| | Universitas Negeri Surabaya<br>**Faculty of Economics and Business,**<br>**Bachelor of Science in Office Administration Education Study**<br>**Program** | **Document Code** |
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# SEMESTER LEARNING PLAN

| Courses | CODE | Course Family | Credit Weight | | | SEMESTER | Compilation Date |
|---|---|---|---|---|---|---|---|
| **Office Technology** | 8721003091 | | T=3 | P=0 | ECTS=4.77 | 3 | July 17, 2024 |
| **AUTHORIZATION** | | **SP Developer** | | **Course Cluster Coordinator** | | **Study Program Coordinator** | |
| | | Novi Trisnawati, S.Pd., M.Pd | | Brillian Rosy, S.Pd., M.Pd | | Brillian Rosy, S.Pd., M.Pd. | |

| **Learning model** | **Case Studies** |
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| **Program Learning Outcomes (PLO)** | **PLO study program that is charged to the course** |
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| | **Program Objectives (PO)** |
| | **PO - 1** — Able to take responsibility for their performance by showing active involvement in carrying out the tasks and roles assigned both individually and in groups during the office technology learning process |
| | **PO - 2** — Students can master the basic concepts of office technology in depth and practice procedural procedures in office activities |
| | **PO - 3** — Students can make decisions based on information and data analysis and provide alternative solutions |
| | **PO - 4** — Students can utilize science and technology in analyzing activities within the scope of office technology |
| | **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** | Students have knowledge, insight and competence in the office sector, especially regarding the concepts and practices of office technology. This course discusses the basic concepts of office technology, office equipment, office machines, office furniture, office ATK materials, office communication equipment, writing machines, reproduction/duplicating machines, computers, calculating machines, machines. other office machines. |
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| **References** | **Main :** |
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1. Abdussamad, Zuchri. 2013. Tekonologi Perkantoran. Gorontalo: Universitas Negeri Gorontalo
2. Edwar, Muhammad. 2010. Teknologi Perkantoran. Surabaya: University Pres
3. Galagher, Joan. 2014. Modern Office Technology&Administration. Gill & Macmillan
4. Oliverio, Pasewark, & White. 2018. The Office: Procedures and Technology. USA: CENGAGE
5. Waluto, D.E. 2000. Penerapan Teknologi Perkantoran. Semarang: Politeknik Negeri Semarang.
6. Rosy, Brillian. dkk. 2021, Teknologi Perkantoran Berbasis Assure. Surabaya: University Press
7. Galsworth, Wendolyn D. 2017. Visual Workplace Visual thinking. CRC Press.
8. 5) Nag, Pranab Kumar. 2019. Office Buildings. Springer

| | Supporters: | |
|---|---|---|

1. Chugh, S. 2019. Unit-3 Office equipment and machines. Indira Gandhi National Open University, New Delhi.
2. 8) Grover, R. K. 2020. Unit-10 Office equipment and machines-I. Indira Gandhi National Open University, New Delhi
3. 9) Aliata, M. I., & Hawa, S. A. 2014. Modern office technology and the performance of the professional secretary in contemporary organisation in Ghana. Journal of information and Knowledge Management, 3(4), 52-57.
4. 10) Haigh, T., & Ceruzzi, P. E. 2021. 8 The Computer Becomes Office Equipment.

| Supporting lecturer | Dr. Meylia Elizabeth Ranu, S.Pd., M.S.M.<br>Brillian Rosy, S.Pd., M.Pd.<br>Novi Trisnawati, S.Pd., M.Pd.<br>Febrika Yogie Hermanto, 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 | Able to understand basic concepts and developments in office technology | 1. Able to explain the meaning of office technology<br>2. Able to describe developments in office technology<br>3. Able to analyze the positive and negative impacts of office technology developments | **Criteria:** Task assessment (assignment assessment) Active assessment (active assessment)<br><br>**Form of Assessment** : Participatory Activities | ASSURE Learning Model with Case Method 3 X 50 | ASSURE Learning Model with Case Method 3 X 50 | **Material:** basic concepts of office technology<br>**Reader:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 0% |
| 2 | Able to understand office equipment | 1. Explain the meaning of office equipment<br>2. Analyze various types of office equipment<br>3. Define office equipment maintenance | **Criteria:** Assignment assessment<br><br>**Form of Assessment** : Participatory Activities | ASSURE Learning Model with case method 3 X 50 | ASSURE Learning Model with case method 3 X 50 | **Material:** office equipment<br>**Library:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 2% |
| 3 | Able to understand office equipment | 1. Explain the meaning of office equipment<br>2. Explain the uses of office equipment<br>3. Analyze the types of office equipment<br>4. Analyze several office equipment that is often used in companies | **Criteria:** If you can answer all the questions with answers close to the best answer, you will get a total score of 100 (25 questions for each item)<br><br>**Form of Assessment** : Participatory Activities, Tests | Lectures, discussions, case studies 3 X 50 | Lectures, discussions, case studies 3 X 50 | **Material:** office supplies<br>**Library:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 3% |
| 4 | Understanding office furniture | 1. Explain the meaning of office furniture<br>2. Analyze various types of office furniture | **Criteria:** For questions number 1 and 2, if you answer correctly you will get a score of 100.<br><br>**Form of Assessment** : Participatory Activities | Lectures, discussions, case studies 3 X 50 | Lectures, discussions, case studies | **Material:** office furniture<br>**Library:** *Rosy, Brilliant. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 2% |

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| **5** | Understanding office machines | 1. Explain the meaning of office machines 2. Understanding the Reasons for Using Office Machines 3. Analyze various types of office machines based on how they work and function 4. Analyzing Maintenance and General Maintenance of Office Machines | **Criteria:** If the answer is close to the best then you get 100 points **Form of Assessment** : Participatory Activities | · Direct Learning Model · Various Lecture Methods · Presentation · 3 X 50 Evaluation | · Direct Learning Model · Various Lecture Methods · Presentation · 3 X 50 Evaluation | **Material:** office machine **Library:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 3% |
| **6** | Operate office communication tools | 1. Explain the meaning of office communication tools 2. Explain the various types of office communication tools 3. Analyze the problems of using office communication tools | **Criteria:** If the answer is close to the best then you get 100 points **Form of Assessment** : Participatory Activities | · Direct Learning Model · Various Lecture Methods · Assignments · Presentations · Evaluation 3 X 50 | · Direct Learning Model · Various Lecture Methods · Assignments · Presentations · Evaluation 3 X 50 | **Material:** office communication tools **Reader:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |
| **7** | Operate office communication tools | Practice office communication tools | **Criteria:** If the answer is close to the best then you get 100 points **Form of Assessment** : Participatory Activities | practicum 3 X 50 | practicum 3 X 50 | **Material:** office communication tools **Reader:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |
| **8** | UTS (MIDTERM EXAM) | basic concept - application of office equipment | **Criteria:** test **Form of Assessment** : Test | Midterm Exam (UTS) 3 X 50 | Midterm Exam (UTS) 3 X 50 | **Material:** concept- application of office tools **References:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 20% |
| **9** | Able to operate a recording machine (Able to operate a recording machine) | 1. Explain and operate a manual writing machine (Describe and operate a manual writing machine)2. Explain and operate electronic writing machines (Explain and operate electronic writing machines) | **Criteria:** assessment rubric **Form of Assessment** : Participatory Activities | Reading assignments, lectures, case studies 3 X 50 | Reading assignments, lectures, case studies 3 X 50 | **Material:** note-taking machine **Reader:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 2% |
| **10** | Able to operate a recording machine (Able to operate a recording machine) | 1. Explain and operate a manual writing machine (Describe and operate a manual writing machine)2. Explain and operate electronic writing machines (Explain and operate electronic writing machines) | **Criteria:** assessment rubric **Form of Assessment** : Participatory Activities | Reading assignments, lectures, case studies 3 X 50 | Reading assignments, lectures, case studies 3 X 50 | **Material:** note-taking machine **Reader:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 3% |

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| **11** | Able to operate reproduction machines / Data multipliers (Able to operate reproduction machines / Data multipliers) | Explain and operate the copy machine (Explain and operate the copy machine) Explain and operate the printer (Explain and operate the printer) Explain and operate the risograph (Explain and operate the scanner) | **Criteria:** For questions number 1, 2, 3, 4, 5, if you answer correctly, each number will get a score of 50. <br><br> **Form of Assessment** : Participatory Activities | Reading assignments, lectures, case studies 3 X 50 | Reading assignments, lectures, case studies 3 X 50 | **Material:** duplicating machine **Library:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |
| **12** | Able to operate a data reproduction/multiplier machine | 1. Explain and operate a photocopy machine 2. Explain and operate the printer 3. Explain and operate a risograph 4. Explain and operate the scanner | **Criteria:** For questions number 1, 2, 3, 4, 5, if you answer correctly, each number will get a score of 50. <br><br> **Form of Assessment** : Participatory Activities | Observation and case study 3 X 50 | Observation and case study 3 X 50 | **Material:** duplicating machine **Library:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |
| **13** | Able to operate data processing machines | 1. Explain and operate a manual counting machine 2. Explain and operate a money counting machine 3. Explain and operate a computer | **Criteria:** For questions number 1 and 3, if you answer correctly, each number will get a score of 30, while if you answer number 2 correctly you will get 40. <br><br> **Form of Assessment** : Participatory Activities | · Observation and case study 3 X 50 | · Observations and case studies | **Material:** data processing machine **References:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |
| **14** | Operate office machines | 1. Explain and operate a paper cutting machine 2. Explain and operate a time recording machine 3. Explain and operate a document shredder 4. Explain and operate a binding machine 5. Explain and operate the numerator | **Criteria:** presentation rubric <br><br> **Form of Assessment** : Participatory Activities | · Observation and case study 3 X 50 | · Observation and case study 3 X 50 | **Material:** office machines **References:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |
| **15** | Operate office machines (Operate office machines) | 1. Explain and operate a paper cutting machine 2. Explain and operate a time recording machine 3. Explain and operate a document shredder 4. Explain and operate a binding machine 5. Explain and operate the numerator/ | **Criteria:** presentation rubric <br><br> **Form of Assessment** : Participatory Activities | observation and case study 3 X 50 | observation and case study 3 X 50 | **Material:** office machines **References:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 5% |

| 16 | UAS/ **Final Exam** | Office machine applications | **Criteria:** case study of the application of office technology <br><br> **Form of Assessment** : Project Results Assessment / Product Assessment | Final Semester Examination (UAS) 3 X 50 | Final Semester Examination (UAS) 3 X 50 | **Material:** application of office machines **References:** *Rosy, Brillian. et al. 2021, Assure Based Office Technology. Surabaya: University Press* | 30% |

**Evaluation Percentage Recap: Case Study**

| No | Evaluation | Percentage |
|----|------------|------------|
| 1. | Participatory Activities | 48.5% |
| 2. | Project Results Assessment / Product Assessment | 30% |
| 3. | Test | 21.5% |
| | | 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.