

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

Document Code

	SEN	IESTER LEA	RNIN	IG PLAN		
Courses		CODE	Course Family	Credit Weight	SEMESTER	Compilation Date
Record management		6330103037		T=1 P=0 ECTS=1.59	9 4	July 17, 2024
AUTHORIZATION		SP Developer		Course Cluster Coordinator	Study Progr Coordinator	am
						sdiana, S.Sos., .AP.
Learning model	Case Studies					
Program Learning Outcomes (PLO)	PLO study prog	ram which is charged	to the c	ourse		
()	Program Object	tives (PO)				
	PLO-PO Matrix					
		P.O				
	PO Matrix at the	e end of each learning	stage (S	Sub-PO)		
		P.O 1 2 3 4			12 13 14	15 16
Short Course Description		ion and destruction of arc		of the scope of archives,	arcnivai proce	dures, storage
References	Main :					
	2.Rokhma profesiKe SekolahV Politeknik Examina Sedarma Kearsipar	atun,Dwi,Burhanudin.201: arsipan,Karakteristik&sya okasi-UGM: Jogjakarta Negeri Malang 4.Walker ations 5. BasirBarthos yanti.2008.Tata Kearsip n.Gramedia Pusta	3.Profesił tratketram a 3.TriWa Callean, callean, s. Man an.Manda aka	npilan, pengetahuan ,kompet hyuWidodo, 201.Manajeme 2011.Office Administration. ajemenKearsipan, 2003.B rMaju : Bandung 7.Amsya	ensi dan kode en Kearsipan. Macmilia Busin Bumi Akasara	etik Arsiparis. Modul Ajar- ess for CSEC a :Jakarta 6. ). Manajemen
	Supporters:					
Supporting lecturer	Dian Arlupi Utami Lena Citra Mangg Yuni Lestari, S.AF	alasari,, M.A.				
		Evaluation		Help Learning, Learning methods, Student Assignments, [Estimated time]	Learning materials	
Week Final abilities of each (Sub-PO)	learning stage				L References	Assessment Weight (%)

		Indicator	Criteria & Form	Offline ( <i>offline</i> )	Online ( <i>online</i> )	]	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	1st Meeting Final Skills: Discuss the meaning of archives, the importance of archives: - Explain the meaning of archives: - Explain the importance of archives: - Definition of archives: - Lecture on the pulpit - Questions and answers: - Discussion: Amsyah Zulkifi, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: - centralistic archives: Decentralized archives: - Lecture on the pulpit - Questions and answers: - Discussion: Amsyah Zulkifit, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the organization of archives: - centralistic archives: Decentralized archives: - Lecture on the pulpit - Questions and answers: - Amsyah Zulkifit, 2001, archives management, Gramedia, Jakarta: 3 50: Discussion questions and answers: Amsyah Zulkifit, 2001, archives management, Gramedia, Jakarta: 50: Discuss chronological, alphabetical, number, geographic and subject systems: Explaining archive storage system is Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Strategy Form of Assessment Strategy Form of Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining Resources Media Time Learning Experience Assessment Criteria 5th Meeting Final Ability: Students are able to understand subject: :::::::::::::::::::::::::::::::			3 X 50			0%

Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing Concept of indexing: - Lecture -Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion -Work Performance Demonstration Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : : Indicators Study Materials Approach/Method/Model/Learning

Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion -performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance -demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: : : : Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: pubject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: ::: Indicators Study Materials Learning Approaches/Methods/Models/Strategiess Learning Resources Media Time

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Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of understanding of meeting material 1-7 : : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture -Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion -Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: -Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : : Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment

Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems; ::: Study Material Indicators Learning Approach/Method/Model/Strategy

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies:

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system:: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment

1	CriteriaStudy Material Indicators					
	Learning Approach/Method/Model/Strategy					
	Learning Resources Media Time					
	Learning Experience Assessment					
	Strategy Assessment Form Assessment					
	Instrument Assessment Criteria 14th Meeting Final Ability: Students are able					
	to simulate archive storage systems:					
	practice of archive storage systems:					
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	Amsyah Zulkifli, 2001, archives					
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Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Instrument Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining archive storage systems: chronological system geographic system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject ::: Indicators Study Materials Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: -Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli 2001, archives management, Gramedia, Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: avgluation/assessment of 50: evaluation/assessment of understanding of meeting material 1-7: Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distribution procedures : - Recording and distribution procedures : - Discussion -Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet

storage procedures: : : :Indicators Study Materials

Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: ::: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms

Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifil, 2001, enbiting archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Resources Media Time Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : :

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	of archives Scope of archives: - Lecture				
	on the pulpit - Questions and answers				
	Discussion: Amsyah Zulkifli, 2001,				
	archives management, Gramedia, Jakarta: 3 Learning Assessment				
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	Assessment Instruments Assessment				
	Criteria for the 2nd Meeting Final Ability:				
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	Students are able to understand archive				
	supervision: Explain archive supervision: Archive supervision:- Lecture on the				
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	answers: Amsyah Zulkifli, 2001,				
	archives management, Gramedia,				
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	2001, archives management, Gramedia,				
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Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture -Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion -Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: -Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : :Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems:

to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: :: : Study Material Indicators Learning

Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies:

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms

Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment

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to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems; : : : Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies:

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators

	Learning Experience Assessment Strategy Assessment Form Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance - demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: ::: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment Strategy Assessment Form Assessment Strategy Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: proformance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems:: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: ::: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Resources Media Time Learning Resources Media Time Learning Resources Media Time Learning Resources Media Time				
7	1st Meeting Final Skills: Discuss the meaning of archives, the importance of archives and the scope of archives - Explain the importance of archives - Explain the scope of archives: - Definition of archives - The importance of archives Scope of archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Asseessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: - Centralistic archives Decentralized archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: - Centralistic archives Decentralized archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the archive storage system: chronological system - alphabetical system - number system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 50: Discuss chronological, alphabetical, number, geographic and subject systems: : :: Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Criteria Ath Meeting Final Ability: Students are able understanding archive storage systems: chronological system - geographic system: - Lecture on the gulpit - Giscussion and answers - Strategy Form of Assessment Assessment Criteria Ath Meeting Final Ability: Students are able understanding archive storage systems: chronological system - geographic system: - Lecture on the Storage system - Criteria Ath Meeting Final A		3 X 50		0%

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Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability: Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of

Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: number systems: - performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: -:: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time

	Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems:					
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Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Instrument Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining archive storage systems: chronological system geographic system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject : :: Indicators Study Materials Learning

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storage procedures: : : :Indicators Study Materials

Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: ::: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms

Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifil, 2001, enbiting archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Resources Media Time Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : :

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	Explain the meaning of archives -					
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	Explain the scope of archives: - Definition of archives - The importance					
	of archives Scope of archives: - Lecture					
	on the pulpit - Questions and answers					
	Discussion: Amsyah Zulkifli, 2001,					
	archives management, Gramedia,					
	Jakarta: 3 Learning Assessment					
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	Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability:					
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	organization of archives: -explain the					
	organization of archives: - Centralistic					
	archives Decentralized archives: -					
	Lecture on the pulpit - Questions and					
	answers Discussion: Amsyah Zulkifli,					
	2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd					
	Meeting Final Ability: Students are able					
	to understand the archive storage					
	system: Explain the archive storage					
	system: chronological system -					
	alphabetical system - number system: -					
	Lecture on the pulpit - Discussion					
	questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia,					
	Jakarta: 3 50: Discuss chronological,					
	alphabetical, number, geographic and					
	subject systems: : :: Indicators Study					
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	Strategy Form of Assessment					
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	Criteria 4th Meeting Final Ability:					
	Students are able understanding archive					
	storage systems: Explaining archive storage systems: chronological system -					
	geographic system: - Lecture on the					
	pulpit - Discussion questions and					
	answers: Amsyah Zulkifli, 2001, archive					
	management, Gramedia, Jakarta: 3 X					
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	alphabetical, number, geographical and subject : : : : Indicators Study Materials					
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	Meeting Final Ability: Students are able					
	to understand the archive storage					
	system Indicator: Explain the archive					
	storage system: system subject: -					
	Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli,					
	2001, archives management, Gramedia,					
	Jakarta: 3 Learning Learning Resources					
	Media Time Learning Experience					
	Assessment Strategy Assessment Form					
	Assessment Instrument Assessment Criteria 6th Meeting Final Ability:					
	Students are able to understand archive					
	supervision: Explain archive supervision:					
	Archive supervision:- Lecture on the					
	pulpit - Discussion questions and					
	answers: Amsyah Zulkifli, 2001,					
	archives management, Gramedia, Jakarta: 6 Form of Assessment					
	Instrument Assessment Criteria for					
	Assessment of the 7th Meeting Final					
	Ability: Students are able to understand					
	the transfer and destruction of archives:					
	explain the transfer of archives -explain the destruction of archives: transfer of					
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	2001, archives management, Gramedia,					
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to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: :: : Study Material Indicators Learning

Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies:

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms

Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment

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Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies:

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Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability: Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of

Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: number systems: - performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: -:: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time

	Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: ::: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: practice of archive storage systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: performance simulation/demonstration:				
12	Criteria 1st Meeting Final Skills: Discuss the meaning of archives, the importance of archives and the scope of archives - Explain the meaning of archives - Explain the importance of archives - Explain the scope of archives: - Definition of archives - The importance of archives Scope of archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: - Centralistic archives Decentralized archives: -		3 X 50		0%

Lecture on the pulpit - Questions and answers. - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the archive storage system: Explain the archive storage system: chronological system alphabetical system - number system: -Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 50: Discuss chronological, alphabetical, number, geographic and subject systems: : :: Indicators Study Materials Approach/Method/Model/Learning.

Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Instrument Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining archive storage systems: chronological system geographic system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject : :: Indicators Study Materials Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: -Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli 2001, archives management, Gramedia, Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: avgluation/assessment of 50: evaluation/assessment of understanding of meeting material 1-7: Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distribution procedures : - Recording and distribution procedures : - Discussion -Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet

storage procedures: : : :Indicators Study Materials

Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: ::: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms

Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifil, 2001, enbiting archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Resources Media Time Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : :

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	Assessment Instruments Assessment					
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13	1st Meeting Final Skills: Discuss the meaning of archives, the importance of					0%
	archives and the scope of archives: -		3 X 50			
	Explain the meaning of archives -					
	Explain the importance of archives - Explain the scope of archives: -					
	Definition of archives - The importance					
	of archives Scope of archives: - Lecture					
	on the pulpit - Questions and answers					
	Discussion: Amsyah Zulkifli, 2001,					
	archives management, Gramedia, Jakarta: 3 Learning Assessment					
	Strategies Assessment Forms					
	Assessment Instruments Assessment					
	Criteria for the 2nd Meeting Final Ability:					
	Students are able to understand the organization of archives: -explain the					
	organization of archives: - Centralistic					
	archives Decentralized archives: -					
	Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli,					
	2001, archives management, Gramedia,					
	Jakarta: 3 Assessment of the 3rd					
	Meeting Final Ability: Students are able					
	to understand the archive storage system: Explain the archive storage					
	system: chronological system -					
	alphabetical system - number system: -					
	Lecture on the pulpit - Discussion					
	questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia,					
	Jakarta: 3 50: Discuss chronological,					
	alphabetical, number, geographic and					
	subject systems: : :: Indicators Study					
	Materials Approach/Method/Model/Learning					
	Strategy Learning Resources Media					
	Time Learning Experience Assessment					
	Strategy Form of Assessment					
	Assessment Instrument Assessment Criteria 4th Meeting Final Ability:					
	Students are able understanding archive					
	storage systems: Explaining archive					
	storage systems: chronological system - geographic system: - Lecture on the					
	pulpit - Discussion questions and					
	answers: Amsyah Zulkifli, 2001, archive					
	management, Gramedia, Jakarta: 3 X					
	50: Discussing chronological, alphabetical, number, geographical and					
	subject : : : : Indicators Study Materials					
	Learning					
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	Strategy Assessment Form Assessment					
	Instrument Assessment Criteria 5th					
	Meeting Final Ability: Students are able to understand the archive storage					
	system Indicator: Explain the archive					
	storage system: system subject: -					
	Lecture on the pulpit - Discussion					
	questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia,					
	Jakarta: 3 Learning Learning Resources					
	Media Time Learning Experience					
	Assessment Strategy Assessment Form Assessment Instrument Assessment					
	Criteria 6th Meeting Final Ability:					
	Students are able to understand archive					
	supervision: Explain archive supervision:					
	Archive supervision:- Lecture on the pulpit - Discussion questions and					
	answers: Amsyah Zulkifli, 2001,					
	archives management, Gramedia,					
	Jakarta: 6 Form of Assessment					
	Instrument Assessment Criteria for Assessment of the 7th Meeting Final					
	Ability: Students are able to understand					
	the transfer and destruction of archives:					
	explain the transfer of archives -explain the destruction of archives: transfer of					
	archives -destruction of archives: transfer of					
	Lecture on the pulpit -question and					
	answer - Discussion: Amsyah Zulkifli,					
	2001, archives management, Gramedia, Jakarta: 3 understanding meeting					
	material 1-7: explaining meeting material					
	1-7: meeting material 1-7: Written Test					
	(UTS): Amsyah Zulkifli, 2001, archives					
	management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of					
	understanding of meeting material 1-7 :					
	: : : Indicators Study Materials Learning					
	Approach/Method/Model/Strategy					
	Learning Resources Media Time Learning Experience Assessment					
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Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing Concept of indexing: - Lecture -Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion -Work Performance Demonstration Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : : Indicators Study Materials Approach/Method/Model/Learning

Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion -performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance -demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: : : : Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: pubject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: ::: Indicators Study Materials Learning Approaches/Methods/Models/Strategiess Learning Resources Media Time

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	CriteriaStudy Material Indicators Learning					
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	Learning Experience Assessment					
	Strategy Assessment Form Assessment					
	Instrument Assessment Criteria 14th					
	Meeting Final Ability: Students are able to simulate archive storage systems:					
	practice of archive storage systems:					
	geographic systems Study Material					
	Indicators Approach/ Learning					
	Method/Model/Strategy: -performance -					
	demonstration: Amsyah Zulkifli, 2001,					
	archives management, Gramedia,					
	Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive					
	storage systems: archive storage					
	system practice: subject systems:					
	performance simulation/demonstration:					
	Amsyah Zulkifli, 2001, archives					
	management, Gramedia, Jakarta: 3 X					
	50: simulate subject systems: : : : Indicators Study Materials Learning					
	Approaches/Methods/Models/Strategies					
	Learning Resources Media Time					
	Learning Experiences Assessment					
	Strategies Assessment Forms					
	Assessment Instruments Assessment					
14	Criteria 1st Meeting Final Skills: Discuss the					0%
1	meaning of archives, the importance of		3 X 50			0%0
	archives and the scope of archives: -		3 \ 30			
	Explain the meaning of archives -					
	Explain the importance of archives -					
	Explain the scope of archives: - Definition of archives - The importance					
	of archives Scope of archives: - Lecture					
	on the pulpit - Questions and answers					
	Discussion: Amsvah Zulkifli. 2001.					
	archives management, Gramedia,					
	Jakarta: 3 Learning Assessment					
	Strategies Assessment Forms Assessment Instruments Assessment					
	Criteria for the 2nd Meeting Final Ability:					
	Students are able to understand the					
	organization of archives: -explain the					
	organization of archives: - Centralistic					
	archives Decentralized archives: -					
	Lecture on the pulpit - Questions and					
	answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia,					
	Jakarta: 3 Assessment of the 3rd					
	Meeting Final Ability: Students are able					
	to understand the archive storage					
	system: Explain the archive storage					
	system: chronological system - alphabetical system - number system: -					
	Lecture on the pulpit - Discussion					
	questions and answers: Amsyah Zulkifli,					
	2001, archives management, Gramedia,					
	Jakarta: 3 50: Discuss chronological,					
	alphabetical, number, geographic and subject systems: : :: Indicators Study					
	Materials					
	Approach/Method/Model/Learning					
	Strategy Learning Resources Media					
	Time Learning Experience Assessment					
	Strategy Form of Assessment Assessment Instrument Assessment					
	Criteria 4th Meeting Final Ability:					
	Students are able understanding archive					
	storage systems: Explaining archive					
	storage systems: chronological system -					
	geographic system: - Lecture on the pulpit - Discussion questions and					
	answers: Amsyah Zulkifli, 2001, archive					
	management, Gramedia, Jakarta: 3 X					
	50: Discussing chronological,					
	alphabetical, number, geographical and					
	subject : : : : Indicators Study Materials					
	Learning Approach/Method/Model/Strategy					
	Learning Resources Media Time					
	Learning Experience Assessment					
	Strategy Assessment Form Assessment					
	Instrument Assessment Criteria 5th					
	Meeting Final Ability: Students are able					
	to understand the archive storage system Indicator: Explain the archive					
	storage system: system subject: -					
	Lecture on the pulpit - Discussion					
	questions and answers: Amsyah Zulkifli,					
	2001, archives management, Gramedia,					
	Jakarta: 3 Learning Learning Resources					
	Media Time Learning Experience Assessment Strategy Assessment Form					
	Assessment Instrument Assessment					
	Criteria 6th Meeting Final Ability:					
	Students are able to understand archive					
	supervision: Explain archive supervision:					
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Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of understanding of meeting material 1-7 : : : : Indicators Study Materials Learning Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture -Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures - Explain archival procedures - Practice recording and distributing archives : - Recording and distribution procedures : - Discussion -Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: -Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet storage procedures: : : : Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment

Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems; ::: Study Material Indicators Learning Approach/Method/Model/Strategy

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies:

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system:: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment

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15	Criteria 1st Meeting Final Skills: Discuss the meaning of archives, the importance of archives and the scope of archives - Explain the meaning of archives - Explain the scope of archives: - Definition of archives - The importance of archives Scope of archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: - centralistic archives Decentralized archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the archive storage system: Explain the archive storage system: chronological system - alphabetical system - number system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 50: Discuss chronological, alphabetical, number, geographic and subject systems: : :: Indicators Study Materials Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Criteria 4th Meeting Final Ability: Students are able understand the storage systems: Explaining archive storage systems: Explaining archive storage systems: Explaining archive		3 X 50		0%

pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject : : : : Indicators Study Materials Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability: Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of

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Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: number systems: - performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: -:: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time

	Learning Experience Assessment Strategy Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: geographic systems Material Indicators Study of Learning Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Resources Media Time Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate archive storage systems: proformance simulation/demonstration: Amsyah Zulkifli, 20					
16	1st Meeting Final Skills: Discuss the meaning of archives, the importance of archives and the scope of archives - Explain the meaning of archives - Explain the importance of archives - Explain the scope of archives: - Definition of archives: - The importance of archives Scope of archives: - Lecture on the pulpit - Questions and answers Discussion: Amsyah Zulkiffi, 2001, archives management, Gramedia, Jakarta: 3 Learning Assessment Strategies Assessment Forms Assessment Instruments Assessment Criteria for the 2nd Meeting Final Ability: Students are able to understand the organization of archives: - explain the organization of archives: - Centralistic archives Decentralized archives: -		3 X 50		0%	

Lecture on the pulpit - Questions and answers. - Discussion: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment of the 3rd Meeting Final Ability: Students are able to understand the archive storage system: Explain the archive storage system: chronological system alphabetical system - number system: -Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 50: Discuss chronological, alphabetical, number, geographic and subject systems: ::: Indicators Study Materials Approach/Method/Model/Learning

Strategy Learning Resources Media Time Learning Experience Assessment Strategy Form of Assessment Assessment Instrument Assessment Criteria 4th Meeting Final Ability: Students are able understanding archive storage systems: Explaining archive storage systems: chronological system geographic system: - Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archive management, Gramedia, Jakarta: 3 X 50: Discussing chronological, alphabetical, number, geographical and subject ::: Indicators Study Materials Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 5th Meeting Final Ability: Students are able to understand the archive storage system Indicator: Explain the archive storage system: system subject: -Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia Jakarta: 3 Learning Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 6th Meeting Final Ability: Students are able to understand archive supervision: Explain archive supervision: Archive supervision:- Lecture on the pulpit - Discussion questions and answers: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 6 Form of Assessment Instrument Assessment Criteria for Assessment of the 7th Meeting Final Ability: Students are able to understand the transfer and destruction of archives: explain the transfer of archives -explain the destruction of archives: transfer of archives -destruction of archives: Lecture on the pulpit -question and answer - Discussion: Amsyah Zulkifli 2001, archives management, Gramedia, Jakarta: 3 understanding meeting material 1-7: explaining meeting material 1-7: meeting material 1-7: Written Test (UTS): Amsyah Zulkifii, 2001, archives management, Gramedia, Jakarta: 1 X 50: evaluation/assessment of understanding of meeting material 1-7: Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 9th Meeting Final Ability: Students are able to understand the concept of indexing: Explain the concept of indexing: Concept of indexing: - Lecture Discussion - Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 : : Assessment Instrument Assessment Criteria for the 10th Meeting Final Ability : Students are able to understand and simulate archival procedures : - Explain archival procedures - Practice recording and distribution procedures : - Recording and distribution procedures : - Discussion -Work Performance Demonstration : Amsyah Zulkifli, 2001, management archives, Gramedia, Jakarta: 3 Final Ability: Students are able to understand and simulate archival procedures: Explain archival procedures: Alphabet storage procedures: - Performance Demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: - Simulate alphabet

storage procedures: : : :Indicators Study Materials

Approach/Method/Model/Learning Strategy Learning Resources Media Time Learning Experience Assessment Instrument Assessment Form Assessment Instrument Assessment Criteria 12th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: chronological system: - discussion performance work/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 Assessment Criteria for the 13th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: number systems: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulating number systems,: ::: Study Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Material Indicators Study of Learning

Approaches/Methods/Models/Strategies: -performance -demonstration: Amsyah Zulkifli, 2001, archival management, Gramedia, Jakarta: 3 Assessment Criteria for the 15th Meeting Final Ability: Students are able to simulate archive storage systems: archive storage system practice: subject system: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject system: :: Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms

Assessment Instruments Assessment CriteriaStudy Material Indicators Learning Approach/Method/Model/Strategy

Learning Resources Media Time Learning Experience Assessment Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographical systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifil, 2001, enbiting archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: practice of archive storage systems: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Indicators Study Materials Learning Approaches/Methods/Models/Strategies Learning Resources Media Time Learning Experiences Assessment Strategies Assessment Forms Assessment Instruments Assessment CriteriaStudy Material Indicators Learning

Approach/Method/Model/Strategy Learning Resources Media Time Learning Resources Media Time Strategy Assessment Form Assessment Instrument Assessment Criteria 14th Meeting Final Ability: Students are able to simulate archive storage systems: practice of archive storage systems: geographic systems Study Material Indicators Approach/ Learning Method/Model/Strategy: -performance demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 15th Meeting Final Skills: Students are able to simulate archive storage systems: archive storage system practice: subject systems: performance simulation/demonstration: Amsyah Zulkifli, 2001, archives management, Gramedia, Jakarta: 3 X 50: simulate subject systems: : : : Evaluation Percentage Recap: Case Study

INO	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.
- 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.