									Document Code

Universitas Negeri Surabaya
Faculty of Economics and Business,
Bachelor of Science in Office Administration Education Study Program

SEMESTER LEARNING PLAN

Courses		CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Archives Management		8721003036	Compulsory Study Program Subjects	**T=3**	**P=0**	**ECTS=4.77**	3	May 3, 2023
AUTHORIZATION		**SP Developer**		**Course Cluster Coordinator**			**Study Program Coordinator**	
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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 towards work in the field of records management (CPMK 1)
PO - 2	Able to use/apply archive management concepts and theories in office practice (CPMK 2)
PO - 3	Able to make appropriate decisions in resolving problems in the field of records management (CPMK 3)
PO - 4	Able to utilize learning resources to solve problems in archival management learning comprehensively in accordance with developments in science and technology (CPMK 4)

PLO-PO Matrix

P.O
PO-1
PO-2
PO-3
PO-4

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																
PO-2																
PO-3																
PO-4																

Short Course Description	This course discusses the concept of archives management including: (1) management of incoming and outgoing letters, (2) archives management, (3) uses, functions and roles of archives, (4) goals of archives management, (5) archival equipment and resources , (6) archival storage system, (7) archival rediscovery and archive depreciation, (8) archival protection and maintenance

References	**Main :**

1. Sattar. (2019). Manajemen Kearsipan. Yogyakarta: Deepusblish.
2. Muhidin, Sambas Ali, & Winata, Hendri (2016). Manajemen Kearsipan: Untuk Organisasi Publik, Bisnis, Sosial, Politik, dan Kemasyarakatan. Bandung: Pustaka Setia.
3. Barthos, Basir. (2014). Manajemen Kearsipan untuk Lembaga Negara, Swasta, dan Perguruan Tinggi . Jakarta: PT Bumi Aksara.
4. Panduwinata, dkk. 2021, Manajemen Kearsipan Berbasis Project Base Learning. Surabaya: Unesapress.

	Supporters:	

1. Rosalin, Sovia. (2020).Manajemen Arsip Dinamis. Malang: UB Press.
2. Asriel, Armida Silvia. (2019).Manajemen Perkantoran. Bandung: PT Remaja Rosdakarya.
3. Sattar. (2019).Manajemen Arsip Dinamis.Yogyakarta: Deepusblish.
4. Mulyadi. (2016).Pengelolaan Arsip Berbasis Otomasi. Depok: Raja Grafindo Persada.
5. Sugiarto, Agus, & Wahyono, Teguh (2015).Manajemen Kearsipan Modern (Dari Konvensional ke Basis Komputer) Edisi terbaru. Yogyakarta : Gava Media.
6. Sugiarto, Agus, & Wahyono, Teguh (2014).Manajemen Kearsipan Elektronik. Yogyakarta: Gava Media.
7. Basuki, Sulistyo. (2003).Manajemen Arsip Dinamis. Jakarta: Gramedia Pustaka Utama.

Supporting lecturer	Dr. Meylia Elizabeth Ranu, S.Pd., M.S.M. Durinda Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, S.Pd., M.Pd. Triesninda Pahlevi, 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	Able to explain the concept of archives management	1.Accuracy in explaining archives and documents 2.Accuracy of analyzing differences between archives and documents 3.Accuracy of analyzing the function and use value of archives 4.Accuracy of analyzing the role of archives 5.Accuracy in explaining the development of archives management	**Criteria:** 1.Assessment rubric 2.Discuss the basic concepts of archives management **Form of Assessment** : Participatory Activities	Lectures, discussions, questions and answers 3 X 50	Lectures, discussions, questions and answers	**Material:** Archives and documents; Difference between archives and documents; Function and use value of archives; The role of archives; Development of archival management **Library:** *Sattar. (2019). Archives Management. Yogyakarta: Deepusblish.*	1%
2	Able to identify archival management needs and equipment	1.Identify records management needs and equipment 2.Explain how archive equipment is operated	**Criteria:** 1.Assessment rubric 2.Discuss archival needs and equipment 3.Make clippings for archival needs and equipment **Form of Assessment** : Participatory Activities	Lectures, case studies, practice 6 X 50	Lectures, case studies, practice	**Material:** Needs and equipment for **archival management Reference:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.*	2%
3	Able to identify archival management needs and equipment	Practice the use of archival supplies and equipment	**Criteria:** 1.Assessment rubric 2.Practice the use of archival supplies and equipment **Form of Assessment** : Participatory Activities, Practice/Performance	Lecture, practice 6 X 50	Lectures, practice	**Material:** Use of archival equipment and tools **Reference:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.*	3%

4	Able to apply management of incoming and outgoing mail using an agenda book	1.Explain the meaning of incoming and outgoing letters 2.Explain the management of incoming and outgoing letters using an agenda book	**Criteria:** 1.Assessment rubric 2.Discuss the meaning of incoming and outgoing letters 3.Discuss the management of incoming and outgoing mail using an agenda book **Form of Assessment** : Participatory Activities	Lectures, case studies, discussions 6 X 50	Lectures, case studies, discussions	**Material:** Use of archival equipment and tools **Reference:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.*	2%
5	Able to apply management of incoming and outgoing mail using an agenda book	Practice managing incoming and outgoing letters using an agenda book	**Criteria:** 1.Assessment rubric 2.Create and present a procedure flow chart for incoming and outgoing letters with an agenda book 3.Practice managing incoming and outgoing mail using an agenda book **Form of Assessment** : Participatory Activities, Practice/Performance	Lecture, practice 6 X 50	Lectures, practice	**Material:** Management of incoming mail using an agenda book; Managing outgoing letters using an agenda book **Library:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.*	4%
6	Able to apply management of incoming and outgoing mail using control cards	1.Explain the management of incoming and outgoing mail using control cards 2.Analyze the differences between agenda books and control cards	**Criteria:** 1.Assessment rubric 2.Discuss the management of incoming and outgoing mail using control cards 3.Discuss the differences between agenda books and control cards **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures, case studies, discussions 6 X 50	Lectures, case studies, discussions	**Material:** Difference between agenda book and control card **Reference:** *Barthos, Basir. (2014). Archives Management for State, Private and Higher Education Institutions. Jakarta: PT Bumi Aksara.*	4%
7	Able to apply management of incoming and outgoing mail using control cards	Practice managing incoming and outgoing mail with control cards	**Criteria:** 1.Assessment rubric 2.Create and present procedure flow charts for incoming and outgoing mail with control cards 3.Practice managing incoming and outgoing mail with a control card **Form of Assessment** : Participatory Activities, Practice/Performance	Lecture, practice 6 X 50	Lectures, practice	**Material:** Management of incoming mail using control cards; Managing outgoing mail using control cards **Reader:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.*	4%
8	UTS	UTS	**Criteria:** UTS **Form of Assessment** : Test	UTS 3 X 50	UTS	**Material:** - **Library:**	10%

9	Able to apply archive storage systems and retrieve archives	1. Explain the archive storage system 2. Explain the various types of archive storage systems	**Criteria:** 1. Assessment rubric 2. Discuss archive storage systems 3. Discuss various types of archive storage systems **Form of Assessment** : Participatory Activities	Lectures, case studies, discussions 9 X 50	Lectures, case studies, discussions	**Material:** Understanding archive storage systems; various archival storage systems **Library:** *Barthos, Basir. (2014). Archives Management for State, Private and Higher Education Institutions. Jakarta: PT Bumi Aksara.*	2%
10	Able to apply archive storage systems and retrieve archives	Practice archive storage systems	**Criteria:** 1. Assessment rubric 2. Create a list of archive classifications 3. Indexing 4. Practice filing letters according to the 5 filing systems **Form of Assessment** : Participatory Activities, Practice/Performance	Lecture, practice 9 X 50	Lectures, practice	**Material:** Make a list of archive classifications; Indexing; Library archive storage system **:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.*	5%
11	Able to apply archive storage systems and retrieve archives	Explains rediscovering archives	**Criteria:** 1. Assessment rubric 2. Discuss rediscovering archives **Form of Assessment** : Participatory Activities, Practice/Performance	Lectures, case studies, discussions 9 X 50	Lectures, case studies, discussions	**Material:** Make a list of archive classifications; Indexing; Library archive storage system **:** *Panduwinata, et al. 2021, Project Base Learning Based Archives Management. Surabaya: Unesapress.* **Material:** Rediscovering archives **Reader:** *Sugiarto, Agus, & Wahyono, Teguh (2015). Modern Archives Management (From Conventional to Computer Based) Latest edition. Yogyakarta : Gava Media.*	3%

12	Able to explain the preparation of the Archive Retention Schedule (JRA) and archive depreciation	1.Explain the meaning of JRA 2.Explain the benefits of JRA 3.Explain the purpose of the JRA	**Criteria:** 1.Assessment rubric 2.Discuss the meaning of JRA 3.Discuss the benefits of JRA 4.Discuss the objectives of the JRA **Form of Assessment** : Participatory Activities	Lectures, case studies, discussions 6 X 50	Lectures, case studies, discussions	**Material:** Understanding JRA; JRA Benefits; JRA **Pustaka Destination:** *Sattar. (2019). Archives Management. Yogyakarta: Deepusblish.*	3%
13	Able to explain the preparation of the Archive Retention Schedule (JRA) and archive depreciation	1.Explain the preparation of the JRA 2.Explain the form of JRA 3.Explain archive depreciation	**Criteria:** 1.Assessment rubric 2.Discuss the preparation of the JRA 3.Discuss the form of the JRA 4.Discuss archive depreciation **Form of Assessment** : Participatory Activities	Lectures, case studies, discussions 6 X 50	Lectures, case studies, discussions	**Material:** Understanding JRA; JRA Benefits; JRA **Pustaka Destination:** *Sattar. (2019). Archives Management. Yogyakarta: Deepusblish.* **Material:** Preparation of JRA; JRA form; shrinkage of **library archives:** *Muhidin, Sambas Ali, & Winata, Hendri (2016). Archives Management: For Public, Business, Social, Political and Community Organizations. Bandung: Pustaka Setia.*	2%
14	Able to explain the protection and maintenance of archives	1.Explain the factors destroying archives 2.Explain the prevention and handling of damaged records 3.Analyze archive maintenance	**Criteria:** 1.Assessment rubric 2.Discuss factors destroying archives 3.Discuss prevention and handling of damaged records 4.Discuss archive maintenance **Form of Assessment** : Participatory Activities	Lectures, case studies, discussions 6 X 50	Lectures, case studies, discussions	**Material:** Factors destroying archives; Prevention and handling of damaged records; Archive maintenance **Bibliography:** *Barthos, Basir. (2014). Archives Management for State, Private and Higher Education Institutions. Jakarta: PT Bumi Aksara.*	2%
15	Able to explain the protection and maintenance of archives	1.Analyzing archive security 2.Analyzing archive repairs	**Criteria:** 1.Assessment rubric 2.Discuss archival security 3.Discuss archive improvements **Form of Assessment** : Participatory Activities	Lectures, case studies, discussions 6 X 50	Lectures, case studies, discussions	**Material:** Archive security; Improvement of Library archives **:** *Sugiarto, Agus, & Wahyono, Teguh (2015). Modern Archives Management (From Conventional to Computer Based) Latest edition. Yogyakarta : Gava Media.*	3%

| 16 | UAS | UAS | **Criteria:**
 UAS

Form of Assessment :
Project Results
Assessment / Product
Assessment, Test | UAS
3 X 50 | UAS | **Material:** -
Library: | 50% |

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	28.5%
2.	Project Results Assessment / Product Assessment	25%
3.	Practice / Performance	11.5%
4.	Test	35%
		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** 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.