SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Office Management and Computer Systems To Tu-An	8620404070		T=4	P=0	ECTS=6.36	3	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	....	....	Syunu Trihantoyo, S.Pd., M.Pd.

Learning model	Case Studies

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)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	This course describes office management and administrative computer management of educational institutions

References	**Main :**	

1. The Liang Gie. 2000. Administrasi Perkantoran Modern . Yogyakarta: Liberty.
2. Moekijat. 2007. Manajemen Perkantoran . Bandung: Mandar Maju.
3. Suryosubroto, B. 2007. Tatalaksana Kurikulum . Jakarta: Rineka Cipta.
4. Chna, L.T. dan Ta. 1990. Management of Business . Singapore: McGraw-Hill Book Company.
5. Dirjen Pendidikan Tinggi Depdikbud RI. 1980. Pedoman Pelayanan Tata Usaha untuk Perguruan Tinggi . Jakarta: Depdikbud.
6. Handaya. 1975. Etiket dan Pergaulan . Yogyakarta: Kanisius.
7. LAN. 1985. Buku Pelajaran Perkantoran . Jakarta: LAN.
8. Gie, T.L. 2000. Administrasi Perkantoran Modern . Yogyakarta: Liberty.
9. Kosasih, E.S.I. 2003. Surat Menyurat dan Menulis Surat Dinas dengan Benar . Bandung: C.V. Yrama Widya.
10. Ernawati, V. 2004. Pedoman Lengkap Kesekretarisan . Yogyakarta: Graha Ilmu.
11. Robinson, D. 1996. Business Etiquette . Jakarta: Gramdesia Pustaka Utama.
12. Soerjani. 1992. Pengelolaan Kantor Pendidikan . Malang: Proyek OPF IKIP MALANG.
13. Soesanto, S. 2001. Administrasi Kantor Manajemen dan Aplikasi . Jakarta: Djambatan.

	Supporters:	

Supporting lecturer	Dr. Mohammad Syahidul Haq, S.Pd., M.Pd. Ainur Rifqi, 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	Learning Contract			4 X 50			0%
2	Students are able to master and analyze the basic concepts of educational office management			Presentation, Discussion, questions and answers 4 X 50			0%
3	Students are able to master and analyze the understanding of office management principles			Presentation, Discussion, questions and answers 4 X 50			0%
4	Students are able to master and analyze the understanding of office layout			Presentation, Discussion, questions and answers 4 X 50			0%
5	Students are able to master and analyze understanding of Correspondence Management			Presentation, Discussion, questions and answers 4 X 50			0%
6	Students are able to master and analyze the understanding of basic management concepts at TU.			Presentation, Discussion, questions and answers 4 X 50			0%
7	Students are able to understand personnel administration			Presentation, Discussion, questions and answers 4 X 50			0%
8	Students are able to understand office equipment			Presentation, Discussion, questions and answers 4 X 50			0%
9	Sub Summative Exam			4 X 50			0%
10	Students are able to understand curriculum administration and understand student affairs administration			Presentation, Discussion, questions and answers 4 X 50			0%
11	Students are able to understand laboratory administration and understand infrastructure administration			Presentation, Discussion, questions and answers 4 X 50			0%
12	Students are able to understand office problems and their solutions			Presentation, Discussion, questions and answers 4 X 50			0%
13	Students are able to understand manual and electronic archives			Presentation, Discussion, questions and answers 4 X 50			0%
14	Students are able to understand and introduce archival software. Students are able to install archival software			Presentation, Discussion, Practice, question and answer 4 X 50			0%

15	Students Students are able to make Agenda Books			Presentation, Discussion, questions and answers 4 X 50			0%
16	Summative Exam			4 X 50			0%

Evaluation Percentage Recap: Case Study

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.