



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

Document Code

## SEMESTER LEARNING PLAN

<b>Courses</b>	<b>CODE</b>	<b>Course Family</b>	<b>Credit Weight</b>	<b>SEMESTER</b>	<b>Compilation Date</b>																																	
Office Administration Seminar	8721003077		T=3 P=0 ECTS=4.77	7	July 18, 2024																																	
<b>AUTHORIZATION</b>	<b>SP Developer</b>		<b>Course Cluster Coordinator</b>		<b>Study Program Coordinator</b>																																	
	.....		.....		Brillian Rosy, S.Pd., M.Pd.																																	
<b>Learning model</b>	Project Based Learning																																					
<b>Program Learning Outcomes (PLO)</b>	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: 10%;">P.O</td> <td colspan="15"></td> </tr> </table>					P.O																															
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	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 10%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 5%;">1</td> <td style="width: 5%;">2</td> <td style="width: 5%;">3</td> <td style="width: 5%;">4</td> <td style="width: 5%;">5</td> <td style="width: 5%;">6</td> <td style="width: 5%;">7</td> <td style="width: 5%;">8</td> <td style="width: 5%;">9</td> <td style="width: 5%;">10</td> <td style="width: 5%;">11</td> <td style="width: 5%;">12</td> <td style="width: 5%;">13</td> <td style="width: 5%;">14</td> <td style="width: 5%;">15</td> <td style="width: 5%;">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																						
<b>Short Course Description</b>	This course discusses the basic concepts of office administration seminars including the definition of office administration seminars, CHAPTER I Introduction, conducting CHAPTER II Literature Review, CHAPTER III Research Methods, making research proposals, and presenting proposals. Learning is carried out by implementing a collaborative approach																																					
<b>References</b>	<b>Main :</b>																																					
	1. Tim Penyusun Buku Pedoman Penulisan Skripsi. 2014. Pedoman Penulisan Skripsi. Surabaya: Unipress Universitas Negeri Surabaya.																																					
	<b>Supporters:</b>																																					
<b>Supporting lecturer</b>	BAMBANG SURATMAN Durinta Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, 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 basic concepts of office administration seminars	1. Explain the meaning of office administration seminar 2. Explain the systematics of writing a thesis proposal	<b>Criteria:</b> For the essay test, if you answer correctly you will get a score of 100	- Reading assignment- Lectures 3 X 50			0%																															

2	Understanding CHAPTER I Introduction	1. Explain the background. 2. Explain the problem formulation 3. Explain the research objectives 4. Explain the benefits of research results 5. Explain the assumptions and limitations of the research 6. Explain operational definitions	<b>Criteria:</b> For the essay test, if you answer correctly you will get a score of 100	- Reading assignment- Lectures 6 X 50			0%
3							0%
4	Understanding CHAPTER II Literature Review	1. Explain how to quote 2. Explain the grand theory 3. Explain relevant previous research 4. Explain the framework of thinking	<b>Criteria:</b> For the essay test, if you answer correctly you will get a score of 100	- Reading assignment- Lectures 6 X 50			0%
5							0%
6	Explaining CHAPTER III Research Methods	1. Explain the type of research 2. Explain the population and sample 3. Explain the subject and object of research 4. Explain data collection techniques 5. Explain the research instruments 6. Explain data analysis techniques	<b>Criteria:</b> For the essay test, if you answer correctly you will get a score of 100	- Reading assignment- Lectures 6 X 50			0%
7							0%
8	UTS	UTS	<b>Criteria:</b> UTS	UTS 3 X 50			0%
9	Make proposals	Make proposals	<b>Criteria:</b> 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the practice assessment sheet for making proposals, you will get: 3.1. Score 4 if done very well 4.2. Score 3 if done well 5.3. Score 2 if done quite well 6.4. Score 1 if done poorly	- Reading assignment- 6 X 50 Practice			0%

10						0%
11	Present proposals	Present proposals	<b>Criteria:</b> 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the practice assessment sheet for presenting proposals, you will get: 3.1. Score 4 if done very well 4.2. Score 3 if done well 5.3. Score 2 if done quite well 6.4. Score 1 if done poorly	-Reading assignment-9 X 50 practice		0%
12						0%
13						0%
14	Present proposals	Present proposals	<b>Criteria:</b> 1.- For the essay test, if you answer correctly you will get a score of 100 2.- For the practice assessment sheet for presenting proposals, you will get: 3.1. Score 4 if done very well 4.2. Score 3 if done well 5.3. Score 2 if done quite well 6.4. Score 1 if done poorly	- Reading assignment-6 X 50 Practice		0%
15						0%
16	UAS	UAS	<b>Criteria:</b> UAS	UAS 3 X 50		0%

**Evaluation Percentage Recap: Project Based Learning**

No	Evaluation	Percentage
		0%

**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.