



Universitas Negeri Surabaya
Faculty of Economics and Business
Bachelor of Commerce Education Study Program

Document Code

SEMESTER LEARNING PLAN

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|--|---|--|-----------------------------------|--|--------------------------|--|------------------------------|---|---|----|----|----|----|----|----|----|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| Courses | CODE | Course Family | Credit Weight | SEMESTER | Compilation Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Computer application | 8721103002 | | T=3 P=0 ECTS=4.77 | 2 | July 19, 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUTHORIZATION | SP Developer | | Course Cluster Coordinator | Study Program Coordinator | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Dr. Tri Sudarwanto, S.Pd., MSM. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Learning model | Case Studies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program Learning Outcomes (PLO) | PLO study program that is charged to the course | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Program Objectives (PO) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | PLO-PO Matrix | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 100px; height: 30px;">P.O</td> </tr> </table> | | | | | P.O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| P.O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Short Course Description | Examining and applying computer application concepts and their implementation, especially in the world of business management education related to the management of business and educational management computer applications (MS. Excel, MS. Publisher, Catamsia, and EndNote). Lectures are carried out using a system of practice, presentation, discussion, and reflection. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 50px; text-align: center;">P.O</td> <td colspan="16" style="text-align: center;">Week</td> </tr> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">9</td> <td style="width: 20px; text-align: center;">10</td> <td style="width: 20px; text-align: center;">11</td> <td style="width: 20px; text-align: center;">12</td> <td style="width: 20px; text-align: center;">13</td> <td style="width: 20px; text-align: center;">14</td> <td style="width: 20px; text-align: center;">15</td> <td style="width: 20px; text-align: center;">16</td> </tr> </table> | | | | | P.O | Week | | | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| P.O | Week | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | |
| References | Main : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ol style="list-style-type: none"> 1. Andy. 2003. Ms-Excell. Yogyakarta: LPTK Wahana 2. Jogiyanto. 2000. Pengenalan Komputer. Yogyakarta 3. Modul Praktikum Aplikasi Komputer.2007. Yogyakarta: Universitas PGRI 4. Andy. Microsoft Office for Windows. Yogyakarta: LPTK Wahana 5. Muklas. 2000. Diktat Pengantar Sistem Komputer. UAD Press | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Supporters: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supporting lecturer | MUHAMMAD EDWAR Dr. Finisica Dwijayati Patrikha, S.Pd., M.Pd. Renny Dwijayanti, S.Pd., M.Pd. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Week- | Final abilities of each learning stage (Sub-PO) | Evaluation | | Help Learning, Learning methods, Student Assignments, [Estimated time] | | Learning materials [References] | Assessment Weight (%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Indicator | Criteria & Form | Offline (offline) | Online (online) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|----|---|---|---|--|--|--|----|
| 1 | Understand the concept of computer applications | - Able to describe the concept of computer applications. Able to explain the scope of computer applications | Criteria: 1. Collect on time and according to the indicator value 100 2. Collecting not on time according to indicator value 75 3. Collecting and not matching indicator value 50 4. Does not collect 0 values | discussion and reflection 3 X 50 | | | 0% |
| 2 | Understanding Basic Spreadsheet Functions | - Able to use cell format | | Practice, discussion and reflection 3 X 50 | | | 0% |
| 3 | Understanding Basic Spreadsheet Functions | - Able to use mathematical operations | | Practice, discussion and reflection 3 X 50 | | | 0% |
| 4 | Understanding Basic Spreadsheet Functions | - Able to use statistical operations | | Practice, discussion and reflection 3 X 50 | | | 0% |
| 5 | Able to use Ms. Excel: Pivot tables and graphs | Able to use Ms. Excel: Pivot tables and graphs | | 3 X 50 demonstration and practice | | | 0% |
| 6 | use of Ms. Excel: Pivot tables and graphs | Practicing the use of Ms. Excel: Pivot tables and graphs | | Demonstration and Practice 3 X 50 | | | 0% |
| 7 | use of Ms. Excel: Pivot tables and graphs | Practicing the use of Ms. Excel: Pivot tables and graphs | | Demonstration and discussion 3 X 50 | | | 0% |
| 8 | Midterm exam | | | 3 X 50 | | | 0% |
| 9 | Able to use power point: Animation, Hyperlink, Package for CD | Able to use power point: Animation, Hyperlink, Package for CD | | 3 X 50 demonstration and practice | | | 0% |
| 10 | Able to use power point: Slide Master | Able to use power point: Slide Master | | Demonstration and practice 1, 2, 3, 4 3 X 50 | | | 0% |
| 11 | Able to design Power point: company/brand profile | Able to design Power point: company/brand profile | | 3 X 50 demonstration and practice | | | 0% |
| 12 | Able to design Logos, Business Cards, & Letterheads | Able to design Logos, Business Cards, & Letterheads | | 3 X 1 demonstration and practice | | | 0% |
| 13 | Able to design Brochures & Flyers | Able to design Brochures & Flyers | | 3 X 50 demonstration and practice | | | 0% |
| 14 | Able to design Business Signage & Creative Advertisements | Able to design Creative Advertising Business Signage | | 3 X 50 demonstration and practice | | | 0% |
| 15 | Industrial practice | Industrial practice | | Demonstration and Practice 3 X 50 | | | 0% |
| 16 | Final exams | | | 3 X 50 | | | 0% |

Evaluation Percentage Recap: Case Study

| No | Evaluation | Percentage |
|----|------------|------------|
| | | 0% |

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.
2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.
3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.
4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.
5. **Indicators for assessing** 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.