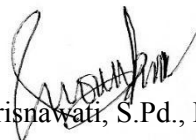
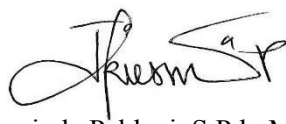




UNIVERSITAS NEGERI SURABAYA
FAKULTAS EKONOMIKA DAN BISNIS
PRODI PENDIDIKAN ADMINISTRASI PERKANTORAN

Kode Dokumen

RENCANA PEMBELAJARAN SEMESTER

MATA KULIAH (MK)		KODE	Rumpun MK	BOBOT (sks)		SEMESTER	Tgl Penyusunan
Teknologi Perkantoran		8721003091	Otomatisasi Perkantoran	T=1	P=2	Gasal	10 Agustus 2020
OTORISASI		Pengembang RPS		Koordinator RMK		Ketua PRODI	
		 Novi Trisnawati, S.Pd., M.Pd.		 Brilliant Rosy, S.Pd., M.Pd.		 Triesninda Pahlevi, S.Pd., M.Pd.	
Capaian Pembelajaran (CP)	CPL-PRODI yang dibebankan pada MK						
	CPL4	Mahasiswa dapat menunjukkan sikap tanggung jawab terhadap profesinya sesuai dengan keahliannya secara mandiri maupun dalam kelompok <i>(Students can show a responsible attitude towards their profession according to their expertise independently or in groups)</i>					
	CPL8	Mahasiswa dapat menggunakan atau menerapkan konsep dan teori administrasi perkantoran dalam praktik perkantoran <i>Students can use or apply office administration concepts and theories in office practice.)</i>					
	CPL9	Siswa dapat mengambil keputusan yang tepat dalam memecahkan masalah sesuai dengan keahliannya <i>(Students can make the right decisions in solving problems according to their expertise)</i>					
	CPL12	Mahasiswa dapat memanfaatkan sumber belajar untuk memecahkan permasalahan pembelajaran administrasi perkantoran secara komprehensif dengan mengikuti perkembangan ilmu pengetahuan dan teknologi. <i>(Students can take advantage of learning resources to solve office administration learning problems comprehensively by following the development of science and technology.)</i>					
	Capaian Pembelajaran Mata Kuliah (CPMK)						
	CPMK1	Mampu bertanggung jawab terhadap kinerjanya dengan menunjukkan keterlibatan aktif dalam menjalankan tugas dan peran yang diberikan baik secara individual maupun kelompok selama proses pembelajaran teknologi perkantoran (PLO 4)					

		Able to be responsible for their performance by showing active involvement in carrying out assigned tasks and roles both individually and in groups during the office technology learning process (PLO 4)								
	CPMK2	Mahasiswa dapat menguasai konsep dasar teknologi perkantoran secara mendalam serta mempraktekkan secara procedural dalam kegiatan perkantoran (PLO 8) Students can master the basic concepts of office technology in depth and formulate them in procedural problem solving (PLO 8)								
	CPMK3	Mahasiswa dapat mengambil keputusan berdasarkan analisis informasi dan data serta memberikan alternatif solusi. (PLO 9) Students can make decisions based on analysis of information and data and provide alternative solutions. (PLO 9)								
	CPMK4	Mahasiswa dapat memanfaatkan IPTEKS dalam menganalisis kegiatan dalam lingkup teknologi perkantoran (PLO 12) Students can use science and technology in analyzing activities within the scope of office technology (PLO 12)								
Kemampuan akhir tiap tahapan belajar (Sub-CPMK)										
	Sub-CPMK1	Mampu memahami konsep dasar dan perkembangan teknologi perkantoran (Able to understand basic concepts and developments in office technology)								
	Sub-CPMK2	Mampu memahami peralatan kantor (Able to understand office equipment)								
	Sub-CPMK3	Mampu memahami perlengkapan kantor (Able to understand office supplies)								
	Sub-CPMK4	Mampu memahami perabot kantor (Able to understand office furniture)								
	Sub-CPMK5	Mampu memahami mesin kantor (Able to understand office machines)								
	Sub-CPMK6	Mampu mengoperasikan alat komunikasi kantor (Able to operate office communication tools)								
	Sub-CPMK7	Mampu mengoperasikan mesin pencatat (Able to operate a note-taking machine)								
	Sub-CPMK8	Mampu mengoperasikan mesin reproduksi/pengganda data (Able to operate data reproduction/multiplier machine)								
	Sub-CPMK9	Mampu mengoperasikan mesin pengolah data (Able to operate data processing machine)								
	Sub-CPMK10	Mampu mengoperasikan mesin-mesin penunjang kerja perkantoran (able to operate machines supporting office work)								
Korelasi CPMK terhadap Sub-CPMK										

Brief description of the course	Mahasiswa mempunyai pengetahuan, wawasan dan kompetensi dalam bidang perkantoran terutama tentang konsep dan praktek teknologi perkantoran. Mata kuliah ini membahas tentang konsep dasar teknologi perkantoran, perlengkapan kantor (office equipment), mesin kantor (office machine), perabot kantor, bahan ATK kantor, alat komunikasi kantor, mesin tulis, mesin reproduksi/pengganda, komputer, mesin hitung, mesin-mesin kantor lainnya. <i>(Students have knowledge, insight and competence in the office sector, especially about the concepts and practices of office technology. This course discusses the basic concepts of office technology, office equipment, office machines, office furniture, office stationery materials, office communication tools, writing machines, reproduction/multiplier machines, computers, calculating machines, machines. other office machines)</i>	
Learning Materials	1. Konsep dasar dan perkembangan teknologi perkantoran 2. Peralatan kantor 3. Perlengkapan kantor 4. Perabot kantor 5. Mesin-mesin kantor 6. Alat komunikasi kantor 7. Mesin-mesin pencatat 8. Mesin-mesin reproduksi/pengganda data 9. Mesin-mesin pengolah data 10. Praktek mengoperasikan mesin-mesin perkantoran	
References	Primary:	
	1. Abdussamad, Zuchri. 2013. Tekonologi Perkantoran. Gorontalo: Universitas Negeri Gorontalo 2. Edwar, Muhammad. 2010. Teknologi Perkantoran. Surabaya: University Press 3. Galagher, Joan. 2014. Modern Office Technology&Administration. Gill & Macmillan 4. Rosy, dkk. 2021. Teknologi Perkantoran Berbasis Model Pembelajaran ASSURE. Surabaya: Unesapress	
	Supplement:	
	1. Waluto, D.E. 2000. Penerapan Teknologi Perkantoran. Semarang: Politeknik Negeri Semarang. 2. Oliverio, Pasewark, & White. 2018. The Office: Procedures and Technology. USA: CENGAGE	
Lecturers	Brillian Rosy, S.Pd., M.Pd. Novi Trisnawati, S.Pd., M.Pd.	
Requirements course	-	

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Mampu memahami konsep dasar dan perkembangan teknologi perkantoran (<i>Able to understand the basic concepts and developments in office technology</i>)	1. Mampu menjelaskan pengertian teknologi perkantoran (<i>Explain the understanding of office technology</i>) 2. Mampu mendeskripsikan perkembangan teknologi perkantoran (<i>Describe the development of office technology</i>) 3. Mampu menganalisis dampak positif dan negatif perkembangan teknologi perkantoran (<i>Analyzing the positive and negative impacts of the development of office technology</i>)	Kriteria (Criteria): Penilaian tugas (<i>assignment assessment</i>) Teknik (Technic): Non-test form: mahasiswa diberikan kasus untuk menstimulasi diskusi kelompok. Kemudian siswa mengutarakan hasil pencarian materi terkait kasus dan didiskusikan dalam kelompok. (<i>students are given cases to stimulate group discussion. Then students express the results of the search for material related to the case and discuss it in groups.</i>)	Kuliah: 1. Ceramah 2. Diskusi 3. Tanya Jawab	Elearning: Google meet/ Zoom/ V-Learning Task 1 1: mahasiswa menganalisis kasus tentang dampak positif dan negatif perkembangan teknologi perkantoran untuk menstimulasi diskusi kelompok. Kemudian mahasiswa mempresentasikan hasil pencarian materi terkait kasus <i>(students analyze cases about the positive and negative impacts of office technology developments to stimulate group discussions. Then students present the results of the search for material related to the case)</i> [TM: 1x(1x50'')] [BM : 1x(2x50'')]	1-5	10 %
2	Memahami peralatan kantor (<i>Able to understand office equipment</i>)	1. Mampu menjelaskan pengertian peralatan kantor (<i>Explain the understanding of office equipment</i>) 2. Mampu menganalisis macam-macam peralatan kantor	Kriteria (Criteria): Penilaian tugas (<i>assignment assessment</i>) Teknik (Technic): Non-test form:	Kuliah: 1.Ceramah 2.Diskusi 3.Tanya Jawab	Elearning: Google meet/ Zoom/ V-Learning Task 2:	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		<i>(Analyzing various office equipment)</i> 3. Mampu mendefinisikan pemeliharaan peralatan kantor <i>(Define maintenance of office equipment)</i>	Mahasiswa diharapkan aktif mencari, memahami, dan menemukan jawaban dari materi terkait <i>(Students are expected to actively seek, understand, and find answers to related material)</i>		Mahasiswa mencari, memahami, dan menemukan macam-macam peralatan kantor dan proses pemeliharanya. Kemudian mahasiswa mempresentasikan hasil penemuan terkait materi. <i>(Students search for, understand, and find various office equipment and the maintenance process. Then the students presented the findings related to the material.)</i> [TM: 1x(1x50")] [BM : 1x(2x50")]		
3	Memahami perlengkapan kantor <i>(Able to understand office supplies)</i>	1. Mampu menjelaskan pengertian perlengkapan kantor <i>(Explain the understanding of office supplies)</i> 2. Mampu menjelaskan kegunaan perlengkapan kantor <i>(Explain the use of office supplies)</i> 3. Mampu menganalisis jenis-jenis perlengkapan kantor <i>(Analyzing the types of office supplies)</i> 4. Mampu menganalisis beberapa perlengkapan kantor yang sering	Kriteria (Criteria): Penilaian tugas (assignment assessment) Teknik (Technic): Non-test form: Mahasiswa diharapkan aktif mencari, memahami, dan menemukan jawaban dari materi terkait <i>(Students are expected to actively seek, understand,</i>	Kuliah: 1.Ceramah 2.Diskusi 3.Studi Kasus	Elearning: Google meet/ Zoom/ V-Learning Task 3: Mahasiswa mencari, memahami, dan menemukan jenis-jenis peralatan kantor dan menganalisis beberapa perlengkapan kantor yang sering digunakan dalam perusahaan. . Kemudian mahasiswa	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		digunakan dalam perusahaan (Analyzing some office supplies that are often used in companies)	<i>and find answers to related material)</i>		mempresentasikan hasil penemuan terkait materi. (Students search, understand, and find types of office equipment and analyze some office equipment that is often used in companies. . Then the students presented the findings related to the material.) [TM: 1x(1x50")] [BM : 1x(2x50")]		
4	Memahami perabot kantor (Understanding office furniture)	1. Mampu menjelaskan pengertian perabot kantor (<i>Explain the meaning of office furniture</i>) 2. Mampu menganalisis macam-macam perabot kantor (<i>Analyzing various kinds of office furniture</i>)	Kriteria (Criteria): Penilaian tugas (assignment assessment) Teknik (Technic): Non-test form: Mahasiswa diharapkan aktif mencari, memahami, dan menemukan jawaban dari materi terkait (<i>Students are expected to actively seek, understand, and find answers to related material</i>)	Kuliah: 1.Ceramah 2.Diskusi 3.Studi Kasus	Elearning: Google meet/ Zoom/ V-Learning Task 4: Mahasiswa mencari, memahami, dan menemukan macam-macam perabot kantor dan proses pemeliharanya. Kemudian mahasiswa mempresentasikan hasil penemuan terkait materi. (<i>Students search for, understand, and find various types of office furniture and the maintenance</i>)	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					process. Then the students presented the findings related to the material.) [TM: 1x(1x50”)] [BM : 1x(2x50”)]		
5	Memahami mesin kantor (<i>Understanding office machines</i>)	1. Mampu menjelaskan pengertian mesin-mesin kantor (<i>Explain the understanding of office machines</i>) 2. Mampu memahami alasan Penggunaan Mesin-mesin Kantor (<i>Understand the Reasons for Using Office Machines</i>). 3. Mampu menganalisis macam-macam mesin kantor berdasarkan cara kerja dan fungsi (<i>Analyzing various office machines based on work methods and functions</i>) 4. Mampu menganalisis Pemeliharaan dan Perawatan Umum Mesin Kantor (<i>Analyzing the Maintenance and General Care of Office Machines</i>)	Kriteria (Criteria): Penilaian tugas (assignment assessment) Teknik (Technic): Non-test form: Mahasiswa diharapkan aktif mencari, memahami, dan menemukan jawaban dari materi terkait (<i>Students are expected to actively seek, understand, and find answers to related material</i>)	Kuliah: 1.Ceramah 2.Diskusi 3.Praktik	Elearning: Google meet/ Zoom/ V-Learning Task 5: Mahasiswa mencari, memahami, dan menemukan macam-macam mesin kantor berdasarkan cara kerja /fungsi dan proses pemeliharanya. Kemudian mahasiswa mempresentasikan hasil penemuan terkait materi. (<i>Students are expected to be able to search, understand, and find various office machines based on how they work/function and the maintenance process. Then the students presented the findings related to the material.</i> [TM: 1x(1x50”)]	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					[BM : 1x(2x50'')]		
6-7	Mengoperasikan alat komunikasi kantor (<i>Operate office communication tools</i>)	1. Mampu menjelaskan pengertian alat komunikasi kantor (<i>Explain the understanding of office communication tools</i>) 2. Mampu menjelaskan macam-macam alat komunikasi kantor (<i>Explain various kinds of office communication tools</i>) 3. Mampu menganalisis permasalahan penggunaan alat komunikasi kantor (<i>Analyzing problems using office communication tools</i>) 4. Mampu mempraktekkan alat komunikasi kantor (<i>Practicing office communication tools</i>)	Kriteria (Criteria): 1. Penilaian tugas (<i>assignment assessment</i>) 2. Penilaian praktek (<i>Practice assessment</i>) Teknik (Technic): Non-test form: 1. Mahasiswa diharapkan aktif mencari, memahami, dan menemukan jawaban dari materi terkait (<i>Students are expected to actively seek, understand, and find answers to related materials</i>) 2. Mahasiswa menggunakan benda, alat atau bahan ajar agar mendapatkan pengalaman secara nyata terhadap apa yang akan dipelajari (<i>Students use objects,</i>	Kuliah: 1.Ceramah 2.Diskusi 3.Praktik	Elearning: Google meet/ Zoom/ V-Learning Task 6: Mahasiswa mencari, memahami, dan menemukan macam-macam alat komunikasi kantor dan menganalisis permasalahan penggunaan alat komunikasi Kemudian mahasiswa mempresentasikan hasil penemuan terkait materi. (<i>Students search, understand, and find various office communication tools and analyze problems using communication tools. Then students present the findings related to the material.</i>) [TM: 1x(1x50'')] [BM : 1x(2x50'')] Task 7 Mahasiswa ke laboratorium atau magang pada kantor untuk mempraktekan/mengoperasikan	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			<i>tools or teaching materials in order to get real experience of what they are going to learn.)</i>		secara langsung cara kerja alat komunikasi kantor dengan benar. Kemudian mahasiswa membuat laporan (tertulis/video) dari hasil penugasan. <i>(Students go to the laboratory or intern in the office to practice/operate directly how office communication tools work correctly. Then students make a report (written/video) from the results of the assignment.)</i> [TM: 1x(1x50")] [PT : 1x(2x50")]		
8	Midterm Exam						
9-10	Mengoperasikan mesin pencatat perkantoran <i>(Operate office note-taking machines)</i>	1. Mampu menjelaskan dan mengoperasikan mesin tulis manual (Able to explain and operate manual writing machine) 2. Mampu menjelaskan dan mengoperasikan mesin tulis listrik (Able to explain and operate an electric writing machine)	Kriteria (Criteria): Penilaian praktek <i>(Practice assessment)</i> Teknik (Technic): Non-test form: Mahasiswa menggunakan benda, alat atau bahan ajar agar mendapatkan pengalaman secara nyata	Kuliah: 1.Ceramah 2.Diskusi 3.Praktik	Elearning: Google meet/ Zoom/ V-Learning Task 8 Mahasiswa ke laboratorium atau magang pada kantor untuk mempraktekan/mengoperasikan	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		3. Mampu menjelaskan dan mengoperasikan mesin tulis elektronik (Able to explain and operate electronic writing machine)	terhadap apa yang akan dipelajari (Students use objects, tools or teaching materials in order to get real experience of what they are going to learn.)		secara langsung cara kerja mesin pencatat dengan benar. Kemudian mahasiswa membuat laporan (tertulis/video) dari hasil penugasan. (Students go to the laboratory or intern in the office to practice/operate directly how the recording machine works correctly. Then students make a report (written/video) from the results of the assignment.) [TM: 1x(1x50")] [PT : 1x(2x50")]		
11-12	Mengoperasikan mesin reproduksi/Pengganda data (Operate the reproducing/Data copying machine)	1. Mampu menjelaskan dan mengoperasikan mesin foto copy 2. Mampu menjelaskan dan mengoperasikan printer 3. Mampu menjelaskan dan mengoperasikan risograph 4. Mampu menjelaskan dan mengoperasikan scanner 1. Able to explain and operate a photocopy machine 2. Able to explain and operate the printer	Kriteria (Criteria): Penilaian praktek (Practice assessment) Teknik (Technic): Non-test form: Mahasiswa menggunakan benda, alat atau bahan ajar agar mendapatkan pengalaman secara nyata terhadap apa yang akan dipelajari	Kuliah: 1.Ceramah 2.Diskusi 3.Praktik	Elearning: Google meet/ Zoom/ V-Learning Task 10 Mahasiswa ke laboratorium atau magang pada kantor untuk mempraktekan/mengoperasikan secara langsung cara kerja mesin reproduksi/pengganda data dengan benar.	3,4,5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		3. <i>Able to explain and operate a risograph</i> 4. <i>Able to explain and operate the scanner</i>	<i>(Students use objects, tools or teaching materials in order to get real experience of what they are going to learn.)</i>		Kemudian mahasiswa membuat laporan (tertulis/video) dari hasil penugasan. <i>(Students go to the laboratory or intern in the office to practice/operate firsthand how the data reproduction/copying machine works correctly. Then students make a report (written/video) from the results of the assignment.)</i> [TM: 1x(1x50")] [PT : 1x(2x50")]		
13	Mengoperasikan mesin pengolah data <i>(Operate data processing machines)</i>	1. Mampu menjelaskan dan mengoperasikan mesin hitung manual 2. Mampu menjelaskan dan mengoperasikan mesin penghitung uang 3. Mampu enjelaskan dan mengoperasikan komputer 1. <i>Able to explain and operate a manual calculating machine</i> 2. <i>Able to explain and operate a money counting machine</i>	Kriteria (Criteria): Penilaian praktek <i>(Practice assessment)</i> Teknik (Technic): Non-test form: Mahasiswa menggunakan benda, alat atau bahan ajar agar mendapatkan pengalaman secara nyata terhadap apa yang akan dipelajari <i>(Students use objects, tools or teaching materials in</i>	Kuliah: 1.Ceramah 2.Diskusi 3.Praktik	Elearning: Google meet/ Zoom/ V-Learning Task 11 Mahasiswa ke laboratorium atau magang pada kantor untuk mempraktekan/mengoperasikan secara langsung cara kerja mesin mesin pengolah data dengan benar. Kemudian mahasiswa	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		3. 3. Able to explain and operate a computer	order to get real experience of what they are going to learn.)		membuat laporan (tertulis/video) dari hasil penugasan. (Students go to the laboratory or intern in the office to practice/operate directly how data processing machines work correctly. Then students make a report (written/video) from the results of the assignment.) [TM: 1x(1x50”)] [PT : 1x(2x50”)]		
14-15	Mengoperasikan mesin-mesin penunjang kerja perkantoran (Operate office support machines)	1. Menjelaskan dan mengoperasikan mesin pemotong kertas 2. Menjelaskan dan mengoperasikan mesin pencatat waktu 3. Menjelaskan dan mengoperasikan mesin penghancur dokumen 4. Menjelaskan dan mengoperasikan mesin penjilid (binding) 5. Menjelaskan dan mengoperasikan numerator 1. Explain and operate the paper cutting machine	Kriteria (Criteria): Penilaian praktek (Practice assessment) Teknik (Technic): Non-test form: Mahasiswa menggunakan benda, alat atau bahan ajar agar mendapatkan pengalaman secara nyata terhadap apa yang akan dipelajari (Students use objects, tools or teaching materials in order to get real	Kuliah: 1.Ceramah 2.Diskusi 3.Praktik	Elearning: Google meet/ Zoom/ V-Learning Task 12 Mahasiswa ke laboratorium atau magang pada kantor untuk mempraktekan/mengoperasikan secara langsung cara kerja mesin mesin penunjang kerja perkantoran dengan benar. Kemudian mahasiswa membuat laporan (tertulis/video) dari hasil penugasan.	1-5	10%

Week	Expected ability of each learning stage (Sub-CLO)	Assessment		Learning Form, Learning Methods, Student Assignment, [Estimated time]		Learning materials [References]	rating weight
		Indicators	Criteria & Technic	Luring (offline)	Daring (online)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		2. Explain and operate the timekeeping machine 3. Describe and operate the document shredder 4. Explain and operate the binding machine 5. Explain and operate the numerator	<i>experience of what they are going to learn.)</i>		<i>(Students go to the laboratory or intern at the office to practice/operate directly how to work machines supporting office work correctly. Then students make a report (written/video) from the results of the assignment.)</i> [TM: 1x(1x50")] [PT : 1x(2x50")]		
16	Final Semester Examination						

Catatan :

1. **Capaian Pembelajaran Lulusan PRODI (CPL-PRODI)** adalah kemampuan yang dimiliki oleh setiap lulusan PRODI yang merupakan internalisasi dari sikap, penguasaan pengetahuan dan ketrampilan sesuai dengan jenjang prodinya yang diperoleh melalui proses pembelajaran.
2. **CPL yang dibebankan pada mata kuliah** adalah beberapa capaian pembelajaran lulusan program studi (CPL-PRODI) yang digunakan untuk pembentukan/pengembangan sebuah mata kuliah yang terdiri dari aspek sikap, ketrampilan umum, ketrampilan khusus dan pengetahuan.
3. **CP Mata kuliah (CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPL yang dibebankan pada mata kuliah, dan bersifat spesifik terhadap bahan kajian atau materi pembelajaran mata kuliah tersebut.
4. **Sub-CP Mata kuliah (Sub-CPMK)** adalah kemampuan yang dijabarkan secara spesifik dari CPMK yang dapat diukur atau diamati dan merupakan kemampuan akhir yang direncanakan pada tiap tahap pembelajaran, dan bersifat spesifik terhadap materi pembelajaran mata kuliah tersebut.
5. **Indikator penilaian** kemampuan dalam proses maupun hasil belajar mahasiswa adalah pernyataan spesifik dan terukur yang mengidentifikasi kemampuan atau kinerja hasil belajar mahasiswa yang disertai bukti-bukti.
6. **Kriteria Penilaian** adalah patokan yang digunakan sebagai ukuran atau tolok ukur ketercapaian pembelajaran dalam penilaian berdasarkan indikator-indikator yang telah ditetapkan. Kreteria penilaian merupakan pedoman bagi penilai agar penilaian konsisten dan tidak bias. Kriteria dapat berupa kuantitatif ataupun kualitatif.
7. **Bentuk penilaian:** Written Test - Non Test, Observation, demonstrasi and tugas

8. **Bentuk pembelajaran:** Kuliah, Responsi, Tutorial, Seminar atau yang setara, Praktikum, Praktik Studio, Praktik Bengkel, Praktik Lapangan, Penelitian, Pengabdian Kepada Masyarakat dan/atau bentuk pembelajaran lain yang setara.
9. **Metode Pembelajaran:** Problem Based Learning, Discovery, Demonstrasi dan Workshop
10. **Materi Pembelajaran** adalah rincian atau uraian dari bahan kajian yg dapat disajikan dalam bentuk beberapa pokok dan sub-pokok bahasan.
11. **Bobot penilaian** adalah prosentasi penilaian terhadap setiap pencapaian sub-CPMK yang besarnya proposional dengan tingkat kesulitan pencapaian sub-CPMK tsb., dan totalnya 100%.
12. **TM=Tatap Muka, PT=Penugasan terstruktur, BM=Belajar mandiri.**

1. Learning Outcomes of Graduates of Study Programs (CPL-PRODI) are abilities possessed by each graduate of PRODI which are the internalization of attitudes, mastery of knowledge and skills in accordance with the level of study programs obtained through the learning process.
2. The CPL that is charged to the course is a number of learning outcomes for study program graduates (CPL-PRODI) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. Course CP (CPMK) is the ability that is described specifically from the CPL that is charged to the course, and is specific to the study material or learning material of the course.
4. Subject Sub-CP (Sub-CPMK) is the ability that is described specifically from the CPMK 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 the ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.
6. Assessment Criteria are benchmarks used as measures or benchmarks for learning achievement in assessment based on predetermined indicators. Assessment criteria are guidelines for assessors so that the assessment is consistent and unbiased. Criteria can be either quantitative or qualitative.
7. Assessment form: Written Test - Non Test, Observation, demonstration and assignment
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: Problem Based Learning, Discovery, Demonstration and Workshop
10. Learning Materials are details or descriptions of study materials that can be presented in the form of several subjects and sub-topics.
11. The weight of the assessment is the percentage of assessment of each achievement of the sub-CPMK which is proportional to the level of difficulty of achieving the sub-CPMK, and the total is 100%.
12. TM=Face to Face, PT=Structured assignments, BM=Independent learning.