



**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																																	
Office administration	6330102049		T=1 P=1 ECTS=3.18	4	July 17, 2024																																	
AUTHORIZATION	SP Developer		Course Cluster Coordinator	Study Program Coordinator																																		
	Dr. Weni Rosdiana, S.Sos., M.AP.																																		
Learning model	Project Based Learning																																					
Program Learning Outcomes (PLO)	PLO study program that is charged to the course																																					
	Program Objectives (PO)																																					
	PLO-PO Matrix																																					
		<table border="1" style="margin: auto;"> <tr> <td style="width: 10%;">P.O</td> <td colspan="15"></td> </tr> </table>					P.O																															
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	PO Matrix at the end of each learning stage (Sub-PO)																																					
	<table border="1" style="margin: auto;"> <tr> <td rowspan="2" style="width: 10%;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 5%;">1</td> <td style="width: 5%;">2</td> <td style="width: 5%;">3</td> <td style="width: 5%;">4</td> <td style="width: 5%;">5</td> <td style="width: 5%;">6</td> <td style="width: 5%;">7</td> <td style="width: 5%;">8</td> <td style="width: 5%;">9</td> <td style="width: 5%;">10</td> <td style="width: 5%;">11</td> <td style="width: 5%;">12</td> <td style="width: 5%;">13</td> <td style="width: 5%;">14</td> <td style="width: 5%;">15</td> <td style="width: 5%;">16</td> </tr> </table>					P.O	Week																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Short Course Description	This course applies Office Administration theories through practicum. This theory discusses managerial, administrative, financial and warehousing activities.																																					
References	Main :																																					
	1. Tim pengajar praktik administrasi perkantoran. 2016. Modul praktikum administrasi perkantoran. Tidak dipublikasikan.																																					
	Supporters:																																					
Supporting lecturer	Dian Arlupi Utami, S.Sos., M.AP. Yuni Lestari, S.AP., M.AP. Dr. Wendy Ivannal Hakim, S.T., M.Ars.																																					
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 entering the world of work in the administrative field	1. Describe the job application letter 2. Explain the completeness of the job application letter 3. Explain the steps for applying for a job	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10	direct learning, simulation, role playing 3 X 50			0%
2	Prepare complete facilities and infrastructure along with office layout	1. Implement leadership to delegate each task in each section (Manager, Administration section, Finance section, Warehouse section) 2. Make office equipment 3. Prepare the required office equipment	Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10	Role playing 3 X 50			0%

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4	Prepare complete facilities and infrastructure along with office layout	1. Implement leadership to delegate each task in each section (Manager, Administration section, Finance section, Warehouse section) 2. Make office equipment 3. Prepare the required office equipment	Criteria: 1. The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6. The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10	Role playing 3 X 50			0%

5	<p>Skilled in applying leadership concepts, supplies management, financial management, and office administration as well as making final reports in each section.</p>	<p>1. Apply leadership concepts 2. Applying the concept of supplies management 3. Apply financial management concepts 4. Apply the concepts of correspondence, archives and secretarial work</p>	<p>Criteria: 1.The assessment is carried out on the following aspects: 2.1. Participation during lectures must take at least 75% of the lectures (weight 2) 3.2. UTS, carried out once every mid-semester and given a weight of 2. 4.3. The assignment assessment is given a weight of 3 5.4. The UAS assessment is given a weight of 3 6.The final NA is (participation grade") (assignment grade%2 3) (UTS grade%2 2) UAS grade (3) divided by 10</p>	<p>role playing 3 X 50</p>			0%
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8	UTS			3 X 50			0%
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16	UAS			3 X 50			0%

Evaluation Percentage Recap: Project Based Learning

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.