



**Universitas Negeri Surabaya
Faculty of Vocational Studies
D4 Public Administration Study Program**

**Document
Code**

SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
State Financial Administration	6330103036	Compulsory Study Program Subjects	T=1	P=2	ECTS=4.77	3	September 30, 2023
AUTHORIZATION	SP Developer		Course Cluster Coordinator			Study Program Coordinator	
	Noviyanti, S.AP., M.AP		Dr. Weni Rosdiana, S.Sos., M.AP.			Dr. Weni Rosdiana, S.Sos., M.AP.	

Learning model	Case Studies																																																																		
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																																																		
	PLO-6 Contribute to improving the quality of life in society, nation and state and the progress of civilization based on Pancasila																																																																		
	PLO-9 Able to study cases of the application of science and technology that pay attention to and apply humanities values in the field of management and public sector policy in order to produce prototypes, standard procedures, designs and, compile the results of the study in the form of working papers, and upload them on the university website																																																																		
	PLO-10 Able to carry out the formulation, implementation and evaluation of public sector policies																																																																		
	PLO-14 Mastering knowledge about the concepts and practices of organizations, management and public sector policies																																																																		
	Program Objectives (PO)																																																																		
	PO - 1 Mastering concepts and theories about designing and managing public sector organizations, implementing public policies, managing services and development administration that uses state finances.																																																																		
	PO - 2 Able to manage the public sector to realize public values: efficiency, effectiveness, transparency, accountability, fairness and democracy both individually and as a team in managing state and regional finances.																																																																		
	PLO-PO Matrix																																																																		
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PO Matrix at the end of each learning stage (Sub-PO)																																																																			
<table border="1" style="margin-left: 40px;"> <tr> <td rowspan="2">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>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> <tr> <td>PO-2</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																	PO-2																
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PO-2																																																																			

Short Course Description This course discusses the state financial system, regional financial system, central and regional financial relations, the process of preparing, implementing and evaluating the state revenue and expenditure budget, the state budget cycle, supervision and management of state finances.

References

Main :

1. Adisasmita, Rahardjo. 2011. Pengelolaan Pendapatan dan Anggaran Daerah . Yogyakarta: Graha Ilmu.
2. Ismail, Gusnar. 2009. Pengelolaan Keuangan pada Satuan Kerja Perangkat Daerah (SKPD) dan BLU . Jakarta: Indeks.
3. Solihin, Dadang. 2006. Keuangan Publik: Pendanaan Pusat dan Daerah. Jakarta: PT. Artifa Duta Prakarsa.
4. Soetrisno PH. 1981. Dasar Dasar Ilmu Keuangan Negara. Jakarta: FE UGM.
5. Basri, Yuswar Zainul dan Mulyadi Subri. 2005. Keuangan Negara dan Analisis Kebijakan Utang Luar Negeri. Jakarta: Raja Grafindo Persada.

Supporters:

Supporting lecturer		Dr. Weni Rosdiana, S.Sos., M.AP. Gading Gamaputra, S.AP., MPA. Noviyanti, S.AP., M.AP. Arieviana Ayu Laksmi, S.T., M.B.A.					
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 explain the definition and scope of state finances	<ol style="list-style-type: none"> 1. Students can describe the meaning of state finances 2. Students can describe state rights 3. Students can understand state revenues and expenditures 4. Students can explain the influence of state revenues and expenditures on the economy 	Criteria: Active in discussions Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: State finances, state duties and obligations Reader: <i>Soetrisno PH. 1981. Basic Science of State Finance. Jakarta: FE UGM.</i> <hr/> Material: State revenues and expenditures and their influence Reader: <i>Basri, Yuswar Zainul and Mulyadi Subri. 2005. State Finance and Foreign Debt Policy Analysis. Jakarta: Raja Grafindo Persada.</i>	5%
2	Students are able to explain the definition and scope of state finances	<ol style="list-style-type: none"> 1. Students can describe the meaning of state finances 2. Students can describe state rights 3. Students can understand state revenues and expenditures 4. Students can explain the influence of state revenues and expenditures on the economy 	Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: State finances, state duties and obligations Reader: <i>Soetrisno PH. 1981. Basic Science of State Finance. Jakarta: FE UGM.</i> <hr/> Material: State revenues and expenditures and their influence Reader: <i>Basri, Yuswar Zainul and Mulyadi Subri. 2005. State Finance and Foreign Debt Policy Analysis. Jakarta: Raja Grafindo Persada.</i>	5%
3	Students are able to explain the functions of government	Students can explain the Allocation function, Distribution and Stabilization function	Criteria: Active in discussions Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: Functions of government Reference: <i>Soetrisno PH. 1981. Basic Science of State Finance. Jakarta: FE UGM.</i>	5%

4	Students are able to understand the sources of state income	Students can explain the sources of state income along with examples	Criteria: Active in discussions Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: Sources of state income References: Solihin, Dadang. 2006. <i>Public Finance: Central and Regional Funding.</i> Jakarta: PT. Artifa Duta Prakarsa.	5%
5	Students are able to understand the sources of state income	Students can explain the sources of state income along with examples	Criteria: Active in discussions Form of Assessment : Participatory Activities	Pulpit lectures and discussions 3 X 50		Material: Sources of state income References: Solihin, Dadang. 2006. <i>Public Finance: Central and Regional Funding.</i> Jakarta: PT. Artifa Duta Prakarsa.	5%
6	Students are able to understand Economic Development & State Financial Policy	1.Students can explain economic development 2.Students can find out about State Financial Policy	Criteria: Writing a portfolio on economic development and state financial policy Form of Assessment : Participatory Activities, Portfolio Assessment	pulpit lecture and discussion 3 X 50		Material: Economic development, state financial policy References: Basri, Yuswar Zainul and Mulyadi Subri. 2005. <i>State Finance and Foreign Debt Policy Analysis.</i> Jakarta: Raja Grafindo Persada.	5%
7	Students are able to understand the basic principles of state financial management	Students can learn the basic principles of managing state finances	Criteria: Active in discussions Form of Assessment : Participatory Activities	Online 3 X 50		Material: Basic principles of state financial management Reference: Solihin, Dadang. 2006. <i>Public Finance: Central and Regional Funding.</i> Jakarta: PT. Artifa Duta Prakarsa.	0%

8	MIDTERM EXAM	Meeting Indicators 1-7	Criteria: Answer questions carefully and responsibly Form of Assessment : Test	Essay 2 X 50		Material: State finances, government functions Reader: <i>Soetrisno PH. 1981. Basic Science of State Finance. Jakarta: FE UGM.</i> Material: Sources of state income References: <i>Solihin, Dadang. 2006. Public Finance: Central and Regional Funding. Jakarta: PT. Artifa Duta Prakarsa.</i> Material: Economic development, state financial policy References: <i>Basri, Yuswar Zainul and Mulyadi Subri. 2005. State Finance and Foreign Debt Policy Analysis. Jakarta: Raja Grafindo Persada.</i> Material: Basic principles of state financial management Reference: <i>Solihin, Dadang. 2006. Public Finance: Central and Regional Funding. Jakarta: PT. Artifa Duta Prakarsa.</i>	10%
9	Students are able to understand the APBN cycle	<ol style="list-style-type: none"> 1. Students can understand the APBN cycle which includes: APBN preparation, determination, implementation, supervision and accountability 2. Students can find out the APBN assumptions and the influencing factors 3. Students can differentiate between the old and new APBN formats 	Form of Assessment : Participatory Activities	lectures and discussions by Google Meet 3 X 50		Material: APBN Cycle References: <i>Solihin, Dadang. 2006. Public Finance: Central and Regional Funding. Jakarta: PT. Artifa Duta Prakarsa.</i>	5%

10	Students are able to understand the APBN cycle	<ol style="list-style-type: none"> 1. Students can understand the APBN cycle which includes: APBN preparation, determination, implementation, supervision and accountability 2. Students can find out the APBN assumptions and the influencing factors 3. Students can differentiate between the old and new APBN formats 	<p>Criteria: Active in discussions</p> <p>Form of Assessment : Participatory Activities</p>		lectures and discussions by Google Meet 3 X 50	<p>Material: APBN Cycle</p> <p>References: <i>Solihin, Dadang. 2006. Public Finance: Central and Regional Funding. Jakarta: PT. Artifa Duta Prakarsa.</i></p>	5%
11	Students are able to explain the relationship between central and regional finance	Students can understand the relationship between central and regional finance	<p>Criteria: Compile a portfolio regarding central and regional financial relations</p> <p>Form of Assessment : Portfolio Assessment</p>	Pulpit lectures and discussions 3 X 50		<p>Material: Central and regional financial relations</p> <p>References: <i>Solihin, Dadang. 2006. Public Finance: Central and Regional Funding. Jakarta: PT. Artifa Duta Prakarsa.</i></p>	10%
12	Students are able to understand Regional Finance and APBD	<ol style="list-style-type: none"> 1. Students can explain Regional Finance 2. Students can find out the composition of the APBD 3. Students can explain the APBD Implementation Process 	<p>Criteria: Active in discussions</p> <p>Form of Assessment : Participatory Activities</p>	Pulpit lectures and discussions 3 X 50		<p>Material: Understanding regional finance and APBD</p> <p>Reader: <i>Adisasmita, Rahardjo. 2011. Regional Revenue and Budget Management. Yogyakarta: Graha Ilmu.</i></p>	5%
13	Students are able to describe the regional financial management cycle	Students present the regional financial management cycle, including the basics of regional government financial reports	<p>Criteria: 1. Active in discussions 2. Regional financial reporting performance</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Pulpit lectures and discussions 3 X 50		<p>Material: Regional financial management cycle</p> <p>References: <i>Ismail, Gushnar. 2009. Financial Management in Regional Work Units (SKPD) and BLU. Jakarta: Index.</i></p>	6%
14	Students are able to describe the regional financial management cycle	Students present the regional financial management cycle, including the basics of regional government financial reports	<p>Criteria: 1. Active in discussions 2. Regional financial reporting performance</p> <p>Form of Assessment : Participatory Activities, Practice/Performance</p>	Pulpit lectures and discussions 3 X 50		<p>Material: Regional financial management cycle</p> <p>References: <i>Ismail, Gushnar. 2009. Financial Management in Regional Work Units (SKPD) and BLU. Jakarta: Index.</i></p>	7%

15	Students are able to describe the regional financial management cycle	Students present the regional financial management cycle, including the basics of regional government financial reports	Criteria: 1.Active in discussions 2.Regional financial reporting performance Form of Assessment : Practice / Performance	Pulpit lectures and discussions 3 X 50		Material: Regional financial management cycle References: Ismail, Gushnar. 2009. <i>Financial Management in Regional Work Units (SKPD) and BLU</i> . Jakarta: Index.	7%
16	FINAL EXAMS	Meetings 1-15	Criteria: Answer questions carefully and responsibly Form of Assessment : Test	Multiple choice and essay 2 X 45		Material: State Finances Reader: Soetrisno PH. 1981. <i>Basic Science of State Finance</i> . Jakarta: FE UGM. Material: Central and regional financial relations References: Solihin, Dadang. 2006. <i>Public Finance: Central and Regional Funding</i> . Jakarta: PT. Artifa Duta Prakarsa. Material: APBN Bibliography: Basri, Yuswar Zainul and Mulyadi Subri. 2005. <i>State Finance and Foreign Debt Policy Analysis</i> . Jakarta: Raja Grafindo Persada. Material: APBD Reader: Adisasmita, Rahardjo. 2011. <i>Regional Revenue and Budget Management</i> . Yogyakarta: Graha Ilmu. Material: Regional financial management cycle References: Ismail, Gushnar. 2009. <i>Financial Management in Regional Work Units (SKPD) and BLU</i> . Jakarta: Index.	15%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage
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1.	Participatory Activities	49%
2.	Portfolio Assessment	12.5%
3.	Practice / Performance	13.5%
4.	Test	25%
		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.