SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
E-Office	8620402158	Study Program Elective Courses	T=2	P=0	ECTS=3.18	6	September 18, 2020

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
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Learning model	Project Based Learning

Program Learning Outcomes (PLO)	PLO study program that is charged to the course	
	PLO-7	Able to practice the field of educational management competency to solve problems in the field of educational management based on the results of information and data analysis
	PLO-9	Able to utilize technology and information in problem solving efforts according to area of expertise
	PLO-11	Able to demonstrate a responsible attitude and collaborate in accordance with professional norms and ethics
	Program Objectives (PO)	
	PO - 1	Utilizing learning resources and information technology in applying computer skills and utilizing science and technology in solving educational management problems to support the concept of good governance and paper less.
	PO - 2	Master the theoretical concepts of electronic offices in depth and be able to apply them according to educational needs.
	PO - 3	Make the right decisions about e-office applications based on information and data analysis, and be able to provide guidance in choosing various alternative solutions independently and in groups.
	PO - 4	Responsible for self-learning performance, agreement with group colleagues in understanding basic electronic office concepts and application in relevant contexts
	PLO-PO Matrix	

P.O	PLO-7	PLO-9	PLO-11
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	The E-Office course aims to study e-office, e-office information systems, paper less correspondence design, e-office implementation issues, employee optimization in utilizing e-office, e-office design practices according to the needs of the world of work and e-office protection from irresponsible outside parties. Lectures are carried out using a system of presentations and discussions, project assignments, field observations, critical journal reviews and joint reflection

References	Main :

1. Agustin, H. 2019. Sistem Informasi Manajemen. Jakarta: Raja Grafindo.
2. Atmono, W. 2008. MS Word 2007: Menyusun Beragam Surat & Dokumen Bisnis dan Perkantoran
3. Darmawan, D. 2013. Sistem Informasi Manajemen. Yogyakarta: PT Remaja Rosdakarya
4. Jasmadi. 2010. Menyusun Presentasi Pembelajaran Berbasis TIK dengan Ms Office 2010. Jakarta: Elex Media Komputindo.
5. Kurniawan, D. 2010. Teknik Mengamankan Data & Sistem Komputer. Jakarta: PT Elex Media Komputindo
6. Lascarya, I.K. 2010. CBT Expert Using Microsoft Access 2010. Jakarta: Elex Media Komputindo
7. Marakas, G.M. 2013. Sistem Informasi Manajemen. Jakarta: Salemba Empat
8. McCarter, J & Mabin, J.S. 2011. Microsoft Office Publisher 2007 for Dummies. Canada: Willey Publishing, Inc.
9. Sanjaya, R. 2010. Membuat Blog dengan Blogspot New Version. Jakarta: Elex Media Komputindo.
10. Tim Puskom UNY. 2010. Modul Pelatihan TIK dan Media Digital. Yogyakara: Puskom UNY
11. Wati, M. & Media, N.G. 2011. 6 Jam Belajar Sendiri nge-BLOG dengan WordPress. Bandung: CV Yrama Widya.
12. Zulkarnain, W. & Sumarsono, B. 2015. Manajemen Perkantoran Profesional. Malang: Gunung Samudera.

	Supporters:	

Supporting lecturer	Dr. Mohammad Syahidul Haq, S.Pd., M.Pd. Aditya Chandra Setiawan, 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	Students are able to carry out lecture contracts and inferences on basic E-Office concepts.	1. Students are able to explain the meaning of E-Office; 2. Students are able to differentiate types of E-Office; 3. Students are able to explain the characteristics of E-Office; 4. Students are able to distinguish the strengths and weaknesses of E-Office	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Basic E-Office Concepts **Reference:** *Zulkarnain, W. & Sumarsono, B. 2015. Professional Office Management. Malang: Mount Samudera.*	5%
2	Students are able to make inferences about Information Systems in E-Office.	1. Students are able to explain the meaning of Information Systems; 2. Students are able to differentiate types of Information Systems; 3. Students are able to explain the characteristics of Information Systems; 4. Students are able to differentiate the strengths and weaknesses of Information Systems.	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Information Systems in E-Office. **Reference:** *Darmawan, D. 2013. Management Information Systems. Yogyakarta: PT Teen Rosdakarya*	5%
3	Students are able to make inferences about File Management in E-Office.	1. Students are able to explain the meaning of File Management; 2. Students are able to differentiate types of File Management; 3. Students are able to explain the characteristics of File Management; 4. Students are able to differentiate the strengths and weaknesses of File Management	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** File Management in E-Office. **References:** *Zulkarnain, W. & Sumarsono, B. 2015. Professional Office Management. Malang: Mount Samudera.*	5%
4	Students are able to make inferences about Human Resources in E-Office	1. Students are able to explain the meaning of Human Resources; 2. Students are able to differentiate types of Human Resources; 3. Students are able to explain the characteristics of Human Resources; 4. Students are able to distinguish the strengths and weaknesses of Human Resources.	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Participatory Activities	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Human Resources in E-Office **Reference:** *Agustin, H. 2019. Management Information Systems. Jakarta: Raja Grafindo.*	5%
5	Students are able to make inferences about Facilities and Infrastructure in E-Office.	1. Students are able to explain the meaning of Facilities and Infrastructure; 2. Students are able to differentiate types of Facilities and Infrastructure; 3. Students are able to explain the characteristics of Facilities and Infrastructure; 4. Students are able to differentiate between the strengths and weaknesses of Facilities and Infrastructure.	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Facilities and Infrastructure in E-Office. **References:** *Agustin, H. 2019. Management Information Systems. Jakarta: Raja Grafindo.*	5%

6	Students are able to make inferences about the concept of E-Government	1. Students are able to explain the meaning of E-Government; 2. Students are able to explain the Goals of E-Government; 3. Students are able to explain the Types of E-Government; 4. Students are able to explain the Characteristics of E-Government; 5. Students are able to explain the advantages and disadvantages of e-government.	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment :** Portfolio Assessment	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** E-Government **Library:** *UNY Puskom Team. 2010. ICT and Digital Media Training Module. Yogyakara: UNY Community Center*	5%
7	Students are able to make inferences about the Virtual Office concept.	1. Students are able to explain the meaning of Virtual Office; 2. Students are able to differentiate between types of Virtual Office; 3. Students are able to explain the characteristics of Virtual Office; 4. Students are able to differentiate the advantages and disadvantages of Virtual Office	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment :** Portfolio Assessment	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Virtual Office; **References:** *Zulkarnain, W. & Sumarsono, B. 2015. Professional Office Management. Malang: Mount Samudera.*	5%
8	Midterm Exam (UTS)		**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment :** Participatory Activities	2 X 50	2 X 50		15%
9	Students are able to make inferences about the development of bureaucratic reform.	1. Students are able to explain the meaning of Bureaucratic Reform; 2. Students are able to differentiate between types of Bureaucratic Reform; 3. Students are able to explain the characteristics of Bureaucratic Reform; 4. Students are able to distinguish the strengths and weaknesses of Bureaucratic Reform.	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment :** Project Results Assessment / Product Assessment	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Development of Bureaucratic Reform. **References:** *Atmono, W. 2008. MS Word 2007: Compiling Various Business and Office Letters & Documents*	5%
10	Students are able to make inferences regarding E-Office Program/Application Management.	1. Students are able to explain E-Office Program/Application Planning; 2. Students are able to explain the Organization of E-Office Programs/Applications; 3. Students are able to explain the Implementation of E-Office Programs/Applications; 4. Students are able to explain Supervision of E-Office Programs/Applications; 5. Students are able to explain E-Office Program/Application Evaluation;	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment :** Project Results Assessment / Product Assessment	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	Varied lectures (lecture, question and answer and discussion methods) 2 X 50	**Material:** Management of E-Office Programs/Applications. **References:** *Lascarya, IK 2010. CBT Expert Using Microsoft Access 2010. Jakarta: Elex Media Komputindo*	5%
11	Students are able to make inferences regarding the implementation of E-Office Programs/Applications	1. Students are able to explain the implementation of E-Office Programs/Applications 2. Students are able to analyze obstacles in implementing E-Office Programs/Applications 3. Students are able to solve problems in implementing E-Office Programs/Applications	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment :** Project Results Assessment / Product Assessment	Seminar Results of Academic Visits (Observations) 2 X 50	Seminar Results of Academic Visits (Observations) 2 X 50	**Material:** Implementation of E-Office Programs/Applications **Reference:** *Atmono, W. 2008. MS Word 2007: Compiling Various Business and Office Letters & Documents*	5%

12	Students are able to make inferences regarding the implementation of E-Office Programs/Applications	1. Students are able to explain the implementation of E-Office Programs/Applications 2. Students are able to analyze obstacles in implementing E-Office Programs/Applications 3. Students are able to solve problems in implementing E-Office Programs/Applications	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Seminar Results of Academic Visits (Observations) 2 X 50	Seminar Results of Academic Visits (Observations) 2 X 50	**Material:** Implementation of E-Office Programs/Applications **Reference:** *Atmono, W. 2008. MS Word 2007: Compiling Various Business and Office Letters & Documents*	5%
13	Students are able to develop E-Office Programs/Applications	1. Students are able to apply E-Office Program/Application Planning; 2. Students are able to apply the E-Office Program/Application Organizing system; 3. Students are able to apply the E-Office Program/Application Implementation system; 4. Students are able to implement the E-Office Program/Application Monitoring system; 5. Students are able to apply the E-Office Program/Application Evaluation system; 6. Students are able to create E-Office programs/applications	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Project Results Assessment / Product Assessment	Project Based Learning 2 X 50	Project Based Learning 2 X 50	**Material:** E-Office Program/Application Development **Library:** *UNY Puskom Team. 2010. ICT and Digital Media Training Module. Yogyakara: UNY Community Center*	5%
14	Students are able to develop E-Office Programs/Applications	1. Students are able to apply E-Office Program/Application Planning; 2. Students are able to apply the E-Office Program/Application Organizing system; 3. Students are able to apply the E-Office Program/Application Implementation system; 4. Students are able to implement the E-Office Program/Application Monitoring system; 5. Students are able to apply the E-Office Program/Application Evaluation system; 6. Students are able to create E-Office programs/applications	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Portfolio Assessment	Project Based Learning 2 X 50	Project Based Learning 2 X 50	**Material:** E-Office Program/Application Development **Reference:** *Kurniawan, D. 2010. Techniques for Securing Data & Computer Systems. Jakarta: PT Elex Media Komputindo*	5%
15	Students are able to develop E-Office Programs/Applications	1. Students are able to apply E-Office Program/Application Planning; 2. Students are able to apply the E-Office Program/Application Organizing system; 3. Students are able to apply the E-Office Program/Application Implementation system; 4. Students are able to implement the E-Office Program/Application Monitoring system; 5. Students are able to apply the E-Office Program/Application Evaluation system; 6. Students are able to create E-Office programs/applications	**Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55 **Form of Assessment** : Portfolio Assessment	Project Based Learning 2 X 50	Project Based Learning 2 X 50	**Material:** E-Office Program/Application Development **Reference:** *Kurniawan, D. 2010. Techniques for Securing Data & Computer Systems. Jakarta: PT Elex Media Komputindo*	5%

| 16 | Final Semester Examination (UAS) | | **Criteria:** Score Criteria: Special: 90-100; Very Good: 76-89; Fair: 56-75; Less: 0-55

 Form of Assessment : Participatory Activities | 2 X 50 | 2 X 50 | **Material:** topical material
 Reference: *Marakas, GM 2013. Management Information Systems. Jakarta: Salemba Empat* | 15% |

Evaluation Percentage Recap: Project Based Learning

No	Evaluation	Percentage
1.	Participatory Activities	50%
2.	Project Results Assessment / Product Assessment	30%
3.	Portfolio Assessment	20%
		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.