



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																																												
Type	8721003048		T=3 P=0 ECTS=4.77	5	July 18, 2024																																												
AUTHORIZATION	SP Developer		Course Cluster Coordinator		Study Program Coordinator																																												
		Brilliant Rosy, S.Pd., M.Pd.																																												
Learning model	Project Based Learning																																																
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																
	Program Objectives (PO)																																																
	PLO-PO Matrix																																																
		P.O																																															
	PO Matrix at the end of each learning stage (Sub-PO)																																																
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">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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Short Course Description	This course covers the importance of typing, division of finger duties, typing letters, numbers and punctuation, typing simple words, typing sentences, and increasing typing speed. Lectures are carried out using the Lecture, Assignment and Practice methods.																																																
References	Main :																																																
	1. Suprpto. 2005. Penuntun Praktis Surat Menyurat Dinas Resmi Bahasa Indonesia. Bandung: Bandar Maju. 2. Suratman, Bambang dan Kirwani. 2000. Teori dan Praktik Mengetik Elektronik. Surabaya: Unesa University Press. 3. Suratman, Bambang. 2002. Belajar Ketrampilan Mahir Mengetik Dengan 10 Jari. Surabaya: Natural Print.																																																
	Supporters:																																																
Supporting lecturer	Dr. Siti Sri Wulandari, S.Pd., M.Pd. Durinta Puspasari, S.Pd., M.Pd. Ruri Nurul Aeni Wulandari, 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	Lecture Contract and Introduction (The Home Row) Understand the importance of typing work and the division of finger duties	1. Explain the importance of typing work. 2. Explain the division of finger duties	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Reading, typing assignments- Lectures, Demonstrations 3 X 50			0%
2	Apply basic typing skills	1. Explain and practice Lesson 2 Keys E and I. 2. Explain and practice Lesson 3 Keys R and U	Criteria: - For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
3	Apply basic typing skills	1. Explain and practice Lesson 4 Keys T and O. 2. Explain and practice Lesson 5 Capital Letters and Period	Criteria: - For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
4	Apply basic typing skills	1. Explain and practice Lesson 6 Keys C and Comma. 2. Explain and practice Lesson 7 Keys G, H, and Apostrophe	Criteria: - For the practical test, if you can answer correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
5	Apply basic typing skills	Explain and practice Lesson 8 Keys V, N and Question Mark	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
6	Apply basic typing skills	1. Explain and practice Lesson 9 Keys W and M. 2. Explain and practice Lesson 10 Keys Q and P	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
7	Apply basic typing skills	1. Explain and practice Lesson 11 Keys B and Y. 2. Explain and practice Lesson 12 Keys Z and	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
8	UTS	UTS	Criteria: UTS	UTS 3 X 50			0%
9	Apply typing skills	1. Apply typing about Astronauts. 2. Applying typing about Behind the scene: Movie credits	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 9 X 50			0%
10	Apply typing skills	Applying typing on DNA Research - the Human Genome Project	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 9 X 50			0%
11	Apply typing skills	Applying typing about Does WPM Really Matter in the Corporate World?	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 9 X 50			0%

12	Apply typing skills	1. Apply typing about the History of Photography2. Applying typing about the Hubble Space Telescope3. Applying typing about the Legends of Abraham Lincoln4. Apply typing on Netiquette	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 9 X 50			0%
13	Apply typing skills	1. Apply typing on Numpad 10-key test, all keys2. Apply typing on Numpad 10-key test, numbers only3. Apply typing on Observations of the "Father of Computing" (1791-1871)4. Applying typing on the Rules of Baseball (from 1889)	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 9 X 50			0%
14	Apply typing skills	1. Apply typing about Speeding up the strategy process2. Applying typing about Stinging Insects3. Applying typing on The 5 Benefits of Touch Typing4. Applying typing about The Eight Tools for Creating New Value	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 9 X 50			0%
15	Apply typing skills	1. Apply typing about The Life of Calamity Jane2. Apply typing about The Little Match Girl (adapted)3. Applying typing about The Tale of Peter Rabbit	Criteria: For the practical test, if you can type correctly and within the specified time, you will get a score of 100	- Lecture-Practice 3 X 50			0%
16	UAS	UAS	Criteria: UAS	UAS 3 X 50			0%

Evaluation Percentage Recap: Project Based Learning

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** 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.