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

Study plan

COURSE	Code	Group	Credit	Semester	Compilation Date
Indonesian Public Administration System	6320103105	Organizational Theory, Organizational Behavior, Human Resource Management in the Public Sector	3	1	June 18, 2023

AUTHORIZATION	Lesson Plan Developer	Coordinator	Study Program Coordinator
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Learning Program Outcome (PLO)	**PLO**	
	PLO1	Able to master the theoretical concepts of policy and public administration
	PLO6	Able to utilize information technology in organizational management
	PLO7	Able to formulate alternative solutions to administrative problems in public sector organizations
	PLO10	Contributing to improving the quality of life in society and the state
	Course Learning Outcomes (CLO)	
	CLO2	Able to work together and have concern to contribute to various problems that arise related to office administration in the community and in various organizational environments
	CLO3	Able to master the theoretical concepts of office administration to realize the values of *good governance*
	CLO8	Able to utilize information technology in managing office administration in organizations
	CLO9	Able to formulate alternative solutions to various problems that occur in office management in various case studies in Indonesia through various innovations

Course Description	The teaching of this course aims to explain organizational theories that have developed to date, including the evolution of organizational theory differences between public and private organizations, analysis of the organizational environment, leadership, decision-making, organizational change and innovation and other organizational-related issues.	
Learning Materials/Topics	1. Definition, scope, and purpose of office administration 2. Various office activities, office procedures, office procedure principles, and how to write office procedures 3. Processing data into information, information functions, good information criteria, and types of information systems in office administration 4. The purpose of office layout, the form of office layout, the principles of office layout, and the factors that influence office layout 5. Equipment in the office, procedures for recording inventory, how to receive and issue goods, maintain goods, and transfer goods in the office 6. Communication function, characteristics of an effective message, forms of communication in the office, factors that affect information and communication processes in the office 7. Types of archives, archiving techniques, archive maintenance, and 5R in archiving 8. Letter formats, use of logos, state symbols, and service stamps, forms of delegation of authority in signing letters, and forms of correspondence in office administration 9. Types of office administration activities	
Reference	**Main**	1. Gibson, James L, Ivancevich, Jhon M, Donnelly, James H. 1990. Organization: Behavior, Structure, Process. Ed. Agu Dharma. Jakarta: Erlangga 2. Harch, Mary Jo. 1997. Organization Theory. New York: Oxford University Press. Robbins, Stephen P, and Barnwell, Neil. 2002. Organization Theory. Australia: Pearson Education Australia
	Addition	3. Gibson, James L, Ivancevich, Jhon M, Donnelly, James H. 1990. Organization: Behavior, Structure, Process. Ed. Agu Dharma. Jakarta: Erlangga 4. Harch, Mary Jo. 1997. Organization Theory. New York: Oxford University Press. 5. Robbins, Stephen P, and Barnwell, Neil. 2002. Organization Theory. Australia : Pearson Education Australia .
teaching lecturer)	1. Aktiva Trends Oktariyanda, S.AP., M.AP 2. Deby Febriyan Eprilianto, S.Sos., MPA. 3. Indah Prabawati, S.Sos., M.Sc.	
Precondition		

Week	Learning objectives	Evaluation	Learning Activities and Time Allocation	Learning Resources	Score

		Indicator	Criteria/Forms / Type	Offline	On line		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Able to apply and explain theoretical concepts and systems mindset in public administration using the HOTS method in a systemic, independent and responsible manner	1. Students are able to explain the theoretical concepts of the constitutional system 2. Students are able to apply a systemic mindset with the HOTS method 3. Students are able to explain the linkages of social science using the HOTS approach in the state system	**Criteria:** Holistic Rubric **form :** Non Test	- **Learning Form:** Face to Face Lecture - **Study method** *Discovery Learning* through Group Discussion **Student assignments:** investigate public policy that is oriented to the public interest	**Form of Learning** : Lectures through vinesa/ gc/meet **- Discovery Learning Learning Method , Student Task Group Discussion: Discusses** the theoretical concept of the constitutional system	1. The concept of a constitutional system 2. Value in the system	6%
2	Able to explain and analyze with a system approach Construction of Basic Ideas and Objectives of the State Administration System in a responsible manner	Students can describe the Basic Framework of the State Administration System	**Criteria:** Holistic Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** Discovery Learning, Contextual Learning - **Student assignment:** Tracing, identifying sources or problems surrounding the Basic Framework of the State Administration System	**- Forms of Learning:** Lectures through vinesa/ gc/meet **Discovery Learning** Learning Method , Group Discussions and Presentations **- Student assignments:** **- Tracing identify** sources or problems from the Basic Framework of the State Administration System	Basic Framework of State Administration System	14%
3	Able to describe and apply a systemic mindset in analyzing the Scope and Elements of the State Administration System	1. Describe the scope of the Indonesian constitutional system 2. Explain the elements of the Indonesian constitutional system	**Criteria:** Holistic Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** Case Study Learning through Group Discussion - **Student Assignments:** Review of articles related to Scope and Elements of the State Administration System Assignment, Identifying Public Problems and proving them objectively, critically, systematically	**- Forms of Learning:** Lectures through vinesa/ gc/meet **- Problem-Based Learning Methods** , Student Task Group Discussions **:** Reviewing the Scope of Articles and Elements of the State Administration System, Identifying Public Problems and	Basic Framework of State Administration System 1. The scope of the Indonesian constitutional system 2. Elements of the Indonesian constitutional system	12%

				based on the articles researched	Proofing It		
4-5	Able to collect data, process data and collect information and describe information understand the development of the State Administration System, state administration ecology by utilizing data literacy skills to analyze its systematization	1. Students can describe the Development of the Adm System. Country 2. Students can know the importance of studying the environment in state administration 3. Students can identify various approaches in administrative ecology	**Criteria:** Analytical Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** - **Study method** *Problem Based Learning* - **Student Assignments:** Formulate study questions that are in accordance with the Adm System Development problem. Country objectively Develop an analytical framework for Adm System Development. Country 2. Summary of State Administration Ecological Analysis Methods Independent Task: Develop State Administration Ecological Analysis Methods	- **Forms of Learning:** Lectures through vinesa/ gc/meet - **Learning Method:** *Problem Based Learning* - **Assignment:** Group Discussion - **Student assignments:** 1. Formulate study questions that are in accordance with the Adm System Development problem. State it objectively; 2. Compile Adm System Development analysis framework. Country; Make a Summary of State Administration Ecological Analysis Study Methods	Adm System Development. State in Indonesia and State Administration Ecology	10%
6-7	Able to apply and describe the State Administration System Model which is based on an analysis of the results of systematic and innovative thinking	Students can identify various State Administration System Models Students can identify the advantages of the model on SAN	**Criteria:** Analytical Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** *Problem Based Learning* - **Student assignment:** Discuss and carry out an office inventory Make a Summary of State Administration System Model Analysis Study Methods Independent Task: Develop a State Administration System Model Analysis Study Method	**Form of Learning:** Lectures through vinesa/gc/meet **Problem Based Learning Learning** *Methods* **Distribution of Student Tasks** : Make a Summary of State Administration System Model Analysis Study Methods	State Administration System Model Traditional Modification Development Oriented General System Theory Model Building Medium Term Theory Formulation	8%
8	**Mid-Semester Evaluation/Mid-Semester Examination**						

9	Able to identify and explain the administration of state government with a systemic approach and guided by humanities values	Able to identify and explain the administration of state government with a systemic approach and guided by human values	**Criteria:** Holistic Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** *Problem Based Learning* - **Student Assignments:** Read the Taskbook for Developing a Data Collection Guide for analysis of state government organizations	**Form of Learning:** Lectures through vinesa/gc/meet **Problem Based** Learning Methods **Task** **Student Assignment:** Read textbooks Assignment to Prepare Data Collection Guidelines for analysis of state government organizations	Definition of state government organization State organizational structure	5%
10-11	Able to explain and compile the organizational structure of government using the concept of public service state organizations, and good governance	Identify the central government organization Identify local government organizations	**Criteria:** Holistic Rubric **form :** Non Test	Learning Form: Face to Face Lecture Method: *Problem Based Learning* Student Assignment: Collection of data and information about government organization arrangements	- **Forms of Learning:** Lectures through vinesa/ gc/meet **Problem Based** Learning Methods	- Various central government organizations - Various local government organizations	6%
12-13	Able to explain, design and implement systemic forms of administrative reform and good governance, innovative approaches, value construction, foundation of the state administration system	1. Describe administrative reform 2. Describe good governance	**Criteria:** Analytical Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** Problem Based Learning - **Student assignment:** Interpretation of data and information on administrative reform and good governance	- **Forms of Learning:** Lectures through vinesa/ gc/meet **Problem Based** Learning Methods	administrative reform Good governance	7%
14-15	compiling (planning to evaluation) in the form of reports on the results of activities of the State Administration System based on PLK locations	Describe the constitutional system based on PLK location Presenting the results of the PLK report	**Criteria:** Analytical Rubric **form :** Non Test	**Learning Form:** Face to Face Lecture - **Method:** PBL - **Student Assignment:** Systematic Framework for Policy Analysis Reports on Activities of the State Administration System	- **Forms of Learning:** Lectures through vinesa/ gc/meet - PBL Learning Method **Student Assignment:** Systematic Framework for Policy Analysis Reports on Activities of the State Administration	All SAN course materials	8%

					System		
16	**End of Semester Evaluation / Final Semester Examination**						