



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
Shorthand*	8721002087		T=2 P=0 ECTS=3.18	6	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	Brilliant Rosy, S.Pd., M.Pd.

Learning model	Project Based Learning
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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> <th style="width: 5%;">P.O</th> <th colspan="16">Week</th> </tr> <tr> <td></td> <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> </table>	P.O	Week																	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
P.O	Week																																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																				

Short Course Description	This course covers the basic concepts of Indonesian stenography and how to connect letters, writing Indonesian stenography completely and correctly, rules for abbreviating and permanent abbreviations in Indonesian stenography, basic concepts of English stenography and how to connect letters, writing English stenography completely and correctly, rules for abbreviations and abbreviations remains English stenography
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References	Main :	<ol style="list-style-type: none"> 1. Karundeng, E. <i>Stenografi</i> . Jilid 1 dan 2. Jakarta: Pradnya Paramita. 3. Nilawati, Rita, dkk. <i>Penuntun Belajar Stenografi untuk SMEA</i> , Bandung: Ganesha Exact'. 4. Tengker, ABJ. <i>Pedoman dan Pelajaran Steno Sistem Nasional</i> . Jakarta: ASMI. 5. Suratman, Bambang. <i>Belajar Ketrampilan Stenografi Inggris</i> . Surabaya: Unipress.
	Supporters:	

Supporting lecturer	Durinda Puspasari, S.Pd., M.Pd. Lifa Farida Panduwinata, S.Pd., M.Pd.
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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 Indonesian stenography and how to connect letters	1. Explain the definition of Indonesian stenography2. Explain the history of the development of Indonesian stenography3. Applying stenographic letters4. Applying the tapered connection method5. Applying the curved connection method6. Apply the loop connection method	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50			0%
2	Understand the basic concepts of Indonesian stenography and how to connect letters	1. Explain the definition of Indonesian stenography2. Explain the history of the development of Indonesian stenography3. Applying stenographic letters4. Applying the tapered connection method5. Applying the curved connection method6. Apply the loop connection method	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50			0%
3	Apply shorthand writing completely and correctly	1. Apply writing words completely and correctly. Apply writing sentences completely and correctly	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%
4	Apply shorthand writing completely and correctly	1. Apply writing words completely and correctly. Apply writing sentences completely and correctly	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%
5	Apply shorthand writing completely and correctly	1. Apply writing words completely and correctly. Apply writing sentences completely and correctly	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%

6	Apply the rules of abbreviation and fixed abbreviations in stenography	1. Apply abbreviating basic words 2. Apply abbreviated endings 3. Apply abbreviating prefixes 4. Apply abbreviating words in sentences 5. Applying reading with abbreviation rules 6. Apply writing sentences with fixed abbreviations 7. Apply reading reading with fixed abbreviations	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Sort 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50		0%
7	Apply the rules of abbreviation and fixed abbreviations in stenography	1. Apply abbreviating basic words 2. Apply abbreviated endings 3. Apply abbreviating prefixes 4. Apply abbreviating words in sentences 5. Applying reading with abbreviation rules 6. Apply writing sentences with fixed abbreviations 7. Apply reading reading with fixed abbreviations	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Sort 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50		0%
8	UTS	UTS	Criteria: UTS	UTS 2 X 50		0%
9	Understand the basic concepts of English stenography and how to connect letters	1. Explain the definition of English stenography 2. Explain the history of the development of English stenography 3. Applying stenographic alphabet letters 4. Applying the tapered connection method 5. Applying the curved connection method 6. Apply the loop connection method	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50		0%

10	Understand the basic concepts of English stenography and how to connect letters	1. Explain the definition of English stenography2. Explain the history of the development of English stenography3. Applying stenographic alphabet letters 4. Applying the tapered connection method 5. Applying the curved connection method 6. Apply the loop connection method	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50			0%
11	Apply shorthand writing completely and correctly	1. Apply writing words completely and correctly. Apply writing sentences completely and correctly	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%
12	Apply shorthand writing completely and correctly	1. Apply writing words completely and correctly. Apply writing sentences completely and correctly	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%
13	Apply shorthand writing completely and correctly	1. Apply writing words completely and correctly. Apply writing sentences completely and correctly	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 6 X 50			0%
14	Apply the rules of abbreviation and fixed abbreviations in stenography	1. Apply abbreviating basic words 2. Apply abbreviated endings 3. Apply abbreviating prefixes 4. Apply abbreviating words in sentences 5. Applying reading with abbreviation rules 6. Apply writing sentences with fixed abbreviations 7. Apply reading with fixed abbreviations	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50			0%

15	Apply the rules of abbreviation and fixed abbreviations in stenography	1. Apply abbreviating basic words 2. Apply abbreviated endings 3. Apply abbreviating prefixes 4. Apply abbreviating words in sentences 5. Applying reading with abbreviation rules 6. Apply writing sentences with fixed abbreviations 7. Apply reading reading with fixed abbreviations	Criteria: - For the essay test, if you can answer correctly you will get a score of 100 - For the practical assessment sheet you will get: 1. Score 1: not good 2. Score 2: quite good 3. Score 3: good 4. Score 4: very good	- Reading assignments - Lectures - Practice 4 X 50			0%
16	UAS	UAS	Criteria: UAS	UAS 2 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.
- 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.
- 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.
- 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.
- 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.
- Forms of assessment:** test and non-test.
- 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.
- 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.
- Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.
- 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%.
- TM=Face to face, PT=Structured assignments, BM=Independent study.