</b> Score 4 if very good, Score 3 if good, Score 2 if sufficient, Score 1 if poor, do module 2  <b>Form of Assessment :</b> Participatory Activities	Lecture Discussion assignment 3 X 50		<b>Material:</b> concept of planning function in supplies management <b>Reference:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i>	5%
4	Understand the concept of the budgeting function in supplies management	1.Describe the function of budgeting 2.Identify the types of budgets	<b>Criteria:</b> Score 4 if very good, score 3 if good, score 2 if adequate, score 1 if poor  <b>Form of Assessment :</b> Participatory Activities	Lecture Discussion Assignment 3 X 50		<b>Material:</b> concept of planning function in supplies management <b>References:</b> <i>Viale, David. 2000. Basics of Inventory Management. Jakarta: PPm</i>	5%

5	Understand the types and standardization of office supplies and equipment	<ol style="list-style-type: none"> <li>1. Mentions various office supplies and supplies</li> <li>2. Explain the standardization of office supplies and equipment</li> </ol>	<p><b>Criteria:</b> Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Lecture Discussion Assignment 3 X 50		<p><b>Material:</b> various and standardization of office supplies and equipment</p> <p><b>Reference:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i></p>	5%
6	Understand the concept of the procurement function in supplies management	<ol style="list-style-type: none"> <li>1. Describe the function of procurement</li> <li>2. Explain how to procure by purchasing</li> <li>3. Explain how to procure by leasing</li> <li>4. Explain how to procure by borrowing</li> <li>5. Explain how to procure by leasing</li> <li>6. Explain how to procure by giving (grants)</li> <li>7. Explain how to procure by manufacturing</li> <li>8. Explain how to procure with improvements</li> </ol>	<p><b>Criteria:</b> Score 4 if done very well, Score 3 if done well, Score 2 if done adequately, Score 1 if not done</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	Lectures Questions and answers 3 X 50		<p><b>Material:</b> procurement function in supplies management</p> <p><b>Reference:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i></p>	5%
7	Understand the process of procuring supplies by purchasing	<ul style="list-style-type: none"> <li>· Explain purchasing procedures and codes of ethics. Explain the use of consultant services in procurement</li> </ul>	<p><b>Criteria:</b> according to the module</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	<ul style="list-style-type: none"> <li>· Assignment</li> <li>· Group presentation</li> <li>· Discussion</li> </ul> 3 X 50		<p><b>Material:</b> process of procuring supplies by purchasing</p> <p><b>References:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i></p>	5%
8	UTS		<p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	3 X 50		<p><b>Material:</b> perbelanjaan</p> <p><b>Bibliography:</b> <i>Damiri. 2005. Purchasing, Receiving &amp; Storage Management. Jakarta: Graha Ilmu.</i></p>	5%
9	Understand the function of storage and distribution in supplies management	<ol style="list-style-type: none"> <li>1. Describe the function of storage and distribution</li> <li>2. Explain the factors that must be considered in storage</li> </ol>	<p><b>Criteria:</b> according to the module</p> <p><b>Form of Assessment :</b> Project Results Assessment / Product Assessment</p>	<ul style="list-style-type: none"> <li>· Lecture</li> <li>· Question and answer assignment</li> </ul> 3 X 50		<p><b>Material:</b> storage and distribution functions in supplies management</p> <p><b>Reference:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i></p>	10%
10	Understand the concept of inventory in supplies management	<ul style="list-style-type: none"> <li>§ Explain the meaning of inventory, inventory</li> <li>§ Explain the purpose of inventorying supplies</li> <li>§ Explain the stages of inventory</li> </ul>	<p><b>Criteria:</b> according to the module</p> <p><b>Form of Assessment :</b> Participatory Activities</p>	<ul style="list-style-type: none"> <li>· Giving assignments</li> <li>· Group presentation</li> <li>· Discussion</li> </ul> 3 X 50		<p><b>Material:</b> inventory in supplies management</p> <p><b>Reference:</b> <i>Bowersox, Donald J. 2000. Logistics Management. Jakarta: Bumi Literacy.</i></p>	5%

11	Understand the use of information technology in inventorying supplies	§ Explain the benefits of information technology in inventory. Design a computer-based inventory list	<b>Criteria:</b> according to the module <b>Form of Assessment :</b> Participatory Activities	· Giving assignments · Group presentation · Discussion 3 X 50		<b>Material:</b> use of information technology in inventorying supplies. <b>Reference:</b> Bowersox, Donald J. 2000. <i>Logistics Management</i> . Jakarta: Bumi Literacy.	5%
12	Understand the concept of maintenance function in supplies management	§ Describe the maintenance function § Identify how to maintain office equipment § Explain the maintenance steps § Explain how to make a maintenance schedule	<b>Criteria:</b> according to the module <b>Form of Assessment :</b> Participatory Activities	· Giving assignments · Group presentation · Discussion 3 X 50		<b>Material:</b> maintenance function in supplies management <b>Reference:</b> Damiri. 2005. <i>Purchasing, Receiving &amp; Storage Management</i> . Jakarta: Graha Ilmu.	5%
13	Understand the concept of the write-off function in supplies management and understand write-off procedures	1. Describe the deletion function 2. Explain the reasons for deletion 3. Identify how to delete 4. Explain creating a deletion list 5. Explain the deletion procedure	<b>Criteria:</b> according to the module <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	· Lectures · Questions and answers · 3 X 50 Discussion Assignments		<b>Material:</b> write-off function in supplies management and Understanding write-off procedures <b>References:</b> Bowersox, Donald J. 2000. <i>Logistics Management</i> . Jakarta: Bumi Literacy.	5%
14	Understand the concept of control functions in supplies management	1.Explain the meaning of the control function 2.Explain the means of control 3.Explain control objectives and approaches 4.Stages of implementing the control function	<b>Criteria:</b> according to the module <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Lectures Questions and answers Discussion Assignments 3 X 50		<b>Material:</b> control function in supplies management <b>Reference:</b> Damiri. 2005. <i>Purchasing, Receiving &amp; Storage Management</i> . Jakarta: Graha Ilmu.	5%
15	Understand the role of inventory in control	1.Explain the benefits of inventory in supplies 2.Explain the role of inventory in control 3.explain inventory activities in control	<b>Criteria:</b> according to the module <b>Form of Assessment :</b> Project Results Assessment / Product Assessment	Lectures Questions and answers Discussion Assignments 3 X 50		<b>Material:</b> inventory in control <b>References:</b> Bowersox, Donald J. 2000. <i>Logistics Management</i> . Jakarta: Bumi Literacy.	5%
16	UAS		<b>Form of Assessment :</b> Project Results Assessment / Product Assessment	3 X 50		<b>Material:</b> inventory in control <b>References:</b> Bowersox, Donald J. 2000. <i>Logistics Management</i> . Jakarta: Bumi Literacy.	20%

#### Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	35%
2.	Project Results Assessment / Product Assessment	65%
		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.