



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																																																												
Secretaryship	8721003024	Compulsory Study Program Subjects	T=3 P=0 ECTS=4.77	4	May 3, 2023																																																												
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator																																																													
	Durinda Puspasari, S.Pd., M.Pd		Durinda Puspasari, S.Pd., M.Pd	Brilliant Rosy, S.Pd., M.Pd.																																																													
Learning model	Case Studies																																																																
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																
	Program Objectives (PO)																																																																
	PO - 1	Able to internalize academic values, norms and ethics in carrying out secretarial duties (CPMK 1)																																																															
	PLO-PO Matrix																																																																
		<table border="1" style="margin: auto;"> <tr><td style="width: 50px; height: 20px;">P.O</td></tr> <tr><td style="width: 50px; height: 20px;">PO-1</td></tr> </table>				P.O	PO-1																																																										
P.O																																																																	
PO-1																																																																	
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">Week</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td style="width: 50px; height: 20px;">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> </table>															P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	PO-1																
P.O	Week																																																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																																																	
PO-1																																																																	
Short Course Description	In studying this course, students are able to explain the basic concepts and scope of secretarial work, apply meeting management, apply letter management, apply telephone management, apply guest reception, apply it in making the leader's work agenda, apply it in arranging the leader's official travel, and apply it in handling petty cash and bank reconciliation.																																																																
References	Main :																																																																
	1. Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. 2010. Teoridan Praktik Administrasi Kesekretariatan. Jakarta: Prenada Media Group.																																																																
	Supporters:																																																																
	1. Dewi, Irra Chrisyanti. (2011). Manajemen Kesekretariatan. Jakarta: Prestasi Pustaka. 2. Lawalata, Caroline F. Ch. (2012). Panduan Lengkap Pekerjaan Sekretaris. Padang: Akademia Permata. 3. Nuraida, Ida. (2008). Manajemen Administrasi Perkantoran. Yogyakarta: Kanisius.																																																																
Supporting lecturer	Durinda Puspasari, S.Pd., M.Pd. Ruri Nurul Aeni Wulandari, S.Pd., M.Pd. Novi Trisnawati, 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 understand basic secretarial concepts	<ol style="list-style-type: none"> 1.Explains secretary, secretariat, and secretariat 2.Explain the function of the secretariat 3.Explain the purpose of secretarial administration 4.Explain the functions of secretarial administration 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Non Test Form: Discuss basic secretarial concepts <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: Definition of secretary, secretariat and secretariat; secretariat function; secretarial administration objectives; secretarial administrative functions</p> <p>Reader: <i>Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. (2010). Theory and Practice of Secretarial Administration. Jakarta: Prenada Media Group.</i></p>	3%
2	Able to understand the basic concepts and scope of secretarial work	<ol style="list-style-type: none"> 1.Explain the position of secretary in the organization 2.Explain the qualifications of an organization secretary 3.Explain the duties of a secretary 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Non Test Form: Discuss the scope of secretarial work <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: Position of secretary in the organization; qualifications of the organization's secretary; Library secretary duties : <i>Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. (2010). Theory and Practice of Secretarial Administration. Jakarta: Prenada Media Group.</i></p>	3%
3	Able to analyze time management in office activities	<ol style="list-style-type: none"> 1.Explain efficient and effective 2.Explain things that affect work efficiency 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Non Test Form: Identifying and analyzing work efficiency and effectiveness <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Discussion 3 X 50	Lecture, Case Study, Discussion 3 X 50	<p>Material: Efficient and effective; things that affect work efficiency</p> <p>References: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
4	Able to analyze time management in office activities	<ol style="list-style-type: none"> 1.Explain things that affect work efficiency 2.Analyze work professionally 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Non Test Form: Analyzing things that affect work efficiency and analyzing work professionally <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Discussion 3 X 50	Lecture, Case Study, Discussion 3 X 50	<p>Material: Things that affect work efficiency; work professionally</p> <p>References: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
5	Able to apply telephone handling and telephone calls in office activities	<ol style="list-style-type: none"> 1.Explaining the phone 2.Explain the various types of telephone sets and telephone connections 3.Explain the types of office communication tools 4.Analyze telephone connection barriers 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Non-Test Form: Discuss the meaning of telephone, types of telephone sets and telephone connections, types of office communication equipment, obstacles to telephone connections <p>Form of Assessment : Participatory Activities</p>	Lectures, Discussions, Questions and Answers 3 X 50	Lectures, Discussions, Questions and Answers 3 X 50	<p>Material: Understanding telephone; various telephone sets and telephone connections; types of office communication tools; telephone connection barriers</p> <p>References: <i>Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. (2010). Theory and Practice of Secretarial Administration. Jakarta: Prenada Media Group.</i></p>	3%

6	Able to apply telephone handling and telephone calls in office activities	<ol style="list-style-type: none"> 1. Apply to receive and serve telephone calls 2. Apply telephone and telephone etiquette 3. Explain recording messages over the telephone 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non Test Form: Discuss the etiquette of calling and receiving telephone calls 3. Apply receiving and serving telephone calls, etiquette for calling and receiving telephone calls, and recording messages over the telephone <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Receiving and serving telephone calls; etiquette of calling and receiving telephone calls; record messages by telephone</p> <p>Reader: <i>Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. 2010. Theory and Practice of Secretarial Administration. Jakarta: Prenada Media Group.</i></p>	3%
7	Able to apply telephone handling and telephone calls in office activities	<ol style="list-style-type: none"> 1. Explain things to avoid when communicating over the telephone 2. Explaining misunderstandings over the phone 3. Apply to make an appointment by telephone 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non Test Form: discussing and applying things to avoid when communicating over the telephone, misunderstandings over the telephone, and making appointments over the telephone <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Things to avoid when communicating by telephone; misunderstanding over the phone; make an appointment by telephone</p> <p>Reader: <i>Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. 2010. Theory and Practice of Secretarial Administration. Jakarta: Prenada Media Group.</i></p>	3%
8	UTS	UTS	<p>Criteria: UTS</p> <p>Form of Assessment : Test</p>	UTS 3 X 50	UTS 3 X 50	<p>Material: -</p> <p>Library:</p>	20%
9	Able to apply guest reception according to office activities	<ol style="list-style-type: none"> 1. Explain the meaning of guests 2. Applying greetings 3. Explain the types of guests 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: Discuss the meaning of guests, types of guests 3. Practicing greetings <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Understanding guests; greet (greetings); types of guests</p> <p>Bibliography: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
10	Able to apply guest reception according to office activities	<ol style="list-style-type: none"> 1. Applying to serve foreign guests 2. Applying making and canceling agreements (appointments) 3. Applying table manners 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Non-Test Form: practicing serving foreign guests, making and canceling agreements, and table manners <p>Form of Assessment : Practice / Performance</p>	Lecture, Practice 3 X 50	Lecture, Practice 3 X 50	<p>Material: Serving foreign guests; make and cancel agreements (appointments); table manner</p> <p>References: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
11	Able to apply management of leadership work agendas in office activities	<ol style="list-style-type: none"> 1. Explain the meaning of the leadership's work agenda 2. Explain the function of the leadership work agenda 3. Applying to organize the schedule of leadership activities 4. Applying to prepare a schedule of leadership activities 	<p>Criteria:</p> <ol style="list-style-type: none"> 1. Assessment rubric 2. Identify and discuss the leadership's work agenda, the function of the leadership's work agenda 3. Prepare and organize a schedule of leadership activities <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Understanding the leadership's work agenda; Library leadership work agenda function : <i>Sedianingsih, Mustikawati, Ec. Farida, Soetanto, Nieke P. 2010. Theory and Practice of Secretarial Administration. Jakarta: Prenada Media Group.</i></p>	7%

12	Able to apply petty cash in office activities	<ol style="list-style-type: none"> 1.Explain the meaning of petty cash 2.Explain the purpose of petty cash 3.Apply bookkeeping methods 4.Applying bank books and bank reconciliation 5.Explain the difference between the company's book balance and the bank's R/K 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Conduct analysis and discussion regarding the meaning of petty cash and the purpose of petty cash; and the difference between the company's book balance and the bank's R/K 3.Practice preparing bookkeeping; Bank account book; and bank reconciliation <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Understanding petty cash; petty cash objectives; bookkeeping methods</p> <p>References: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	7%
13	Able to apply meeting management in office activities	<ol style="list-style-type: none"> 1.Explain the meaning of meeting 2.Explain the function of the meeting 3.Explain the various types of meetings 4.Explain the purpose of the meeting 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Conduct discussions regarding the meaning of meetings, function of meetings, types of meetings, objectives of meetings <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study 3 X 50	Lecture, Case Study 3 X 50	<p>Material: Definition of meeting; meeting function; various kinds of meetings; purpose of meeting</p> <p>Bibliography: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
14	Able to apply meeting management in office activities	<ol style="list-style-type: none"> 1.Explain meeting arrangements 2.Apply meeting room settings 3.Apply meeting minutes 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Conduct discussions regarding meeting arrangements 3.Applying meeting room arrangements and preparing meeting minutes <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Meeting room arrangements; meeting minutes</p> <p>Bibliography: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
15	Able to apply it in arranging leadership official travel for office activities	<ol style="list-style-type: none"> 1.Explain the meaning of official travel 2.Explain the various types of official travel 3.Apply the steps that must be taken to organize official travel 	<p>Criteria:</p> <ol style="list-style-type: none"> 1.Assessment rubric 2.Conduct discussions regarding the meaning of official travel, types of official travel, and the steps that must be taken to organize official travel 3.Prepare an official travel agenda <p>Form of Assessment : Participatory Activities</p>	Lecture, Case Study, Practice 3 X 50	Lecture, Case Study, Practice 3 X 50	<p>Material: Definition of official travel; various business trips; Steps that must be taken to organize official travel</p> <p>Reader: <i>Lawalata, Caroline F. Ch. (2012). Complete Guide to Secretary Jobs. Padang: Permata Academy.</i></p>	3%
16	UAS	UAS	<p>Criteria: UAS</p> <p>Form of Assessment : Test</p>	UAS 3 X 50	UAS 3 X 50	<p>Material: - Library:</p>	30%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
1.	Participatory Activities	37.5%
2.	Practice / Performance	12.5%
3.	Test	50%
		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.