UNESA Universitas Negeri Surabaya	**Faculty of Social Sciences and Law, State University of Surabaya Bachelor of Science in Public Administration**	**Document Code e**

Lesson Plan

COURSE	Code	Cluster	Credits	Semester	Compilation Date
Office Administration	6320103005	Organization Theory, Organization Behavior, Human Resources Management in Public Sector	**3**	7	2023

AUTHORIZATION	Lesson Plan Developer	Coordinator	Head of Study Program
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ogram Learning utcome (PLO)	PLO	
	PLO1	Able to master the theoretical concepts of public policy and administration
	PLO6	Able to utilize information technology in managing the organization
	PLO7	Able to formulate alternative solutions to administrative problems in public sector organizations
	PLO11	Cooperative and have concern for society and environment
	Course Learning Outcome (CLO)	
	CLO1	Able to master the theoretical concepts of office administration to realize the values of good governance
	CLO6	Able to utilize information technology in managing office administration in the organization
	CLO7	Able to formulate alternative solutions to various problems that occur in the administration of office in various case studies in Indonesia through various innovations
	CLO11	Able to work together and have the concern to contribute to various problems that arise related to office administration in the community

		and in various organizational environments
urse Description	Able to master the theoretical concepts, to utilize information technology, able to formulate alternative solutions to various problems, and able to work together and have the concern to contribute to various problems that arise based on office administration	
arning Materials/ pics	1. Definition, scope, and objectives of office administration 2. Kinds of office activities, office procedures, principles of office procedures, and methods of writing office procedures 3. Process data into information, information functions, criteria for good information, and types of information systems in office administration 4. The purpose of office layout, form of office layout, principles in office layout, and factors that influence office layout 5. Equipment in the office, procedures for recording inventory, how to receive and issue goods, maintenance of goods, and removal of goods in the office 6. Communication functions, characteristics of effective messages, forms of communication in offices, factors that affect information and communication processes in offices 7. Types of archives, techniques in archiving, archival maintenance, and 5Rs in archiving 8. Format of the letter, use of logos, state symbols, and official seals, forms of delegation of authority in signing letters, and forms of correspondence in office administration 9. Types of office administration activities	
ferences	**Primary**	1. Nuraida, Ida. 2012. Manajemen Administrasi Perkantoran. Yogyakarta. Kanisius
	Supplementary	1. Barthos, Basir. 2013. Manajemen Kearsipan. Bumi Aksara. 2. Muhidin, Sambas Ali, dan Winata, Hendri. 2016. Manajemen Kearsipan untuk Organisasi Publik, Bisnis, Sosial, Politik, dan Kemasyarakatan. Bandung : Pustaka Setia 3. Saptorini, Chatarina. 2017. Tata Persuratan dan Formulir. Jakarta : Unievrsitas Terbuka Press
cturer(s)	1. Dra. Meirinawati, M.AP. 2. Eva Hany Fanida, S.AP., M.AP. 3. Trenda Aktiva Oktariyanda, S.AP., M.AP.	
erequisite	Management Principles	

eek	**Learning Objectives**	**Assessment**	**Learning Activities and Time Allocation**	**Learning Sources**	**Scoring**

		Indicators	Criteria/Form/ Type	Offline	On line		
1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Able to provide an analysis of the importance of office administration as a science in the study of public administration.	Accuracy in analyzing the importance of office administration in every organization	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignments:** Discuss and analyze the importance of office administration in every organization **TM :1mg x (3 credits x 50")**	-	1,2,6	5
2	Able to cooperate and care by identifying various procedures in office administration activities	Accuracy in identifying various procedures in office administration activities	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Discovery Learning, Contextual Learning - **Student Assignments:** discuss and identify various procedures in office administration activities **TM :1mg x (3 credits x 50")**			5

3	Able to work together in analyzing the importance of management information systems in office administration by utilizing technology, information and communication for organizational management processes	Accuracy in analyzing the importance of information systems in office administration	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Case Study Learning through Group Discussion - **Student Assignments:** Discuss and analyze the importance of information systems in office administration **TM :1mg x (3 credits x 50")**		1,2,4,6	5
-5	Able to cooperate in compiling/designing spatial layout in office administration by utilizing information and communication technology for organizational management	Accuracy in compiling/designing spatial layout in office administration	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Discovery Learning, Contextual Learning - **Student Assignments:** Discuss and arrange/design the layout in office administration **TM :1mg x (3 credits x 50")**		1,2,4,6,8	10
-7	Able to carry out office inventory through analysis of various case studies on the administration of office administration in various organizations by	Accuracy in conducting office inventory	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Method:** Case Study Learning through Group Discussion - **Student Assignments:** Discuss and do an office inventory		1,2,4,6,8	10

	utilizing information and communication technology for organizational management			**TM :1mg x (3 credits x 50")**			
8	**Mid-Semester Evaluation / Mid-Semester Exam**						10
9	Able to work together in analyzing the relationship and the importance of communication in office administration activities by utilizing information and communication technology for organizational management	Accuracy in analyzing relationships and the importance of communication in office administration	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignment:** Discuss and analyze the relationship and the importance of communication in office administration **TM :1mg x (3 credits x 50")**		1,2,4,6,7, 8	5
-11	Able to work together in compiling and demonstrating archive storage systems by utilizing information and communication technology for organizational management	Accuracy in compiling and demonstrating archive storage systems	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture - **Methods:** Discovery Learning, Contextual Learning through Group Discussion - **Student Assignments:** discuss, compile and demonstrate an archive storage system **TM :1mg x (3 credits x 50")**		1,2,3,7,8	10

-13	Able to compile official letters and official notes in office administration activities by utilizing information and communication technology for organizational management	Determination in compiling official letters and official notes	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture **- Method:** Project Based Learning through group discussion **- Student Assignments:** Discuss and compile official letters and official notes **TM :1mg x (3 credits x 50")**		1,2,3,7,8, 9	10
-15	Able to work together in practicing and applying office activities by utilizing information and communication technology for organizational management	Accuracy in practicing and applying office administration activities	**Criteria:** Holistic Rubric **Form :** Non Test	**Learning Form:** Face-to-face Lecture **- Methods:** Discovery Learning, Contextual Learning through Group Discussion **- Student Assignments:** discuss, Accuracy in practicing and applying office administration activities **TM :1mg x (3 credits x 50")**		1,2,3,4,5, 6,7,8,9	10
6	**End of Semester Evaluation / End of Semester Exam**						20